



NATIONAL EMERGENCY MANAGEMENT AGENCY

MINISTRY OF NATIONAL SECURITY

**DRAFT DISASTER/EMERGENCY
STANDARD OPERATING PROCEDURES
&
CONTINGENCY PLANS**

SEPTEMBER 2000



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Distribution List

NEMA's Standard Operating Procedures and Contingency Plans	Draft September 2000	Revised April 2001	Periodic Revisions			
Minister, MNS	Oct 2000	May 2001				
P.S. MNS	Oct 2000	May 2001				
NEMA Director	Oct 2000	May 2001				
4 Coordinators	(3) Oct 2000	May 2001				
Tobago Coordinator (2)	(1) Oct 2000	May 2001				
Tobago House of Assembly 20 (via NEMA Tobago)	X	May 2001				
NEMA Office Copy (T&T)	Oct 2000	May 2001				
Head of Divisions MNS	X					
CDS (12)		May 2001				
Prisons (4)		May 2001				
Police (22)		May 2001				
Fire (10)		May 2001				
Forensic (1)		May 2001				
Immigration (7)		May 2001				
Task Force Chairpersons	(17) Oct 2000	(15) May 2001				
23 Ministries in 2000	Oct 2000					
P.S. Office of P.M.		May 2001				
P.S. AG & Legal Affairs (2)		May 2001				
P.S. Communication & Information Technology		May 2001				
P.S. Community Empowerment, Sports & Consumer Affairs (3)		May 2001				
P.S. Education		May 2001				
P.S. Energy & Energy-based Industries		May 2001				
P.S. Enterprise Development, Foreign Affairs & Tourism (3)		May 2001				
P.S. Environment		May 2001				
P.S. Finance		May 2001				
P.S. Integrated Planning & Development		May 2001				
P.S. Health		May 2001				
P.S. Housing & Settlement		May 2001				
P.S. Human Dev, Youth & Culture (2)		May 2001				
P.S. Infrastructure Development & Local Government (3)		May 2001				
P.S. Labour, Manpower Development & Industrial Relations		May 2001				
P.S. Ministry of Food Production & Marine Resources		May 2001				

14 Regional Corporation CEO's	Oct 2000	May 2001				
14 Volunteer Local Emergency Coordinators	Oct 2000	May 2001				
4 Regional Health Authorities	Oct 2000	May 2001				
CEO TSTT	Oct 2000	May 2001				
CEO T&TEC	Oct 2000	May 2001				
CEO WASA	Oct 2000	May 2001				
CEO NGC	Oct 2000	May 2001				
President TTEMAS	Oct 2000	May 2001				
Operations Managers AATT (Piarco & Crown Point)	Oct 2000	May 2001				
PATT (2 including Tobago)	Oct 2000	May 2001				
Employees Consultative Association	Oct 2000	May 2001				
CDERA	Oct 2000	May 2001				
Sub Regional Focal Group Grenada Guyana	Oct 2000	May 2001 May 2001				

1. SITUATION

1.1. Introduction

1.2. The Threats

1.3. Assumptions

1.0 SITUATION

A disaster-emergency condition exists, when an event attributable directly or solely, either to the operation of the forces of nature or human intervention or to both, generates the extensive damage and destruction to life or property; is accompanied by extensive social and physical disruption and overwhelms the resources of the affected community or country to provide a timely and effective response to meet the needs of the situation.

The emergency aspect of such an event requires immediate attention to alleviate threats to life, pain, distress and anxiety.

1.1 Introduction

The *National Emergency Management Agency, Ministry of National Security, National Disaster/Emergency Standard Operating Procedures and Contingency Plans* replaces the *Emergency Plan and Instructions for Disaster Situations* which has been produced by the Agency from the early 1990's.

This *National Disaster/Emergency Standard Operating Procedures and Contingency Plans* is more comprehensive than its predecessor. It includes:

- Instructions for different Levels of Emergencies
- Hazard Specific Contingency Plans
- Mitigation and Recovery operating procedures
- Damage Assessment and Needs Analysis procedures
- Disaster Relief Guidelines and Procedures and
- An expanded Emergency Operation Centre section.

The procedures were developed from the experience of the agency and the experience of other countries in the Caribbean region. There are some incomplete sections in the Plan e.g. *Search and Rescue, Evacuation*, as work is ongoing in these areas.

From October 2000 to January 2001 NEMA asked the authorities in the *Distribution List* to review the draft document. This ensured NEMA's partners and collaborators had input into its development and that the Plan would be functional.

NEMA acknowledges the work of the Caribbean Disaster Emergency Response Agency (CDERA). Many of the Plan's sections were generated from templates produced by CDERA. This agency's work in the region has greatly assisted in the sharing of disaster

experiences of other Caribbean nations, strengthening the planning process.

Since its revision, the agency has had the opportunity to test Sections of this Plan. These have proved effective when applied in local emergencies/threats. Revisions have also been made and will continue as lessons are learned and applied.

The *National Disaster/Emergency Standard Operating Procedures and Contingency Plans* is being widely dispersed to all partners and collaborators. It is expected to guide stakeholders and promote the development of and integration with other disaster response plans nationally. The Agency urges all to continue to regularly test these plans towards the effective disaster management in Trinidad and Tobago.

Director

April 2001

National Emergency Management Agency

1.2 THE THREATS

This section of the Plan identifies the major hazards to which the country is exposed. Generally, hazards fall into two (2) broad categories – Natural and Man-made. Historical details of such events or potential events are included in the Hazard specific Contingency Plans (Section 3.6). The list shown below represents a typical classification.

NATURAL HAZARDS

- Earthquakes
- Severe weather
 - Thunderstorms
 - Hurricanes
 - Floods
 - Drought
 - Landslides
- Volcanic (mud) Eruptions
- Tsunamis (Tidal Waves)
- Health & Biological
 - Epidemics
 - Epizootics
 - Other Agricultural
 - Poisonings, intoxication

MAN-MADE HAZARDS

- Aircraft crashes
- Marine emergencies
- Forest Fires
- Multi-unit house fires
- Industrial Accidents
 - Explosions, spills, fires, gas leaks, BLEVE, UVCE, radioactive emissions
- Hazardous Materials
- Building Failure
- Traffic Accidents
- Dam Breaks
- Mass Casualty events
- Environmental
 - Air/water soil pollution

Direct responsibility for some of the natural and man-made hazards sits with government ministries, the statutory authorities e.g. Airport and Port, and the private sector. This plan does not attempt to duplicate the efforts of these agencies. Rather it attempts to maintain consistency with these established emergency plans.

NEMA is presently undertaking hazard assessments and vulnerability analyses for seismic, slope instability (landslide) and flood events.

1.3 ASSUMPTIONS

The *National Disaster/Emergency Standard Operating Procedures and Contingency Plans* assumes that:

1. A disaster or emergency may occur with little or no warning and may cause a large number of casualties with widespread damage and disruption.
2. Government Agencies and the private sector may need to respond on short notice to provide timely and effective assistance to the State.
3. Government agencies and the private sector will support the overall Concept of Operations of the Plan and will carry out their functional responsibilities.
4. All Government agencies, critical facilities and the private sector, would have developed general disaster/emergency and contingency plans. These organizations will implement preparedness, mitigation, response and recovery activities and exercises in order to maintain the overall national response capability.
5. No single disaster event will completely devastate the country rendering it uninhabitable.
6. The declaration process will be carried out by the President in accordance with the Disaster Measures Act, Chapter 16:50 Act 47 of 1978.

2. AIM

2.1. Purpose and Scope of Plan

2.0 AIM

The Aim of this Plan is to establish an understanding of the structure and operating procedures for addressing all aspects of disaster management in Trinidad and Tobago

2.1 Purpose

The purpose is to ensure the timely and effective assistance to the affected in a coordinated manner, ensuring the greatest protection of life, property and health.

The Plan also defines the administrative structure in times of disaster and ensures continuity of process between NEMA and its Task Force/Groups.

2.2 Scope

The Plan is the operating instructions for NEMA and its Task Force/Groups at the localized, national and regional levels.

The Plan addresses all natural and some man-made hazards to which the country is exposed. The exceptions being where there already exists plans or agencies responsible for specific hazards e.g. Aviation, marine or industrial events.

The Plan addresses disaster-management functions for which NEMA has primary coordination responsibility e.g. Relief, Shelters, EOC, Damage Assessment and Needs Analysis.

3. EXECUTION

3.1. Activation

3.2. Concept of Operations

3.3. Coordinating Instructions

3.4. Public Information/Media

3.5. Mitigation and Recovery

**3.6. Hazard Specific
Contingency Plans**

3.7. Appendices

3. EXECUTION

3.1 ACTIVATION

- (a) The Director of the National Emergency Management Agency is authorized to mobilize any portion of this National Disaster/Emergency Plan to respond and recover from the effects of disasters/ emergencies or the imminent threat of a disaster/emergency.
- (b) The National Disaster Emergency Plan shall become automatically operational upon a declaration of a disaster by the President, under the Disaster Measures Act, Chapter 16:50 Act 47 of 1978.

3.2 CONCEPT OF OPERATION

3.2.1 General

- (a) The National Emergency Management Agency Mission will *coordinate a network of agencies and individuals within the country to direct their efforts towards the maximum preservation of life and the protection of property in times of disaster/emergency* (Reference Cabinet Minute No. 1060 May 19, 1988 - the establishment of NEMA). The roles and responsibilities of NEMA are outlined in Appendix 3.7.1.
- (b) The individual and their communities shall, as much as is within their means, take the recommended precautions to safeguard their families and their property against the hazards to which they are exposed.
- (c) The first-line of emergency response shall be the responsibility of the protective services - Fire and Police - as well as the health services. The national disaster/emergency mechanism, coordinated by NEMA shall be activated for Level 2 and Level 3 emergencies² (Section 3.3.1) as determined by the Director NEMA, based upon consultation with the emergency response services and other expert agencies (e.g. Meteorological Services).
- (d) The alleviation of the negative effects of a disaster is most effective when coordinated through a decentralised system. A collaborative response between NEMA, the Tobago House of Assembly and the

² **Levels of Response to Emergencies/Disasters**

Level 1 Localized emergency events dealt within the regular operating mode of the protective services.

Level 2 Emergency/disaster events that overwhelm the capacity of the resources in the municipal region/Tobago but do not overwhelm the capacity of the national resources to respond and recover (Disaster Areas).

Level 3 Emergency/disaster events that overwhelm the capacity of the national resources to respond and recover (National Disaster).

Regional Corporations presently operates in times of disaster/emergencies (Figure 3.2.1).

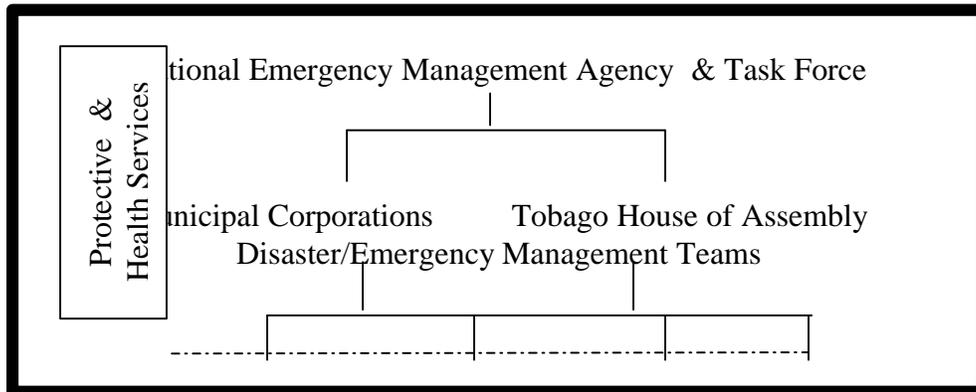
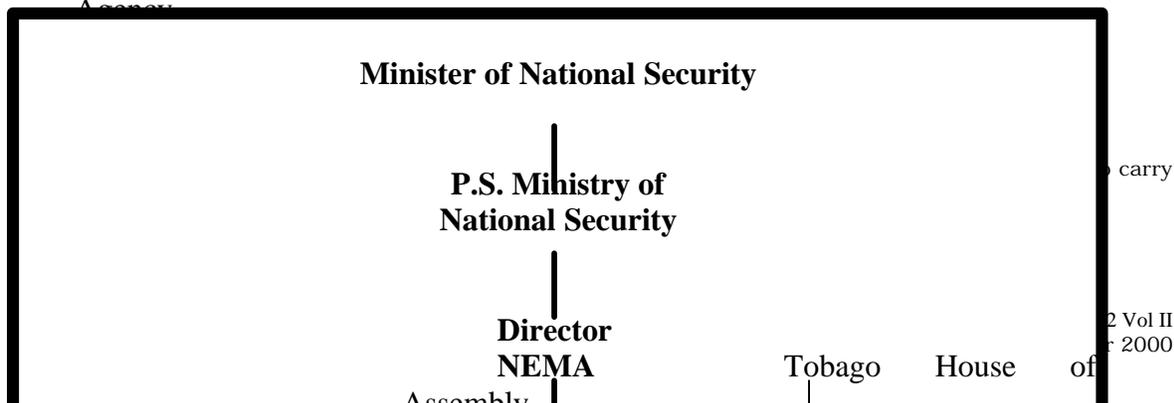


Fig.3.2.1 Decentralised disaster management

3.2.2 Organisation

- (a) The National Emergency Management Agency comprises of its Director and four Coordinators (as well as a Tobago Coordinator). The strength of the agency lies in the coordinated efforts of the NEMA Task Force. The National Disaster Management System depends upon the interventions of these skilled professionals from the public service and private sector (Fig. 3.2.2) as well as the individual from disaster prevention, preparation. Mitigation, response, rehabilitation and recovery.
- (b) The Task Force is made up of the Chairpersons of the various Task Groups. (Task Groups are bodies composed of agencies supportive of a particular disaster management function, e.g. Search and Rescue or Road Clearance). Details of the various Task Group terms of reference are outlined according to the phases of the emergency³ in Appendix 3.7.2. A disaster/emergency function responsibility matrix of the various Ministries and Services is enclosed in Appendix 3.7.3

Figure 3.2.2 Organisational Structure of the National Emergency Management Agency



3.3 Coordinating Instructions

3.3.1 Levels of Response to Disasters/Emergencies:

The response of the National Emergency Management Agency depends on the severity of the situation and the type of assistance required. There are three levels of emergency/disaster disaster response:

Level 1

Localized emergency events dealt within the regular operating mode of the protective and health services.

Level 2

Emergency/disaster events that overwhelm the capacity of the resources in the municipal region/ Tobago, but which do not overwhelm the capacity of the national resources to respond and recover (such zones of impact can be declared *Disaster Areas*).

Level 3

Emergency/disaster events that overwhelm the capacity of the national resources to respond and recover (such an event may be designated as a *National Disaster*).

3.3.2 WARNINGS AND ALERTS

(a) Source of Warnings and Alerts

- i. Bulletins and Advisories: Where technology allows (e.g. hurricanes and floods), warning *Bulletins and Advisories* may be issued by the relevant authority, directly to the public via the electronic media, within as much as 36 hours of an event.
- ii. Other Alerts may be received from any source and by any means. The more common emergency contact numbers are listed below (Table 3.3.1). **Warnings or alert messages received from any source (other than the relevant authority or the protective services) will be verified.**

(b) Warnings and Alerts Contact Points

i Duty Hours

Warnings may be received during duty hours by Emergency Management personnel present at NEMA or other emergency management Services in Trinidad and Tobago (Fire, Police

and Health Services).

ii Non-Duty Hours

Disaster warnings and alerts may be received during non-duty hours by one of the following.

- (1) Director, NEMA
- (2) Chief Fire Officer

NEMA	623-8004 /2078 /1943 Fax 625-8926 Email - nematt@wow.net	Police	999
NEMA-Tobago	660-7489 Fax: 660-7657	Fire and Ambulance Services	990
Environmental Management Authority	628-8042	Coast Guard	634-4440/- 4532/-4554
Ministry of Energy & Energy-based Industries	652-3126 / 2075	National Gas Co.	800-4GAS 800-4427

Table 3.3.1 Common Emergency Contact Numbers

Contact numbers for Task Force members during duty hours are included in Appendix 3.7.2 (a). NEMA also possesses a list of 24-hour contact numbers for its Task Force.

An *Emergency Message Form* is attached below. The form is generally completed in triplicate



NATIONAL EMERGENCY MANAGEMENT
 AGENCY
 Ministry of National Security
 623-2078/8004/1943 Fax 625-8926 9Y5NC
 nematt@wow.net
EMERGENCY MESSAGE FORM

1. Caller Name: Sex (male/female)		2. Date:	3. Time:
4. Contact #: Address:			
4. Type of Emergency (Description):			
5. Location: & access route?			
6. Time of Emergency:		7. Number of Persons Affected:	
8. Action Taken by Caller: Emergency Services on the Scene:			
9. Emergency Needs:			
10. Incident Commander on Scene:			
11. Receiving Officer's Name:		12. Signature:	
13. Forward to:		14. Priority:	Urgent Medium High Low

15. Action Taken:
16. Signature

Standard Operating Procedures for Varying Emergency Levels

(a) Level 1 Emergency

i Monitor situation

Should the situation warrant - NEMA will establish contact with a qualified observer in the field, to monitor the situation until it is stood down.

ii Compile Report on Incident and Assess Response

As soon as is possible after an emergency incident, the agencies involved, should compile a report on the facts of the incident and undertake an assessment of the emergency response. Recommendations for preventing and mitigation similar incidents in the future and which promote an enhanced response, should be compiled and submitted to the appropriate agencies.

In some circumstances, for Level 2 emergencies or higher, where a disaster/emergency threatens or occurs in municipal regions/Tobago, the corporations/NEMA Tobago will notify the main office in Trinidad.

(b) Level 2 Disaster/Emergency

i. Confirm event and issue call out

Confirm that the situation and that emergency response services and appropriate Task Force Members are informed and mobilized (see relevant Hazard Contingency Plan Section 3.6). A core group will be contacted at all times:

- Fire Services
- Police
- Regional Corporation/Tobago administering the incident area
- Medical and Public Health

As a matter of course, NEMA personnel will seek from the

incident specialist (e.g. Meteorological Service, Public Works, Seismic Research Unit or the particular industry) technical details of the incident and any additional safety procedures.

NEMA's staff will also check with the Public Utilities - WASA, T&TEC, TSTT, NGC to determine the impact (if any) of the emergency upon their service.

For a Level 2 emergency and higher, the Director NEMA/(Tobago Coordinator) shall determine if it is necessary whether the Information Division representative/Communication Officer-MNS/THA shall be called in for the first 48 hours of the emergency and longer.

ii Establish Field Command Post

Providing that it is safe to do so, NEMA's Director (or Coordinator,) will attend at the incident area with the necessary equipment⁴ to the established (or to establish a) field command post. This forward command post should be organized to ensure:

- The safety of responders and affected persons.
- To facilitate the maximum efficiency of flow of emergency response information among responding agencies.
- To facilitate effective coordination and control of the situation including, the movement of emergency vehicles to the event site.

Minimum personnel for the forward command post includes:

- Fire Service Representative(s)
- Police Service Representative(s)
- Health Representative(s)
- Works Department Representative(s)
- THA/Municipal Corporation's representative(s)
- NEMA Director (or Coordinator as designated)
- Facility Owner/Operator

⁴ Vehicle and handheld (with spare battery) radios, loud hailer; clipboard with SitRep and DANA forms; Water cooler and cups; NEMA identification vests for staff; other event specific items e.g. raincoat and boots, response items such as tarpaulins, rope chainsaws etc. as available.

iv Coordination of the Disaster/Emergency

Once established on site the NEMA representative will assist in the coordination of the disaster/emergency by:

- Obtaining a detailed list of those affected by arranging for a damage assessment and needs analysis, if not already underway, DANA (Section 4.1).
- Liaising with the various services at the command post to determine any shortfalls in manpower and resources required to address immediate priorities.
- Establishing information flow procedures for concerned parties.
- **Reporting frequently to NEMA Control (9Y5NC)** on the state of the response, resources on hand and needs of population.
- NEMA's office to compile Situation Reports (SITREP Form Section 4.1).

iv Relief & Welfare Management

Request for emergency relief supplies shall be processed in accordance with the *Relief Guidelines and Procedures* (Section 4.6) outlined in this manual.

Once it is determined that the management of emergency in the field will exceed 24-48 hours NEMA will endeavor to secure welfare⁵ support for the disaster/emergency responders.

v Rehabilitation and Recovery

It is recognized that Public utilities and Regional Corporations will act in the initial rehabilitation and recovery activities at the local level. The Corporation's action is in keeping with their functions under the *Municipal Corporation's Act No. 20 of 1990 Part XIII Section 232*. Anticipated rehabilitation matters may include:

- Public Health - insect vector and rodent control as well as addressing cesspit overflow e.g. floods.
- Road and drainage clearance.

⁵ Welfare support is envisioned as addressing the basic health needs of those responding to the emergency in the field. These needs will include availability of water (drinking, basic washing), toilet facilities and at least one full meal for the day. Depending upon the event this may extend to on site counseling.

In keeping with the philosophy of enjoying private property, the public is expected to take responsibility for the initial rehabilitation of their facilities.

Further assistance may be provided where:

1. The need is determined by the Director NEMA in consultation with the personnel at the field Command Post and Task Force representatives.
2. A Localized or National Disaster is proclaimed by the President under the Disaster Measures Act 47 of 1978 Ch 16:50.

For Rehabilitation and Recovery follow the *Mitigation and Recovery* procedures Section 3.5.

vi Escalation of Disaster/Emergency State or Stand down

Should the emergency escalate to Level 3, procedures for this state will be adopted.

Otherwise, based upon consultation with personnel at the field Command Post and Task Force representatives, the Director NEMA/(Tobago Coordinator) will issue the stand down.

(c) PROCEDURES FOR LEVEL 3
DISASTER/EMERGENCY STATE

i Advise the public.

Issue public safety advisory on preparedness and precautions information in accordance with pre-established procedures (See appropriate Hazard Contingency Plan Section 3.6).

ii Mobilise NEMA T&T and the Task Force

NEMA shall call Emergency Task Force Meeting to

- Assess and coordinate preparations
- Coordinate public information on the state of preparedness
- Circulate check-sheet

NEMA to secure Information/Communications Officer.

Director, NEMA to brief Minister and P.S. Ministry of National Security on the event and the expected actions to be taken. (Tobago Coordinator to brief Chief Administrator, THA).

NEMA Task Force shall mobilize their Task Groups. Members are expected to dispatch critical resources in accordance with their service responsibility and as required.

Director, NEMA in consultation with the Task Force to advise Ministry of National Security on whether there is the need to make *Declaration of a Disaster* based upon situation and/or rapid DANA feedback; for relay to the President.

iii Activate NEMA's Emergency Command Centre (EOC)

See Section 5 - *Command and Control* and follow procedures therein. Coordinate emergency response, rehabilitation and recovery.

iv Coordinate and Release Information

Issue timely coordinated information releases in accordance with pre-established procedures (Section 3.4):

- To the media including a public safety advisory on preparedness and precautions information in accordance with pre-established procedures
- To CDERA
- To Sub-Regional Focal Group countries (Grenada & Guyana)
- To Trinidad & Tobago international missions & other relevant agencies (Ministry of Foreign Affairs to issue).

v. Initiate DANA in all sectors nationwide.

Once it is safe to do so, initiate *rapid-8hrs* and *detailed-72hrs* DANA (Section 4.1) from all sectors of the Government Service. Compile and return *Situation Reports* to Ministries and NEMA'S Emergency Operations Centre.

vi. Daily Task Force Meetings

Within 24-48 hours after the Level 3 disaster/emergency began the NEMA Task Force will meet daily at 09:00 (or at a time otherwise determined) to:

- Assess situation and coordinate emergency response.
- Continue implementing rehabilitation and recovery actions.
- Coordinate public information on the state of emergency.

These meetings will continue until the emergency phase moves to the recovery phase or by consensus of the Task Force.

vii. Rehabilitation and Recovery

This section will follow the SOP for *Mitigation and Recovery* Section 3.5.

viii. Stand Down

In collaboration with the NEMA Task Force, the Director, NEMA will:

- Issue the stand down for the EOC.
- Declare the event has moved from the emergency response phase, to the recovery phase.

Director, NEMA to brief Minister and P.S. Ministry of National Security.

NEMA to issue coordinated information releases in accordance with pre-established procedures to:

- Media
- CDERA
- Sub-Regional Focal Group
- (Ministry of Foreign Affairs to issue to T&T international missions & other relevant agencies)

ix. Review

Each sector is requested to undertake a review of its overall disaster management involvement in the event. Further a review of the emergency, will be hosted by NEMA for its Task Force within 6 months of the event to:

- Incorporate lessons learned from the experiences into the overall national disaster emergency management system.
- Improve planning, coordination, response, rehabilitation and recovery.
- Identify and request needed resources.
- Identify and develop training programmes required.
- Record the event experience for the benefit of other Caribbean states.
- Identify and initiate mitigation works required.
- Record the event experience for the benefit of other Caribbean states.

3.3.4 Regional Response Mechanism

For emergencies not affecting this country, but threatening or affecting CDERA participating states. NEMA shall fulfill its obligations under the

Agreement Establishing CDERA and in keeping with CDERA's Regional Coordination Plan.

On receipt of communication from CDERA that *"the Regional Response Mechanism has been activated"* NEMA will:

- (a) Send copies of the communication by facsimile (see Message below) to:
- (i) The P.S., Ministry of National Security
 - (ii) Chairman of the External Agencies Task Group (for redistribution to Task Group Members)
 - (iii) The Chairman of the Social Services and Voluntary Agencies Task Group (for redistribution to Task Group Members)
 - (iv) The Chief of Defence staff - in anticipation of the need for CARICOM Disaster Response Unit (CDRU) activation.
 - (v) The Chairman Telecommunications Task Group (See (b)).
 - (vi) NEMA Tobago
 - (vii) Other Task Force members as determined.

Message

" Please be advised of the activation of the Regional Response Mechanism for name emergency/ hazardous event. Grateful if you would alert the members of your Task Group/organisation of this situation.

NEMA will establish radio communication with CDERA and the Sub regional Focal Point country for the emergency. This agency

- (b) Establish HF communications with:
 - (i) CDERA 7.850 MHz USB (alternate 7.453.5 MHz USB).
Note East West – 14.415 MHz USB.
 - (ii) The Sub-regional Focal Point (14.415 MHz USB) for the area of the emergency.

- (c) On receipt of further communication from CDERA e.g. SitRep regarding the current disaster/emergency, the Director NEMA will:
 - (i) Contact the appropriate agency/organization directly, to advise on regional request for assistance
 - (ii) Advise the above-mentioned Task Force Representatives on the need to address the requests for assistance
 - (iii) Alternately, based on CDERA's communication, NEMA may stand down the alert of the local support mechanism.

Should the Task Groups be required to mobilize they shall follow established procedures within the Group.

b. Managing Public Information

Below are some useful guidelines for managing public information:

- Hold the first news conference as soon as possible after the event
 - Set media guidelines regarding accessibility to information, length of question periods, conference/briefings, site tours, etc.
 - Ensure good communications with frequent updates on the bulletin board or white board.
 - Ensure a messenger is available to assist the media where possible.
 - Media pooling is the practice of selecting a small number of media personnel from different media houses to represent print and electronic news personnel on the disaster site. A good practice is to have the media select (from their own ranks) one print journalist, one stills photographer, one video camera man and one audio technician. Media pooling is used when access to the disaster site is limited. Otherwise the media will expect full access to the site.
 - Ensure monitoring of print and electronic coverage for rumour control and awareness. This can either be done by contracting monitoring to an outside company, or by installing in-house electronic equipment and monitoring personnel.
 - Ensure expert spokespersons are available for credibility
 - Ensure bilingual capabilities, as appropriate. Certain circumstances may warrant professional translation services.

c. Rumour Control

One of the necessary items to consider in preparing for an emergency/disaster is rumour and information. Monitoring of both the news media and incoming public calls will enable awareness of

rumours and innuendos, which could both have negative consequences for public safety and should be corrected promptly.

BRIEFINGS AND CONFERENCES

Briefings for the Director NEMA, Regional Corporation Local Emergency Coordinator, and the Public Information officer should be scheduled at six-hour intervals. The Director NEMA will post a briefing schedule on the bulletin board. NEOC section heads should be prepared to participate in these briefings with a three minute summary of their section's progress. The briefings by each section will include:

- Unresolved problems
- Major new problems during previous six hours
- Assistance needed from other agencies or outside organizations.
- Information developed by the section that should be passed to other NEOC sections or to the public.

Additional briefings may be organized at the request of the Director NEMA. These may include VIP, news media briefings, and situation reviews for newly arrived agency representatives.

Conferences of key NEOC personnel may be convened at any time by the Director NEMA to discuss and resolve major issues. These conferences will be held in the conference room.

The Director NEMA is responsible for ensuring that any decisions reached at conferences are quickly relayed to all NEOC personnel.

17. REPORTS

a. NEOC Reporting

The NEMA Operations officer is responsible for ensuring that all required reports are forwarded to CDERA on time. He/she is also responsible for preparing and sending any special reports on damages, threats or assistance needed.

The PIEO is responsible for informing all NEOC sections of special information needed by personnel in the field in order to respond to citizens' inquiries. Locations and services offered at temporary medical, feeding, or shelter facilities in

particular, should be rapidly disseminated to all disaster workers in the field.

b. After Action Reports

An after action report must be completed on deactivation of the NEOC, which signals the official end of the response. This report will be used in a debrief of the operations, which is vital for learning lessons, good and bad, which are meant to continuously improve disaster response.

INFORMATION MANAGEMENT

The trend today is to regard the public's access to accurate, reliable and timely information, even in a disaster, as a right. It is obvious that difficulties can arise regarding the management of "confidential" information. In general, accurate information on a hazard, disaster or its impact can not be treated as confidential. Information which contributes to high level decision making before decisions are taken is accepted as confidential.

Emergency Operating Centres usually have Standing Operating Procedures (SOPs) for information management. These SOPs should be used as the basis for information management during the Recovery Phase. The following suggestions are offered against that background.

SUGGESTIONS

- Public information should be accurate, timely and varied.
- Information should be from an authorized and authoritative source.
- Information should be repeated frequently in the early stages.
- Do not attempt to completely restrict media access since this is impossible.
- Develop a cooperative framework which includes protocols, systems and procedures e.g. for visits to worst affected "dangerous" areas.
- A single specific focal point for media management is best.
- A media "background information" sheet which is regularly updated is a useful tool.

NOTE:

- i) The media may regard official attempts to manage information as censorship and may become hostile.

Increasing access to key officials in open, live fora usually reduces this difficulty.

- ii) The media may not be bound by the same kinds of SOPs as public officials.
- iii) Media interests in disasters is high and the priorities will not necessarily coincide with those of national Recovery Plan.

3.5 RECOVERY PLAN

3.5.1 Definition

Disaster recovery is the planned and coordinated process of supporting disaster-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being of the population.

Recovery planning incorporates several immediate intensions, which include:

- (a) Promoting a return to the provision of services and the availability of goods which support normal life.
- (b) Promoting courses of action which will contribute to a reduction in the vulnerability of the population to a range of hazards.
- (c) Stimulating local initiatives to respond to the effects and impacts of a disaster.
- (d) Developing plans and strategies to enhance the process of long-term rehabilitation.

3.5.2 Introduction

The national disaster Recovery Plan is intended to provide a framework for the national disaster recovery effort. It must be stressed that the Plan is intended as a guide. The Recovery Process must be lead, directed, controlled, monitored and evaluated. The effectiveness of the Plan is determined by the commitment to its procedures and uses. Recovery is a phased process in which the phases overlap and the boundaries are blurred. Action in the Recovery context will be required at:

- i) The Immediate Response Phase
- ii) The Restoration phase – Short-term Recovery
- iii) The Reconstruction phase – Medium term Recovery
- iv) The long term Reconstruction Phase

Recovery is a complex, dynamic process which depending on the nature of the event, may extend over many years. This Planning Guide focuses attention on Immediate Response, Restoration and Reconstruction, short and medium term Recovery.

The plan is not intended to replace the National Strategic Development Plan.

3.5.3 Goal

The goal of the national Recovery effort is to facilitate the recovery of affected individuals, districts, communities and the social and economic infrastructure as quickly as possible in an effective and efficient manner.

The goal of the Recovery Plan is “to provide a basis upon which planned and coordinated actions can be taken in support of the Goal of Recovery”. In so doing, disaster recovery will assist the community towards the management of its own recovery by supplementing personal, family and community structures, efforts and resources.

3.5.4 Objectives

The objectives of the Plan are:

1. Prioritize recovery action requirements.
2. Promote effective, coordinated actions of all agencies involved in the recovery process
3. Promote timely decision-making and the implementation of such decisions in support of the recovery goal.
4. Reduce, and where possible eliminate, duplication of effort and waste of resources.
5. Establish and maintain appropriate accounting and reporting arrangements for the recovery process.
6. Provide appropriate arrangements for the dissemination of public information.
7. Enhance capacity for dealing with disasters in future.
8. Reduce vulnerability to disasters in future.

The monitoring of the Recovery process shall be undertaken with as few levels of authority as possible between the Mitigation and Recovery Task Group and the Cabinet. Consistent formal reporting to Cabinet is part of the process.

3.5.5 Execution of Disaster Recovery Process

The disaster recovery process will be activated some for Level 2 events and all Level 3 events. The Recovery process will work in tandem with the other disaster management functions of the NEMA Task Force.

It is recognized that Public Utilities and Regional Corporations will act in the initial rehabilitation and recovery activities at the local level. The Corporation's actions is in keeping with their functions under the *Municipal Corporation's Act No. 20 of 1990 Part XIII Section 232*. Anticipated rehabilitation matters may include:

- Public Health – insect vector and rodent control as well as addressing cesspit overflow e.g. floods.
- Road and drainage clearance.

In keeping with the philosophy of enjoying private property, the public is generally expected to take responsibility for the initial rehabilitation of their facilities.

(a) Hazardous events with warning periods:

Upon notification of an impending hazardous event the Director, NEMA will activate the Recovery process by alerting the Chairperson of the Mitigation and Recovery Task Group.

The Chairperson in tandem with the NEMA Coordinator responsible for Mitigation and Recovery will notify Task Group members. This contact is necessary to establish emergency communications and prepare for the timely preparation of the detailed DANA (Section 4.1.2) within 72 hours of the impact of the event.

The Task Group will also undertake a projection of the likely impact of the hazardous event based upon the hazard and vulnerability assessment information available at NEMA and among Task Group members. Once this information has been assessed the Task Group will initiate the alerting and decision making process for items listed in Table 3.5 1.

(b) Hazardous events without warning periods:

Upon notification of the impact of a hazardous event, the Director, NEMA will activate the Recovery process by contacting the Chairperson of the Mitigation and Recovery Task Group.

The Chairperson in tandem with the NEMA Coordinator responsible for Mitigation and Recovery will notify Task Group

members. This contact will establish emergency communications and initiate the data gathering and timely preparation of the **detailed DANA** (Section 4.1.2) within 72 hours of the impact of the event.

As a member of NEMA’s Task Force, the Chairperson of the Mitigation and Recovery Task Group will also undertake a review of the **rapid DANA** (Section 4.1.1) on the impact of the hazardous event. (This information will be supplied to NEMA’s Task Force by the SAR, Survey and Investigation Task Group).

From assessment of the DANA (rapid-8hr and detailed-72 hr) information, the Chairperson of the Mitigation and Recovery Task Group will initiate the alerting, decision-making process and actions for items listed in Table 3.5 1. This will be carried out mindful of and in coordination with, the disaster management functions being undertaken by other Task Groups.

Throughout the recovery process the NEMA Coordinator responsible for Mitigation and Recovery will liaise with the Task Group Chairperson and keep the Director, NEMA abreast of events.

Table 3.5.1 Key Tasks and Activities in Recovery Planning and Management

KEY ACTION AREAS	TASKS AND ACTIVITIES
<p style="text-align: center;">IMMEDIATE RESPONSES</p> <p>(days to weeks after the event)</p>	<ul style="list-style-type: none"> - Essential services restoration - Support services restoration - Recovery aid appeal - Recovery logistics - High level briefings - Information dissemination and management - Network with local and external agencies
<p>SHORT AND MEDIUM TERM RECOVERY</p> <p>(weeks to months after the event)</p>	<ul style="list-style-type: none"> - Development of Recovery Plan for this disaster - Repair of houses and other buildings - Restoration of utilities and related facilities - Repair and replacement of

<h2>LONG TERM RECOVERY</h2>	<ul style="list-style-type: none"> infrastructure - Welfare assistance - building materials and financial assistance programmes - Restoration of social services such as education - Restoration of commercial & economic activities and services - Replacement of critical facilities such as ports, jetties and fuel depots - Coordinate inter-agency actions - Monitoring, evaluation and accounting - Restoration of external communications and transport arrangements - Network with local and external agencies - Mitigation Planning <ul style="list-style-type: none"> - Physical Planning - Zoning - Supportive legislation - Building zones and permit management - Vulnerability Reduction <ul style="list-style-type: none"> - Retrofitting of critical facilities - Relocation of vulnerable groups - Environmental and vulnerability Impact Assessments - Hazards reevaluations and mapping - Capacity enhancement for recovery <ul style="list-style-type: none"> - Training and personnel development - Exercising and rehearsals of plans - Public awareness and education - Environmental Management
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	<ul style="list-style-type: none">- Coastal Zone protection- Reforestation and soil conservation- Development of GIS systems
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3.5.6 Resources for the Recovery Effort

(a) INFORMATION GUIDE

Disasters by definition leave the affected country in need. This means that in general, needs will arise for many resources. Resources may be categorized for convenience in the following classes:

- i Financial
- ii Human
- iii Material

Much of these items are dealt with under the Relief Section 4.6.

(b) FINANCIAL RESOURCES

- i The “*National Disaster Relief Fund*” is detailed in Section 4.6.3
- ii The reallocating financial resources in the wake of an event.
- iii Seeking external assistance. Such assistance may be provided in the form of grants, soft loans or debt forgiveness. (See also Section 4.6.2)
- iv Incentives may be provided for investment in repairs and or mitigation activities for vulnerability reduction.

(For example, duty free concessions may be considered on selected building materials for a specified period or tax rebates provided for businesses which contribute to Recovery schemes through cash or material donations. These and other initiatives listed below will be determined and approved by the Government.

Economic recovery may be promoted by purchasing as many items as possible from local suppliers from aid funds. Incentives may be given to insurance companies by way of tax reductions to provide certain kinds of coverage.

It may be possible to support individual long term re-housing by working with families to construct extra rooms onto existing homes for aged relatives rather than fully self-contained units.

Governments may use the principle of matching funds to promote home construction or use paid groups of skilled construction workers to repair houses for persons who have obtained materials).

It is obvious that no single source of funds is likely to be able to underwrite the full Recovery Programme. In that regard, it is likely that targets, quantum and sources will have to be identified and laid out in a single framework for planning and follow-up.

(c) HUMAN RESOURCES

Recovery efforts will depend upon the efforts of hundreds of persons dedicated to the task. A quick reflection on the range of agencies will confirm this. In addition, several persons may be assigned as consultants, technical advisers or technical assistants from external governmental or multi-lateral agencies. NEMA will seek the use of local experts before external assistance is sought.

It is likely that local persons may have to be re-assigned. It is also likely that they will be required to work long and unusual hours. Matters such as overtime, hazard and duty allowances are to be catered for from the outset.

The Recovery process is usually longer than initially envisaged. All efforts will be made to avoid staff overloading. Only people who can cope with high levels of stress should be assigned key roles in Recovery. Unpaid volunteers will generally not form the core human resource for key functions as it is easy to lose management control in such situations.

i Approach

The Mitigation and Recovery Task Group will:

- Identify which agencies will provide staff for redeployment and develop a list of supplementary personnel for Recovery
- Provide general information on the terms of redeployment
- Encourage National Planning units to incorporate Disaster Recovery Projects in the post-disaster National Sustainable Development Strategic Plan.

- Get support agencies, who may be providing external expertise, to clarify the basis upon which such expertise will be provided.

3.5.7 Monitoring

Disaster Recovery pursues specific goals and objectives. The Task Group will constantly assess the Recovery effort to determine the degree of goal achievement. In so doing, decisions will be taken in terms of the effectiveness and efficiency of the process.

The Mitigation and Recovery Task Group will ensure that:

- 1) The specific goal and objectives of the Recovery effort are widely publicised.
- 2) The leaders of all key agencies are made aware of the goals and objectives.
- 3) The Recovery Task Group will develop an Action Plan which specifies key tasks, targets and time schedules.
- 4) All key agencies will be required to report on progress (or otherwise) on agreed priorities frequently and regularly. A simple report format should be devised.
- 5) A cabinet level review of progress will be done regularly.
- 6) Appropriate directives will be issued from Cabinet to sustain progress

Consideration will be given to the imposing of sanctions on agencies which hinder goal achievement.

3.5.8 Evaluation

Every disaster event offers many lessons. The lessons extend from the nature of hazards and their effects, through the effectiveness of Mitigation, Response, Planning and Preparedness and Recovery efforts.

NEMA's SoP, for all events, includes a detailed review of the entire event. For prevention and recovery purposes, emphasis will be placed on identifying specific mitigation lessons learnt and recommendations for action in the short, medium and long term.

3.6.1 EARTHQUAKE CONTINGENCY RESPONSE AND RECOVERY PLAN

(a) **PURPOSE:**

To specify the Standard Operating Procedures for NEMA and inform the NEMA Task Force of the contingency plan earthquakes.

(b) **ASSUMPTION:**

All critical facilities and Ministries (including the Regional Corporations) would have developed General Disaster/Emergency plans and have developed emergency plans which address exposure to severe weather.

The Seismic Research Unit, University of the West Indies will provide details on the phenomena.

(c) **RISK:**

Between 1926 and 1960 thirteen (13) earthquakes exceeded magnitude 6.2 in the southeastern Caribbean. Table 1 lists some of the large earthquakes to have affected our islands.

There have been eight earthquakes of magnitude > 6.0 between 1899-1952 within 250 Km of Trinidad. One of these, on January 23, 1910 was of magnitude 7.2. However, only the 1825 and 1954 earthquakes caused severe damage. The former affected all the buildings in Port-of-Spain, which at that time, were a maximum of 2 storeys and of unreinforced masonry. The earthquake swarm of 1988 and the aftershocks did little damage because the focal point was at some depth (56 Km within the earth) and some distance off shore.

The inverse relationship between hypocentral distance from populated centers and damage was demonstrated by the fact that there was damage in the two largest Tobago events of 1997 where the focal points were shallow (approx. 28 Km and <5 Km) and the epicenters were only 30 Km and 15 Km from Scarborough. Whereas the July 1997 earthquake in Venezuela, which was of similar magnitude, also in shallow depth, but occurred some distance from Trinidad (a full 2 degrees longitude to the west), while traumatic, caused little damage.

The largest earthquake that might possibly occur within 100 Km radius of Trinidad and Tobago is magnitude 7.0.

DATE	INTENSITY	MAGNITUDE	NOTE
September 20, 1825	VIII		
February 24, 1918	VIII		
December 04, 1954	VIII	>6.5	One death, several injured
September 1968	V-VII	5.1	Damage to churches
March 1982		5.4	Tobago Swarm
March 1983		5.8	Several injured at the coast
March 1988		6.2	East coast swarm
January 01, 1996	VI	5.2	
April 02, 1997		5.6	One home destroyed - Tobago, several damaged
April 22, 1997		5.9	Tobago Swarm. Over TT\$18 million estimated in damage.
July 09, 1997		5.7	Source off SE Venezuela, >80 persons perished
October 4, 2000		5.8	2 homes reported damaged in Trinidad

Table 1 Earthquakes >Richter 5 or MMI VIII

Although an event generating intensities greater than MMI VIII in Trinidad and Tobago has never been recorded here, there have been 4 such events in Cumana, Venezuela and two in Jamaica and Haiti since 1800. We can therefore be cautious and say that the possibility exists.

(d) ACTIVATION

This plan will be activated at the discretion of the Director, NEMA upon:

- i Notification by the Seismic Research Unit, UWI.
- ii Confirmation of the impact of an earthquake affecting Trinidad and/or Tobago.

(e) ACTIONS

The following sub-sections address the response required for different types of notification. Where notification is received from the public, **NEMA** to follow the Warnings and Alert procedures (Section 3.3.2) of the Standard Operating Procedures.

(f) ON OCCURRENCE OF AN EARTHQUAKE FELT SIGNIFICANT INTENSITY:

NEMA to await report from the **Seismic Research Unit, UWI:**

- Advise of the situation.
- Determine technical details of the phenomenon.
- Request a forecast regarding possible Tsunami potential as necessary.

NEMA to develop an initial (8 hr) **Situation Report** (SitRep attached #1) for the event by contacting at least the:

- Fire Service
- Public Utilities/Critical Facilities
 - TSTT
 - T&TEC
 - WASA
 - NGC
 - This list may be expanded to ports of entry depending upon initial reports
- Police Service
- Local Government Emergency Coordinator(s)
- Ministry of Works sub-Division(s) and
- Information via the NEMA network if necessary/available.

Director NEMA to determine the level of the emergency based upon this information. The response will be in keeping with the **SoP Level 2 and above Emergencies** (Section 3.3.3). In addition:

- **The detailed SitRep will be circulated** to all Task Force members and the P.S Ministry of National Security. An abridged version will also be forwarded to CDERA.
- NEMA to issue timely coordinated information release to the **Media**. The template for the release is attached #1.

(h) **ACTIONS FOR OTHER EARTHQUAKE ALERTS > MAGNITUDE 5.0 IN THE SUB-REGIONAL FOCAL AREA**

On issue of an advisory by the Seismic Research Unit, UWI for events of **magnitude greater than 5.0** NEMA shall:

Contact Grenada and Guyana for a damage assessment and needs analysis. Should it be determined that the damage is sufficient to warrant a call for regional relief assistance, NEMA to follow procedures in Section 4.6.

Director, NEMA to fax P.S. Ministry of National Security the advisory and the actions taken.

(i) **SEARCH AND RESCUE**

Should it be required, initial SAR will be conducted by the Fire Services in keeping with the Fire Services Act CH 35:50 1980 and Act 10 of 1997. Fire Service will make the request for additional manpower from:

- Defence Force
- NEMA for other local, regional/international SAR assistance

Additional human and physical resources may be required to assist. Upon such a request, NEMA will seek and secure resources through the appropriate Task Group.

(j) **RELIEF, REHABILITATION AND RECOVERY:**

In keeping with the philosophy of enjoying private property, the public is generally expected to take responsibility for the rehabilitation of their facilities.

Request for relief may also be addressed following the *Criteria and Procedures for Relief Assistance* Section 4.1.6. For Disaster Recovery follow the *Mitigation and Recovery Plan* Section 3.5.

Assistance will be provided where a Localized or National Disaster is declared by the President under the Disaster Measures Act 47 of 1978 Ch 16:50 through the National Disaster Relief Fund Section 4.6.

Additional human and physical resources may be required to assist. Upon such a request, NEMA will seek and secure resources through the appropriate Task Group.

(k) **STAND DOWN TO EARTHQUAKE
CONTINGENCY PLAN**

This contingency plan is stood down when the Director NEMA, in consultation with the Task Force declares that the event has moved from the emergency response phase to the recovery phase.

(l) **REVIEW**

Each sector is requested to undertake a review of its overall disaster/emergency involvement in the event. For level 2 emergencies or higher a review of the emergency, will be arranged by NEMA within one week (Level 2) to 6 months (Level 3) of the event to:

- Determine whether all the emergency needs have been met.

- Identify and request needed resources.
- Incorporate lessons learned from the experiences into the overall local and national disaster emergency management system.
- Improve planning, coordination, response, rehabilitation and recovery.
- Identify and develop training programmes required. Record the event experience for the benefit of other Corporations.
- Identify and initiate mitigation works required.
- Record the event experience for the benefit of other Caribbean States.

(m) **MESSAGES**

1. Message No.: 1

*2. When an **earthquake is felt***

3. Frequency: Immediately following the felt event

4. Suggested Text: To be broadcast following the felt event

"This is a message from the National Emergency Management Agency. An earthquake has been experienced athrs in, certain precautionary measures should be taken at this time. These are:

- i Attend to any injured persons immediately
- ii Check your building for damage
- iii REPORT ALL DAMAGE TO THE FIRE SERVICES
- iv Ensure that items on shelves etc. have NOT been dislodged and pose a threat to yourself or others in the building
- v Listen to your radio and or television for further warnings or safety information.
- vi Check with your immediate neighbours to ensure whether assistance is needed.

Contact NEMA Trinidad 623-2078 /-8004 /-1943 Fax : 625-8926 or NEMA Tobago 660-7489 Fax 660-7657for further information".

NEMA is at this time attempting to assess the level of damage associated with this event and will advise.

1. Message No.: 1

2. *When* an earthquake apparently **greater than 5 magnitude** occurs
3. *Frequency*: Immediately following the felt event
4. *Suggested Text*: To be broadcast following the felt event

"This is a message from the National Emergency Management Agency. A significant earthquake has been experienced athrs in, certain precautionary measures should be taken at this time. These are:

- i Attend to any injured persons immediately
- ii Check your building for damage
- iii REPORT ALL DAMAGE TO THE FIRE SERVICES
- iv Ensure that items on shelves etc. have not been dislodged and are a threat to yourself or others in the building
- v Carefully check gas, water lines and power. Switch off suspect utilities and report damage to the proper service
- vi Proceed cautiously when traveling
- vii Listen to your radio and or television for further warnings or safety information.
- viii Check with your immediate neighbours to ensure whether assistance is needed.

Contact NEMA Trinidad 623-2078 /-8004 /-1943 Fax : 625-8926 or NEMA Tobago 660-7489 Fax 660-7657for further information".

NEMA is at this time attempting to assess the level of damage associated with this event and will advise.

1. **Message No.: 2**

2. *When* the **initial damage assessment is completed.**

3. *Frequency*: Hourly.

4. *Suggested Text*: To be broadcast as soon as the initial damage assessment is completed and after the Ministry of National Security has been advised.

"This is a message from the National Emergency Management Agency. The recently experienced earthquake was recorded as a magnitude event by the Seismic Research Unit, UWI.

The focal point for the earthquake was N latitude and W longitude at a depth of Km.

The earthquake was felt (give locations) At this timeam/pm, the initial damage assessment indicates that (insert DANA).

Casualties
Health Services
Housing and Public Buildings
Public utilities
Transportation

The public is advised to:
REPORT ALL DAMAGE TO THE FIRE SERVICES
(insert other instructions based upon initial DANA)".

Include for level 2 or higher emergencies:
The National Emergency Management Agency has (insert what NEMA is doing at this time.

Contact NEMA Trinidad 623-2078 /-8004 /-1943 Fax : 625-8926
or NEMA Tobago 660-7489 Fax 660-7657for further information

The next report will be issued at am/pm".

1. **Message No.: 2**

2. *When the **threat of a tsunami** exist.* (NB/ The exposure of this risk is historically low for the Atlantic and Trinidad and Tobago in particular)

3. *Frequency:* At least hourly until the threat is past.

4. *Suggested Text:* To be broadcast immediately following notification by the Seismic Research Unit that the threat of a tsunami exist.

"This is a message from the National Emergency Management Agency. The Seismic Research Unit, University of the West Indies advises that the threat of a tsunami exists as a result of the recent earthquake, which occurred atam/pm today The effect of this wave is expected to impact on the coast of Trinidad/Tobago in the areas of The estimated time of arrival for this danger is betweenam/pm and am/pm.

Residents in these coastal areas are advised to move at least mileskilometers directly inland from the coastline.

The Tobago House of Assembly/ Municipal Corporation is making arrangements to open shelters for those persons who cannot at this time get to their relatives at a safer location and will advise on the location of these facilities shortly. Listen to your portable radio for further warnings or safety information.

Please move calmly and in an orderly manner. All of the Protective and other Emergency services have been advised of the threat and will assist residents in the areas threatened by the tsunami.

Contact NEMA Trinidad 623-2078 /-8004 /-1943 Fax : 625-8926 or NEMA Tobago 660-7489 Fax 660-7657for further information".

1. Message No.: 3

2. *When Broadcast:* On "All Clear" of a Tsunami.

3. *Frequency:* To be decided at the time.

4. *Suggested Text:*

"This is a message from the National Emergency Management Agency. This is the All Clear signal. The tsunami threat/event has passed and is no more an immediate threat to Trinidad and Tobago. Should you require any assistance you should contact the nearest Fire station.

Contact NEMA Trinidad 623-2078 /-8004 /-1943 Fax : 625-8926 or NEMA Tobago 660-7489 Fax 660-7657for further information ".

3.6.2 Health Sector Plan

(a) General Plan

The following is a summary of the Ministry of Health - Disaster Management Plan of August 1996. This plan is presently under revision.

(b) Objectives

- i To protect the health and safety of the public.
- ii To reduce the vulnerability of health facilities and health services to disasters.
- iii To ensure the readiness of the health sector to respond to disasters.
- iv To ensure immediate activation and implementation of the response plan when necessary.
- v To ensure the population at risk is capable of taking effective action to mitigate the possible effects of a disaster.
- vi To minimise illness injury or death resulting from a disaster.
- vii To assist in the recovery of individuals or localities affected by a disaster.

(c) Organisation for Operations

Disaster Preparedness Committee will be established at the Ministry of Health; Regional; Sub-regional and Hospital levels, to maintain a state of readiness in the Health Sector for disaster situations. These will each have a Disaster Response Committee for activation of the plan. The Disaster Response Committee will liaise, through the Ministry representative with NEMA.

i Standard operating Procedures

When a disaster alert is declared, or a disaster is reported the Disaster Response Committee will immediately become active.

ii Composition of the Disaster Response Committee

The Disaster Response Committee at central level comprises the following

- (a) The Minister of Health or named alternate
- (b) The Permanent Secretary or named alternate
- (c) The Chief Medical Officer or named alternate
- (d) Head Office Disaster Coordinator or named alternate
- (e) Administrative Officer V Organisation and General Administration
- (f) Other individuals or agency representatives as the situation dictates



Organisation of the Ministry of Health Disaster Management Plan

iii Roles of the Disaster Response Committee

This Committee will:

- Meet in the Head Office Conference room or an alternate meeting place.
- Obtain accurate information concerning the situation in the disaster area including:
 - The geographic area(s) affected
 - The degree of physical damage sustained
 - An estimate of the number and severity of injuries
 - Approximate number of dead or missing persons
 - State of road and communication systems
 - Status of water supplies
 - Status of sewage and garbage disposal
 - Number of homeless people
 - Occurrence of communicable disease
- Establish means of communication with senior health personnel in the disaster area.
- Ensure that it is represented at NEMA in times of disaster.
- Assign the National Epidemiologist the responsibility to mobilize the appropriate teams to carry out surveys as soon as possible
- Approve health messages prepared for the Media

iv Staff response to a disaster

When a disaster has occurred, all Ministry of Health Senior Staff, Doctors, Nurses, Public Health Inspectors, Administrators including those on leave at the time must communicate with their supervisors to confirm their required role and where they are required to assume duty. If such communication is not possible they will report to the health facility nearest to their location at the time of the disaster.

v Transport

At the Ministry Headquarters, the Transport Officer recalls all headquarters vehicles to the base and places them at the disposal of the Director Relief Operations, who is the final authority on the movement of all vehicles. Air transport arrangements are made on the direction of the DRO or the Response Committee in conjunction with NEMA.

vi Functions of the Disaster Response Management Committee

- The Committee will become active immediately a disaster “alert” is declared or a disaster is reported.
- Meetings will be held in the Head Office conference room or at amore convenient place selected by the Chairman. Alternate meeting places will be pre-determined, in the event that access to the Head Office is difficult.
- As soon as a disaster “Alert” is declared, all senior members of Ministry of Health staff will report to their supervisors, who will inform them of the meetings of the RESPONSE COMMITTEE.
- If the ‘Alert” is declared outside of working hours the RESPONSE COMMITTEE will meet as soon as possible.
- When an “Alert” is declared, all members of the RESPONSE COMMITTEE must check the status of activities for which they have responsibility and prepare a written report for presentation at the first meeting of the RESPONSE COMMITTEE.

This Committee is responsible for activating the emergency preparedness plans, ensuring that all necessary actions have been taken, or will be taken, throughout the country, directing the immediate plans for meeting the emergency, liasing with other agencies and directing the post-disaster operations.

3.6.2.1 THE (DRAFT) MASS CASUALTY MANAGEMENT PLAN¹ FOR THE REPUBLIC OF TRINIDAD AND TOBAGO (MCMPTT).

(a) Introduction

The MCMPTT is one of the contingency plans of the national emergency management programme. A *mass casualty incident* is an event resulting in a number of victims large enough to disrupt the normal course of emergency and health services⁶. Such incidents are listed in Section 6 of this document.

(b) Aim

To develop procedures for a multi-sectoral approach to a mass casualty incident which will minimise disabilities and the loss of life while making maximum use of available resources.

i To ensure the efficient use of medical and rescue manpower, equipment and facilities, through a coordinated response of all agencies involved.

ii To avoid the relocation of the disaster from the scene to the hospitals or health care facilities through the use of field triage and priority evacuation.

(c) Objectives

- i **Identification of the lead agencies involved**
- ii Definition of roles and responsibilities of key agencies
- iii Identification of available and required resources
- iv Establish a coordination structure (C3I)
- v Establish foreign disaster assistance procedures

(d) SCOPE

Covering all mass casualty incidents (as defined in (a)) in the Republic of Trinidad and Tobago.

(e) LEGAL BASIS

- Constitution of the Republic of Trinidad and Tobago **Act 4 of 1976 Ch. 1:01 4 Rights enshrined; Ch. 5 Executive Powers**
- Fire Service Act **Ch. 35:50 Act 10 1997** - Amendments to the Fire Services Act **Ch.35:50**
- Police Service Act **Ch. 15:01**

⁶ PAHO 1995 Establishing a Mass Casualty System PAHO/WHO

- The Regional Health Authorities **Act No. 5 of 1994**
- The Coroner's Act. **Ch. 6:04**
- The Disaster Measures Act **Ch. 16:50**

Responsibilities of the Ministries of National Security and Health are developed under the provisions of the Constitution and the various relevant Acts stated. Additionally there are many other pieces of legislation that are directly and indirectly related to mass casualty management. These Acts include, but are not restricted to, The Mental Health Act 28:02; Private Hospitals Act 29:03; Medical Board 29:50; Pharmacy Board 29:52; and Nurses and Midwives Registration 29:53.

It should be noted that legislation and regulations pertaining to statutory bodies and private sector enterprises (too numerous to mention here) may also be relevant to mass casualty management. However it is left to these agencies to identify these in their respective emergency plans.

6(a) ASSUMPTIONS AND OBLIGATIONS

Given that a mass casualty incident affects a varied number of institutions it is assumed/expected that all agencies at risk will:

- i Develop risk assessment and management plans to mitigate against these exposures
- ii Develop emergency plans, inclusive of mass casualty contingency sections.
- iii Test these plans at least once a year
- iv Possess operational field communication equipment
- v Possess mobile medical emergency packs

7(b) ACTIVATION

**The MCMPTT shall become active upon confirmation by the protective services, RHA, Ministry of Health, or NEMA that the emergency does exist and, that the number of casualties exceed -----
--* victims.**

SUMMARY RISK AND HAZARD ASSESSMENT

Hazard	Personal Exposure¹	Responsible Authority
Aircraft accident Fixed wing Rotary	25*- 600	AATT Civil Aviation Airline representatives, National Helicopter Service Private Helicopter Service Protective Services
Mass concentrations Fire Structural Failure Riot Over-crowding	25*- 40,000	Protective Services Boards of Management of all sporting facilities National Carnival Commission (NCC) Private Show Promoters
Vehicular accidents	25* - 100	Private vehicle owners PTSC Protective Services
Ferry Accident	25* -	PATT T&T Coast Guard Maritime Services Division
Multi-story Accident or Dense Housing Accident Fire Collapse	25* -	Protective Services Property owners and occupiers
Health Incidents Poisoning Air/Water pollution Epidemics	25* - 1500	Min. of Education Min. of Health EMA Protective Services
Industrial Accident Fire Explosion Gas Leak BLEVE Spills	25* -	Protective Services Min. of Energy Min. of Labour EMA Private and State Companies
Civil/ International Unrest Riot Looting Bomb explosion War	25* -	Min. of National Security T&T Police Service T&T Defense Force T&T Fire & Ambulance Service

Natural Hazards Earthquake; Landslide; Flood; Storm surge/Tsumani	25* -	Ministry of Works and Transport Min. of National Security (NEMA) Property owners & occupiers
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¹ Analysis of liability, property and net income exposures is left for the responsible agency to determine.

* 25 is an arbitrary figure chosen for this draft, the threshold for mass casualty in T&T is still to be determined. (e.g. In B'dos this is fixed at 12 given their institutional capacity). At present the Regional Health Authorities are receiving and/or completing a survey to determine this value and other information relevant to this plan.

I. Warnings and Alerts

Incident reporters will notify the T&T Fire and/or Police Services of the situation, giving the following information (Appendix B) where possible:

Precise location	Associated hazards
Tine of incident	Access routes
Type of incident	Additional services required
Number of casualties	

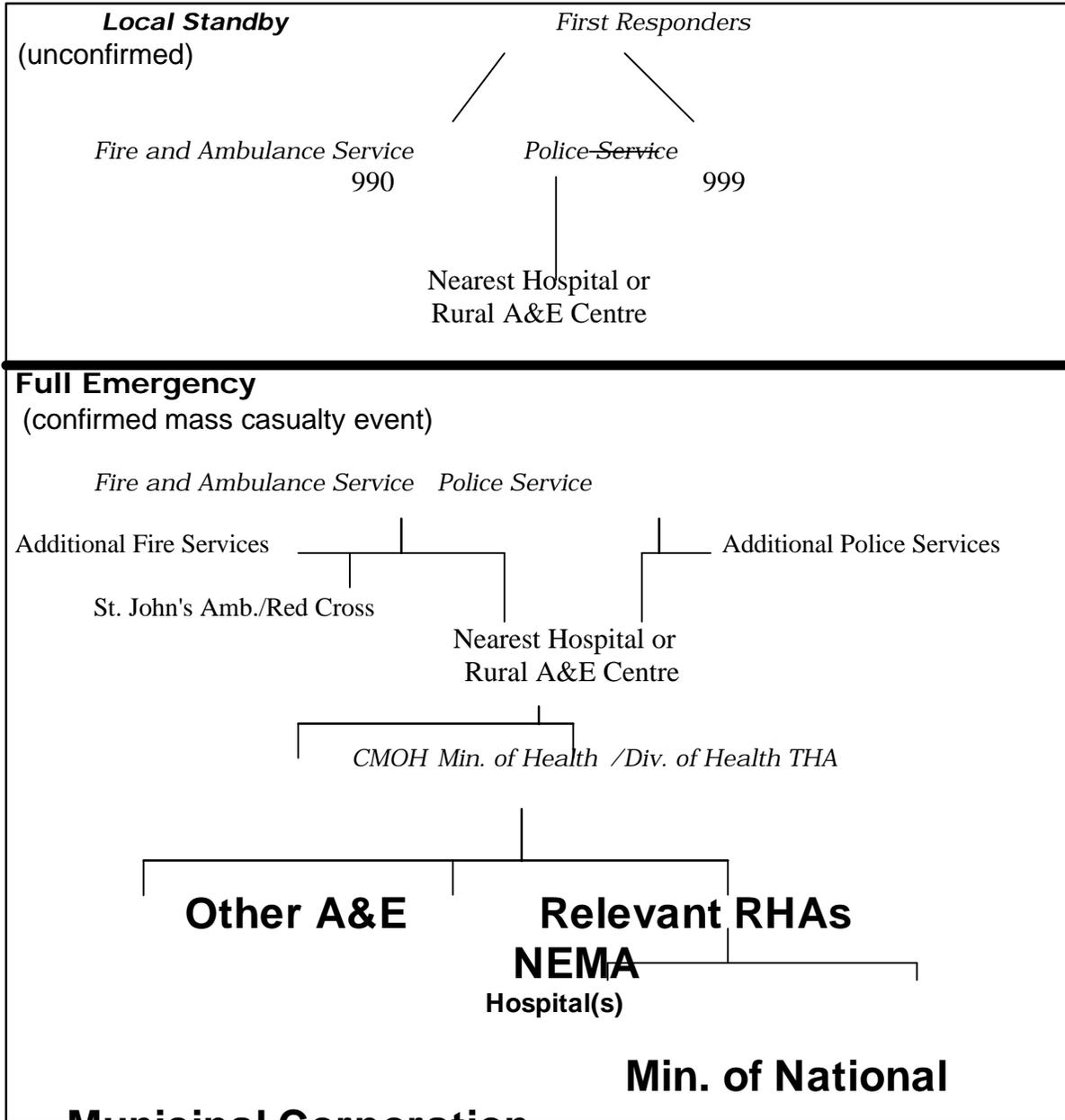
Given that many agencies have emergency plans, it is expected that they shall then follow their established call out procedures.

1 Also known as the Emergency Management System (EMS), or the Mass Accident Plan

Upon confirmation of a mass casualty incident, staff at the Operations Room of the Fire Service or Police Service will immediately follow a two-tier notification system for (a) an unconfirmed report, and (b) a confirmed incident report:

- **As is the routine, Police and Fire Services inform each other of the Alert.** Fire and Police Services will in turn inform the nearest hospital or rural A&E centre immediately **using the term LOCAL STANDBY.**
- **LOCAL STANDBY - A condition of warning to emergency response agencies of a potential mass casualty emergency, placing response agencies on alert to await confirmation of a FULL EMERGENCY or STAND DOWN.**
- **The Fire and Police Services will confirm whether the field situation is truly a mass casualty event with the nearest hospital using the following:**

- **FULL EMERGENCY - A condition which confirms that a mass casualty situation exist (e.g. danger of an aircraft accident) requiring a response from multiple sectors.**
- **STAND DOWN**
 - To a Local Standby -: A mass casualty situation does not exists.**
 - To a Full Emergency-: the mass casualty emergency is concluded.**



7(c) Roles and Responsibilities

I. INTRODUCTION

Mass Casualty management involves a multi-sectoral approach inclusive of, but not exclusive to, the following roles: First Responders, Initial Response and Damage Assessment; Security and Traffic Control; Medical; Overall Site Coordination; Refugee Support (Family and non-injured victim

support); **Media and Information; and Emergency Support Services.** There exist under the law and supporting regulations, agencies charged with these roles and responsibilities.

II. OWNERS/OPERATORS OF FACILITY/VEHICLE

Command Post Coordination*/Media and Information

- **Notify and assist the T&T Fire and Police Services**
- **Activate individual emergency plans**
- **Coordinate Command Post Activities*⁷**
- **Inform Command Post of any further hazards on the site**
- **Mitigate against hazards**
- **Notify health services nearest to the emergency**
- **Identify and locate the Refuge Centre**

III. T&T FIRE AND AMBULANCE SERVICE

Initial Response, Coordination of the Command Post, Impact area

- **Initiate first alert**
- **Confirm mass casualty event and issue second alert**
- **Command of the impact area**
- **Coordination of the Command Post**
- **Undertake initial assessment**
- **Determine site organisation for emergency response & establish command post**
- **Take all reasonable steps to:**
 - Rescue victims (1st Triage; transfer of victims from impact zone to AMP, and assist with transport to health facilities)**
 - Eliminate fire and other hazards**
- **Secure all personal effects and deposit with the T&T Police Service control on site.**
- **Request (if necessary) additional search and rescue assistance**
- **Issue the “*area is safe*” designation for the impact zone and hand over to relevant authorities.**

IV. T&T POLICE SERVICE

Initial Response; Security and Traffic Control

- **Confirm the initial alert/warning**
- **Confirm mass casualty event and issue second alert**

⁷ Where specialised chemicals/equipment/facilities are involved the owner/ operator will work in coordination with the Trinidad and Tobago Fire Services.

- **Establish secure area around impact zone and emergency coordination command post in coordination with the T&T Fire and Ambulance Service**
- **Control traffic along access roads**
- **Establish and control the holding area for emergency vehicles**
- **Secure victims' property**
- **Assist with identification and registration of the dead and seriously injured.**

V REGIONAL HEALTH AUTHORITIES (of the administrative area in which the incident occurred)

Medical/Advanced Medical Post

- **Upon Local Stand-by - alert relevant personnel**
- **Upon confirmation of a Full Emergency - Activate the RHA *Disaster Management Plan***
- **Dispatch medical personnel to Advanced Medical Post (AMP)**
- **Establish command, communication and control AMP**
- **Establish link with Director of Relief Operations MoH/Div. of Health -THA**
- **Contact CMOH**
- **Notification of next of kin**
- **Coordinate medical resources and transportation**

VI MINISTRY OF HEALTH / DIVISION OF HEALTH - THA

Medical/Refuge Centre/Media and Information

- **Activate Ministry of Health/ Div. of Health - THA *Disaster Management Plan***
- **Dispatch information officers and Epidemiologist to emergency site**
- **Dispatch personnel to RHA Emergency Operations Centre with communications**
- **Place on standby or request assistance of other medical support services**
- **Assist in the coordination of health personnel and facilities among RHA's**

VII NEMA

Emergency support services; Coordinate Command Post*

- **Activate NEMA's Emergency Response Plan - notify Min. of National Security, Municipal Corporation and relevant Task Force Members**
- **Send representative to RHA EOC**

- **Coordinate Command Post Activities (see note 2 in SOP)**
- **Alert/activate (where necessary) emergency support services**
 - Hazard Specialist**
 - Victim/family support services**
 - Refreshment/food support services**
 - Relevant equipment specialist**

VIII T&T DEFENCE FORCE (where requested)

Detailed Search and Rescue/Additional medical personnel

- **Additional transportation**
- **Additional medical & non-medical personnel**
- **Additional Communications**

IX BYSTANDERS AND INDIVIDUALS

- **Notify Fire and Police Services immediately stating**
 - Precise location**
 - Time of incident**
 - No. of casualties**
 - Associated hazards**
 - Access routes (if necessary)**
- **Report to the authorities on site - informing them of any known persons unaccounted for**
- **Assist the authorities as requested**

7(d) MULTI-SECTORAL COORDINATION

Mass casualty management involves the many agencies working in an unfamiliar environment to preserve life. Because the lines of authority do not often overlap it is best that the term emergency commander be substituted by “Coordinator - Command Post”.

Where such incidents involve specific owner/operator facility, this agency will appoint a senior officer to be the Coordinator - Command Post. Such a person shall work in tandem with the Chief Fire Officer or his designate. Where neither of these agencies can fulfill this responsibility, the Director NEMA (or his designate) will assume the role of the Coordinator - Command Post. The response agency arriving on site first will assume control until the most senior Fire Officer arrives.

I Personnel for the Command Post - on site **Coordinator Command Post - Senior Fire Officer** **Facility owner/operator** **Senior Police Officer**

RHA representative

CMOH

MoH/Div. of Health-THA Information Officer

Record Keepers

Communications Officers

NEMA Representatives

Ministry of Works Representative

II Personnel for the Advanced Medical Post

AMP Manager – RHA Designate

Doctors

Nurses

First Aiders

Police Officers

Fire Service Personnel as required

Evacuation Officer

Transportation Officer

III Personnel for the Refuge Centre (For victims who escaped serious injury and family members. Location to be determined by coordinator)

Coordinator – Refuge Centre: Facility Owner/Operator

RHA Information/Communications Officer

Psychologist

Social Workers

Police Officers

IV Personnel for the Media Centre

Owner/operator information officer

RHA Information Officer

MoH/Div. of Health-THA Information officer

Police Officers

Ministry of Information representative

Fire Service representative

V Personnel for the Vehicle Holding Area

T&T Police Service

Ambulance Personnel

Other Emergency Transportation Personnel

7(e) STANDARD OPERATING PROCEDURES (SOP)

1. All agencies and personnel will carry out their responsibilities as determined under the laws of the Republic of T&T

2. Coordination of the activities within the command post will be the responsibility of the Chief Fire Officer in coordination with

the Senior representatives of the Facility's Owner/operator. (NEMA, should the above not be able to fulfill their responsibility)

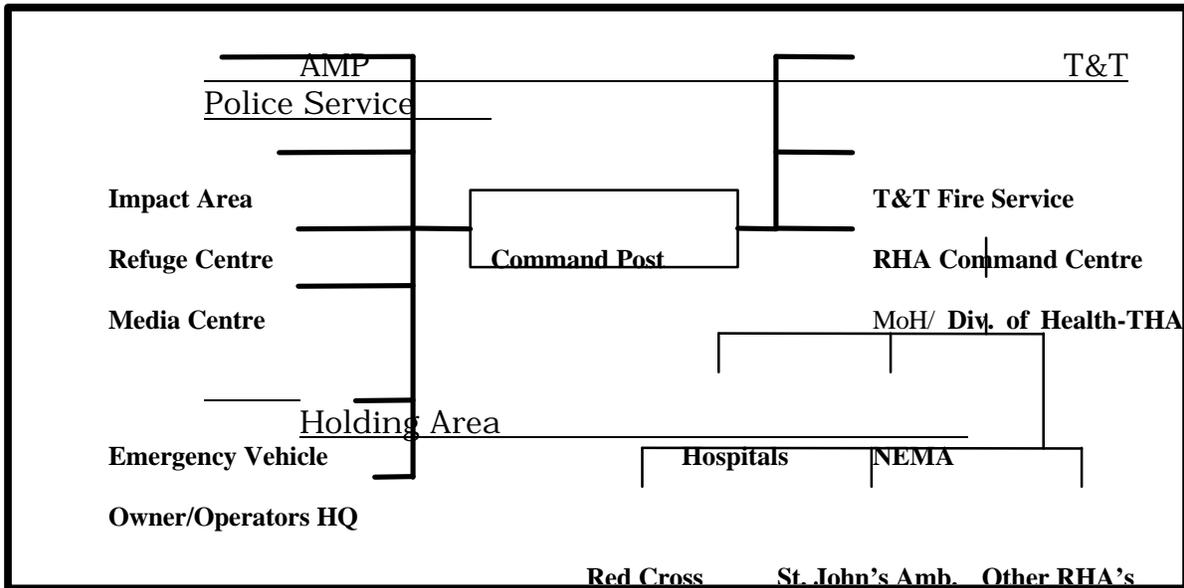
- 3. All requests/information will be channeled through the Command Post which will communicate those request/information to the relevant external agencies (see communication plan).**
- 4. All agency officers in the Command Post will possess direct radio contact with their operations personnel.**
- 5. Agencies shall await the "area is safe" designation from the T&T Fire Services before entering the impact area.**
- 6. All agency personnel will, as much as is reasonably possible, operate in uniform or display clearly their official identification.**
- 7. Only designated information officers are authorised to issue statements to the press and public. All inquiries will be directed to such persons.**
- 8. All ambulance and other transport drivers will remain in their vehicles.**
- 9. Copies of the Record Keepers report will be sent to the following within one week of the incident:**
 - Ministry of Health/Div. of Health-THA**
 - NEMA, Ministry of National Security**
 - CEO RHA**
 - Commissioner of Police**
 - Chief Fire Officer**

7(a) Communications

I/ Multiple radio communication networks must be used because of the numerous agencies involved. Thus all field response agencies must ensure that a radio is stationed at the command post (on their frequency with an operator).

Thus for example, the Fire Services will use their frequency to control the impact area; the RHA - the AMP and communication to the RHA EOC., the Police frequency - the perimeter control, media and refuge centres, and the emergency vehicle holding area.

MCMPTT RADIO COMMUNICATIONS NETWORK



3.6.3 NATIONAL OIL SPILL CONTINGENCY PLAN

3.6.3.1 Goals and Objective

The NOSCP is intended to delineate responsibilities for the operational response to significant oil spill incidents and thus minimize or prevent damage to the land and marine environment. The Plan is managed by the Ministry of Energy and Energy Based Industries and is presently under review.

The objectives of such a plan are to ensure a timely and effective response to oil spills or threats of oil spills. This is accomplished by:

- (a) Establishing a viable operational organization with representation from all concerned agencies.
- (b) Coordinating the roles of the different sections to ensure that effective control is exercised when different spheres act to protect the environment against oil spills.
- (c) Identifying the high risk areas.
- (d) Providing adequate oil spill equipment.
- (e) Providing adequate training of management and operational personnel.

3.6.3.2 Geographic Area

The NOSCP is applicable to all oil pollution incidents occurring on land and waterways in Trinidad and Tobago and in the marine areas as defined by the country's 200 miles exclusive economic zone.

Bilateral and Multilateral Agreements

In addition to the NOSCP, Trinidad and Tobago has entered into the following oil spill agreements:

- (a) TT/Venezuela Bilateral Oil Spill Contingency Plan.
- (b) The Sub-regional Oil Spill Contingency Plan for the Wider Caribbean made under the Cartagena Convention, this plan was renamed in 1992 as the Caribbean Islands Oil Pollution Preparedness Response and Cooperation (OPRC) Plan.

3.6.3.3 Response Organisations

The National Oil Spill Contingency Plan's group is comprised of the following principal organizations:

- (a) The Ministry of Energy and Energy Industries (MOEEI)
- (b) The Trinidad and Tobago Coast Guard
- (c) Operations Committee (essentially Area Controllers)
Environmental Management Authority
- (d) Ad Hoc Advisory Groups

(e) Other Response Groups e.g. TTEMAS

3.6.3.4 National Controller (NC)

The National Controller (NC) is the person responsible directly to the Minister of Energy and Energy Industries for the proper implementation of the contingency plan based on initial and supplementary information on oil spill observations. The National Controller will evaluate the situation and take the necessary actions to activate the key personnel in the Ministry of Energy and Energy Industries and any of the response organizations to the proper state of alert. He will be in charge of the overall command and coordination of any oil combating operation.

3.6.3.5 Trinidad and Tobago Coast Guard

The Trinidad and Tobago Coast Guard is the Communications Centre for this plan. This centre is operational on a 24 hour basis, and on-duty seven days a week, as a contact point for all incoming reports on oil pollution in the marine environment. In this regard, a duty staff officer is at all functioning as the designated Deputy National Controller (Operations), with a roster showing the persons who could be contacted at any point in time if there is a spill.

Whenever a report of a major pollution incident or threat of a major pollution incident is received by the Communications Centre, the news of the alert is channeled immediately to the Duty Operations Officer, who in turn then informs the Duty Commanding Officer. The Trinidad and Tobago Coast Guard then assigns an operational officer to inform the National Controller at the Ministry of Energy and Energy Industries, The Duty Operational Officer also informs the Areas Controller, who in turn must also notify the National Controller of the occurrence of an oil spill or the threat thereof.

3.6.3.6 Area Controllers

For the purposes of this plan Trinidad and Tobago and its Exclusive Economic Zone (EEZ) have been divided into seven (7) areas as shown in Fig 3. An Area Controller has been designated for each of the seven (7) areas as listed below:

- Area I - Plipdeco
- Area II - Petrotrin
- Area III - Trinmar
- Area IV - Amoco
- Area V - TTCG
- Area VI - Port Authority of Trinidad and Tobago
- Area VII - Tobago House of Assembly coordinated by the Coast Guard's Tobago Base

3.6.3.7 EXPERT ADVISORY GROUP

The Export Advisory Group consists of representatives from those governmental authorities, local authorities and private companies or organizations that are likely to be involved or consulted in oil spill combating or clean-up operations.

The members of the Expert Advisory Group will accordingly be represented by officials from the following agencies:

- Institute of Marine Affairs
- University of the West Indies
- Customs and Excise Division
- Trinidad and Tobago Airports Authority
- Immigration Division
- Civil Aviation Authority
- Meteorological Services Division
- Trinidad and Tobago Fire Service
- Council on President of the Environment
- Wild fowl Trust
- B. W. I. A
- Chaguaramas Development Authority
- National Emergency Management Agency
- Trinidad and Tobago Police Service
- Tobago House of Assembly
- National Helicopter Service
- Telecommunications Service of Trinidad and Tobago
- Fisheries Division
- Caribbean Industrial Research Institute
- Ministry of Works and Transport

The members of the group could either be consulted ad hoc or on an individual basis, or the group or part of the group will be convened in relation to the needs of the particular incident. When assembled the National Controller will chair the Expert Group.

The final decision on all matters relating to an oil spill is to be made by the National Controller on the basis of information received from the Deputy Controllers, the Area Controllers, and the Expert Advisory Group.

3.6.3.8 Operational Plan

3.6.3.8.1 MARINE OIL POLLUTION

(a) Size of Spill:

The following four categories of size of spill have been established:

TIER 1	Category -1 M	Port Plan	Up to 50 Barrels
	Category -2M	Area Plan	Up to 5,000 Barrels
TIER 2	Category -3M	National Plan	5,000-30,000Barrels
TIER 3		Category -4M International Plan	> 30,000 Barrels

Categories 1M and 2M should be handled by the organization responsible for the spill.

Category 3M will require the co-operation of other local agencies and oil companies participating in the NOSCP. Category 4M will require external assistance, the Clean Caribbean Cooperative (CCC) being the primary agency from which aid will be enlisted.

The CCC is a co-operative venture in which a number of oil companies operating in the Caribbean have pooled their resources with the objective of enhancing the capability in planning, preparing and responding to a disastrous oil spill in the Caribbean area.

Two of the local operating companies, AMOCO Trinidad and PETROTRIN, are members of the CCC. The two international plans which Trinidad and Tobago is party to are as follows:

- (i) Trinidad and Tobago/Venezuela Bilateral Oil Spill Contingency Plan.
- (ii) Caribbean Islands OPRC Plan.

The major risks arising in the marine areas are due to accidents involving producing wells, submarine pipelines and mishaps with tankers. Moreover, because of the mobility of a spill in this environment, the threats posed to the environment are considerably greater than on the land areas.

(b) Method of Treatment:

In recognition of the differing environments existing off the sheltered West Coast of the island as opposed to the other marine areas the following course of action will have to be modified for the more severe East, South and North Coast offshore marine areas.

All spills should be handled by the following steps:

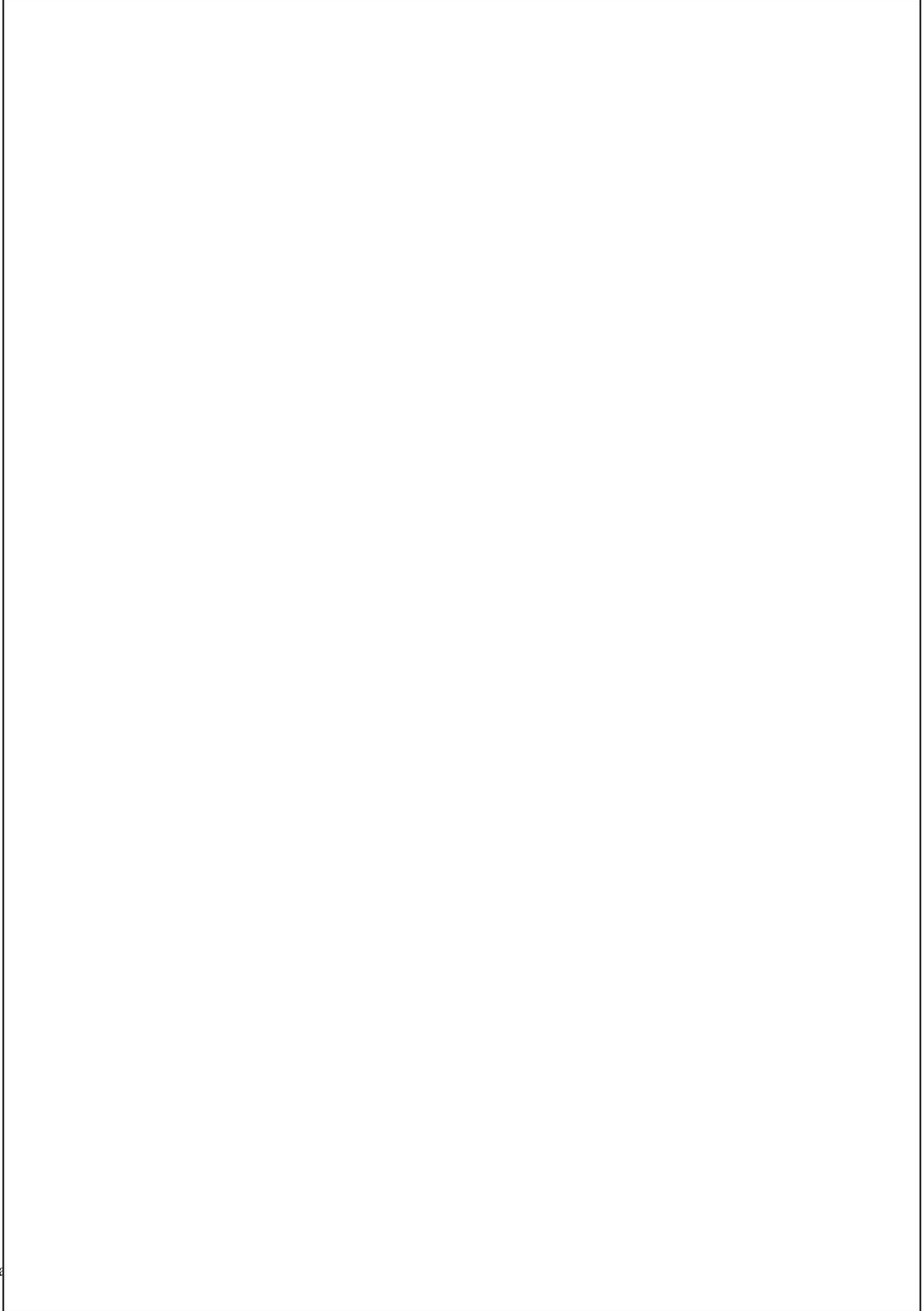
- (1) Locate and control the source of the spill,
- (2) Contain the spill if practicable.
- (3) Collect the major part of the spill.
- (4) Disperse the remaining oil.

However, for the harsher environmental areas the following course of action is anticipated.

- (1) Locate and control the source of the spill.
- (2) Contain, if possible, the spill.
- (3) Otherwise monitor and/or disperse the spill.

3.6.3.9 TOBAGO

Tobago must be considered a high risk area with respect to its location next to international shipping and tanker lanes. In recognition of the possible threats posed to Tobago, by a major spill off either the South West or North Coast of Tobago and off the East Coast of Trinidad, the storage of chemicals at Crown Point Airport will facilitate action to ensure the rapid protection of the island coastline. These chemicals will be held by the Fire Services Department at Crown Point Airport. It is envisaged that for big spills, all the stockpiled resources of the NOSCP held in Trinidad will be mobilized to the Crown Point Airport, Tobago from which point, this command centre will coordinate all the clean-up operations.



3.6.4 SEVERE WEATHER CONTINGENCY RESPONSE AND RECOVERY PLAN

(a) **PURPOSE:**

To specify the Standard Operating Procedures for NEMA and inform the NEMA Task Force of the contingency plan for severe weather⁸.

(b) **ASSUMPTION:**

All critical facilities and Ministries (including the Regional Corporations) would have developed General Disaster/Emergency plans and have developed emergency plans which address exposure to severe weather.

The Meteorological Services will provide detailed phenomena information on magnitude and where possible (potential) impact.

(c) **RISK:**

This country regularly experiences intense weather phenomenon generated out of everyday atmospheric instability by "favourable atmospheric conditions". These events are associated with isolated thunderstorms (October 1993 Port-of-Spain floods, August 29, 1991 tornado in Diego Martin), squall lines (June 1997, 70 roofs lost in south and central Trinidad), easterly waves and the inter-tropical convergence zone (Divali weekend 1998 widespread flooding in Trinidad; 1997 landslips along the Blanchiasse Road isolating the community). Some of the common colloquial names for these are freak storms, waterspouts and "the river come down". Whatever their name and origin, these events have the ability to strike suddenly and often without warning.

(d) **ACTIVATION:**

This plan will be activated by the Director, NEMA upon:

- iii Issue of a *Severe Weather Advisory* by the Meteorological Services.
- iv Confirmation of the impact of severe weather to a *Level 2 emergency or higher*.

(e) **ACTIONS:**

ON ISSUE OF A *SEVERE WEATHER ADVISORY* BY THE METEOROLOGICAL SERVICES-:

⁸ Weather phenomenon sufficiently intense to cause flash and/or basin flooding, wind gust sufficiently strong to cause dangerous sea states; tornadoes; endanger roofs and other structures, uproot trees etc., cause dangerous electric storms and rainfall sufficient to encourage/cause landslides and other slope instability.

NEMA shall circulate the Advisory to all Task Force members, Local Government Emergency Coordinators and the NEMA net controller to:

- Increase awareness - allow time to alert Task Group Members and Local Government Emergency Committees as determined appropriate.
- Allow all related personnel and agencies to check their state of preparedness for the particular hazard(s).

Director, NEMA to fax P.S. Ministry of National Security the advisory and the actions taken.

ON NOTIFICATION OF THE IMPACT OF A SEVERE WEATHER EVENT:

NEMA to follow the Warnings and Alert procedures of the Standard Operating Procedures - Section 3.3.1.

On confirmation of the event and an initial Situation Report, NEMA will contact the **Meteorological Services** to:

- Advise of the situation.
- Determine technical cause of the event.
- Request a forecast regarding possible intensification of event.

NEMA to develop a detailed **Situation Report** (SitRep attached #1) for the event by contacting at least the local:

- Fire Service
- Police Service
- Local Government Emergency Coordinator(s)
- Ministry of Works sub-division(s)
- Information via the NEMA network if available or necessary
- Public Utilities and Critical Facilities
 - TSTT
 - T&TEC
 - WASA
 - NGC

Director NEMA to determine the level of the emergency based upon this information.

The response will be in keeping with the SoP Level 2 and above Emergencies. In addition:

In tandem with the Local Government Emergency Committee, the Coordinator in the field will also prepare for and initiate the

response and recovery activities, prioritizing areas for immediate assistance.

The detailed SitRep will be circulated to all Task Force members and the P.S Ministry of National Security. An abridged version will also be forwarded to CDERA.

NEMA to issue timely coordinated information release to the **Media**. The template for the release is attached.

(f) SEARCH AND RESCUE:

Should it be required, initial SAR will be conducted by the Fire Services in keeping with the Fire Services Act CH 35:50 1980 and Act 10 of 1997. Fire Service will make the request for additional manpower from:

- Defence Force
- NEMA for other local, regional/international SAR assistance

Additional human and physical resources may be required to assist. Upon such a request, NEMA will seek and secure resources through the appropriate Task Group. In support of such a request, NEMA will stock the items in attachment and a list of items which may be required are attached with source information).

(g) RELIEF, REHABILITATION AND RECOVERY:

In keeping with the philosophy of enjoying private property, the public is generally expected to take responsibility for the rehabilitation of their facilities.

Request for relief may also be addressed following the *Criteria and Procedures for Relief Assistance* Section 4.1.6. For Disaster Recovery follow the *Mitigation and Recovery Plan* Section 3.5.

Assistance will be provided where a Localized or National Disaster is declared by the President under the Disaster Measures Act 47 of 1978 Ch 16:50 through the National Disaster Relief Fund Section 4.6.

**(h) STAND DOWN TO SEVERE WEATHER
CONTINGENCY PLAN**

This contingency plan is stood down when the Director NEMA, in consultation with the Task Force declares that the event has moved from the emergency response phase to the recovery phase.

(i) **REVIEW**

Each sector is requested to undertake a review of its overall disaster/emergency involvement in the event. Each sector is requested to undertake a review of its overall disaster/emergency involvement in the event. For level 2 emergencies or higher a review of the emergency, will be arranged by NEMA within one week (Level 2) to 6 months (Level 3) of the event to:

- Determine whether all the emergency needs have been met.
- Identify and request needed resources.
- Incorporate lessons learned from the experiences into the overall local and national disaster emergency management system.
- Improve planning, coordination, response, rehabilitation and recovery.
- Identify and develop training programmes required. Record the event experience for the benefit of other Corporations.
- Identify and initiate mitigation works required.
- Record the event experience for the benefit of other Caribbean States.

(i) **MESSAGES**

1. **Message No.: 1**

2. *When* notification of a severe weather event has been reported by the Meteorological Services.

3. *Frequency:* As confirmed information becomes available and after Ministry of National Security is informed.

4. *Suggested Text:* To be broadcast on notification of a severe weather event.

“This is a message from the National Emergency Management Agency. In light of the persistent and heavy rains over _____ and the forecast for _____ please:

Exercise caution in areas of localized flooding and land slippage.

As much as possible:

- Avoid walking through flood-waters (these waters may contain hidden dangers and may be polluted by the overflow from nearby pit latrines)
- Children – do not play near or in swollen streams and rivers. Stay out of “dry” rivers
- Motorist should avoid driving through water suspected to be greater than 2’ in depth
- If necessary, erect simple sand-bag barriers to protect your property

Given the persistent rainfall, there can be an increase in the risk of land-slippage. If you observe the following:

- Landslip debris on roads and footpaths
- Large new cracks or ground subsidence in slopes, retaining walls or along the road

Keep away from slopes and retaining walls and exercise caution and

Notify the property owner.

The inter-tropical convergence (which is generating these conditions) is a usual weather phenomenon associated with our wet season. These precautions are suggested in response to episodes of severe weather associated with this weather pattern. **Please take the necessary precautions and report any damage/threats to your local Fire Service”.**

Message No.: 2

1. *When* a severe weather event has been confirmed and after event information from the Meteorological Services has been received.
2. *Frequency:* As confirmed information becomes available and after Ministry of National Security is informed.
3. *Suggested Text:* To be broadcast confirmation of a severe weather event.

"This is a message from the National Emergency Management Agency. At approximatelyhrs a (indicate type of severe weather phenomenon) affected the communities of (give communities).

At this timeam/pm, the initial damage assessment indicates that (insert DANA).

Casualties
Housing and Public Buildings
Public utilities
Transportation

NEMA personnel, the Police and Fire Services are on the scene as well as representatives from the Municipal Corporation and the (give utilities). These agencies are addressing the emergency needs and attempting to assess the level of damage associated with this event at this time.

The public is advised to:

- i Seek alternate transportation routes at this time (give time) to keep the area clear for the emergency services and utility companies
- ii REPORT ALL DAMAGE TO THE FIRE SERVICES
- iii *(Include flood, landslide, strong wind advice as appropriate)*

NEMA will advise further as more information becomes available".

**POSSIBLE RESOURCES REQUIRES FOR A SEVERE WEATHER
LEVEL 2 & 3 EMERGENCY**

Flood Emergency (Supplies to support NEMA's request for 3 teams of 10 persons each for rehabilitation and recovery)		Severe winds (To support the protective Services and Local Government Emergency Resources)		
No.	Item	No.	Item	Description
15	Shovels	2	Tarpaulins	Heavy duty (green) Large & Extra large
15	Forks	6	Tarpaulins	Light weight (blue) 5 – 36' x 36'; 1 – 10' x 12'
15	Yard Brooms	100'	Rope	
100	Dust Mask	2	Chain Saws	Gasoline 2.5'
30	Gloves	2	Crow Bars	
8	Wheel Barrows	3	Plastic sheeting	Grey foundation construction water-proofing.
30	Buckets			
NB/ Items to be acquired				

Other items which may be required, but *not held* n NEMA's stock

No.	Item	Description	Possible Source
'00s	Sand Bags	c. 3' x 2'	
	Sand	Red sand	Ministry of Works Local quarry operator
	Generators	Small 1.5 Kw, gasoline or Diesel	F.T. Farfan (674-7896) Laughlin and De Gannes Peakes (622-7325)
		Large > 17Kw diesel	Tropical Power (665-8833) Standby Power (628-7980) Johnny Q Sound Co. (625-0868)

NB. For level 3 emergencies a request may be made to CDERA to use the Regional Warehouse supplies. This requires the early Declaration of a Disaster.

3.6.5 TROPICAL STORM/HURRICANE CONTINGENCY RESPONSE AND RECOVERY PLAN

(a) **PURPOSE:**

To specify the Standard Operating Procedures for NEMA and inform the NEMA Task Force of the contingency plan for tropical storms/hurricanes.

(b) **ASSUMPTION:**

All critical facilities and Ministries would have developed General Disaster/Emergency plans and have developed a Tropical Storm/Hurricane Contingency Plan.

The Meteorological Services will provide detailed phenomena information on magnitude and potential impact.

(c) **RISK:**

Between 1878 and 1999 Trinidad and Tobago has experienced seven cyclonic events, three of which were tropical storm events and four hurricane events.

- September 1878 Storm#3 Tobago;
- October 1892 Hurricane #7 between Trinidad &Tobago;
- August 1928 Hurricane #1 Tobago;
- June 1933 Hurricane #2 South Trinidad;
- September 1963 Hurricane Flora Tobago;
- August 1974 Tropical Storm Alma Southern Trinidad;
- August 1993 Tropical Storm Bret between Trinidad & Tobago;
- September/October 2000 Tropical Storm Joyce across Tobago and north Trinidad.

Additionally, our country has experienced the indirect effects of the feeder bands from hurricanes further north (such as Marilyn 1993 and Lenny 1999). This has resulted in storm surges affecting traditionally sheltered coastlines.

(d) **ACTIVATION:**

This plan will be activated by the Director, NEMA upon the issue of a Hurricane Watch by the Meteorological Services.

(e) **ACTIONS:**

On issue of a Hurricane Watch-:

NEMA shall call Emergency Task Force Meeting to

- Assess and coordinate preparations

- Coordinate public information on the state of preparedness
- Circulate check-sheet

NEMA to secure Information Officer from Information Division.

Director, NEMA to brief Minister and P.S. Ministry of National Security on the event and the expected actions to be taken.

NEMA to issue coordinated information release (through the Information Officer) on the threatened event to:

- Media and public safety advisory on preparedness and precautions information in accordance with pre-established procedures
- CDERA
- Sub-Regional Focal Group countries (Grenada & Guyana)
- To Trinidad & Tobago international missions & other relevant agencies (through Ministry of Foreign Affairs to issue)

NEMA to

- Test generator and check/secure fuel supply
- Prepare Emergency Operations Centre (EOC)
- Test communications equipment
- Schedule staff
- Check/secure as needed, food and water stocks
- Arrange relief supply warehouse staffing and security
- Test contact list for emergency supplies
- Check/print as necessary, message forms & relief application forms
- Issue public safety advisory on preparedness and precautions information
- Fuel vehicles
- Arrange for additional telephone/fax lines at EOC

NEMA Task Force representatives (attached) to call Task Group Meetings/contact Task Group members to

- Check/establish emergency communications
- Institute other preparations for the event as per the emergency response plans of that Task Group

○ **ON ISSUE OF THE HURRICANE WARNING:**

NEMA to call second Task Force Meeting to

- Confirm the state of readiness

- ❑ Evaluate the potential for evacuation of high-risk areas and procedures
- ❑ Emergency shelter arrangements
- ❑ Pre-positioned as necessary DANA Teams and emergency response staff & equipment
- ❑ Establish arrangements for the movement of essential staff

Director NEMA to brief Minister and P.S. Ministry of National Security.

Ministry of National Security/NEMA to issue information release to:

- ❑ Media and public safety advisory on preparedness and precautions information in accordance with pre-established procedures
- ❑ CDERA
- ❑ Sub-Regional Focal Group countries (Grenada & Guyana)
- ❑ To Trinidad & Tobago international missions & other relevant agencies (through Ministry of Foreign Affairs to issue)

NEMA to

- ❑ Activate EOC
- ❑ Issue public safety advisory on preparedness and precautions information in accordance with pre-established procedures

(g) DURING THE STORM/HURRICANE:

NEMA to:

Monitor event from EOC

Issue timely coordinated information releases in accordance with pre-established procedures to

- ❑ Media and public safety advisory on preparedness and precautions information in accordance with pre-established procedures
- ❑ CDERA
- ❑ Sub-Regional Focal Group countries (Grenada & Guyana)
- ❑ To Trinidad & Tobago international missions & other relevant agencies (through Ministry of Foreign Affairs to issue)

(h) IMMEDIATE POST IMPACT OF STORM/HURRICANE:

(3-6 hours after the all clear has been issued by the Meteorological Services)

NEMA Task Group members to

- ❑ Dispatch critical resources as required
- ❑ Undertake rapid (qualitative) Damage Assessment and Needs Analysis (see DANA)
- ❑ Provide feedback to NEMA EOC

NEMA EOC

- Prioritize and address needs in order of the preservation of life, shelter, potable water, and other needs.
- Issue timely coordinated information releases in accordance with pre-established procedures to
 - ❑ Media
 - ❑ CDERA
 - ❑ Sub-Regional Focal Group countries (Grenada & Guyana)
 - ❑ To Trinidad & Tobago international missions & other relevant agencies (through Ministry of Foreign Affairs to issue)

Director, NEMA to advise Minister on whether there is the need to make Declaration of a Disaster based upon rapid DANA feedback.

(Ministries should begin implementing detailed DANA for completion within 48-60 hours of the all clear)

(i) **POST IMPACT OF STORM/HURRICANE:**

(18-48 hours after all clear and onward)

Meeting of NEMA Task Force 09:00 to

- ❑ Assess situation and coordinate emergency response
- ❑ Begin implementing rehabilitation and recovery actions
- ❑ Coordinate public information on the state of emergency

These meetings will continue daily until the emergency phase moves to the recovery phase.

In collaboration with the NEMA Task Force, the Director, NEMA will:

- ❑ Issue the stand down for the EOC.
- ❑ Declare the event has moved from the emergency response phase, to the recovery phase.

Director, NEMA to brief Minister and P.S. Ministry of National Security

NEMA to issue coordinated information releases in accordance with pre-established procedures to:

- Media
- CDERA
- Sub-Regional Focal Group
- (Ministry of Foreign Affairs to issue to T&T international missions & other relevant agencies)

(j) STAND DOWN TO TROPICAL STORM/HURRICANE CONTINGENCY PLAN

This contingency plan is stood down when the Director NEMA, in consultation with the Task Force declares that the event has moved from the emergency response phase to the recovery phase.

(k) **REVIEW**

Each sector is requested to undertake a of its overall disaster management involvement in the event. Further a review of the emergency, will be hosted by NEMA for its Task Force within 6 months of the event to:

- To determine whether all the emergency needs have been met.
- Identify and request needed resources.
- Incorporate lessons learned from the experiences into the overall national disaster emergency management system.
- Improve planning, coordination, response, rehabilitation and recovery.
- Identify and develop training programmes required.
- Record the event experience for the benefit of Municipal Corporations.
- Identify and initiate mitigation works required.
- Record the event experience for the benefit of other Caribbean states.

(l) **MESSAGES**

1. **Message No.: 1**

2. *When Broadcast:* On "Hurricane/Storm Watch".

3. *Frequency:* At least six hourly with every "Hurricane/Storm Watch" issue.

4. *Suggested Text:* To be broadcast following the actual "Hurricane/Storm Watch" message.

"This is a message from the National Emergency Management Agency. Although the hurricane/storm is not as yet a direct threat to the country, certain precautionary measures should be taken at this time. These are:

- (a) Ensure your transistor radio and torchlight are working (keep spare fresh batteries). Check for other emergency lights candles, lanterns etc;
- (b) Check your house roof and secure any loose sheets.
- (c) Clear property of loose items that could cause damage by being blown around in a high wind;
- (d) Collect water, canned foods, First-aid kit and medicines you will need;
- (e) Fill your vehicle's gas tank.
- (f) Should you be responsible for a boat, secure your vessel.
- (g) Listen to your radio and or television for further warning.
- (h) Check with your immediate neighbours to ensure that they are aware of the situation.

Should you be new or a visitor to the area ask around what you should do, or call NEMA 623-2078/8004 or 1943 for further information. More information on precautions is available in your telephone directory".

1. **Message No.: 2**

2. *When Broadcast:* On "Hurricane/Storm Warning".

3. *Frequency:* At least three hourly with every "Hurricane/Storm Warning" issued.

4. *Suggested Text:* To be broadcast immediately following the "Hurricane/Storm Warning" broadcast.

"This is a message from the National Emergency Management Agency. Latest reports indicate that a (name hurricane/storm) is expected to hit Trinidad and Tobago within the next 24 hours. The following additional precautions should be taken:

- (a) Board up (or tape) windows and large glass doors;
- (b) Store loose articles inside the house;
- (c) Secure animals/pets in a safe place;
- (d) Fill water containers;
- (e) Secure your important documents, birth certificates, insurance policies, passport etc in a water-tight container.
- (f) Store essential items (food, water, first-aid kit, etc.) in strongest part of house where you will ultimately locate yourself and family. This should be your hurricane/Storm Shelter;
- (g) If you are not confident that your home can withstand the event, move to a safer location by friends or relatives otherwise stay home;
- (h) Listen to your radio/television for further warnings.

At this time NEMA has activated its Emergency Operations Centres in Trinidad and Tobago and its Task Force is

- Confirming the state of readiness of all essential services
- Evaluating the risk potential of vulnerable coastal and traditionally flood-prone areas
- Implementing stand-by emergency shelter arrangements
- Pre-positioning emergency response staff & equipment
- Establishing arrangements for the movement of essential staff

NEMA will continue to keep the public advised of the situation. Should you need to please call NEMA at the following numbers:

Trinidad		Tobago
623-2078	623-6855	660-7489
623-8004	624-6942	660-7451
623-1943	625-3296	660-7460

Or contact your Municipal Corporation".

1. Message No.: 3

2. *When Broadcast:* On "Hurricane/Storm Warning" when it is evident the hurricane/storm is going to strike Trinidad and Tobago or parts thereof.
3. *Frequency:* At least hourly.
4. *Suggested Text:* To be broadcast immediately following the hourly "Hurricane/Storm Warning" broadcast.

"This is a message from the National Emergency Management Agency. The hurricane/storm is going to hit us (directly or partially - whichever is applicable). We advise that you:

- (a) Stay indoors;
- (b) Take refuge in the strongest part of your house;
- (c) If necessary protect yourself with mattresses, blankets. Anchor yourself to a strong fixture or get under a strong table;
- (d) Beware the calm "eye". Remain indoors until you are advised that the hurricane has passed;
- (e) Listen to your transistor radio for further information".

All the emergency services are on full alert at this time. NEMA Emergency Operations Centres in Trinidad and Tobago and at the Municipal Corporation in your area are monitoring the event and in contact with the emergency services.

NEMA will continue to keep the public advised of the situation. Should you need to please call NEMA at the following numbers:

Trinidad		Tobago
623-2078	623-6855	660-7489
623-8004	624-6942	660-7451
623-1943	625-3296	660-7460

Or contact your Municipal Corporation".

1. Message No.: 4

2. *When Broadcast:* On "Hurricane/Storm Watch/Warning" after impact and when hurricane/storm is abating with winds less than 70 km/h.

3. *Frequency:* Hourly.

4. *Suggested Text:* To be broadcast immediately following the "Hurricane/Storm Watch/Warning" message.

"This is a message from the National Emergency Management Agency. (Name hurricane/storm) has passed over Trinidad and Tobago, however, the threat is not yet over. Survey and reconnaissance teams are out to assess damage and determine needs assistance required. You are advised to:

- (a) remain indoors;
- (b) listen in to your transistor radio/ television for information and instructions;
- (c) do not jam the telephone exchange with non-essential calls;
- (d) if you are in need of emergency assistance (life and death matter), then call
 - ❑ Fire Services 990;
 - ❑ Police 999,
 - ❑ EHS
 - ❑ NEMA 623-1943, or contact the Municipal Corporation
 - ❑ in your area;

At this time the emergency services including NEMA and its Task Force are:

- ❑ Assessing the situation and coordinating emergency response and needs
- ❑ Implementing emergency relief, rehabilitation and recovery actions

NEMA will continue to keep the public advised of the situation. Should you need to please call NEMA at the following numbers:

Trinidad		Tobago
623-2078	623-6855	660-7489
623-8004	624-6942	660-7451
623-1943	625-3296	660-7460

Or contact your Municipal Corporation".

1. Message No.: 5

2. *When Broadcast:* On confirmation of (initial) damage assessment

3. *Frequency:* To be decided at the time.

4. *Suggested Text:*

"This is a message from the National Emergency Management Agency. At this timeam/pm, the (initial) damage assessment from (name hurricane/storm) indicates that (insert SitRep Section 4.1).

At this time the emergency services including NEMA and its Task Force continue to:

- Assess the situation and coordinate emergency response and needs
- Implement emergency relief, rehabilitation and recovery.

NEMA will continue to keep the public advised of the situation. Should you need to please call NEMA at the following numbers:

Trinidad		Tobago
623-2078	623-6855	660-7489
623-8004	624-6942	660-7451
623-1943	625-3296	660-7460

Or your Municipal Corporation:

The public is advised to:

- Keep transportation routes clear for the emergency services and utility companies
- REPORT ALL DAMAGE TO THE FIRE SERVICES also:

1. **Keep tuned to your radio or television** stations for advice and instructions from officials on-

- (a) where to go to obtain necessary medical care in your area;
- (b) where to go for necessary emergency assistance for housing, clothing, food, etc.;

- (c) ways to help yourself and your community recover from the emergency.
2. **Use extreme caution** in entering or working in buildings that may have been damaged or weakened by the disaster; they may collapse without warning. Also, be aware that there may be gas leaks or electrical short circuits.
 3. Don't take lanterns, naked lights, or lighted cigarettes into buildings that have been damaged by a hurricane; there may be leaking gas lines or flammable material present. **Use battery-powered flashlights**, spotlights, etc., if available.
 4. **Stay away from fallen or damaged electricity wires**, as these may still be dangerous. Notify T&TEC, or the police or the fire department.
 5. **Check for leaking gas** pipes in your home. Do this by smell don't use matches or candles. If you smell gas, do this:
 - (1) open all windows and doors;
 - (2) turn off the main gas valve at the meter;
 - (3) leave the house immediately;
 - (4) notify the gas company or the fire service; and
 - (5) don't re-enter the house until you are told it is safe to do so.
 6. **If any of your electrical appliances are wet, first turn off the main power switch in your house**, then unplug the wet appliance, dry it out, reconnect it, and finally, turn on the main power switch. (Caution: Don't do any of these things while you are wet or standing in water.) If fuses blow when the electric power is restored, turn off the main power switch again and then inspect for short circuits in your home wiring, appliances and equipment.
 7. **Check your food and water supplies before using them.** Foods that require refrigeration may be spoiled if electric power has been off for some time. Also, do not use fresh food that has come in contact with floodwaters.
 8. Stay away from disaster areas. Sightseeing could interfere with first aid or rescue work, and may be dangerous as well.
 9. **Don't drive unless necessary**, but if you must, drive with caution. Watch for hazards to yourself and others, and report them to local police or fire department officials.
 10. **Report broken sewer or water mains to the WASA.**

NEMA will keep the public advised further, as more information becomes available”.

1. Message No.: 6

2. *When Broadcast:* On "All Clear".

3. *Frequency:* To be decided at the time.

4. *Suggested Text:*

"This is a message from the National Emergency Management Agency. This is the All Clear signal. The hurricane/storm has passed and is no more an immediate threat to Trinidad and Tobago. Should you require any assistance you should report to or contact the nearest fire station".

3.7.1 NEMA's Role and Function

NEMA's Mission

The mission of the National Emergency Management Agency as outlined in the NEMA Strategic Plan is:

“To coordinate a network of agencies and individuals within the country to direct their efforts to the maximum preservation of life and the protection of property in times of disaster.”

Roles and Functions

The role and functions of the NEMA are enunciated in Cabinet Minute No.1060 dated May 19, 1988 and staff appointed May 1, 1989. The primary functions of the NEMA are planning and coordination. NEMA is not expected to be a *line* agency rather its role is *“to facilitate the preparation of response and recovery plans and hazard mitigation programmes by agencies having principal responsibility in those areas”*. The primary functions are summarized as follows:

- a) coordinating all activities related to emergency preparedness, response and recovery;
- b) monitoring hazard mitigation programmes and evaluating the effectiveness with which hazard mitigation activities are being implemented by the appropriate governmental and non-governmental organizations;
- c) review internal agency plans for responding to natural and technological hazards;
- d) prepare inventories of personnel, equipment, and supplies that would be needed in emergencies;
- e) undertake training and simulation exercises;
- f) compiling, reviewing and providing support for the completion and/or updating of the component plans for oil spills, hazardous materials spills, industrial disasters, aircraft disasters, and maritime disasters;

- g) establishing an Emergency Operation Centre (EOC) which would house dedicated telephone lines and equipment to be used in emergency situations;
- h) developing/conducting public information, education and training programmes for emergency management;
- i) producing directly through its own staff, or by using the technical expertise of other agencies: data, maps and other technical material that establish the nature of risk and vulnerability, on an area basis.

Cabinet Permanent Appointed Committee to Plan for Disaster Preparedness at Point Lisas

NEMA has been designated the lead agency on the Cabinet Permanent Appointed Committee to plan for disaster preparedness at Point Lisas. The Committee's terms of reference are as follows:

- a to evaluate and plan for disaster preparedness at Point Lisas including Community Awareness Programmes;
- b to submit proposals for the implementation of the following recommendations of the Advisory Technical Group.

Regional Responsibilities:

Agreement Establishing CDERA

The Government of Trinidad and Tobago is a signatory to the Agreement Establishing the Caribbean Disaster Emergency Response Agency (CDERA), September 1989. The Minister of National Security is a Council Member and the Director, NEMA is a Board Member of CDERA. There are two Articles also define NEMA's role and functions these are Articles 12 and 13.

ARTICLE 13

UNDERTAKING OF PARTICIPATING STATES

Without prejudice to the requirement to discharge any other obligations assumed under or in connection with this Agreement, Participating States undertake:

- a. to establish or maintain, as the case may be, national relief organizations capable of responding swiftly, effectively and in a coordinated manner to disasters in Participating States;
- b. to establish emergency disaster planning groups and define national policies and priorities in the even of disasters;
- c. provide national relief organizations with adequate support including named emergency coordinators, liaison officers with key Ministries, emergency services, utilities and the like;
- d. to task the named agencies (including the emergency services, Health and Public Works) and their coordinators with specific functions and responsibilities to ensure the development of an adequate response capability to support national disaster action;
- e. to define the role and functions of key agencies such as the Security Services, Health and Public Works in disaster emergency response management establish a system for regular review of their procedures for coordinated response;
- f. establish and equip a suitable emergency operations center capable of handling emergency telecommunications and coordinating emergency responses involving many services;
- g. develop and maintain an emergency telecommunications system based on the most appropriate technology to ensure the coordination of emergency operations involving the emergency services

mentioned above as well as voluntary private sector services;

- h. to establish and strengthen procedures for coping with major disaster threats and scenarios and review systems for testing the procedures by drills and simulations;
- i. to review and rationalize legal arrangements for disaster mitigation and emergency action;
- j. to review and catalogue past disaster events and list credible future emergency event scenarios and identify and map areas with special problems like flood prone and landslide prone areas;
- k. to establish data bases of key resources, both human and material, and a system for keeping them current and to computerize and integrate them into an automated emergency information system;
- l. to develop, in collaboration with competent governmental agencies, an emergency shelter policy and programme involving the full participation of local officials in community-based organizations;
- m. to develop and review a system for community participation, local mobilization and counter disaster action in the even of isolation;
- n. to develop strategies for loss reduction in the public and private sectors focusing on vital economic activities and life-line activities like water supply;
- o. to develop a system and procedures for damage assessment in order to facilitate rapid and effective post impact evaluation;
- p. to develop and implement a comprehensive disaster public awareness, information and education programme involving media houses, schools, voluntary agencies and other institutions in order to ensure public participation and community involvement in the disaster management system;

- q. develop and implement appropriate training programmes for persons involved in the disaster management system;
- r. identify and seek participation in bilateral and multilateral technical cooperation programme designed to develop disaster management capabilities;
- s. to identify, maintain in a state of readiness and make available immediately on request by the Coordinator relevant material and human resources in the event of disaster.

ARTICLE 12

SUB-REGIONAL DISASTER EMERGENCY RESPONSE OPERATIONAL UNITS

Where, pursuant to paragraph (d) of Article 7, the Council has designated Sub-Regional Disaster Emergency Response Operational Units, such bodies shall:

- a. acquire and maintain on an updated basis comprehensive information on the facilities and services available in each of the participating States for which they bear responsibility;
- b. maintain and test on a regular basis communications with the (CDERA) Coordinating Unit and with critical response agencies under the control of national relief organizations;
- c. maintain independent fuel and power supplies and ensure that relevant physical facilities are in a condition to withstand a major disaster;
- d. keep and maintain at the operational focal point in serviceable and optimal working condition an equipment package containing essential items determined by the Board of Directors, subject to the approval of the Council.

In making a designation referred to in paragraph 1 of this article, the Council shall identify the states for which the Sub-Regional Disaster Response Operational Unit concern shall have responsibility.

In July 1992 permission was sought from the Governments of Jamaica, Trinidad and Tobago and Barbados for having their Disaster Offices designated *Sub-regional Disaster Emergency Response Operational Units*.

With this consent Trinidad and Tobago assumed geographic responsibility of the Sub-Regional Focal Point.

AGREEMENT BETWEEN MEMBER STATES AND THE ASSOCIATION OF CARIBBEAN STATES FOR REGIONAL COOPERATION ON NATURAL DISASTERS.

Signed in Colombia on July 24th, 1994, NEMA, as the agency charged with overall coordination responsibility for disaster management, also works to promote the achievement of the objectives of this agreement. The relevant Articles are included below.

ARTICLE 2

Objective

The objective of this Agreement is to develop a network of legally binding mechanisms that promote co-operation for prevention, mitigation and management of natural disasters, through the collaboration of the contracting parties among themselves and with organizations which work in the field of natural disasters in the region.

ARTICLE 3

Highly Vulnerable Areas

The Contracting Parties may, when necessary, declare within their territory, their territories or specific zones, Highly Vulnerable Areas, with a view to developing plans for co-operation in the prevention and management of natural disasters.

In order to establish a Highly Vulnerable Area, the Contracting Parties must take the following procedure into account:

1. The Party that exercises sovereignty, or sovereign rights or jurisdiction over a Highly Vulnerable Area shall submit its nomination for inclusion in the registry of Highly Vulnerable Areas of the Association of Caribbean States, which will be created and updated by the Secretariat, on the basis of the nomination approved by the Special Committee responsible for the subject of Natural Disasters.
2. The nominations shall be presented in accordance with the guidelines and criteria concerning the identification and selection of the Highly Vulnerable Areas, which are determined by the Contracting Parties, on the advice of the Special Committee responsible for the subject of Natural Disasters.

3. Each Party, which submits a nomination, shall make available to the Contracting Parties, through the ACS Secretariat, the following information on their Highly Vulnerable Areas:
 - a) name of the area;
 - b) bio-geography of the area (limits, physical characteristics, climate, social composition, etc.);
 - c) vulnerability of the area;
 - d) management programmes and plans;
 - e) research programmes;
 - f) characteristics of the status of disaster prevention and/or mitigation.

In order to develop fully co-operation among the Contracting Parties in the management of Highly Vulnerable Areas and to ensure effective fulfillment of the obligations outlined in this Agreement, it is recommended that each Party adopt and implement measures for planning, management, surveillance and control, which shall include at least the following:

- (i) formulation and adoption of disaster management guidelines suited to the Highly Vulnerable Areas;
- (ii) adoption of a management plan which outlines the legal and institutional framework and the protective measures suitable for the Highly Vulnerable Area or Areas;
- (iii) development of awareness programmes, local organisation for emergencies and education of the population and decision-makers, to reinforce the prevention and/or mitigation measures;
- (iv) active participation of local communities, whenever their direct presence is required, in planning, assistance, and training of the local population;
- (v) adoption of mechanisms for financing the development and effective management of the Highly Vulnerable Areas and the promotion of programmes of mutual assistance;
- (vi) establishment of procedures for regulating or authorizing activities compatible with the common guidelines and criteria established by the Contracting Parties;
- (vii) development of adequate infrastructure and training of interdisciplinary technical staff competent in the management of disasters.

ARTICLE 4

Mutual Co-operation and Assistance

The Contracting Parties shall promote:

1. the formulation and implementation of standards and laws, policies and programmes for the management and prevention of natural disasters, in a gradual and progressive manner;
2. joint actions, with a view to identifying, planning and undertaking programmes for the management of natural disasters, with the assistance of specialized natural disaster organizations operating in the region;
3. co-operation in the formulation, funding and implementation of aid programmes for those Parties that request them, especially with regard to assistance from regional and international organizations. These programmes shall be oriented towards educating the population in the ways of preventing and coping with natural disasters, training of scientific, technical and administrative staff, as well as the acquisition, use, design and development of suitable equipment;
4. periodic exchange of information, by diverse means, concerning their best experiences in the reduction of disasters;
5. the adoption of existing standards for the classification and management of humanitarian supplies and donations with the purpose of improved transparency and efficiency in humanitarian assistance.

The mobilization of the necessary resources for responding to natural disasters among the Contracting Parties shall always be done at the request of the affected Party and shall be done in accordance with the principles and norms of international law, and existing co-operation agreements, particularly with respect to sovereignty and self-determination of the affected Party.

3.7.2 TASK FORCE ASSIGNMENT AND TASKING DETAILS

Organisation

(b) The NEMA Task Force is made up of the 15 Chairpersons of the various Task Groups. **Task Groups are functional disaster management groupings. The individual agencies are expected to continue to action their statutory/authorised role and function during disaster/emergencies.** Given that the Task Groups are based upon a functional purpose (and not on agency names) some limited duplication of agency representation within Task Groups is expected. The key tasks of the chairperson and deputy of the Task Groups include:

- Facilitating the Task Group disaster management function for the most effective use of the available resources to address emergency response and recovery needs
- Liasing with, consulting, coordinating, directing and controlling Group efforts as appropriate
- Providing relevant information to various stakeholders
- Mediating operational conflicts
- Promoting harmonious interagency and inter-sector relations
- Debriefing and supporting Task Group members
- Developing and maintaining Action Plans and Guides

In some cases NEMA acts as the secretary for these Groups.

(c) Details of the various task group terms of reference are outlined below according to the phases of the emergency⁹. A responsibility matrix of the various Ministries and Services is enclosed in Appendix 3.7.3

⁹ Phase 1-Pre-emergency-Alert and Survey

Phase 2-During emergency-Response action to minimize the effects of the incident or emergency and to carry out rescue operations;

Phase 3-Post-emergency-Recovery activities for the restoration of services and rehabilitation.

1. Telecommunications Task Group- Chairperson: Director-Telecommunication Division

Phases 1, 2 and 3

- (a) Establish a fully operational telecommunications system for emergency response and recovery.
- (b) Integrate all the emergency telecommunication networks for coordination through the NEMA Emergency network.
- (c) Coordinate disaster/emergency assistance from the private Sector.

2. Search and Rescue and Survey and Investigation Group - Chief Fire Officer, Trinidad and Tobago Fire Service

Phase 1

- (a) Develop preparedness planning support and training for SAR teams.
- (b) Ensure readiness for the timely execution of rapid (8hr) damage assessment and needs analysis (DANA).

Phases 2 AND 3

- (a) Undertake initial rapid reconnaissance (rapid DANA¹⁰) designed to determine the location and magnitude of problems and immediate response priorities. The reconnaissance will be based on reports from the field observers, aerial surveys and rapid ground inspection.
- (b) Implement a prompt accounting and rescue of persons in need of assistance.
- (c) Coordinate disaster/emergency assistance from the private Sector.
- (d) Participate in the timely reporting on event and recommendations for the future.

3 Medical and Public Health Group - Principal Medical Officer, Ministry of Health

Phase 1

- (a) Reduce the vulnerability of health facilities and health services to disasters
- (b) Ensure the readiness of the health sector to respond to disaster
- (c) Ensure immediate activation and implementation of the response plan when necessary

Phases 2 AND 3

- (a) Protect the health and safety of the public
- (b) Minimize illness, injury or death resulting from disaster

¹⁰ Damage Assessment and Needs Analysis (DANA). Rapid DANA occurs within 8 hours of the emergency event's occurrence. Detailed DANA, is undertaken within 48 hours of the event, by technical specialist for the respective sectors (Housing, Health, Education, Agriculture, Infrastructure etc.). DANA quantifies not only the damage but also the immediate needs as well as the rehabilitation and recovery needs.

- (c) Assist in the recovery of individuals or localities affected by a disaster
- (d) Ensure that the population at risk is capable of taking effective action to mitigate the possible effects of a disaster

4 Traffic Control and Law Enforcement Group - Assistant Commissioner of Police (Traffic)
Trinidad and Tobago Police Service

Phase 1

- (a) Plan support for emergency response elements
- (b) Plan and train to facilitate the evacuation the public from threatened areas

Phases 2 and 3

- (a) Regulate and control traffic, vehicular and human, to facilitate emergency response
- (b) Protect lives and property against unlawful acts
- (c) Preserve law and order at emergency relief collection & distribution centres
- (d) Provide security for critical facilities and essential resources
- (e) Identify, register and care for the dead and notify the deceased next of kin

5 Shelters Group - Permanent Secretary, Ministry of Education

Phases 1, 2 and 3,

- (a) Provide temporary lodging of displaced population
- (b) Set guidelines for the selection, authorization and use of shelters
- (c) Monitor suitability of shelters for occupation during disasters
- (d) Train persons for shelter management and related shelter activities
- (e) Coordinate disaster/emergency assistance from the private Sector

6 Social Services and Voluntary Agencies Group - - Director, National Family Services, Ministry of Social and Community Development

Phase 1,

- (a) Enhance disaster preparedness activities at the community level
- (b) Develop welfare support and relief coordination plan among agencies

Phase 2 and 3,

- (a) Coordinate relief activities of governmental, non-governmental agencies and the private sector, particularly in the areas of emergency relief items and welfare support in times of disaster

7 Public Facilities and Other Critical Facilities Group – (Designate) Permanent Secretary, Ministry of Public Utilities

Phase 1,

- (a) Technically examine all critical facilities in the country to determine their vulnerability to the natural hazards to which the country is exposed
- (b) Assist in the identification and implementation of retrofitting for vulnerable facilities
- (c) Ensure that damage to critical facilities due to natural hazards is minimized by mitigating against the impact of such hazards
- (d) Develop and update facility plans for emergency response and recovery
- (e) Develop cooperative strategies among agencies/organizations for emergency response, rehabilitation and recovery

Phases 2 and 3

- (a) Ensure the continuity of operations of the critical facilities in times of emergency and where interrupted, ensure the rehabilitation and recovery of these services in the shortest possible time period

- 8 Heavy Equipment, Road Clearance and Transport Group – (Designate) Permanent Secretary, Ministry of Works & Transport
To provide public works and engineering support following a disaster/emergency

Phase 1

- (a) Maintain database inventory of resources available in times of disaster
- (b) Establish and maintain emergency communications link within and among resource agencies and with the NEMA network.
- (c) Establish procedures for obtaining and for utilizing both privately owned and commercial equipment
- (d) Coordination of the transportation support for emergency response elements

Phases 2 and 3

- (a) Assess damage, identify needs, plan, co-ordinate and perform emergency engineering functions to reduce the loss of life and to restore vital roads and infrastructure.
- (b) Assist where necessary with the evacuation of citizens from disaster areas and the receipt and distribution of disaster relief supplies and manpower.
- (c) Clear and maintain roads and drainage networks for optimum use.
- (d) Conduct emergency demolition and stabilization of damaged structures and facilities designated by relevant authority as immediate hazards to public safety or as necessary to facilitate life-saving operations.

9 Oil Spills and Hazardous Materials Group-Permanent Secretary, Ministry of Energy

Phase 1

- (a) Develop and implement prevention, mitigation, emergency response and recovery programme.
- (b) Oversee the securing and maintenance of oil spill and HAZMAT resources.
- (c) Promote the training of personnel in oil spill and HAZMAT response.

Phases 2 and 3

- (a) Ensure the early detection and effective coordinated response to hazardous materials and oil discharges/spills, minimising loss of life and property damage and securing public health.

10 Public Information and Education Group - Director, Information Division

Phases 1,2 and 3

- (a) Disseminate to the public and news media a coordinated and timely flow of information on disaster related activities and life-protecting instructions
- (b) Establish procedures that will provide the capability for addressing public requests for information
- (c) Establish and implement an Emergency Broadcast System

**11 Early Warning and Evacuation Group -
Director, Meteorological Services**

Phase 1

- (a) Develop and implement early warning systems for natural hazards

- (b) Promote and support risk analysis and evacuation planning

Phases 2 & 3

- (a) Advise on immediate forecast of phenomenon or anticipated down-stream effects
- (b) In collaboration with the Traffic Control and Law Enforcement Task Group, assist with evacuation advisories for citizens in (potential) disaster areas

- 12 Local Government Emergency Management Group- (Designate) Permanent Secretary,
Ministry of Local Government

Phases 1,2 and 3

- (a) Collaborate with the NEMA through the disaster/emergency response mechanism, participating in response efforts directed at localized and national disaster/emergencies.
- (b) Assist in the preparation of damage and needs assessments
- (c) Assist NEMA in identifying shelters and monitoring their status
- (d) Develop a database of emergency physical and human resources
- (e) Develop mitigation strategies for reducing the impact of natural and manmade disasters.
- (f) Assist in public education and training with respect to disaster management at the local level

13 Forest Fire – Director Forestry Division

Phases 1,2 and 3

- (a) Educate our citizens on the value and the benefits of our forest Fire Resources and the detrimental effects of forest/bush fires
- (b) Implement Forest Fire prevention programme

Phases 2 and 3

- (a) Reduce the damage/losses due to fire that do start by maintaining a state of preparedness for fire detection and control, commensurate with the existing level of fire danger
- (b) Provide for the collaboration and coordination of the efforts of various state and non-governmental agencies to address the forest fire problem

14 External Agencies Group – Permanent Secretary, Ministry of Foreign Affairs

Phase 1

- (a) Establish mechanism for the timely request and receipt of emergency relief-supplies and recovery initiatives through external mechanisms

Phases 2 and 3

- (a) Co-ordinate contributions from regional and international donor countries/agencies during disasters/emergencies
- (b) Manage receipt of the emergency relief in order of priorities identified by NEMA
- (c) Establish an emergency communications network among relief and recovery elements

15 Mitigation and Recovery Task Group - (Designate) Permanent Secretary, Ministry of Planning and Development

Phase 1,

- (a) Promote and oversee the up-to-date risk and vulnerability assessment for Trinidad and Tobago
- (b) Identifying priority areas for disaster mitigation in the country
- (c) Support the training of professionals in mitigation planning
- (d) Prepare and regularly update recovery management plans, detail inter-agency responsibilities resource arrangements
- (e) Facilitate the timely implementation of the detailed DANA

PHASES 2 & 3

- (a) Assess damage and emergency needs (detailed DANA). More in-depth surveys of specific problems or population to;
 - develop estimates of the number of people requiring recovery assistance
 - develop estimates of the amount of materials or money that will be required
 - assessment forms given in Section 4.1
- (b) Management of the recovery process ensuring that needs are met
- (c) Coordinate the provision of recovery services

September, 2000

Lt. Col. D. Williams

Director
National Emergency Management

Agency

Task Group	Title	First Name	Last Name	Job Title	Company
NEMA HQ	Lt. Col.	Dave	Williams	Director	National Emergency Management Agency
-do-	Mr.	Steven	Basdeo	Ag. Director	National Emergency Management Agency
-do-	Ms.	Nicole	Williams	Coordinator	National Emergency Management Agency
-do-	Ms	Joanne	Persad	Coordinator	National Emergency Management Agency
Tobago	Mr.	Allan	Richards	Ag. Chief Administrator	Tobago House of Assembly
	Mr.	Owen Allan	Sandy Stewart	NEMA Coordinator	-do-
Survey and Investigation	Mr.	Lennox	Alfred	Chief Fire Officer	Trinidad and Tobago Fire Service
	Mr.	Leslie	Skeete	Divisional Fire Officer	-do-
Traffic Control and Law Enforcement	Mr.	Dennis	Graham	Superintendent	Trinidad and Tobago Police Service
	Mr.	S.	Singh	Ag. Inspector	-do-
Medical and Public Health	Dr.	Ashton	Le Maitre	Manager, Health and Public Health	Ministry of Health
	Dr.	Jay	Manohar	SMO - Occupational Health	-do-
Search-and Rescue	Lt. Col	John	Salandy	Chief of Defence Staff	Trinidad and Tobago Defence Force
	Maj.	Ronald	Maunday	Battalion 2/C	-do-
	Maj.	Archie	Phillip		do
Telecommunications	Mr.	Winston	Ragbir	Director	Telecommunication Division
	Mr.	Balchan	Gunness	Technical Assistant	-do-
Shelters	Mr.	Alvin	Brown	Director School Supervision	Ministry of Education
	Mrs.	Mennen	Walker-Briggs	District School Supervisor	-do-
Public Utilities/Critical	Mr.	Allan	Bachan	Director Project	Ministry of Public Works

Task Group	Title	First Name	Last Name	Job Title	Company
Facilities				Implementation Unit	Utilities
	Mr.	Sookdeo	Sankar	Ag. Senior Economics	-do-
Engineering, Heavy Equipment and Road Clearance	Mr.	Rabindrana th	Jogie	Ag. Mechanical Engineer II	Ministry of Work Transport
	Mr.	Robert	Cudjoe		-do-
Marine Pollution, Oil Spills and Hazardous Materials	Mr.	Carlyle	De Bouge	Petroleum Engineer III	Ministry of Ene (San Fernando
	Mr.	Mario	Amos	Investigation Officer	Environmenta Management Ag
	Mr.	Kishan	Kumarsin gh	Tech. Coord. Covs'rv & Plan.	Environmenta Management Ag
Public Information and Education	Mr.	Roy	Rique	Ag. Director Information Division	Information Divi
	Mr.	David	Dickson	Technical Production Officer	-do-
Early Warnings	Mr.	Glendall	de Souza	Chief Meteorologist	Meteorological Se
	Mr.	David	Parasram	Asst. Director	-do-
Warnings	Dr.	John	Sheppard	Director	Seismic Research
Regional Disaster Management	Mr.	Brunell	Austin	Engineering Assistant III	Ministry of Loc Government
International Relief/Assistance				Ag. Director CARICOM Affairs	Ministry of Fore Affairs
Social Services	Ms.	Eunice Claire	Gittens	Director, National Family Services	Ministry of Soc Welfare and Comm Development
Public Utilities	Mr.	Hubadar	Seelal	Manager Emergency and Planning	Water and Sewer Authority
	Mr.	Errol	Grimes	Director Operations	Water and Sewer Authority
P.U. Critical	Mr.	Saitaish	Rampersa	Safety and Health	Port Authority of T

Task Group	Title	First Name	Last Name	Job Title	Company
Facilities			d	Officer	and Tobago
	Ms.	Shelly	Sultanti		Town and Coun Planning Divisi
	Mr	Anthony	Ramnarin e	Director, Forest Resource	Forestry Divisi
	Mr.	Robin	Sharma	Forest Ranger II	Forestry Divisi
Transportation	Mr.	Aolai	Robinson	Manager Facility Admin.	PTSC
Transportation	Mr.	Andrew	Joseph	Property-Security Manager	PTSC
Private Sector Resources	Mr.	Shastri	Maharaj	Representative	Employers' Consu Association
TTEMAS	Mr.	James	Trim	Vice President	National Gas Comp Trinidad and Tol
Voluntary Agencies	Mr.	Joe	Ramkisso on	Disaster Coordinator	Red Cross Socie Trinidad and Tobag

	RESPONSIBILITY FUNCTIONS				MoNS			T.
	<i>Planning & Coordination</i>	NEMA	FIRE	POLICE	REGIMENT	C.GUARD	IMMIG'N	
1	Preparedness, Planning & Test	P	P	P	P	P	P	

2	Logistic & Admin. Support	P	P	P	SP	SP	SP	SP

3	Mitigation Planning	P	P	P	P	P	P	P
4	Rehabilitation & Recovery	P	P	P	P	P	P	P

	<i>Disaster Response</i>							
5	Aerial Recon. &/ Photography	P					P	

6	Building Inspection	S	P					
7	Damage Assessment & Needs Asses.	P	P	P	P	P	P	P

8	Early Warnings	P	P	P				
9	Emergency Communications	P	P	P	P	P		

10	Emergency Shelters	P	SP	S	SP	SP		
11	Engineering, Heavy Eq. & Road Clear'n	SP	SP	SP	P	SP		

12	Evacuation	P	P	P	SP	SP		
13	International Relief/Assistance	P						S

14	Mass Casualty Management	P	P	P	SP	SP		
15	Oil Spills & Hazardous Materials	P	P	S	SP	P		

16	Potable Drinking Water Distribution	SP	SP	SP	SP	SP	

17	Public Health	P	SP	SP	SP	SP		
18	Public Education	P	S	S				
19	Public Information	P	P	P	P	P	P	P

20	Relief Tracking & Coordination	P				SP	SP	
21	Relief Distribution	P			SP	SP	SP	

22	Removal of Dead Animals	S						
23	Search-and-Rescue (Land)	SP	P	P	SP	SP		

24	Search-and-Rescue (Sea)	SP		S	S	P		
25	Traffic Control & Law Enforc'mt	SP	S	P	SP	SP		

26	Transportation	S		SP	SP	SP		
27	Volunteer Coordination	P	SP	SP	SP	SP		

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4. ADMINISTRATION AND LOGISTIC ARRANGEMENTS

- 4.1. Damage Assessment and Needs Analysis**
- 4.2. Evacuation (to be developed)**
- 4.3. Search and Rescue (to be developed)**
- 4.4. Shelter /Safe locations**
- 4.5. Transportation**
- 4.6. Relief**

4.1 DAMAGE ASSESSMENT AND NEEDS ANALYSIS (DANA)

The DANA is coordinated by the Survey and Investigation and Search and Rescue Task Group, chaired by the Chief Fire Officer.

Aim

This section serves as a guide to relevant agencies to assist NEMA in the assessment of damages¹¹ resulting from hazardous events in the areas of housing, health, lifelines, productive infrastructure and to objectively prioritise needs¹² in order to mitigate suffering.

ASSUMPTIONS

Immediately subsequent to a hazardous event NEMA Task Force/Group members will also simultaneously undertake *specific* DANA in their areas of specialization e.g. Survey and Investigation and Search and Rescue Task Group, Local Government Emergency Management Group, Public Utilities and Critical Facilities, Health, Agriculture etc.

Concept of Operation

Immediately subsequent to a hazardous event, elements of the on-site emergency response team (Section 3.3.3) will initiate the *Rapid DANA* to determine the *general* type and degree of damage and report these to the Senior Fire Officer on site.

This information will indicate the *Level of the Emergency* (Section 3.3.2) and hence the level of response required. The protection of life shall take priority over information gathering.

The responsibility of the DANA team will be to objectively record damages to a community and analyse priority needs in order to mitigate suffering.

The Survey and Investigation and Search and Rescue Task Group will be responsible for compiling the initial *Rapid DANA*. As much as possible, all humanitarian need requests will be verified against the Fire Services Report.

The public is therefore advised to make all damage reports to the Fire Services.

¹¹ Damage Assessment Identification, qualitative and quantitative recording of the extent, severity and location of the effects of a hazardous event.

¹² Needs Analysis Identification, qualitative and quantitative recording of emergency relief, rehabilitation and recovery needs of the persons and facilities affected by the hazardous event in a disaster/emergency situation. Needs analysis requires the priority listing of the needs.

Task Force Chairpersons are requested to submit initial *Detailed DANA* reports for Level 3 emergencies and regularly thereafter until the recovery is complete.

4.1.1 Rapid DANA

Rapid DANA is compiled and completed within the first eight (8) hours of the emergency.

This is a global assessment of the circumstances, permitting the appraisal of the consequences of the event as a whole. It also analyses the needs and proposes priority actions as objectively as possible. Situation Report (SitRep) Forms 4.0 (a) and (b) should be used.

On notification of an emergency, NEMA staff will follow the SoP for such an event and check the in-house Geographic Information System database for a preliminary assessment of:

- ❑ Population of the affected area
- ❑ Shelters in area and contact numbers
- ❑ Administrating Protective Services
- ❑ Administrating Municipal Corporation(s)
- ❑ Potential secondary hazards (as available)

Emergency response personnel, who make up the DANA team¹³ members should as much as possible, carry into the field:

- ❑ Communication equipment
- ❑ Map of the affected area
- ❑ DANA Forms (general and specific)
- ❑ Pencils/pens and other stationary
- ❑ Flashlight & clothing wear appropriate to event
- ❑ Compass
- ❑ Clipboard
- ❑ It would also be useful if visual records could be captured (camera/video recorder)

¹³ The DANA teams may be composed of Fire Service officers and representatives of the Local Government Emergency Management Group working in tandem with each other and reporting to the Senior Fire Officer on site.

Initially specialist DANA teams e.g. Hazmat, TSTT, T&TEC, WASA, Public Works, may also be operating in the field and should advise the Senior Fire Officer on site of their presence and analysis. For Level 2 Disaster Areas and Level 3 emergencies more Detailed DANA will be undertaken by specialist to provide a detailed assessment of damage, needs and recovery proposals.

Rapid DANA teams should communicate emergency needs and leave assistance task to others. Team members will not attempt assessments outside their area of specialization.

Should the compiling of DANA be beyond the resources of the Fire Services and administrative Local Government Emergency Team, assistance should be sought from adjacent Municipal Corporations directly or through NEMA.

Where many areas are affected simultaneously the DANAs from the locations will be combined. The Director, NEMA together with the Survey and Investigation and Search and Rescue Task Group will determine the priority needs of the combined SitRep.

Copies of the SitRep-Rapid DANA will be forwarded to:

- Minister of National Security
- P.S. Ministry of National Security
- Chief Fire Officer

A summary of the SitRep-Rapid Dana (Form 4.0 (a)) will be forwarded to:

- All NEMA Task Force Members
- All Municipal Cooperation C.E.Os
- CDERA

4.1.2 Detailed DANA

The *Detailed DANA* comprises specialized reports compiled by experts in the areas of assessment e.g. Health, Agriculture, Engineering (Civil, Hydraulic), Socio-Economic. These reports should be completed within seventy-two (72) hours to one week of the event.

The responsibility of the *Detailed DANA* Team:

1. Assess *in detail* damages resulting from hazardous events in the areas of housing, health, lifelines, productive infrastructure.
2. Identify mitigation possibilities.
3. Identify and prioritize the recovery needs and associated costs (providing alternatives where possible) and
4. Develop project documents for the completion of the recovery actions.

Specialist from the responsible agency/organisation will be requested first to achieve this task. However, as man-power resources may be severely limited (due to the disaster) further DANA assistance will be sought from such bodies as,

- The University of the West Indies, St. Augustine

- ❑ The Association of Professional Engineers of T&T
- ❑ Economic Association of T&T
- ❑ Employees Consultative Association
- ❑ Other bodies as the situation warrants

Failing to secure personnel from the above agencies, NEMA will (where requested) seek assistance through CDERA via the Regional Response Mechanism.

It should be noted that NEMA has and may (in the future) be requested to tap these resources for specialist to compile detailed DANA in other Caribbean territories affected by disasters.

Copies of the SitRep-Detailed DANA will be forwarded to:

- ❑ Minister and P.S. responsible for the “object of interest”
- ❑ Minister of National Security
- ❑ P.S. Ministry of National Security
- ❑ Chief Fire Officer

A summary of the SitRep-Detailed Dana (Form 4.1) will be forwarded to:

- ❑ All NEMA Task Force Members
- ❑ CDERA

SITREP FORM 4.0 (a)
NEMA Disaster Survey and Investigation Form

Nature and Name of Disaster/Emergency

Report Date: / / Situation as at Date: Time:

Area(s) affected.....

<i>CASUALTIES</i>	Dead		
	Missing		
	Injured		
	Homeless		
	Evacuated		
	Provided with Shelter		
		Quantity	Total Costs TT\$
PERMANENT DWELLINGS	Destroyed		
	Damage/uninhabitable		
	Damage but inhabitable		
ESSENTIAL GOVERNMENT/ PUBLIC SERVICES	Potable Water Supplies		
	Electricity		
	Transportation linkages		
	Protective Services		
	Telecommunications		
<i>BUSINESS</i>	Destroyed		
	Damaged/inoperable		
	Damaged but operable		
<i>SCHOOLS</i>	Destroyed		
	Damage/uninhabitable		
	Damage but inhabitable		
<i>AGRICULTURE</i>	Crops		
	Livestock		
	Fisheries		

Other Threats

SITREP FORM 4.0 (a)
 NEMA Disaster Survey and Investigation Form

Actions Taken

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Priority Emergency Needs

Needs	Item	Description	Amount
Humanitarian	Roof Covering		
	Bedding		
	Food	# families & average family size	
	Water		
Equipment			
	Chain Saws		
	Lighting		
	Generators		
Manpower			

Anticipated future needs

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SITREP FORM 4.0 (b)
Individual Dwellings/Buildings DANA

<i>Village/District</i>			
<i>Address</i>			
Head of Household Sex (Male/Female)			
Occupation of Head			
Number of Persons in Household			
<i>Description of Dwelling/Building</i>			
Roofing	Concrete	Describe	
	Galvanize		
	Shingle		
Walls	Wood	Describe	
	Sawn Timber		
	Masonite		
	Concrete Blocks		
Description of Damage	Other	Alternate shelter available?	
	Destroyed		
	Damage uninhabitable		
	Damage inhabitable		
<i>Damage to Outhouses and other structures</i>			
Toilets	Flush		
	Water seal		
	Pit		
Water Tanks			
Kitchens			
<i>TOTAL COSTS OF DAMAGE: TT\$</i>			
<i>Hous e</i>	Insured	<i>Land</i>	Owned
	Owned		Leased
	Leased		
<i>Con ditio n of Land</i>	Safe	Unsafe	

Name of Surveyor

Signature of Surveyor

Survey Date:

SITREP SUMMARY FORM 4.1

SECTOR	DAMAGE	DAMAGE COSTS (TT\$)	REHABILITATION
1. CASUALTIES Please state male, female and children if possible			
2. HOUSING			
3. HEALTH			
4. LIFELINES			
5. ROADS AND BRIDGES			
6. SCHOOLS			
7. PORTS AND AIRPORTS			
8. OTHER PUBLIC BUILDINGS			
9. ECONOMIC SECTOR/TOURISM			
10. ENVIRONMENT			

(j) SEARCH AND RESCUE

Should it be required, initial SAR will be conducted by the Fire Services in keeping with the Fire Services Act CH 35:50 1980 and Act 10 of 1997. Fire Service will make the request for additional manpower from:

- Defence Force
- NEMA for other local, regional/international SAR assistance

SHELTERS GUIDELINES FOR DISASTERS/EMERGENCIES

This guideline is for the use of shelters as established by the National Emergency Management Agency Shelters Task Group.

Definition and Priority

A shelter is a suitably designed building which will provide emergency accommodation (temporary shelter) and related services for persons displaced before, during, and after an emergency or disaster, or persons evacuated as a result of a threatened alert.

The primary source in the provision of the disaster shelters is as follows;

1. Shelter at home
2. Shelter in a friend or relative's home
3. Should 1 or 2 be unsatisfactory; shelter provided by the NEMA through the Shelters and Local Government Emergency Task Group. In Trinidad and Tobago schools, community and sporting centers and some religious institutions have been designated as shelters and are clearly marked.

Authority

The authority of these Ministries and Boards must be sought and granted **before** any shelter is occupied. Maintenance of these shelters prior to a disaster/emergency event is the responsibility of the respective Ministries and Boards.

The Authority for this shelter is the Ministry of Education/Community Empowerment, Sport & Consumer Affairs. In an emergency/disaster is authorized to permit use of this shelter.

The selection and use of shelters

It should be noted that the designated shelters might not be universally acceptable for all types of disasters. For example, some shelters may not be suitable for use in times of flood, but suitable in times of an earthquake. A simple ranking and icon system is used to identify the

suitability of the facility.

1. *Shelters that may be used during and after most natural hazard events to which the country is exposed*
2. *Shelters that may be used during some hazards (icons given) and which are expected to be in a reasonable condition after natural hazard events*
3. *Shelters with safe rooms designed for industrial hazards*

During the school term Community Centres will be given priority over schools as designated shelters. Principals/Wardens/Facility Managers may volunteer, but are not expected to be shelter managers.

Management

Your Local Government Emergency Management Committee should have a Shelter Management Sub-Committee. This Sub-Committee will ensure the following;

- Management procedures for shelters
- Designated shelter managers and support staff
- 24 hour contact information (names, numbers etc.)
- Pre-establish the location and accessibility of keys
- Maintain wireless communication between the shelter and the Regional Corporation (incorporate the use of Amateur Radio (TTARS), REACT & other CB operators if necessary)

Occupation and Restricted areas

Shelters are for emergency purposes only and are to be used for no more than 24-72 hours in the first instance. These facilities are not expected to be used beyond 10-14 days except in extreme events. At all times, the laws of the Republic of Trinidad and Tobago shall be observed. Some specific regulations are as follows;

- No alcohol/illegal drugs/animals will be allowed in the shelter.
- Principal's/Manager's Offices, Laboratories, equipment storage rooms etc. (will be identified to the approved Shelter Management Team prior to occupation) will remain off limits to the management team and shelterees.
- Home economic rooms are not to be used for mass cooking, alternate arrangements must be made for such.

- The public should carry basic emergency supplies, a change of clothing, sheets, toiletries, food for the first 6 hours and drinking water, transistor radio and portable emergency lighting where possible.
- Wooden surfaced basketball courts at the Sporting Complexes are to be protected prior to use by shelterees.
- Consideration and respect must be given to the religious beliefs of the Denominational Boards with regard to the meals prepared (specifics are to be given to the approved shelter management team prior to occupation).
- Shelterees are expected to help maintain the sanitary conditions at the shelter.

For a shelter to be opened it is assumed that a traumatic event is about to or has occurred. Respect and consideration for the recent disruptive experience of those forced to shelter must be observed.

.....
Schools' Supervisor	Director	Director
Ministry of Education	Community Development	National Emergency
(Chairperson	Ministry of Comn	Management Agency
NEMA Shelters Task Group)	Empowerment, Sport,	
	Consumer Affairs	

4.4 SHELTERS AND SAFE LOCATIONS

This is a preliminary guideline for shelter managers.

4.4.1 Definition

A shelter is a suitably designed building which will provide emergency accommodation (temporary shelter) and related services for persons displaced before, during, and after an emergency or disaster, or persons evacuated as a result of a threatened alert.

4.4.2 Authority

The National Emergency Management Agency coordinates the management of Shelters. This is done through its Shelters and Local Government Emergency Management Task Groups (see Roles and Responsibilities in Section 2.4).

A minimum of ten shelters is officially designated for each Municipal Corporation. Presently there are more than 500 designated shelters. These consist of schools and Community Centres which fall under the responsibility of the Ministries of Education and Community Development, and in some instances the churches from the Denominational Boards.

The Shelters Task Group will revise the list of buildings/premises designated as official disaster shelters every two years.

The authority of these Ministries and Boards must be sought and granted before any shelter is occupied. Similarly, maintenance of these shelters is also the responsibility of the respective Ministries and Boards. However under the Municipal Corporations Act, Local Corporations assist with the maintenance of the Community Centres.

4.4.3 Priority

The primary source in the provision of the post-disasters shelters is as follows;

4. Shelter at home
5. Shelter in a friend or relative's home

6. Shelter provided by the NEMA through the Shelters and Local Government Emergency Task Group.

4.4.4 Evacuation Advisory

Based on the expert advise from the Early Warnings Task Group and/or other experts, the National Emergency Management Agency will issue an evacuation advisory (Section 4.2).

The Municipal Corporations and other relevant authorities (Protective Services and Transportation Services) will be made aware of this recommendation BEFORE an advisory is issued.

4.4.5 Response to evacuation advisories

Where it is safe to do so, displaced persons are encouraged to seek shelter first with family members or friends.

Each Local Government Emergency Management Committee should have a Shelter Management Sub-Committee. This Sub-Committee should ensure the following;

- Management procedures for shelters
- Designated shelter managers and support staff;
- 24 hour contact information (names, numbers etc.);
- Pre-establish the location and accessibility of keys;
- Maintain wireless communication between the shelter and the Regional Corporation (incorporate the use of Amateur Radio/REACT & other CB operators if necessary)

4.4.6 The selection and use of shelters

It should be noted that designated shelters may not be universally acceptable for all types of disasters. For example, some may not be suitable for use in times of flood, however suitable in times of earthquake. Shelter committees should make themselves familiar with the limitations of designated buildings.

Further, because of the distribution of the urban and rural community, a facility, not previously designated, but in closer proximity to the emergency/disaster may be more suitable. Such a building may be used only after it is approved by the Committee and having the approval of the responsible authority.

During the school term Community Centres are given priority over schools as designated shelters. Principals may volunteer, but are not expected to be shelter managers. A list of all designated shelters and their locations are enclosed in this plan.

4.4.7 Occupation and Restricted areas

Shelters are for emergency purposes only and are not expected to be used beyond 10-14 days. Some specific regulations are as follows;

- For Schools, the Principal's Office, Laboratories etc. (will be identified to the approved Shelter Management Team prior to occupation) will remain off limits to the management team and shelterees.
- Home economic rooms are not to be used for mass cooking, alternate arrangements must be made for such.
- Wooden surfaced basketball courts at the Sporting Complexes are not to be used by the management team and shelterees.
- Similarly consideration and respect must be given to the beliefs of the Denominational Boards with regard to the meals prepared (specifics are to be given to the approved team prior to occupation).

It is recommended that where possible the public should:

- Carry basic emergency supplies, a change of clothing, sheets, toiletries, food for the first 6 hours and drinking water, transistor radio and portable emergency lighting.

4.4.8 Support for Shelter Managers

Support staff for shelter management may be sought from the Ministry of Community Development, the Regional Health Authorities; Police Service; Ministry of Social Development and the Voluntary Organisations. Managers requiring additional physical resources and services should request these from

their Regional Corporation Local Government Emergency Management Committee. The Regional Corporation may then make a request to NEMA.

SHELTERS LIST SCHOOLS, COMMUNITY CENTRES, REGIONAL COMMUNITY COMPLEXES, CIVIC CENTRES AND SPORTING FACILITIES - Revised June 26, 2000

Denominational Boards to forward revised list to NEMA

Port of Spain City Corporation

Schools

Beetham Estate Government School
Belmont Government School
Belmont Junior Secondary School
Queen's Royal College
Woodbrook Secondary School

Community Centres

South Port of Spain	89-91 George Street Port of Spain
Belmont	47 Jerningham Avenue Belmont
St. Barb's	St. Barb's Road Belmont
Gonzales	Gonzales Circular Road Gonzales
Belle Vue	Belle Vue Road St. James
Sea Lots	Sea Lots Port of Spain
Upper Bournes Road	Upper Bournes Road St. James

Sporting Facilities

St. Paul Street Multi-Purpose Facility Port of Spain	St. Paul Street East Dry River
Woodbrook Youth Facility Woodbrook	Hamilton Holder Street

Diego Martin Regional Corporation

Schools

Carenage Boy's Government School
Carenage Girls' Government School

Cororite Government School
Mucarapo Junior Secondary School
Patna River Estate Government School

Community Centres

South Diego Martin	Senior St. Four Road Diego Martin
North Diego Martin	Church Street Diego Martin
Petit Valley	Morne Coco Road Petit Valley
Maraval	Morn Coco Road Maraval
Bagatelle	Bagatelle Road Diego Martin

Regional Community Complexes

Carenage Regional Complex	Crown Trace Haig Street
Carenage	
Patna/River Estate	North Post Road Patna/River
Estate	

San Juan Laventille Regional Corporation

Schools

Aranguéz Junior Secondary School
Barataria Junior Secondary School
Barataria Secondary Comprehensive School
Bamboo Government School
Malick Secondary Comprehensive School
Morvant/Laventille Junior Secondary School
Mt. Hope Junior Secondary School
St. Georges College
Success Laventille Composite

Community Centres

Bourg Mulatresse	Bourg Mulatresse Lower Santa Cruz
Trou Macaque	Trou Macaque Road
Mt. Hope/Mt. Lambert	Community Centre Drive
Barataria	6 th Avenue Extension Barataria
Malick 6 th Avenue	Princess Royal Avenue

Mt. D'or	Mt. D'or Road Mt. D'or Champ Fleurs
Chinapoo	Chinapoo Village Morvant
Febeau	Laventille Road San Juan
Success Central	Marcella Street Laventille
Misir	St. Francois Valley Road Morvant
Upper Morvant Extension Road	Picton Extension Road Morvant
Laventille Extension	Never Dirty Road Morvant
Red Hill	St. Barb's Road
Upper Santa Cruz Cantaro	Cor. James and Charles Street Cantaro
Upper La Canoa	Upper la Canoa Road Lower Santa Cruz
Sogren Lands	Sogren Trace Laventille Road
Champ Fleur Quarry	Quarry Road Champ Fleur
Beetham	Phase 5 Beetham Gardens
La Fillette	72 m.m. Paria Main Road La Fillette
Las Cuevas	Las Cuevas Village Las Cuevas Road
La Sieva	2 Community Centre Road

Regional Community Complexes

Laventille Regional Complex	Angostura Street Success Village
Laventille	
Barataria Regional Complex	3 rd Avenue Barataria

Sporting Facilities

Malick Youth Facility	Seventh Avenue Malick, Barataria
Laventille Youth Facility	Desperlie Crescent Laventille

Tunapuna Piarco Regional Corporation

Schools

D'abadie Government School
Dinsley/Trincity Government School
La Horquetta North Government School
La Horquetta South Government School
Maloney Government School
St Augustine South Government School

Community Centres

La Pastora	Cutucupuna Road La Pastora
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Arouca	Victoria Street Arouca
Curepe	Southern Main Road
Five Rivers	4 th Street Five Rivers
St. Joseph	Market Street St. Joseph
St. Augustine South	Freeman Road St. Augustine
Tunapuna	Centenary Street Tunapuna
Tacarigua	Bally Street Tacarigua
Cane Farm/Kandahar	Seecharan Street Cane Farm
D'abadie	Recreation Ground Road D'abadie
Maracas Valley	Maracas Royal Road
El Dorado	Caura Royal Road El Dorado
Aripo	Aripo Main Road Aripo Heights
Blanchisseuse	Upper Village Blanchisseuse
Brasso Seco	Paria Road Brasso Seco
Lluengo	Llengo Maracas
Morne La Croix	14 m.m. Blanchisseuse Road
Surrey	2 1/4 m.m. Surrey Village Lopinot
Red Hill	Settlement Road Red Hill D'abadie
Maloney	Maloney Boulevard Maloney Gardens
La Horquetta	Phase III La Horquetta Arima
St Augustine South	St. John's Road St. John's Tunapuna
Wharf Trace	Wharf Trace Maracas St Joseph
Lopinot	Lopinot Village Lopinot
Caroni	New Street Caroni
Bamboo Groove #3	Bamboo Grove Settlement #3

Regional Community Complexes

St. Augustine Regional Complex	St. John's Road St. Augustine
Maloney Regional Complex	Maloney Boulevard North Maloney Gardens D'abadie
La Horquetta Regional Complex	Marjorie Padmore Avenue La Horquetta Arima

Sporting Facilities

Eastern Regional Indoor Sporting Arena	Orange Grove Road,
Tacarigua	
Maloney Indoor Sporting Complex	Cor. Maloney Boulevard & Flamingo Boulevard Maloney

El Dorado Youth & Apprenticeship Centre St. Cecelia Road El Dorado,
Tunapuna

Arima Borough Corporation

Schools

Arima Boys' Government School
Arima Centenary Government School
Arima Girls Government School
Arima New Government School
Arima Senior Comprehensive School
Arima West Government School

Community Centres

Calvary Hill	Calvary Hill, Arima
Malabar	Malabar Main Road, Arima
Maturita Street	1 Pinto Road, Arima
Arima	3, Anglican Street, Arima

Couva Tabaquite Talparo Corporation

Schools

Brasso Venado Government School
California Government School
Carapichaima Junior Secondary School
Carapichaima Senior Secondary School
Couva Government Secondary School
Couva Junior Secondary School
Couva South Government School
Dow Village Government School
Gasparillo Composite School
Las Lomas Government School
Macaulay Government School
Madras Government School
Mt. Pleasant Government School
Orange Valley Government School
Palmiste Government School
Phoenix Park Government School
Preysal Government School
St. Margaret's Government School

Tabaquite Composite School
Tortuga Government School

Community Centres

Brazil	Transport Street Brazil
Mundo Nuevo	Mundo Nuevo Road via Talparo
San Raphael	Arena Road San Raphael
Talparo	Todds Station Road Talparo
Spring Village	Kalpoos Street Spring Village
Real Spring	Real Spring Development Community
Union	Union Recreation Ground Trace Union Village Claxton Bay
Whiteland	Whiteland Junction Off Morne Roche Road Whiteland
Piparo	L.P. 76 Pascal Road Piparo
St. Margaret's	St. Margaret's Village
Gasparillo	121 Bonne Aventure Main Road Gasparillo
Spring Village	Greig Street Balmain Couva
Balmain	Main Road Balmain Couva
Carapichaima	Sampson Street Carapichaima
Freeport/St. Mary's	Old Southern Main Road St. Mary's Junction
Indian Trail	Rivulat Road Indian Trail
Springvale	Mt. Pleasant/Forres Park Springvale Couva
Lisas Gardens	Baliser Avenue Lisas Gardens Couva
Frederick Settlement	Gilbert Street Frederick Settlement
Las Lomas #2	Caroni South Bank Road Las Lomas #2
Felicity	Boundary Street Felicity
Waterloo	Cor. Main Road & Butler Village Waterloo

Sporting Facilities

Persto Praesto Youth & Apprenticeship Centre	La Cuesa
	Road Freeport
California Youth Centre	Yallery Street Caliofornia

Regional Community Complex

Plaisance Regional Complex	Long Circular Road Plaisance Park Point-a-Pierre
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Chaguanas Borough Corporation

Schools

Chaguanas Government School
Chaguanas Junior Secondary
Chaguanas Senior Comprehensive School
Enterprise Government School
Jerningham Government School
Munroe Road Government School
Raghunanan Road Government School
Londenville Government School
Montrose Government School

Community Centres

Chaguanas	Saith Park
Oplay/Esperanza	Main Road Esperanza
Munroe Road	Land Settlement Munroe Road Cunupia
Londenville	St. Cyr Street Londenville
Londenville North/East	Ranatee Trace Londenville

Sporting Facility

Central Regional Indoor Sporting Arena	Saith Park Chaguanas
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Princes Town Regional Corporation

Schools

New Grant Government School
North Trace Government School
Princes Town Junior Secondary School
Princes Town Senior Secondary School
St. Mary's Government School
Williamsville Junior Secondary School

Community Centres

Manahambre	Hope Road
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Relief - Criteria for Emergency Relief Assistance

NEMA: 1/1/2 Vol.

II

Williamsville
Hardbargain
Sisters Road
Valley Line
Princes Town

La Lune
Lengua
St. Croix
Basseterre
St. John's Street
St Charles
Petit Morne

Reform

Princes Town
Guaracara Tabaquite Williamsville
Sisters Road Hardbargain
Torrib Tabaquite Road Princes Town
3/4 m.m. Rochard Douglas Barrackpore
High Street Princes Town
Moruga Road
St. Croix Road Lengua
4 m.m. St Croix Road Princes Town
Moruga Road Basseterre
St. John's Street St. John's
St. Charles Road St. Charles
7 Hibiscus Street Petite Morne Settlement
Ste. Madeleine
Reform Village Reform

Regional Community Complexes

St. Madeline Regional Complex
Esperance Regional Complex
Fernando

Circular Road St. Madeline
Derrick Road Esperance Village San

San Fernando City Corporation

Schools

Cocoyea Government School
Marabella Government School
Marabella Junior Secondary School
Marabella Senior Comprehensive School
Pleasantville Government School
San Fernando Boys' Government School
San Fernando Girls' Government School
San Fernando Government Secondary School
San Fernando Senior Comprehensive School
San Fernando Technical Institute

Community Centres

Regional Community Complexes

Vistabella Regional Complex

9th Street Vistabella

Penal Debe Regional Corporation

Schools

Barrackpore Senior Comprehensive School
Clarke Rochard Government Primary School
Penal Government Primary School
Penal Junior Secondary School
Barrackpore Junior Secondary School
La Romain Government School

Community Centres

Strange	Cumuto Road Barrackpore
Cunjaj	Cunjaj Road Barrackpore
Debe	Wellington Road Debe
La Fortune	Lot#33 La Fortune
Hermitage	Hermitage Village Dumfries Road, Hermitage
Hermitage/Maucaulay	Macaulay Road
Clarke Road	Rochard Road Penal
Penal Rock Road 4m.m.	3 1/4 m.m. Rock Road
Lachoos Road	Lachoos Road Penal
Golconda	Golconda Road Golconda
Mendez	Mendez Village via Siparia

Siparia Regional Corporation

Schools

Cedros Composite

Fyzabad Composite
Palo Seco Government School
Siparia Junior Secondary School
Siparia Secondary School
Vessigny Government School

Community Centres

Siparia	Grell Street Siparia
Cedros	Bonasse Village Cedros
La Brea	Point D'or Point Sable Road La Brea
Granville	Syphoo Trace Granville Village Cedros

Sporting Facilities

Chatham Youth & Apprenticeship Centre	Southern Main Road
Chatham	
Los Bajos Youth Centre	Bennett Village Los Bajos

Point Fortin Borough Corporation

Schools

Point Fortin College
Point Fortin Junior Secondary School

Community Centres

Cap-de-Ville	School Street Cap-de Ville Main Road
Fanny Village	"E" Street Fanny Village Point Fortin
Techier	Techier Main Road Techier Village Point
Fortin	
Vance River	#6 Road Vance River Point Fortin

Civic Centre

Point Fortin Civic Centre	George Road Mahaica
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Sporting Facilities

South West Regional Sporting Complex	Egypt Village Point Fortin
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Mayaro Rio Claro Regional Corporation

Schools

Cushe Government School
Mafeking Government Primary School
Mayaro Composite School
Mayaro Government Primary School
Rio Claro Junior Secondary School
Rio Claro Senior Comprehensive School
Trinity Government School

Community Centres

Funrose	Rajali Street 22 m.m. Funrose Village Naparima/Mayaro Road Rio Claro
Navet Claro	24 m.m Cunapo Southern Main Road. Rio
Cushe Road. Rio Claro	21 3/4 m.m. Cunapo Southern Main
Biche Ortoire	Baptiste Street Settlement Village Biche 51 m.m. point Radix Road Ext. Manzanilla Mayaro Road Ortoire Village Mayaro
Mafeking	37 1/2 m.m. Naparima Mayaro Road Mafeking Village Mayaro
Boos	Cor. Hibiscus Arch & Ecclesville Road 1/4 m.m Rio Claro Mayaro Old Road
Rio Claro	Nathai Street Naparima Clunette Roberts Mayaro Road Rio Claro
Guayaguayare	L.P. # 61 Ferrier Circular Road Guayaguayare
La Savanne	9 3/4 m.m. Warrick Road New Lands La Savanne Guayaguayare
Radix	Cor. Gould & Cemetary Street Guayaguayare Road Mayaro

Civic Centre

Mayaro Civic Centre Plaisance Road Mayaro

Sangre Grande Regional Corporation

Schools

Guaico Government School
Manzanilla Government School
Mathura Government School
Sangre Grande Government School
Toco A. C. School
Valencia South Government School

Community Centres

Plum Mitan	Plum Mitan Road Plum Mitan
Matura	Mendoza Road Matura
Vega de Oropuche	3 1/2 Toco Main Road Vega de Oropuche
St. Helena	Santa Cruz Road
Upper Sangre Grande	Eastern Main Road Upper Sangre Grande
North Manzanilla	North Manzanilla Road North Manzanilla
Maraj Hill	Cunapo Southern Main Road
Cunaripo	Guaico Tamana Road
Manzanilla	Eastern Main Road, Manzanilla # 2 Manzanilla
Coryal	Tamana Hill Road, Coryal
Fours Roads, Tamana	Four Roads Tamana Junction
Guaico Tamana	Guaico Tamana Road
Nestor	Guaico Tamana Road Nestor
Sangre Chiquito	Eastern Main Road Sangre Chiquito
Matelot	Paria Main Road Matelot
Grande Riviere	Rampanalgas Road Grand Riviere
Sans Souci	Paria Main Road
Cumana	Toco Main Road Cumana
Rampanalgas	Toco Main Road Rampanalgas

Regional Community Complex

Toco Regional Complex	Cemetery Street Toco
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Civic Centre

Sangre Grande Civic Centre	Ojoe Road, Sangre Grande
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Tobago

Schools

Bethesda Government School
Black Rock Government School
Bucco Government School
Castana Government School
Golden Lane Government School
Montgomery Government School
Moriah Government School
Patience Hill Government School
Roxborough Composite
Scarborough Secondary School
Signal Hill Government School
Signal Hill Senior Comprehensive School
Table Piece Government School

Community Centres

Glen Road	Glen Road
Calder Hall	Calder
Lambeau	Lambeau
Whim	Union
Black Rock Multi-Purpose	Black Rock
Belle Garden	Belle Garden
Bon-Accord	Bon-Accord
Moriah	Moriah
Mason Hall	Mason Hall
Mt. St. George	Mt. St. George
Carnbee/Mt. Pleasant	Mt. Pleasant
Pembroke	Pembroke
Patience Hill	Patience Hill
Delaford	Delaford
Les Coteaux	Les Coteaux
Charlotteville	Charlotteville
Speyside	Speyside
Goodwood	Goodwood
Castara	Castara
Bethel	Bethel
Plymouth	Plymouth

4.6 RELIEF

Emergency relief as defined is applied *where a sudden state of danger etc. requires immediate action and the alleviation of or deliverance from pain, distress and anxiety*¹⁴ In a disaster/emergency situation this takes the form of humanitarian assistance:

- ❑ Emergency shelter materials – blankets, bedding, plastic sheeting
- ❑ Emergency accommodation e.g. shelters
- ❑ Water, food and clothing relief
- ❑ Crisis counseling

Other longer-term relief and recovery assistance may include:

- ❑ Food stamps or food voucher programmes
- ❑ Emergency housing grants
- ❑ Welfare grants
- ❑ Nutrition supplement programmes
- ❑ Long term counselling
- ❑ Skills training

AIM

The aim of this section is to elaborate the guidelines and processes for emergency relief assistance in response to disaster/emergency events.

4.6.1 Criteria for Emergency Relief Assistance

The following criteria has been set forth for identifying and evaluating applications for emergency relief made by private citizens for assistance resulting from consequential damage sustained as a result of a hazardous event of Level 2 or Level 3 emergency. This criteria shall be applied for residential buildings only.

¹⁴ Oxford Concise English Dictionary 9th Edition. Della Thompson. 1995. Clarendon Press

Emergency relief assistance for disasters/emergencies will be applied where it is determined that the capability of the affected community¹⁵ to assist itself is exceeded.

Notification of such an event by the Fire Services and Local Government Emergency Team will initiate activation of this relief process.

It is noted that the priorities of the emergency response will be *life, shelter and basic needs* (water, clothes, food). Food relief constitutes items sufficient to meet 2600 calories (average calorie requirement per person per day) for 3 days. A suggested dietician grocery list is attached.

Damage assessment and needs analysis (DANA) will be determined by DANA teams, in the first instance, within eight (8) hours of the event and subsequently within the next 72 hours to one week (Section 4.1). Further needs assessment will depend on the nature of the disaster/emergency. As much as possible the emergency relief exercise will be completed within one to three weeks of the incident. The criterion for relief will be as follows:

1. Low income applicants and families with many young children, the elderly and the physically/mentally challenged will be top priority. Subsequently those made unemployed by the disaster will also be given priority consideration.
2. Shelter needs will follow the National Shelter Guideline
 - First shelter in home
 - Second shelter with family and friends
 - Third failing the above, shelter in designated buildings.

All applicants, by priority, will be considered for basic humanitarian needs, bedding and temporary roofing materials.

Reconstruction Relief:

The repair and reconstruction of residential buildings generally requires that the affected area be designated a disaster area under the Disaster Measures Act, Chapter 16:50 Act 47 of 1978. For the provision of building materials, the criterion for relief will be as follows:

¹⁵ The Ministry of Social and Community Development has services for assisting the individual/family who, in isolation, is affected by a natural hazard event and does not possess the resources to rehabilitate and recover from such.

- (a) The applicant/occupier must show prior to any relief distribution:
 - i. proof of ownership of the house
 - ii. Proof of ownership of the land
 - iii. proof of planning permission from the relevant authorities to construct,
- (b) For developments outside the formal planning process¹⁶ limited repair and reconstruction building materials may be provided.
- (c) Rental properties will be a low priority.
- (d) The uninsured will take priority over the insured.

¹⁶ Provision of resources by the state to assist occupants of the informal developments is a contentious issue. While humanitarian assistance will be provided, aid beyond this may require a national policy.

- (e) Owners with more than one property will be low priority.
- (f) Property under construction at the time of the event will be low priority.

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4.6.2 PROCEDURES FOR LOCAL EMERGENCY RELIEF

(a) RELIEF PROCEDURES FOR LEVEL 2 EMERGENCY

Upon confirmation of a Level 2 emergency from the Fire Services and Local Government Emergency Team, NEMA may provide Emergency Relief Assistance in the following priority order:

- Life,
- Shelter,
- Water (Public Health)
- Food
- Clothing

Assistance will be provided according to the Criteria for Emergency Relief (Section 4.6.1)

PROCEDURES

- i Field Officer¹⁷ should undertake initial damage assessment and needs analysis (DANA Section 4.1)
- ii NEMA staff to determine funds available in NEMA'S Expenses Vote
- iii Assistance should first be sought from the Local Emergency Response Committee including Non Government Organizations (NGO's) (Appendix 1 Section 4.6.2)
- iv Field Officer indicates to the Director NEMA what are the emergency needs_of the individuals within the affected community. The accompanying information required by NEMA includes:
 - ❑ Location and type of incident
 - ❑ No of homes affected
 - ❑ No of families affected
 - ❑ Average size of family
 - ❑ General description of damage

This information is consistent with the SitRep Forms 4.0 (a) (Section 4.1 DANA).

¹⁷ Representative of the Fire Services, Local Corporation and/or NEMA

- v NEMA will also seek assistance from the members of the Social Services and Voluntary Agencies Task Groups
- vi Where the above groups cannot fulfill the needs, the Director of NEMA may approve expenditure details for action by the Field Officer.

ACTIONS FOR FIELD OFFICER

- vi Identify supplier of emergency relief. Field Officer then indicates to NEMA from which suppliers goods should be procured
- vii NEMA Coordinators to contact suppliers and confirm approval of expenditure
- viii Invoice to be faxed if possible
- ix Field Officer to undertake logistical arrangements for distribution in accordance with the DANA report and authorization of the Director
- x Bills for emergency relief items must be submitted to NEMA within 48 hours of the purchases being made. These bills must be accompanied with:
 - Names and addresses of the recipients
 - A description of the damage
 - A signature and identification number of the recipient for receiving the goods
- vi Regular financial procedures will follow to process all bills.

(b) RELIEF PROCEDURES FOR LEVEL 3 EMERGENCY

- i It is foreseen that a hazardous event may affect more than one community at the same time. In such circumstances where the damage is widespread the Social Services and Voluntary Agencies Task Group will coordinate a multi-agency approach to emergency relief activities.
- ii The procedures for this section are currently being developed by the Task Group and are presented here as follows:
- iii Regular NEMA Task Force meetings during the emergency phase of the event will ensure that DANA translates into

- appropriate relief distribution. This involves collaboration between the Social Services and Voluntary Agencies and the Survey and Investigation, Search and Rescue Task Groups.
- iv Field Officers including members of the Social Services and Voluntary Agencies Task Group will compile DANA for the communities within their area of concern. In some circumstances arrangements can be made for applicants to submit an application form (Form 4.6 (a) attached).
 - v These DANA list will be combined into One List by the members of the Social Services and Voluntary Agencies Task Group who will identify, objectively, the priority areas of assistance.
 - Coordination of relief may be decentralized along the municipal administrative area and by the identification of a Regional Coordinator for Emergency Relief reporting to the Task Group. This is to ensure the timely alleviation of suffering.
 - vi The emergency relief resources will be allocated by the Social Services and Voluntary Agencies Task Group, according to the priority areas of assistance identified from the compiling of One List of persons in need. At such meetings the responsible agencies for distributing relief will also be identified. Available relief supplies will include:
 - Resources available through NEMA, including the Regional Warehouse (Procedures for the use of this relief is included in Section 4.6.3).
 - Resources available through NGOs. The NGOs will manage their own relief supplies. The distribution of the items should be coordinated with the national efforts via the Social Services and Voluntary Agencies Task Group, to minimize duplication and make the most effective use of limited available resources.
 - Manpower resources available through members of the Task Group in the area of counseling.
 - vii The distribution of relief will be arranged to ensure the most efficient method of addressing the priority areas. The method of distribution will be advertised to the public via the Public Information and Education Task Group. The relief may be distributed:

- Directly from warehouses to the recipients identified
- Through the establishing of relief sites in municipal or community areas

Appendix 1

In the 2000-2001 Financial year, Municipal Corporations were given a provision of \$10,000 to address emergency relief. In the last quarter of 2000 the Corporations received from NEMA Emergency Supplies Kits the contents of which are listed below.

INVENTORY REGIONAL CORPORATION NEMA EMERGENCY SUPPLIES KIT

NO.	ITEM	DESCRIPTION	QUANTITY
1	Raincoats	Heavy Duty Yellow (with hoods 1 xlg, 1 xxlg)	2
2	Tarpaulins	Light blue PVC/Fiberglass 14x18 ft	2
3	Torch light	Coleman model 3D (with batteries)	2
4	Squeegees	18" floor squeegee and handle	2
5	Rope	3/8 multi-filament polypropylene double braid 100 ft	100 ft
6	Megaphones	Sky large power megaphone with handheld microphone SN: ER-66S/W (with batteries)	1
7	Crowbars		2
8	Rubber Boots	Tall rubber sizes 9 and 11 SWS 365 mm	2 pairs

13. Are you, or anyone in your household receiving government assistance? Yes No

If "Yes" please give details.....

.....

.....

14. Is the property: Owner occupied¹ Rented Other

15. Is the land: Owned by occupier Rented Other

16. The property has planning approval²: Yes No
Outline approval Final approval

17. Is the property insured? Yes company name..... No

18. For squatter communities. Do you have either:

19. L

20. **Emergency Needs:**

.....
.....
.....
.....

Signature of Applicant

Date

¹ Where available certificate of title or deed should be produced

² T&CP Act Ch 35 01 of 1969/Local Health/Housing & Planning approval (Public Health Act Ch 12 #4 1950 & Municipal Corporations Act 21 of 1990 where available a certificate of title should be produced

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4.6.3 REGIONAL AND INTERNATIONAL RELIEF

AIM:

To elaborate procedures for tapping into regional and international resources for the timely provision of relief and the recovery of the country in the shortest possible period after a disastrous hazardous event.

(a) Administration and Source of Assistance:

This procedure is administered by NEMA's External Agencies Group.

Assistance may be sought for the country by NEMA and its Task Force through the following:

- ❑ CDERA Regional Response Mechanism
- ❑ Locally based regional and international organizations coordinated by the External Agencies Task Group
- ❑ Locally based regional and international NGOs coordinated by the Social Services and Voluntary Agencies Task Group.

During a national disaster it is recognized that Ministries will expedite assistance for their Sectors directly. To avoid duplication of effort and contradiction of reports, information should be shared with NEMA directly or through it's the Ministry's Task Group representative.

(b) Guidelines for Requesting and Securing Regional and International Assistance

Needs and Requests

Regional and international relief and recovery assistance will be requested only after it has been determined that the resources are not available nationally.

Donations will be requested based upon a damage assessment and needs analysis, in particular:

1. The prioritization of needs
2. The determination of available national resources and shortfalls

The Director NEMA in consultation with the National Disaster Management Executive will advise whether deposit accounts should established locally and/or through overseas embassies and missions and the purpose for establishing such arrangements.

The procedures for the Regional Warehouse located in Trinidad are attached.

All other requests must:

Have quantities and essential descriptions of the items required e.g. 5 Diesel Generators 1.5 Kw 110 voltage. Clothing will not be requested.

Be accompanied by

- ❑ Information regarding to whom (which agency) the goods should be consigned.
- ❑ A contact person for further information (where available email and fax numbers are essential to the process).
- ❑ Suggested ports of entry.

Based upon the *Rapid and Detailed DANA* (Section 4.1), the Director NEMA, in consultation with the Task Force, will recommend to the Minister (for relay to the Head of Government and Head of State) whether or not a disaster should be declared. (Note that international assistance is often dependant upon such a declaration).

Assistance for manpower from the CARICOM Disaster Relief Unit (CDRU) will be made to CDERA, only *after* consultation with the Minister of National Security and the Chief of Defence Staff.

Upon determining that regional and international humanitarian assistance is required, NEMA will advise all Task Force members and the following organizations of the items requested:

- ❑ Operations Managers - Port Authority of Trinidad and Tobago
- ❑ Operations Managers - Airports Authority of Trinidad and Tobago
- ❑ Comptroller of Customs

These advisories will be updated to the above parties once donor *pledges* are confirmed and subsequently where *dispatches* and arrival information is received.

(c) Arrangements for the Storage and Distribution of Relief

NEMA will solicit storage facilities through the:

- ❑ Port Authority of Trinidad and Tobago

- Ministry of Works and Transport Main Stores
- NGOs via the Task Group

Tobago NEMA will also establish a local warehouse.

NEMA will request a space at the ports of entry for the temporary storage of *unsolicited donations*. Where possible bills of lading will be reviewed to determine whether these items are urgently needed. However if this is not possible the *unstuffing* of these items will be low priority.

The Social Services and Voluntary Agencies Task Group will manage the receipt, storage and distribution of the emergency (humanitarian) relief supplies according to Section 4.6.2.

Security for the warehouses will be sought by NEMA from the Police Service. On the Police advice/request (should they be unable to assist) the Defence Force will be requested to assist.

The release of items from NEMA's warehouses will be authorized only by the following:

- Director NEMA
- Chairperson Social Services and Voluntary Agencies Task Group
- Tobago NEMA Coordinator

(d) **REGIONAL AND INTERNATIONAL RECOVERY RELIEF**

The detailed DANA will prompt recovery needs. Ministries must first determine what recovery initiatives they are able to finance before a regional and international request is made.

Project Documents should be developed for making such request.

The Mitigation and Recovery Task Group will coordinate the recovery request from the various Ministries.

Recovery Assistance may be sought for the country by NEMA and its Task Force through the following:

- CDERA Regional Response Mechanism
- Locally based regional and international organizations coordinated by the External Agencies Task Group

It is recognized that Ministries will expedite assistance for their Sectors directly. To avoid duplication of effort and contradiction of

reports, information should be shared with NEMA directly or through it's the Ministry's Task Group representative.

(e) Relief Request from Caribbean Neighbours

Such request originate when other Caribbean territories are affected by disastrous events and are likely to reach NEMA via:

- CDERA
- Ministry of Foreign Affairs

Upon receipt of such notification, the Director NEMA may choose one or a combination of the following options:

Make a recommendation to the Minister to advance financial support to the affected territory

Make an official national appeal for

- Monetary donations
- Specific physical resources
- Specific human resources

Should a member of the CDERA Sub-Regional Focal Goup for the southern Caribbean be affected (Grenada or Guyana) the Director NEMA will, upon authorization from CDERA, issue the specified relief items to the affected territory.

NEMA's staff to make the logistic arrangements with the transportation agencies, port and customs.

Regional (Disaster Supplies) Warehouse-Southern Caribbean Focal Group

The Caribbean Disaster Emergency Response Agency (CDERA), in collaboration with the 16 participating states established the Regional Warehouse Programme. The purpose of this programme is to ensure that a stockpile of emergency relief items is readily available for the period immediately following a disaster.

Trinidad and Tobago is the Sub-Regional Focal Point (SRFP) for the Southern Caribbean Region, which comprises of Grenada and its Dependencies, Guyana and Trinidad and Tobago. Part of the responsibility of the SRFP, according to Article 13 in the Agreement establishing CDERA (Section 3.6.1 NEMA's Role and Functions), is to assist in the management of the Regional Warehouse. Therefore, the Southern Regional Warehouse is located in the Ministry of Works and Transport Central Stores, D'abadie. There are specific policies and guidelines¹⁸ regarding the use of items in the warehouse. These are listed below:

1. All warehouse managers (NEMA T&T) will act only on the authorization of CDERA to remove items from the warehouse.
2. The impacted state (including SRFP) has to make a formal request to CDERA based on a comprehensive Damage Assessment and Needs Analysis (DANA) Report.
3. CDERA will then give the authorization to the Sub-Regional Focal Point to issue supplies to the affected state. Supplies are released only after approval
4. For Level 1 and Level 2 emergencies the recipient state should replenish all supplies requested and used. For a Level 3 emergency the recipient state should replace 20 % of the supplies used.

¹⁸ Council and Board members to review

Warehouse Inventory

No	Date Received	Item	Description	Quantity
1	20/10/1999	Plastic Sheeting	100"x24" Low grade Tarpaulin	140
2	28/01/2000	Litter, Rigid	Metal Stretchers (to carry injured)	10
3	28/01/2000	Jugs 5 gallon	plastic insulated 5 gal	18
4	28/01/2000	Tents	G.P Medium (white coloured)	25
5	28/01/2000	Canteen collapsible	green plastic collapsible container 4x40 military type	160
6	28/01/2000	Beds	military type, adjustable folding	125
7	28/01/2000	Tents	Med. G.P.	30
8	28/01/2000	Blankets	Green colour 10x12, 4x100, 1x20	540
9	01/09/01	Patient Utility Kit	12x433	5196
10	01/09/01	Paper Cup Hot 8 oz	2000x27	54000
11	01/09/01	Flashlight with Charger	6x17	102
12	01/09/01	Bed Sheets (white)	24x39	936
13	01/09/01	Drinking Water Storage Bags	1x32	32
14	01/09/01	Hospital Washcloth Patient Disposal	1000x18	18000
15	01/09/01	Medical Instruments and supplies	48x8	384
16	01/09/01	Hand Towels Green	288x10	2880
17	01/09/01	Blanket Bed	8x250	2000
18	01/09/01	Blanket Casualty Light weight	48x16	768
19	01/09/01	Bed Pan	50x6	300
20	01/09/01	Generator Set (large)	1x2	2
21	01/09/01	Generator Set (small)	1x2	2
22	01/09/01	Stretcher Hospital wheel	1x8	8
23	01/09/01	Litter Nylon Duck	6x18	108
24	01/09/01	Mixed Medical	12 boxes	12
25	01/09/01	Utility Wipes	36 boxes	36

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
National Emergency Management Agency
Ministry of National Security

EMERGENCY RELIEF REQUEST FORM 4.6.3 (A)

Event:

Summary of Damage: (Details Attached)

Actions Taken by State:

Summary of Priority Needs:

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
National Emergency Management Agency
 Ministry of National Security

NEEDS¹⁹ REQUEST SUMMARY FORM 4.6.3 (B)

SECTOR	DAMAGE	DAMAGE COSTS (TT\$)	REHABILITATION
11. CASUALTIES Please state male, female & children where possible			
12. HOUSING			
13. HEALTH			
14. LIFELINES			
15. ROADS AND BRIDGES			
16. SCHOOLS			
17. PORTS AND AIRPORTS			
18. OTHER PUBLIC BUILDINGS			
19. ECONOMIC SECTOR/ TOURISM			
20. ENVIRONMENT			

¹⁹ Needs after national resources have been reviewed to be exhausted

4.7.3 NATIONAL DISASTER RELIEF FUND

- a. Cabinet on March 6, 1997 agreed, *inter alia*, that:
 - i. The Minister of Finance take steps to establish a National Disaster Relief Fund in the sum of \$10-Million.
 - ii. The Fund is accessed by the Government declaring a national disaster.

NATIONAL DISASTER RELIEF FUND COORDINATING COMMITTEE

- a. On May 22, 1997 Cabinet granted approval for appointment by the Ministry of National Security of a *Coordinating Committee* to manage the administration of the Fund. The terms of reference of the Committee are as follows:
 - i. To recommend to the P.M., when a national disaster should be declared.
 - ii. To provide direction and support to the Technical Committee and to report to the Minister of National Security.
 - iii. To establish procedures/guidelines to determine the qualification of applicants in respect of payments from the National Disaster Relief Fund (NDRF).

SUBSEQUENT RECOMMENDATIONS

The Committee recommended to the Minister that funds from the NDRF be released to:

- i. Another government unit to facilitate the construction of homes; and
- ii. Home-owners, who were to be compensated for materials already purchased.

PROCEDURE

- i. NEMA activates a team of technical experts (Engineers, Engineering Assistants, Building Inspectors, Road Officers & Works Supervisors, as appropriate), to be sent to assess the damages and submit their findings to NEMA. The Agency will compile these reports for the consideration and approval of the *Committee*.
- ii. Compensation for losses suffered were calculated on the basis of 75% of the

original estimate to a maximum of \$25,000.00 or on the value of the materials required to undertake the repairs - whichever cost was lower.

- iii. Owners of the affected building would be responsible for the repairs to their property and for providing the labour required. The owners would ensure that invoices are prepared for the purchase of the materials.
- iv. The Honourable Minister of National Security, based on the recommendations of the Committee, would consider the approval of sums (for the repair of each home) of no more than \$25,000. For building estimated to costs over \$25,000 it will be determined whether the buildings are insured, if insured what is recoverable and what is required now to repair the buildings.
- v. On approval by the Minister, NEMA would prepare invoices for amounts up to \$25,000 or less; whichever applies. Identification card numbers would be noted on the invoices.
- vi. Claims will be honoured by way of supplying building materials to claimants. The following steps are required to be followed:
 - Original quotations in respect of each claim reflecting the required material at the approved cost are to be provided by the supplier to the municipal corporation(s) or the Tobago House of Assembly for onward transmission to the National emergency Management Agency (NEMA).
 - The Director, NEMA is to prepare departmental Vouchers in respect of each quotation. These Vouchers shall bear the name of the claimant and the date of the Honourable Minister's approval. The commitment should be enter-into the accounting records (scheduling of the Vote). The submitted voucher, together with the quotation and a copy of deposit account receipt is then forwarded to Comptroller of Accounts to prepare the cheques.
 - The Comptroller of Accounts will prepare cheques to the suppliers and transmit them to Accounting Executive, Ministry of National Security. The Ministry of National Security will in turn forward cheques to the municipal corporation(s) or the Tobago House of Assembly for delivery to suppliers.
 - Materials are issued directly to the claimants from the supplier. The municipal corporation(s) or the Tobago House of Assembly will verify the purchase and delivery of the materials to the claimants.
- vii. The Committee will monitor construction work on the buildings to ensure proper constructions practices are followed and that materials are used for the purposes for which they were supplied.

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
National Emergency Management Agency
Ministry of National Security
Emergency Relief & Recovery Assistance Form 4.7.3 (a)

Surveyor's Report:

1. Building Type: Wood Concrete Steel Other.....

2. Building Size: 3. No. of Stories:

4. Year of Construction/Age of structure:

5. Notes:

DISASTER RELIEF AND RECOVERY SURVEYOR'S REPORT

9. **Description of the damage:**

.....
.....
.....
.....
.....
.....
.....

10. **Estimate of Cost of Damage TT\$** _____

11. Description of Rehabilitation & Recovery Needs

Please differentiate between materials and labour costs.

.....

.....

.....

.....

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9. Estimate of Cost of Recovery TTS_____

Signature of Surveyor: Date:.....

Please give name in block letters:

Profession:.....

. COMMAND AND CONTROL

5.1. Emergency Operations Centre

5.2. Emergency Communications

5.1 THE NATIONAL EMERGENCY OPERATIONS CENTER (NEOC) PURPOSE OF THE NATIONAL EMERGENCY OPERATIONS CENTER (NEOC)

Aim

To provide centralized coordination and control of emergency/disaster response and relief operations on a 24 hour-per-day basis if necessary.

Purpose of EOC SoPPURPOSE OF STANDING OPERATING PROCEDURES (SOPS)

1. To organize the NEOC for emergency/disaster operations.
2. To specify duties and responsibilities for personnel in the NEOC during emergency/disaster operations.
3. To establish procedures for emergency/disaster operations to fulfill responsibilities assigned to the office of the Director NEMA.
4. To act as a guide for Regional EOCs in Tobago and the Municipal Corporations

5.1.1 CONCEPT OF DISASTER OPERATIONS

Disaster operations will be coordinated through the NEOC.

The Director NEMA will maintain the NEOC and ensure that decisions made by the President (under the Disaster Measures Act 47 of 1978 Ch 16:50) or policy decisions of the Government are properly executed during a disaster situation.

When, in the judgment of the Director, NEMA, an emergency situation is of such gravity and magnitude as to require centralized coordination and control of disaster response and relief operations (Level 3), he/she will request that representatives of the NEMA Task Force (and other appropriate Government and Volunteer relief organizations as required) report to the NEOC to coordinate the disaster operations of their respective disaster functions under the direction of the Director, NEMA.

If the situation warrants, as an extension of the NEOC, Regional EOC's (REOCs) may be established in the affected area or at such other locations as may be designated and will operate under the overall direction of the Local Government Regional Disaster Coordinator. The Local Government Emergency Management Committee (LGEMC) will assist in the coordination of disaster relief and response operations within the Municipality.

It should be noted that in Tobago the REOCs will be coordinated through the Tobago House of Assembly and its NEMA Task Force.

5. EOC AND REOC LOCATION

The NEOC is located at Ground Floor, NBS Radio 610, 17 Abercromby St., Port-of-Spain.

The alternate NEOC is to be located at the _____??

The REOCs are generally located within the Municipal Corporations' buildings of the various regions.

The REOC in Tobago is located Fairly Complex, Scarborough.

5.1.2 ORGANIZATION OF THE NEOC ORGANIZATION OF THE NEOC

The NEOC is divided into three basic functional areas:

a. Functional components

- Executive
- Operations
- Public Information and Education

A model of the NEOC is shown overleaf.

b. Executive

The National Emergency Management System Executive group exercises overall direction and control of disaster operations. This group makes decisions, whether strategic or policy, which are beyond the authority of the NEOC director, and comprises:

- The Prime Minister/Minister of National Security
- Director NEMA
- A Public Information Officer – Ministry of National Security/Information Division
- Heads of the Protective Services (Fire, Police)
- Ministry of Health
- Ministry of Works
- Public Utilities Representative
- Military Liaison Officer - TTDF
- Telecommunications Coordinator
- Ministry of Finance
- Ministers designated by the Prime Minister whom he/she deems necessary to assist in the policy and decision making process for the particular disaster at hand.

c. Operations

The Operations group coordinates the emergency/disaster response and relief efforts and activities as directed by Executive through the Director, NEMA. These activities will be coordinated through the Operations Officer.

The Operations Officer will be the Chief Fire Officer/designate in accordance with Act 10 of 1997 (Fire Service Act Amendment). The Operations Officer NEMA will assist this Senior Fire Officer in coordinating the activities of the Task Groups.

The operations group is responsible for providing emergency or relief services and normally comprises the following:

- Operations Officer (Ops O) – Chief Fire Officer/Designate
- Asst Operations Officer/Emergency Coordinator (EC) – NEMA Coordinator
- NEMA Task Force including:
 - ✓ Communications Officer (CO)
 - ✓ Logistic Officer (LO) – NEMA Coordinator
 - ✓ Radio Operators (RO)
- Admin and Support Officer (ASO) – Clerk IV

- Admin and support staff

The operations room is equipped with the necessary maps, displays, status and situation boards, plans and procedures. The displays and status boards are shown in Annex K.

The communications center is established, maintained and operated under the direction of the designated Communications Officer. In addition to the radio equipment and operators of the National Communications Coordination Center (NCCC) within the NEOC, other emergency agencies such as the Police, Fire, TTDF, HAMS, REACT will position their own radios and operators in the NCCC for communication of instructions on their respective networks.

The Administrative and support services will cater for finance, procurement, administration and welfare, to catering for hospitality services and rest facilities for personnel working in the NEOC.

d. Public Information and Education

It is important that the public is kept informed of the emergency/disaster in a manner that is both timely and factual through the Public Information Center. The media, both print and electronic, will be the most important pipeline to the public at large, in disseminating news. It is therefore imperative that they are kept informed of facts on an on-going basis with briefings and bulletins.

The Public Information and Education Guideline in Section 3.4 will determine and regulate the rules of engagement with the media, for the PIEO and any other Officer authorized to communicate with the media.

The Public Information and Education Officer (PIEO) and staff will gather information from the operations staff and prepare it for dissemination to the public at large. Vital or significant information is accurately prepared and released in a timely manner in order to be of value to the public.

(This paragraph is included in anticipation of relocation of NEMA's Office to a more suitable location). The Public

Information and Education center is an area in which at least the following are located:

- Public Information, Education and Training rooms
- Media center and briefing room.

e. Job Descriptions

NEOC personnel must ensure a coordinated response to the crisis. Since they are not at the disaster site, they must:

- Control and coordinate actions generated as a result of orders from the executive.
- Provide direction and support to the disaster site manager.
- Arrange for logistic support to site personnel and
- Plan ahead to meet the requirements that will follow the disaster

Although the Government has the overall responsibility for responding to a disaster, a country or community effort is invariably needed if the overall effect is to be minimized. It is part of the responsibility of the NEOC staff to ensure that a coordinated effort is made to avoid fragmentation and alienation.

The responsibilities of key NEOC personnel are outlined at annex A.

5.1.3 NEOC RESOURCES

All supplies, equipment and data for the effective and efficient running of the NEOC should be stored on site in cabinet (EOC Supplies) until actually needed. Under no circumstances are these supplies for everyday use. The NEMA Operations Officer will ensure that items needed under disaster conditions are readily available when required.

A suggested inventory of such supplies, data and equipment is attached at annex C.

The NEMA Operations Officer will ensure that a duplicate set of all supplies, data and equipment needed to establish an NEOC in another location. The entire NEOC will be prepared to move to another location at short notice. Supplies, data and small equipment should be stored in boxes or other containers suitable for quick packing and easy movement from the NEOC to trucks or vehicles for transportation to an alternate NEOC site. The packing and transportation will be done in such a way as to enable the new NEOC facility to be set up, equipped and made operational in a short time.

Material may have to be gathered from other sources to create an entire new operation.

1. COMMUNICATIONS

One of the critical reasons for creating an NEOC is the consolidation of the National Communications Network. Without proper communications, the effectiveness of the NEOC would be severely limited. As mentioned before, one of the primary concerns of the NEOC is the efficient movement, assimilation and dissemination of information from disaster sites to the resource managers and to the public at large.

a. Disaster site to NEOC

In order for the NEOC to have an accurate picture of the situation at the site, it will make use of all available resources for communicating. If possible for the Emergency Site Manager (ESM) will establish a telephone link with the NEOC from the site. While this is a most desirable link, it may not be a viable one, depending on the nature of the disaster and possible damage to the telephone system. It is therefore essential that other means of communication are established. Some alternative means are:

- NEMA frequency radios
- Police radios
- Fire radios
- Cellular telephones
- Military radios
- HAMS
- CBers

- Other

b. Within the NEOC and to other EOCs

Once the information is received at the NEOC, it is vital that it is efficiently handled. (Section 5.1.7 deal with message handling within the NEOC). Telephone will be the primary means used for inter EOC communications, but radio will have to be used in many instances where telephone lines are down.

c. NEOC to

The NEOC will issue disaster warnings and give direction to the public. This necessitates efficient communication to the national radio and television stations. Advance hookups at the NEOC for remote broadcast capability may be possible to arrange with radio and/or television stations and will be addressed by the Communications Officer, MNS and/or the Chairman of the PIOE Task Group.

Special bulletins or newsletters from the NEOC may also be appropriate. Communications procedures and net diagrams are described in the Emergency Telecommunications Procedures, Section 5.2.

5.1.5 ACTIVATING THE NEOC

In activating the NEOC, the NDC in effect has called for the transformation of pre-determined facilities in the NEOC. This would mean the changing of existing offices, halls, lounges, etc into Executive, Operations, Communications, Public Information, Rest and Security areas.

Boxes of emergency food, office supplies, additional telephones, logs, status boards, and other material and equipment necessary for the NEOC will be made readily accessible by NEMA's staff. Individual action lists in the disaster plan will outline specific responses to NEOC personnel.

a. During duty hours

Upon receipt of a severe weather warning or notification of the actual occurrence of an emergency/disaster during

normal working hours, which requires centralized coordination of response and relief operations, the NDC will initiate notification and "call-up" procedures using a "fan-out" method and alert lists as outlined at annex F. Appropriate agencies will send representatives to the operations room.

b. Non-duty hours

In the event that a warning or notification of an emergency/disaster is received during non-duty hours, the incoming notification will go to the home phone or pager of the NDC or designated duty officer. The duty officer will immediately notify the NDC. If the NDC cannot be immediately contacted, the duty officer will take the necessary actions to activate the NEOC.

c. Twenty-four hour operations

When the disaster situation requires the NEOC to operate on a 24-hour basis, as soon as possible after activation, a minimum of two 12-hour shift schedules should be prepared by each NEOC section and posted on the bulletin board. Relief shifts should arrive 30 minutes early so that briefings can be conducted on what has occurred, what decisions have been reached, and what problems remain. Timings should be as follows:

- shift 1 0630 1900 hrs
- shift 2 1830 0700 hrs

The Director, NEMA and Chief Fire Officer will allocate manpower for the appropriate coordination of Operations for Shifts 1&2.

Annex F shows example checklists for activation, setup and deactivation of the NEOC.

d. Movement /Liaison Arrangements

It is imperative that arrangements for the movement/transportation of essential EOC personnel²² be arranged and organized.

On the threat of a disaster persons with specific roles in the EOC should make contact with the Director NEMA and subsequently relocate to the EOC via private/public means of transport. In cases where there are restrictions²³ to using private/public means of transportation, the Director NEMA should facilitate transportation via the use of NEMA vehicle. If this is not possible then the Director NEMA should then liaise with the Protective Services (Heads of Division or EOC Point of Contact) to provide transportation for essential EOC staff.

Essential personnel not on duty / at office will be tasked to EOC or instructed to stay at their respective locations, but maintain electronic and wireless radio communication with the EOC (if possible). If it is absolutely necessary²⁴ for essential staff not on duty to move to the EOC and conditions permit the movement of vehicles then the Director will arrange transportation as stated above.

All essential staff reports to the EOC and transportation are to be provided as stated above.

e. Stress management

In the event of a major disaster, it is recommended that a counselors be made available to conduct a stress debriefing. This debriefing must be incorporated in the plan, to allow for an open discussion of the feelings, frustrations and anxieties experienced by crisis personnel.

It is vitally important that everyone, including the manager, gets adequate rest and relief. Therefore all agencies and/or committees will be responsible for ensuring that a proper relief system exists within their respective agencies while operating in the NEOC.

²² NEMA Coordinators, Task Force members, other essential EOC personnel

²³ Roads blocked by debris, absence of route taxis, private vehicular problems, individuals safety is compromised, Civil unrest

²⁴ To be determined by Director, NEMA

The operations, logistics and assistant operations officers should have adequate relief to enable the NEOC to continue running effectively throughout each 24 hr period.

(NO PERSON SHOULD WORK ANY LONGER THAN 12 HOURS)

5.1.6 SECURITY AND SIGN-IN

Depending on the nature of the emergency/disaster, the Director, NEMA may decide to establish special security for the NEOC, in which case the police would be responsible for the physical security of the NEOC and its critical systems. In such an event, the police shall establish an NEOC roster and sign in sheet as conditions require or at the request of the Director, NEMA.

5.1.7 MESSAGE CONTROL

a. Radio and Telephone messages

Incoming messages
Radio messages

All emergency radio and telephone messages received in the NCCC will be delivered to the message controller for his routing. Message books are triplicate carbon copy documents. The top two copies will be delivered to the Emergency Coordinator.

The Emergency Coordinator (message controller), working with the Operations officer, will take the following actions upon receipt of an emergency message:

Enter a message number at the top of the form.

Assign a priority number from 1 (highest) to 4 (lowest) as follows:

- | | |
|------------|--|
| Priority 1 | Lives endangered immediate response required |
| Priority 2 | Lives endangered fast response required |
| Priority 3 | Timely operational response required |

Priority 4 Routine data and logistics messages

- Review the nature of the message and assign the problem for action to the appropriate agency representative in the operations room (Pass the cover or white sheet on). Since many emergency actions or problems do not fall within the area of responsibility of a single agency, the message controller has flexibility in assigning responsibility and can, to some degree, balance the work-load among the agencies.
- Keep the second sheet for record purposes, indicating which agency is assigned the message for action.
- The agency assigned responsibility for the message will take the required action, indicating on the bottom half of the message form the action taken and time taken, and return a copy to the message controller.
- The message controller will see that a summary of the message and actions taken are posted on the status or action board, as appropriate and follow up until the problem is solved or until no further action is necessary.
- After posting, the message controller will ensure that the journal clerk (- Stenographer/Typist II) files the message for use in compiling the after action report and for historical purposes.

Outgoing messages

The drafter of an outgoing message will write the message in the upper half of the message form at annex H, assign a priority at the top of the form and deliver a copy to the message controller.

The message controller will review the contents, assign a priority, and determine the best means to transmit the message, after which he/she will pass it to the journal clerk for logging on the outgoing message log.

Due to the urgency of the situation, agency representatives may transmit disaster information directly by telephone either to their headquarters or operating units in the field. In such cases, agency representatives should encapsulate the essence of the message when time permits and provide the message controller with a copy for posting and filing. The journal clerk will maintain the message file.

1. DISPLAYS

Because the disaster operation center's major purpose is accumulating and sharing information to ensure coordinated and timely disaster response, display devices must be maintained so that agencies can quickly comprehend what actions have been taken and what resources are available.

Display needs will vary with the nature and scope of the disaster, but the following charts are the core of the NEOC display system whenever the facility is activated.

a. Problem Log

All major problems should be entered on the Log as they are received.

Problem #	Time	Nature of problem	Response agency	Response and remarks

This log is maintained by the journal clerk - Stenographer/Typist II.

b. Event Logs

All major and significant events resulting from or affecting the disaster in any way should be displayed for all to see. Main and significant display formats are shown below.

Main Event Display Board		
Time	Event	Action

Significant Event Display Board			
Time	From	Event	Remarks

These are maintained by the journal clerk - Stenographer/Typist II.

c. Damage Assessment Chart

This chart contains columns for towns and cities, reported damage, time of report and extent of reported damage. A copy is shown at Section 4 -DANA. This chart is maintained by the plotter -NEMA, Mitigation, Recovery and Planning Coordinator.

**d. Country/County/City/Town Map
Country/County/Parish/City/Town Map**

The following information is particularly important to all agencies in the NEOC and should be posted immediately:

- Transportation routes closed or impeded
- Areas of major damage
- Locations of medical treatment and shelter facilities open.
- Expected inundation areas (flood emergencies)
- Limits of evacuation areas, control points and exit routes.

This map is maintained by the plotter –NEMA, Mitigation, Recovery and Planning Coordinator.

e. Weather Map

This map should show current forecasts and wind patterns as well as used for plotting fallout in appropriate cases.

This map is maintained by–NEMA, Mitigation, Recovery and Planning Coordinator.

f. Medical Facilities Chart²Medical Facilities Chart

This chart must show current information on the status of permanent and temporary medical facilities, including locations, beds available, blood and other critical supply needs, manpower requirements and communications links. A sample of the chart on which this information is displayed is given below with sample entries.

Medical Facility Chart						
Facility	# of Beds	Beds Available	Patients Sent	Patients Treated	Contact	Remarks
POS General					62-	
Mt. Hope						

It is particularly important to note locations of temporary medical facilities so that the public information officer and other NEOC elements can instruct the public.

This chart is maintained by the representative from the Ministry of Health.

g. Shelter Facility Chart² Shelter Facility Chart

A sample of this chart is shown below

Shelter Facility Chart				
Facility	Capacity	Space Available	Contact numbers	Remarks

This chart is maintained by the Chairman of the Shelter's Task Group.

h. Law Enforcement Resources Chart² Law Enforcement Resources Chart

A sample of this chart is given below.

Law Enforcement Resources Chart					
Unit	Location	Composition	Assignment	Comms	Remarks
E999 12	St James	1 ASP 2 PC	SAR Madras St	E 12	

This chart is maintained by the Police representative in the operations room.

i. Fire Resources Chart² Fire Resources Chart

A sample of this chart is given below.

Fire Resources Chart					
Unit	Location	Composition	Assignment	Comms	Remarks

This chart is maintained by the Fire representative in the operations room.

j. Transportation Resources Chart 2Transportation Resources Chart

This chart displays the current status and availability of all public and private transportation. A sample of this chart is shown below.

Transportation Resources Chart					
Unit	Location	Composition	Assignment	Comms	Remarks
Resources Available					
Type	Agency	Amounts	In use	Available	Remarks

This chart is maintained by Heavy Equipment, Road Clearance and Transport Task Force Representative.

k. Other Displays2Other Displays

NEMA Coordinators in their respective functions during normal times will ensure that all relevant maps ate made available to the EOC. These may include:

- Evacuation route maps for crisis relocation
- Utility system maps
- Blackout block assignments
- Fault line, soil, and landslide potential maps
- Maps of predicted inundation in tsunami areas and below dams
- Flood plain maps
- Locations of hazardous materials and storage sites
- List of town organizations, their location and status

- Overlays of maps to show:
 - Impact zones
 - Site layout
 - Plumes, effects of dangerous gases
 - Flood lines based on empirical data
 - Any other special requirements (nuclear weapons effects etc)
 - Air photos
 - EIS resource displays

5.1.9 BRIEFINGS AND CONFERENCES

Briefings for the Director NEMA, Regional Corporation Local Emergency Coordinator, and the Public Information officer should be scheduled at six-hour intervals. The Director NEMA will post a briefing schedule on the bulletin board. NEOC section heads should be prepared to participate in these briefings with a three-minute summary of their section's progress. The briefings by each section will include:

- Unresolved problems
- Major new problems during previous six hours
- Assistance needed from other agencies or outside organizations.
- Information developed by the section that should be passed to other NEOC sections or to the public.

Additional briefings may be organized at the request of the Director NEMA. These may include VIP, news media briefings, and situation reviews for newly arrived agency representatives.

Conferences of key NEOC personnel may be convened at any time by the Director NEMA to discuss and resolve major issues. These conferences will be held in the conference room.

The Director NEMA is responsible for ensuring that any decisions reached at conferences are quickly relayed to all NEOC personnel.

1. REPORTS

a. NEOC ReportingNEOC Reporting

The NEMA Operations officer is responsible for ensuring that all required reports are forwarded to CDERA on time. He/she is also responsible for preparing and sending any special reports on damages, threats or assistance needed.

The PIEO is responsible for informing all NEOC sections of special information needed by personnel in the field in order to respond to citizens' inquiries. Locations and services offered at temporary medical, feeding, or shelter facilities in particular, should be rapidly disseminated to all disaster workers in the field.

b. After Action Reports

An after action report must be completed on deactivation of the NEOC, which signals the official end of the response. This report will be used in a debrief of the operations, which is vital for learning lessons, good and bad, which are meant to continuously improve disaster response.

2. GLOSSARY

ADMIN	-	Administration
A/Ops O	-	Assistant Operations Officer
ASO	-	Administration and Support Officer
ASP	-	Assistant Superintendent of Police
Asst	-	Assistant
BDF	-	Barbados Defence Force
CDERA	-	Caribbean Disaster Emergency Response Agency
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
Lt	-	Lieutenant
Nat	-	National
NCCC	-	National Communications Coordination Center
NCOs	-	Non Commissioned Officers
NDC	-	National Disaster Coordinator
NEOC	-	National Emergency Operations Center
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

Annexure:

Annex A

NEOC DESCRIPTIONSNEOC JOB DESCRIPTIONS

Appendix 1
to Annex A

Prime Minister/Minister of National Security

1. General responsibilities

- Formulates policy and operational guidelines in support of policy for the conduct of disaster operations.
- Approves general policy for disaster operations as set forth in the national disaster plan.
- Ensures that information and directions are given to the general public and that contact is maintained with the appropriate levels of government including keeping the President abreast of events.
- Overall management of the nations survival and recovery efforts, working through the ministers and constituency offices.

2. Alert phase

- Ensure that the public has been fully informed of the steps to be taken in the disaster.
- Ensure that every effort has been made to enhance the capacity and quality of public shelters.
- Ensure that all government departments with operational roles are prepared to respond.
- 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.
- Receive assessments of damage suffered by the communities during the disaster via NEMA.
- Review plans for recovery and post-disaster establishment of medical and welfare systems, and the restoration of vital facilities.
- Receive estimates of the time required to execute recovery plans and the number of men and equipment needed over that which is available.
- Advise the President to Declare National Disaster/Disaster Areas or State of Emergency if the situation warrants
- Maintain contact with the appropriate departments of government, receive update situation reports, and respond to requests for assistance, if possible.

4. Recovery phase

- Assist NEOC operations by personal announcements to the public to ensure orderly recovery from the disaster.
- Ensure the continuity of authority in all major government departments and agencies, and in all major institutions, business and industry.
- 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 2

to Annex A

Director NEMA

1. General responsibilities

- Chief advisor to the National Emergency Management System Executive
- Responsible to the Executive for all strategic issues affecting both the activities of the incident and supportive functions of the NEOC.

2. Alert phase

- Serve as primary contact between NEOC and the Regional Emergency Coordinators.
- Ensure that the public has been fully informed of the steps that should be taken in the event of a disaster.
- Review disaster shelter and evacuation plans with Task Groups and the Local Government Emergency Coordinators.
- Ensure that the NEOC is staffed with trained personnel, that communications are operational and that appropriate pre-positioned data and aids are available in the NEOC.
- Check operational readiness of alert and warning systems and improvise means of warning areas not currently covered by the system.
- Review with the Telecommunications Task Group Chairman the mechanics of alerting and warning.
- Check to determine whether all positions in NEOC sections have been manned by NEMA Task Force Members and support teams. If not, take appropriate action to fill these positions:

Director, NEMA

Operations Officer (OpsO) – Chief Fire Officer/Designate

Asst Operations Officer/Emergency Coordinator (EC)
NEMA Coordinator
Admin and Support Officer
Admin and support staff

Telecommunications –Director Telecommunications Division
Radio Operators

Search and Rescue & Survey and Investigation – Chief Fire
Officer/Designate

Medical & Public Health – PMO Ministry of Health

Traffic Control and Law Enforcement – ACP Traffic

Shelters – Designate of P>S Min Of Education

Social Services & Voluntary Agencies – Director, National
Family Services
NEMA Relief (& Logistic Officer)

Public Utilities & Critical Facilities – Designate of P.S. Ministry of Public
Utilities

TSTT rep
WASA rep
T&TEC rep

Heavy Equipment, Road Clearance and Transport
Oil Spills and Hazardous Materials – Designate of P.S.
Ministry of Works and Transport
Logistic Officer

Public Information and Education – Director, Information
Division
NEMA Public Information and Education Officer

Early Warnings and Evacuation – Designate of Director,
Meteorological Services.

Local Government Emergency Management – Designate of
P.S. Ministry of Local Government

Forest Fire - Director, Forestry Division

External Agencies – Designate of P>S> Ministry of Foreign Affairs

Mitigation and Recovery – Representative of Engineering Faculty, UWI

- Determine through the Operations Officer that the police, fire, public works, welfare, shelter medical emergency/disaster organizations and other appropriate agencies are alerted and ready to be deployed.
- Request that the Head of Government/Minister of National Security make appropriate announcements to the public over broadcast facilities, as necessary and available.
- Ensure that the operations officer has reviewed current operational policy for each of his sections.
- Check through the Operations Officer or Communications Officer the type of problems being experienced during the alert phase, and confirm that proper liaison is effected between communications center and operations room personnel.
- Check deployment of disaster response personnel to Forward Command posts if applicable.
- Review with the Operations Officer the operational status of emergency operating sites established by utility and industrial plants.
- Determine whether communications exist between these sites and the NEOC.
- Check the deployment of manpower, vehicles and equipment of the various utility and industrial organizations and their availability for operational assignments.
- Determine that emergency shutdown procedures have been implemented.

- Review the responses that have been made by utilities and industry and that they have been coordinated with the proper services/authorities in the NEOC.
- Review with the TTDF liaison officer the availability of aid from TTDF sources. Ensure that communications exists to the nearest source of TTDF assistance.

2. Response phase

- Refer to the Minister of National Security all problems that require the exercise of emergency powers or changes and interpretation of policy.
- Brief the Minister of National Security on the situation that exists throughout the country including a summary of major emergencies that have occurred or are under review by the staff in the operations room.
- Post on the executive bulletin board any announcements affecting the conduct of the disaster operations.
- Ascertain whether the Operations Officer are receiving pertinent and timely reports from the field and disaster areas.
- Ensure that an analysis of field data is being made and that the information is posted on the situation and action boards and operations map.
- Review and keep abreast of the operational activities ordered, or being taken, by the various agencies in the operations room.
- Check with the Public Information officer to determine whether information on survival action is being broadcast to the sheltered population.
- Make sure that broadcasts include assurance by the Minister of National Security and other key government officials that information available at the NEOC regarding the disaster situation is made known to the public; that the public be advised to remain in shelters until it is determined

safe to return to their communities and homes, and to obey the instructions of the shelter managers.

3. Recovery phase

- Determine when it is safe for the population to leave shelters.
- Maintain surveillance over post-shelter deployment.
- Closely monitor the establishment of the emergency medical and welfare systems and the clean up activities.
- Ensure that the Public Information and Education officer informs the public of the details of shelter emergencies, particularly with regard to instructions to restrict entry into specified areas.
- Monitor the implementation of plans for the restoration of vital services.
- Ensure the conservation, proper use and distribution of vital supplies and materials made available by outside sources and international relief organizations and/or Governments.
- Determine whether vital communications links have been disrupted and ensure that either communications are restored or that prescribed reports are delivered by alternate means.
- Ensure that reports are made to the appropriate government officials.

PUBLIC INFORMATION AND EDUCATION (PIEO) PUBLIC INFORMATION AND EDUCATION OFFICER (PIEO)

1. General responsibilities

- Advises the NEM System Executive and Operations Officer about media related activities.
- Gathers facts on the crisis and prepares for dissemination of safety bulletins/clips to the media and public.
- Ensures the availability of 'expert' spokespersons as required.
- Ensures the monitoring of print and electronic media coverage of the event.

2. Alert phase

- Check personal telephone
- Open log and record date and time of arrival
- Check for any messages which relate to your function/responsibilities prior to your arrival
- Report to the Operations Officer and receive briefings
- Be aware of alternative methods of public information in the event that 'mass' media is not available. (ie loud hailers)
- Brief the Executive on procedures:
 - By which decisions and guidelines for public information purposes will be issued from the executive authority; and
 - for the staff to follow in answering inquiries or issuing public statements and news releases.

- Identify official 'expert' spokespersons for the news media. (In most cases this should be restricted to the Minister National Security, Director NEMA, and the PIEO).
- Meet with the management and staff of the news media (newspaper, radio and television stations) to review emergency public information plans and procedures.
- Develop measures for authenticating the source of information before broadcast or publication.
- After securing approval from the executive, issue news releases announcing preliminary steps the government is taking for increasing preparedness and readiness.
- Direct broadcast, publication and release of information on:
 - Individual and family protective measures
 - Available public shelters
 - Recommended routes to public shelters and other traffic control arrangements;
 - Ways to improve private shelters or improvise shelters where none exist.
 - Supplies which individuals should take to public or private shelters and how supplies can be obtained.
- Activate the media center from which to brief media representatives on a periodic basis and ensure that the following are set up in the media room.
 - Furniture
 - Communications equipment
 - Stationery and supplies
 - Photocopy machine
 - Manual typewriters
 - Battery powered calculators
 - Battery powered radio receivers

3. Response phase

- Prepare first news release to the public and include:
- What happened (cause and effect)
- A request for people to stay away from the emergency/disaster area
- Any other relevant information
- Monitor display boards and situation maps and consult with the Director to keep informed of local situations about which the public should be provided information and advice.
- Monitor radio broadcasts.
- Schedule periodic press conferences for the media and general public to keep them informed of the situation. This should include, but need not be limited to:
- Information, advice or instructions related to living in shelters for the duration of the disaster (sanitation, food preparation and conservation)
- Weather conditions
- Estimate of length of time before emergence from shelters can take place
- How the communities are faring.

4. Recovery phase

- Continue to issue information as required to assist the population in recovering from the effects of the disaster with particular emphasis on:
- The kinds of relief available.
- The agency's responsibilities for providing the relief and where it may be obtained.

OPERATIONS OFFICER OPERATIONS OFFICER

1. General responsibilities

- Operations advisor to the NEOC director
- Responsible for the operational and tactical plans for the deployment of resources to the emergency/disaster scene. (Coordination of emergency/disaster operations)

2. Alert phase

- Review the operational status of the NEOC
- Obtain a communications status report
- Review the operational status of each department
- Appoint an incident site manager and establish direct communications with him
- Review the status of the emergency/disaster operation plans and procedures and ensure they are current.
- Confirm that agency representatives have been notified and/or have arrived at the NEOC.
- Check that personnel assigned to the operations room are trained in:
 - Internal operating procedures
 - Policy guiding emergency/disaster operations
 - Report forms
 - Distribution and message routing
 - Displays
 - Internal and external communications.
- Ensure that the following tasks are completed:
 - Set up furniture
 - Set up communications equipment
 - Set up charts and display materials

- Install phones, fax, computers, radios and scanners
 - Distribute stationery supplies to each desk
 - Inspect generator, antennas, food and water stocks, and fuel supply
 - Set up chalkboards/whiteboards.
 - Set up photocopier machine
 - Set up manual typewriters
 - Take out battery powered calculators
 - Take out battery powered radio receivers
 - Take out box of message and report forms
 - Take out stationery and supplies (see list at annex C)
 - Take out emergency/disaster plans and agreements.
- Designate an alternate NEOC if necessary and ensure setup is completed as above.

3. Response phase

- Ensure that rapid, well coordinated and effective responses are made to the emergency/disaster situations referred to the operations group.
- Ensure that response actions are treated on the basis of their seriousness.
- Note whether action is deferred to later time periods, where possible, in favour of activity that must be taken immediately.
- Anticipate problems and take remedial action before large problem situations develop.
- Ensure that coordinated activity is taking place within the operations room and with the executive group and communications center.
- Refer to the Director or NDC those decisions requiring the exercise of extraordinary emergency powers, departure from the operational policy guidelines, and interpretations of policy.
- Brief the Director or NDC periodically on the status of the situation and immediately on vital emergency/disaster operations and major problems.

- Brief all new arrivals

4. Recovery phase

- Continue to coordinate the recovery activities.
- Prepare and consolidate after action reports. (See Annex L for format)
- Deactivate the NEOC

**ASSISTANT OPERATIONS COORDINATOR ASSISTANT OPERATIONS
OFFICER/EMERGENCY COORDINATOR**

1. General responsibilities

- Performs the role of the Operations Officer until he/she is on duty.
- Acts as primary message controller to ensure smooth information flow within the NEOC
- Takes action to provide and coordinate assistance and relief requested by the parishes and communities through the appropriate agency representative or volunteer agency in the operations room.

2. Alert phase

- Test standby power unit
- Ensure all radios, telephones, fax machines etc are activated
- Ensure a ready supply of logs, forms, maps, etc are in the operations and communications area.
- Report operational status to the Operations Officer

3. Response phase

- Receive and record initial disaster reports, and divisional and local situation reports.
- Ensure that maps, displays, logs and registers are correctly maintained.
- Keep the Operations Officer and Director, NEMA apprised of the situation.
- Exercise direction over shift #2 when the NEOC is operating on a 24-hour basis.

4. Recovery phase

- Deactivate the NEOC as follows:
- Store furniture
- Clean and store displays
- Disconnect and store communications
- Inventorise and store supplies
- Replenish supplies

COMMUNICATIONS OFFICER COMMUNICATIONS OFFICER

1. General responsibilities

- Supervises operations of the communications center
- Receives and disseminates warnings to regions, municipalities and communities as directed by the Operations Officer.
- Establishes and maintains radio communications (National, Regional and International)

2. Alert phase

- Check personal telephone
- Open personal log and record date and time of arrival
- Ensure a ready supply of message forms and logs at all work stations.
- Check for any messages which relate to your function or responsibilities, delivered prior to your arrival
- Open in/out message register
- Switch on all radios, fax machines, telephones etc.
- Conduct a complete operational check of all available radio networks
- Assign radio operators to location as required
- Establish radio communications with site
- Open radio logs
- Report communications status to Operations Officer

3. Response phase

- Coordinate establishment of communications in the disaster area(s).
- Arrange for additional communications, with capability as directed by the Operations Officer.
- Ensure communications and backup equipment are fully operational.
- Maintain communications status board

4. Recovery phase

- Prepare communications portion of after action reports.

**ADMINISTRATION AND SUPPORT OFFICER ADMINISTRATION AND
SUPPORT OFFICER**

1. General responsibilities

- Provides administrative support for the NEOC including the following as required:
 - Billeting
 - Transportation
 - Food
 - Supplies and material, to include fuel for auxiliary power generator
 - Personnel augmentation from outside sources
 - Printing and reproduction
 - Funding and purchasing required for emergency/disaster operations
- Maintenance and upkeep of disaster directory and work schedules.
 - Obtain additional facilities as required
 - Fiscal functions:
 - Maintain financial records for emergency/disaster operations
 - Perform emergency funding and emergency purchasing actions
 - Prepare financial portion of after action report

LOGISTICS OFFICER LOGISTICS OFFICER

1. Alert phase

- Check personal telephone
- Open personal log and record date and time of arrival
- Check for any messages which relate to each individual's function or responsibilities delivered prior the individual's arrival.
- Obtain brief from Operations Officer on all available information on the emergency/disaster including resources committed and held in reserve
- Begin compilation of needs assessment.
- Brief operations Officer on logistics status and provide a situation report on the mechanisms in place to collect data on emergency/disaster relief requirements.

2. Response phase

- Ensure logistics related information displayed
- Coordinate damage assessment in terms of identifying and obtaining critical emergency/disaster relief requirements.
- Coordinate surveys in disaster areas to determine damage to property and repair or reconstruction requirements.
- Prioritize and arrange for immediate repair of buildings and infrastructure to ensure speedy rehabilitation of the population to normal activity in the shortest possible time.
- Coordinate transportation of emergency/disaster supplies from air and sea ports of entry to the main distribution center

- Establish a center for the storage and distribution of emergency/disaster supplies.
- Arrange the necessary transportation required for distributing the emergency/disaster supplies from the central warehouse into the districts or villages affected.
- Procure the necessary essential emergency/disaster materials/food supplies and services that may be required.
- Answer the immediate needs of the emergency/disaster.

POLICE/PWD/TPT/MILITARY/FIRE /UTILITIES
REPRESENTATIVESPOLICE/PWD/TPT/MILITARY/FIRE /UTILITIES
REPRESENTATIVES

1. General responsibilities

- Operational planning, decisions and coordination within services or committees represented. (eg Military, Fire, Damage assessment committee, Shelter committee, etc)
- Operational support to the disaster response with continued service to unaffected areas of the country.
- Police to provide security for the NEOC

2. Alert phase

- Check personal telephone/desk
- Open personal log and record date and time of arrival
- Check for any messages which relate to your function or responsibilities delivered prior to your arrival.
- Check the operational guidelines of the service represented.
- Establish communications with the service represented.
- Report operational and communications status to Operations Officer.
- Obtain brief from Operations Officer on all available information on the emergency/disaster including resources committed and held in reserve
- Begin long range planning

3. Response phase

- Brief Operations Officer on Departmental status and provide a situation report on the emergency/disaster. Highlight problem areas or unusual resource requirement.
- Answer the immediate needs of the emergency/disaster

4. Recovery phase

- Implement and support where applicable recovery activities within the sector.

HEALTH REPRESENTATIVEHEALTH REPRESENTATIVE

1. General responsibilities

- Operational planning, decisions and coordination within services or committees represented. (eg Military, Fire, Damage assessment committee, Shelter committee, etc)
- Operational support to the disaster with continued service to unaffected areas of the country.

2. Alert phase

- Check personal telephone/desk
- Open personal log and record date and time of arrival
- Check for any messages which relate to your function or responsibilities delivered prior to your arrival.
- Obtain brief from Operations Officer on all available information on the emergency/disaster including resources committed and held in reserve
- Check operational status of the Ministry of Health and all other medical services.
- Report operational status to the Operations Officer.
- Establish communications with other Health and medical officials.
- Check with hospitals to determine any unusual problems or needs.
- Alert any Health clinics in the immediate area of the emergency/disaster or hazard and offer assistance in relocating patients or residents.
- Report any immediate or future communications needs to the Communications Officer.

- Begin long range planning

3. Response phase

- Brief Operations Officer on departmental status and provide a situation report on the emergency/disaster. Highlight problem areas or unusual resource requirement.
- Answer the immediate needs of the emergency/disaster

4. Recovery phase

- Implement and support where applicable recovery activities within the sector.

Appendix 11
to Annex A

RADIO OPERATOR

1. General responsibilities

- Operates assigned radio frequencies
- Maintains accurate in/out message logs under the direction of the Communications Officer
- Monitors and documents alternate frequencies.

Appendix 12
to Annex A

PLOTTER

1. General responsibilities

- Maintains maps, charts and status boards, and posts situations as required to keep current.
- Becomes familiar with identifying codes and symbols of agencies in the operations room.
- Ensures that sufficient map symbols are available and marked properly.
- Ensures that actions are entered on the status board and action board, and that these boards are kept current.

Appendix 13
to Annex A

RUNNER/MESSENGER

1. General responsibilities

- Maintains prompt flow of information within the NEOC as directed by the assistant Operations or Communications Officer

- Picks up and distributes messages within the NEOC
- Reproduces the required number of copies of messages on duplicating equipment.

Appendix 14
to Annex A

RECEPTIONIST/TELEPHONE OPERATOR RECEPTIONIST/TELEPHONE OPERATOR

1. General responsibilities

- Receives all visitors, determines their business and informs appropriate member of the NEOC staff.
- Maintains visitors register (see annex C)
- Handles incoming telephone calls and informs the called individual through the intercom system (if available) or other ring-down means.
- Keeps a record of incoming calls not completed and routes information to called individual through messenger

Appendix 15
to Annex A

JOURNAL CLERK JOURNAL CLERK

1. General responsibilities

- Maintains the NEOC operations journal (see annex C)
- Records incoming and outgoing messages in the journal.
- Files one copy of each message and report with the journal.

SENIOR STAFF CLERK SENIOR STAFF CLERK

1. General responsibilities

- Ensures sufficient clerical support staff for operations, services and committees at all times.
- Correlates and reproduces records pertaining to the emergency/disaster.

OTHER CLERKS OTHER CLERKS

1. General responsibilities

- Dictation, typing, filing of information as directed by the senior clerk
- Assists operations/services and/or committees in the NEOC with clerical needs
- Operates photocopier and other office equipment as required

LOCAL EMERGENCY/DIVISIONAL COORDINATORS DIVISIONAL COORDINATORS

1. General responsibilities

- Evaluates the situation
- Assesses requirements for assistance
- Represents the Director, NEMA on Local Government Emergency Committees

- Keeps the Director NEMA advised of the situation and conditions.

Annex C

NEOC RESOURCE LIST

Appendix 1
to Annex C

Equipment

- The following items of equipment are ideally held in the NEOC:

- Tables
- Desks
- Chairs
- Clocks
- Photocopy machine
- Manual and electric typewriters
- Computers/modems
- Video cameras
- Television sets
- VCRs
- Tape recorders
- Cameras
- HF radios
- VHF radios
- UHF radios
- SW radios
- Portable satellite terminal
- Commercial radios
- Telephone switchboards
- Telephones (listed and unlisted numbers)
- Telephone jacks for additional phones to be installed
- Radio station remote hookups
- Telephones for press/public
- Projection screens
- Film, slide and OHP's
- Easels with flipcharts
- Blackboards
- Whiteboards
- Events display boards
- Local, parish, country and regional maps

- Aerial photos
- Coffee machine
- Stove
- Food storage cabinets
- Refrigerator/freezer
- Dishwasher
- Beds/cots
- Flashlights
- Auxiliary power (generator)
- Air conditioners
- Extractor fans

SuppliesSupplies

- The following supplies are ideally needed in the NEOC:
 - Food/beverage supplies
 - Juices
 - Coffee pots and cups
 - Tea kettles
 - Paper cups
 - Water pitchers
 - Glasses
 - Paper towel dispensers
 - Paper towels
 - Food preparation/serving equipment
 - Eating utensils
 - Coffee maker filters
 - Sheets/pillowcases
 - Towels
 - Soap (personal, detergent, laundry, dishes)
 - Toilet paper
 - Coat racks/hangers
 - Coveralls for change of clothes
 - Extension cords
 - Light bulbs
 - Garbage bags
 - Matches
 - Medical supplies
 - Batteries/bulbs for flashlights
 - Film/ashes for cameras
 - Ash trays

StationeryStationery

The following items of stationery will be required in the NEOC:

- In/out registers
- Operations log sheets
- Note pads
- Message pads
- Message forms
- Mutual aid request forms
- Situation report forms
- Overhead projection materials
- Audio cassettes
- Video cassettes
- Reels for tape recordings
- File folders
- Typewriter ribbons
- Paper and supplies for duplicating machine
- Adding machine tape
- Rubber stamps/ink pads
- Felt tip markers
- Washable markers
- Chalk and erasers
- Paper for easel charts
- Poster board for signs
- Map tack
- String
- Typing paper (standard and legal size)
- Envelopes of various sizes
- Scrap paper
- Waste paper baskets
- Pens
- Pencils
- Scissors
- Staplers/staples/staple removers
- Glue sticks
- Scotch tape
- Scotch tape dispensers
- Rubber bands
- Erasers
- Thumb tacks
- Organization and name tags

- Waste baskets
- Filing cabinets
- Adding machines/calculators
- Pencil sharpeners
- Telephone books
- In/out boxes
- Calendars
- Paper clips
- Paper fasteners

Pre-positioned data and analytical aids

- The following documents and aids are pre-positioned in the operations room to assist the NDC and NEOC staff:
 - National and local emergency/disaster operations and preparedness plans:
 - Hurricane/tropical storm
 - Earthquake
 - Flooding
 - Oil spill
 - Chemical spill/explosion
 - Explosion
 - Ships fire
 - Major fire
 - Marine accident
 - Aviation accident
 - Civil disturbance
 - Volcanic eruption
 - Others
 - Maps of the Islands/countries, parishes and major towns and communities showing physical features, land use and population densities.
 - Data on parishes and major communities including their population, resources, and any mutual aid agreements that may exist.
 - Roster of key local government and private officials including their organizations, business and home addresses, and telephone numbers.
 - NEOC SOP's
 - Emergency/disaster communications plan and SOPs
 - Mutual aid agreements (Local, Regional and International)

- National emergency legislation
- Agency emergency/disaster response plans (police, fire etc)
- Agency organization charts.
- National evacuation plan
- Emergency/disaster plans for neighbouring communities/Towns/Parishes
- Current list of locations and descriptions of dangerous goods within the Town/Parish/Country.
- Relevant documentation of dangerous goods
- Resource inventories
- Reference library (inventory of documents)
- Distribution lists
- Other

To Annex C

Guidelines for EOC location and Layout

A number of factors need to be considered when deciding where to locate your NEOC. Vulnerability and convenience are the primary considerations. Available facilities and budgetary restraints are other important factors. Potential hazards must be carefully analyzed before locating an NEOC. For example, there is little sense in locating an NEOC in a flood plain if there is a potential flood threat.

Ideally, the NEOC should be survivable against all natural and manmade disasters. Therefore, it should be a self contained, self sufficient facility that can operate independently for a reasonable amount of time with its own electrical generator, an independent water supply and sewerage disposal system, and adequate ventilation. Security and portability should also be considered.

The environment of the NEOC should be suitable for people working closely together. It should at least contain the following separate areas:

(1) *Executive Area*

Preferably this will be a separate facility from the rest of the NEOC but located near operations. The executive room will house elected officials, whose authority will give direction to the response effort.

(2) *Operations Room*

This is the largest room in the facility and should be designed so management can effectively coordinate a response to the crisis. A suggested layout is shown at annex B-1.

(3) *Communications Room*

Separate from the activities of the operations room, this area is the heart of the NEOC. From here, communications between the NEOC, the site and external entities will flow. It

is also the location of communications equipment for the rest of the NEOC. A suggested layout is shown at annex B-2.

(4) *Security Area**Security Area*

Security is an important part of the NEOC plan. Facilities must be located in an area where security personnel can manage and control people entering and leaving the NEOC, particularly the operations room.

(5) *Rest Area**Rest Area*

Stress and fatigue are natural consequences of disaster management. It is therefore imperative to include an area in the NEOC where personnel can rest.

(6) *Briefing Room/Media Center**Briefing Room/Media Center*

This part of the NEOC is for the media. It is the Public Information center from which news of the disaster will be disseminated to the public via both print and electronic media through press conferences. Periodic NEOC staff briefings will also be held in this room.

(7) *Kitchen/Food Storage Facilities**Kitchen/Food Storage Facilities*

An area must be included in which food can be stored in advance, and also prepared in the event of a disaster.

(8) *Training room**Training room*

There may be need for various forms of rapid disaster training for NEOC staff. This should be done in a fairly secluded training area.

(9) *Wash rooms (male and female)*

Equipment & supplies for Public Information Center
Equipment & supplies for Public Info Center

- The following items are required for the Public Information and Education center:
 - Separate entrance/exit for the PIEO
 - Desks
- Chairs
- Folding tables
- Filing cabinets
- Telephones
- Tape recorders
- Video camera
- TV monitor
- VCR
- Slide/sound carousel
- Computer
- Photocopier
- Whiteboard
- Bulletin board
- Coat rack

Map of NEMA Trinidad and Tobago EOC

5.2 COMMUNICATION

This plan is currently being updated by the Telecommunications Task Group.

5.2.1 National Telecommunication Emergency Plan

This emergency plan is managed by NEMA's Telecommunications Task Force, which is chaired by the Telecommunications Division, Ministry of Information, Communications, Training and Distance Learning.

(a) Objective

The objective of the plan is to ensure that a fully operational telecommunications system is in place at all times in order to respond to emergencies.

The National Emergency Telecommunications System consists of ten telecommunication networks operating independently, and interfaced at the coordinator level through the NEMA Management Network. These networks are:

- i NEMA Management Network coordinated by the Director, NEMA and links with all Task Force Groups (147.80MHz-147.20MHz Ch. 1; 148.20MHz-148.80MHz, Table 5 (a & b)
- ii Telephone/Fax Network-coordinated by TSTT.
- iii Maritime/Aeronautical/Meteorological Network-coordinated by the Coast Guard.
- iv Amateur Network-coordinated by the Amateur Radio Society.
- v CB Network-coordinated by the Citizen Band Organisations
- vi Broadcast Network-all broadcasting entities
- vii Police Network -coordinated by Police Headquarters with links to sub-stations.
- viii Tobago Network-coordinated by the Tobago House of Assembly (152.28 MHz-152.18 MHz, 152.10 MHz). Tobago NEMA is also directly connected to the NEMA (147.80MHz-147.20MHz) network.
- ix Local Government Network- linking the Municipal Corporations to the NEMA Network.
- x Fire Services Network-coordinated by the Fire and Ambulance Service with links to sub-stations.

(b) Operations

All networks are in use on a daily basis, thus ensuring the greatest reliability. All operators of these networks should be trained in radio operations in emergency situations.

In a Level 3 emergency, operators with telecommunications equipment from networks “ii-vi” and “ix” will form part of NEMA’s EOC communications operation. Further all Task Force representatives (not mentioned above) shall have a communications link to their respective organisations, thereby ensuring the EOC has direct communications to all concerned.

(c) Rules and Regulations

- i All stations must be in a state of physical readiness (especially power supplies and antennae) given adequate warning of impending disaster.
- ii Contact within networks and between related networks must be established as soon as a physical state of readiness has been achieved.
- iii All pertinent messages, time and date of receipt are dispatched and entered in a logbook.
- iv All operators must be equipped with a logbook and suitable writing material.
- v All operators must sign-on and sign-off on commencement and completion of duty or working period.
- vi An operator shall not leave the station unless properly relieved, i.e. by another operator/station.
- vii Conversation of a personal nature is not desirable.
- viii Messages must be verified, as brief as possible, and to the point.
- ix The coordinators-Telecommunications, will declare the opening/closure of the emergency network.
- x All operators are expected to adhere to standard operating practices.

5.2.2 Procedures for NEMA Task Force Coordinators

(a) In non-emergency conditions:

All networks will be utilised for day-to-day operations. These would ensure that the equipment is fully operational for emergency purposes. NEMA Repeater Channel (1), CB Channel (10) and Maritime Channel (16) are the standby call channels so as to establish or respond to an emergency.

(b) In isolated emergency conditions

The NEMA repeater Channel should be used to report to the NEMA CONTROL (9Y5 NEMA Control) situations requiring assistance. These calls can be made directly to other agencies if the situation warrants a direct contact.

(c) In national disaster conditions

All networks will be activated and it is expected that all coordinators will man their respective stations as soon as possible, establish contact with the Municipal Corporations and await instructions from the national and regional coordinators. All reports made on disasters should be logged (see Emergency Message Form attached).

This message form is to be completed in triplicate: White copy to the Operations Coordinator: Yellow copy to the agency/organisation representative in the EOC directly concerned with the matter and the Pink copy is to be retained by the radio operator.

Tables 5.2 (a & b) NEMA Repeaters, Radio Frequencies and Channels.

(a) NEMA's "Borde" Repeater Central Range (c. 1990)

Channel 1	2 Simplex	3 Simplex	4 Ch. 16 Marine	5 (Ham) Amateur	6 (Ham) Amateur
TX 147.20	147.80	148.80	156.80	146.33	147.33
RX 147.80	147.80	148.80	156.80	146.94	147.93

(d) Communications Equipment

1 Base (12V with power supply) NEMA's Office

8 Handheld Radios and Chargers.

1-3 NEMA Office Staff Use

4 Mr. Scipio, Fire Services

5 Dr. Le Maitre, P.M.O., Ministry of Health.

6 Mr. Alvin Brown, Director School Supervision, Ministry of Education.

7 Police Operations Room, St. James Barracks.

8 _____, Ministry of Housing.

(b) NEMA's "Caribel" Repeater, Chaguanas Fire Station (1998)

1 Channel	2	3 Simp X	4 Simp X	5	6	7 Ham	8 Ham	9 CH 16
TX 147.2	148.2	147.8	148.8	149.1	148.2 4	146.3 4	147.3 3	No TX
RX 147.8	148.8	147.8	148.8	149.1	148.2 4	146.9 4	147.9 3	156.8

Communications Equipment

4 Base Radios(12V with power supply)

1 NEMA's Office - Ch. 1,2,3,4,5,6,7 only.

1 Meteorological Services Piarco - Ch. 1,2,3,4 only.

1 PLIPDECO - Ch 1,2,3,4 only.

1 Couva Tabaquite Talparo Regional Corporation - Ch. 1,2,3,4 only.

2 Mobile Base Radios - Ch. 1,2,3,4,6,7,8,9 only.

4x4 Hilux - Tax 2997

Panel Van - TBB 5243

3 Handheld Radios and chargers, NEMA's Staff Use- Ch. 1,2,3,4,5*

(*Ch. 7 encoded as 5)

2 ICOM Mobile Station IC2350 installed with Telecommunications Task Force Chairman (Mr. W. Ragbir) and Secretary (Mr. B. Gunness) respectively (Telecommunications Division) to monitor networks.

5.2.3 Tobago House of Assembly

NEMA Tobago frequencies
TX 152.18

RX 152.28

Communications Equipment

3 Base Radios

1 METEOROLOGICAL OFFICE

1 NEMA Technician Mobile

1 NEMA Office

10 Handheld Radios and Chargers.

1 NEMA Coordinator

1 Fire Service

1 Police Service

1 REACT

1 Coast Guard

1 Health

1 Trinidad and Tobago Regiment

Works

1 THA CA-Chief Administration

1 NEMA THA1 (Natalie Small)

5.2.4 Regional Communications

a. Grenada

HF Frequencies (8m band)

3.815 MHz Primary

7.162 MHz Secondary

(b) Caribbean Disaster Emergency Management Agency (CDERA)

Frequencies for CDERA are as follows:

Eastern Caribbean - 7.850 MHz USB (alternative- 7.453.5 MHz USB)

East/West- 14.415 MHz USB

Call signs of emergency stations authorised to use the NEMA repeater

NEMA

9Y5NC	NEMA Control
9Y5ND	NEMA Director
9Y5CN (1,2,3,4,)	NEMA Coordinators
9Y5THA	Tobago House of Assembly

Government Offices

9Y5PS	Police Service
9Y5FS	Fire and Ambulance Services
9YA	Coast Guard
9Y5DF	Defence Force
9YL	North Post Station
9YK	Telecommunications Division
9Y5MS	Meteorological Services
9Y5MH	Ministry of Health
9Y5ME	Ministry of Education
9Y5ID	Information Division
9Y5WI	Min. of Works and Transport.
9Y5LG	Ministry of Local Government

Municipal Corporations

9Y5ABC	Arima Borough Corporation
9Y5CBC	Chaguanas Borough Corporation
9Y5CTT	Couva Tabaquite Talparo Regional Corporation
9Y5DPC	Debe Penal Regional Corporation
9Y5DRC	Diego Martin Regional Corporation
9Y5GRC	Sangre Grande Regional Corporation
9Y5LRC	San Juan Laventille Regional Corporation
9Y5MRC	Mayaro Rio Claro Regional Corporation
9Y5PBC	Point Fortin Borough Corporation
9Y5PCC	Port of Spain City Corporation
9Y5PTC	Princess Town Regional Corporation
9Y5SFC	San Fernando City Corporation
9Y5SRC	Siparia Regional Corporation
9Y5TRC	Tunapuna Laventille Regional Corporation

Public Utilities and Other Agencies

9Y5TSTT	Telecommunications Services of T&T
9Y5WS	Water and Sewage Authority (WASA)
PY5EC	T&T Electricity Commission (T&TEC)
9Y5SRU	Seismic Research Unit

9Y5RC
9Y4--
9Z4--

Red Cross Society of T&T
Amateur Radio Emergency Coordinators
-do-

