



CDEMA

The Caribbean Disaster
Emergency Management Agency



ODPM

Storm Surge Warning Information Dissemination Protocol

ODPM
6/3/2011

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Acronyms

| | | |
|-------------|---|--|
| CCRIF | - | Caribbean Catastrophe Risk Insurance Facility |
| CIMH | - | Caribbean Institute of Meteorology and hydrology |
| CZMA | - | Coastal Zone Management Agencies |
| DMO | - | Disaster Management Organization |
| EOC | - | Emergency Operations Centre |
| MDO | - | Meteorological Duty Officer |
| NEOC | - | National Emergency Operations Centre |
| NHC | - | National Hurricane Centre |
| ODPM | - | Office for Disaster Preparedness and Management |
| REACT | - | Radio Emergency Associated Communication Teams |
| RTFS (TAOS) | - | Real Time Forecasting System |
| SOP | - | Standard Operating Procedures |
| TEMA | - | Tobago Emergency Management Agency |
| TTARL | - | Trinidad and Tobago Amateur Radio League |
| TTARS | - | Trinidad and Tobago Amateur Radio Society |
| TTDF | - | Trinidad and Tobago Defence Force |
| TTFS | - | Trinidad and Tobago Fire Service |
| TTPS | - | Trinidad and Tobago Police Service |
| US NWS | - | United States National Weather Service |

STORM SURGE WARNING: Standard Operating Procedures **A** (SOP **A**)

METEOROLOGICAL DUTY OFFICER IMMEDIATE ACTIONS CHECKLIST

| | |
|--|---|
| | <p>SOP A IMMEDIATE ACTIONS CHECKLIST: METEOROLOGICAL DUTY OFFICER (includes requirements for SUB-REGIONAL FOCAL POINTS)</p> <p><input type="checkbox"/> 1. Meteorological Duty Officer (MDO) must analyze weather charts, interpret satellite and radar weather imagery and review faxes internet communications, alpha numeric information from the COROBOR software application and Bulletins received from the US NWS NHC to determine whether a Tropical Storm/Hurricane is forecast to arrive at Trinidad and Tobago, and Grenada and its dependencies.¹</p> <p><input type="checkbox"/> a. Tropical Storm/Hurricane does not threaten Trinidad and Tobago, and Grenada and its dependencies</p> <p>If after assessment of the Bulletin, the MDO determines the event does not threaten the coastlines of Trinidad and Tobago, and Grenada and its dependencies, the Director and/or MDO should continue to monitor information about the event and advise the CEO of the Disaster Management Organization and in the case of the Sub-region, the Director and/or MDO of Grenada and its dependencies for which they assume responsibility, that they are monitoring the passage of the Tropical Storm/Hurricane through the region; that assessment shows that it will not impact Trinidad and Tobago ; and an information bulletin will be issued by the Meterological Office.</p> <p><input type="checkbox"/> i. ODPM will receive the information bulletin by <u>phone</u>, fax and/ or email</p> <p><input type="checkbox"/> Phone Contact: (868) 640-1289 Fax: (868) 640-8988</p> |
|--|---|

¹ If the MDO is a CDEMA Sub-Regional Focal Point, they must review and assess information not only for their country but also for countries for which they are also responsible.

Use **Attachment A** to record communications with DMO.

ii. Contact the MDO for the Sub-Region.

Grenada and its dependencies Phone Contact: **TBD**

Use **Attachment B** to record day and time of communications and to provide a brief summary of communications, agreed upon follow up, etc. with the PS within the Sub-Region.

b. Tropical Storm/Hurricane threatens Trinidad and Tobago/ Grenada and its dependencies.

i. Contact the CEO of the ODPM (Office of Disaster Preparedness and Management) and Tobago Emergency Management Agency (TEMA) and/or their designated officers. Advise about impending Tropical Storm/Hurricane and its potential impacts for storm surge.

Cell Phone/Fax No./Internet Address/Satellite Phones/ High Frequency (HF): **TBD**

Use **Attachment A** to record day and time of communications and to provide a brief summary of communications, agreed upon follow up, etc

ii. Contact the Coast Guard/ Trinidad and Tobago Police Service/Coastal Zone Management Agencies (CZMA)/ Life Guard Service/ hotels/ oil and gas companies and radio operators to verify local conditions.

Cell Phone/Fax No./Internet Address: **TBD**

Use **Attachment C** to record day and time of communications with the CZMA.

iii. Contact individual fishermen and beach users/associations to verify local conditions.

Use **Attachment D** to record day and time of communications with the individual fishermen and beach users/associations.

iv. Access TAOS-RTFS(CCRIF)/MM5/SMARTMET/ECMWF **[Software]** Modelling technology and also the modelling output from the United States as available and run model(s) with input from US NWS NHC bulletin and verified local conditions.

Use **Attachment E** to record the results of the SMARTMET Model(s) about potential storm surge size and location including a hard copy of the graphic.

v. Fax and Email copy of completed advisories, watches and/ or warnings with information identifying storm surge, wave heights and locations of wave impacts ODPM, agencies and all relevant stakeholders.

Consult the ODPM regarding the results of the modeling and with Caribbean Institute of Meteorology and Hydrology (CIMH) for further support if necessary.

Continue to monitor the Tropical Storm/Hurricane and local conditions, and update the advisory, watches and warning as is necessary. Continue all consultations with the ODPM, , and all relevant stakeholders mentioned in II and III above including CIMH as necessary.

Use **Attachments A, C and D** to record all communications with the ODPM and all relevant stakeholders mentioned in II and III above including CIMH as necessary..

Use **Attachment F** to record all communications with the CIMH and any follow actions etc.

Cell Phone/Fax No./Email Address:

| | |
|--------|--|
| | <p>[] c. The Director/ MDO will contact the Director, Meterological Office and the Director of the Disaster Management Organization in Grenada and advise about impending Tropical Storm/Hurricane and potential impacts on coastlines, provide any necessary forecasting support, The Meteorological Office of Trinidad and Tobago will continue to be available to the Director of the Disaster Management Organization and the Meteorological Office of Grenada and its dependencies as they require and initiate communication.</p> <p>[] i. Contact Director of the Disaster Management Organization of Grenada:</p> <p>[] ii. Contact Director of the The Meteorological Office of Grenada. Use Attachment B to record all communications with Sub-regional MDO and to provide a brief summary of all communications, agreed upon follow ups, etc.</p> |
| [] 2. | <p>The Director of the Meteorological Office will contact their Ministry's Permanent Secretary and inform the media via bulletins. The ODPM will contact the Minister of National Security and the Minister responsible for information, GISL and the Joint Information Task group, all government communicators, the Permanent Secretary and the mass media.</p> |
| [] 3. | <p>The Director/ MDO continues reports and updates to the ODPM, based on updated local/ international information and modelling records. MDO should record all communications with the ODPM on Attachment A.</p> |
| [] 4. | <p>MDO in conjunction with the ODPM continues to update the public via GIS through the RADIO, TV, AND CABLE BROADCAST STATIONS. Attachments G and H are to be updated accordingly.</p> |

STORM SURGE WARNING: SOP **B**

OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT IMMEDIATE ACTIONS CHECKLIST

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| | <p>SOP B IMMEDIATE ACTIONS CHECKLIST: ODPM DUTY OFFICER</p> <p><input type="checkbox"/> 1. Upon receipt of a telephone call from the Meteorological Duty Officer (MDO) advising about a Tropical Storm/Hurricane which</p> <p><input type="checkbox"/> a. Does not threaten the coastlines of Trinidad and Tobago</p> <p><input type="checkbox"/> i. The ODPM should record the date and time of communication with the MDO using Attachment I. Continues to monitor the Tropical Storm/Hurricane and record all communication with the MDO using Attachment I.</p> <p><input type="checkbox"/> b. Tropical Storm/Hurricane threatens the Trinidad and Tobago</p> <p>Contact the Ministry of National Security/Prime Minister's Office and other relevant Ministries, the GIS and other appropriate agencies to advise that the Meteorological Office has indicated that the Tropical Storm/Hurricane is imminent and is expected to affect the country/its coastlines. Inform of the actions of the MDO in verifying local conditions, modelling regarding the impact of storm surge and necessary consultations. Advise of the intended follow-up contact. Attachment J (Amendment to list needed) provides a comprehensive list of all organizations which need to be advised about the impact of a large storm (Tropical Storm/Hurricane) on the country. Attachment K for keeping a record of all contacts made should also be completed.</p> <p><input type="checkbox"/> Cell Phone/Fax No./Internet Address:</p> |
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|------------------------------------|--|
| | <p><input type="checkbox"/> ii. Contact the Caribbean Disaster Emergency Management Agency (CDEMA) to advise about report/alert from Meteorological Office and actions of the MDO in verifying local conditions, modelling regarding the impact of storm surge and necessary consultations. Advise of follow-up contact accordingly.</p> <p><input type="checkbox"/> Cell Phone/Fax No./Internet Address: TBD</p> <p>Use Attachment L to record contact and notification of CDEMA and all ongoing communications.</p> |
| <p><input type="checkbox"/> 2.</p> | <p>Following initial joint consultation with the MDO, CZMA and CIMH (if necessary), carry out further joint consultations with the MDO and CZMA based on updated bulletins from the US National Weather Service, National Hurricane Center (NWS NHC) and the modelling. Contact other local authorities to determine and/or map the areas of recommended evacuation, identify evacuation routes, shelters, etc. Use Attachments J and K to record all contact with the authorities and Attachment M to record recommended evacuation routes and locations of shelters. Determine how and when recommendations for evacuations would be appropriate.</p> |
| <p><input type="checkbox"/> 3.</p> | <p>Contact the Office of the Prime Minister (OPM) and relevant Ministries and other appropriate agencies to advise that evacuation(s) will be necessary and the need for the activation of the National Emergency Operations Centre (NEOC). Provide a copy via fax and Internet of the updated Attachments E and M. Attachment G provides a comprehensive list of all organizations which need to be advised about the necessary evacuation(s). Continue using for keeping a record of all contacts made.</p> |
| <p><input type="checkbox"/> 4.</p> | <p>Activate the NEOC and use Attachments N and O in conjunction with National Emergency Operations Centre SOPs to advise vulnerable communities on the need for evacuations due to the storm surge threat. Evacuation orders may also be activated wherever applicable.</p> |
| <p><input type="checkbox"/> 5.</p> | <p>Call/Fax/Email CDEMA to advise about the necessary evacuation(s), related concerns, and any necessary support required. Provide copies of updated Attachments E and M as well as Attachment L-1.</p> <p><input type="checkbox"/> Cell Phone/Fax No./Internet Address: (insert contact information)</p> |

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| | <p>Continue consultations with the Executive Director, CDEMA and update Attachments L and L1 accordingly.</p> |
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STORM SURGE WARNING: SOP **C** (CANCELLATION)

SOP C IMMEDIATE ACTIONS CHECKLIST

1.

The Director/ MDO in consultation with the US NWS NHC advise that all danger relating to the Tropical Storm/ Hurricane has passed and all previous severe weather bulletins have been cancelled.

a. If the NEOC has not been activated

i. The MDO must contact the Director of the ODPM and report receipt of cancellation. Continue using **Attachment A** for ongoing communication with the ODPM.

Cell Phone/Fax No./Internet Address: **TBD**

ii. The MDO must contact the CZMA and the individual fishermen and beachgoers/associations to verify local conditions. Inputs updated information into the SMARTMET model as available and consult with the CIMH as necessary.

Use **Attachments C, D and F** to record communication and Attachment E to record results.

iii. The MDO must jointly consult with the ODPM and the CZMA and determine the next steps based on local conditions.

Use **Attachments A and C** to record all communication, decisions and follow-up conditions.

iv. Contact GIS for contact with RADIO, TV, AND CABLE BROADCAST STATIONS. (Use **Attachment G** for Directory of Broadcast Media Contact Information). Use **Attachment P** to advise public accordingly.

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| | <p data-bbox="440 247 911 285">[] b. If the NEOC has been activated</p> <p data-bbox="440 369 1377 407">[] i. The MDO must advise the NEOC Director of the cancellation bulletin.</p> <p data-bbox="440 491 1386 642">[] ii. The Director, NEOC must follow National Tropical Storm/Hurricane SOPs regarding the necessary consultations to determine the next steps, either continued activation or deactivation of the NEOC, and dissemination of the requisite information to the public.</p> |
| [] 2. | End of Procedure. MDO, ODPM and all authorities must prepare the necessary reports as detailed in national and departmental plans and SOPs. No further action required. |

SOP ATTACHMENTS

ATTACHMENT A: COMMUNICATIONS BETWEEN THE MDO AND THE DMO

Day and Time of Initial DMO Contact: _____

Name of Initial DMO Contact: _____

Following keep a record of all communications related to the event (provide name of contact for all communications:

1. Name of DMO Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)

c. Name of MDO Recording Communication _____

2. Name of DMO Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)

c. Name of MDO Recording Communication _____

ATTACHMENT B: COMMUNICATIONS BETWEEN SUB-REGIONAL MDO AND SUB-REGION PS MDO

Day and Time of Initial Sub-Region MDO Contact: _____

Name of Initial Sub-Region MDO Contact: _____

Following keep a record of all communications related to the event (provide name of contact for all communications:

1. Name of Sub-Region MDO Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)_____

c. Name of MDO Recording Communication _____

2. Name of Sub-Region MDO Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)____

c. Name of MDO Recording Communication _____

ATTACHMENT C: COMMUNICATIONS BETWEEN THE MDO AND THE CZMA

Day and Time of Initial Contact: _____

Name of Initial CZMA Authority Contact: _____

Following keep a record of all communications related to the event (provide name of contact for all communications):

1. Name of CZMA Contact _____

a. Date, Time of Contact _____

b. Name of Department, if applicable _____

c. Provide details of Communication (include all 'to do' and follow up assignments)

d. Name of MDO Recording Communication _____

2. Name of CZMA Contact _____

a. Date, Time of Contact _____

b. Name of CZMA Department, if applicable _____

c. Provide details of Communication (include all 'to do' and follow up assignments) _____

ATTACHMENT D: COMMUNICATIONS BETWEEN THE MDO AND THE LOCAL FISHERMEN AND BEACH USERS/ASSOCIATIONS

Day and Time of Initial Contact: _____

Name of Initial Individual/Association Contact: _____

Following keep a record of all communications related to the event (provide name of contact for all communications:

1. Name of Individual/Association Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)_____

c. Name of MDO Recording Communication _____

2. Name of Individual/Association Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)____

c. Name of MDO Recording Communication _____

ATTACHMENT E: LIST OF MODELLING RESULTS

TAOS-RTFS Model

Graphic Results to be inserted

1. Maximum expected hazard intensity for wind speed, wave and storm surge height, and cumulative rainfall across the entire impact area of the storm;

2. Estimates of the impact on the territory by varying hazard levels;

3. Estimates of the operational impact of the storm on major ports and airports; and

4. Maximum expected hazard values:

NAME OF MDO:

SIGNATURE OF DMO:

DATE:

ATTACHMENT E: CONTINUED - LIST OF MODELLING RESULTS

SLOSH Model

Graphic Results to be inserted

Location: _____

Storm surge heights and winds:

Location: _____

Storm surge heights and winds:

Location: _____

Storm surge heights and winds:

Location: _____

Storm surge heights and winds:

NAME OF MDO:

SIGNATURE OF MDO:

DATE:

ATTACHMENT F: COMMUNICATIONS BETWEEN THE MDO AND THE CIMH

Day and Time of Initial Contact: _____

Name of Initial CIMH Contact: _____

Following keep a record of all communications related to the event (provide name of contact for all communications):

3. Name of CIMH Contact _____

d. Date, Time of Contact _____

e. Provide details of Communication (include all 'to do' and follow up assignments) _____

f. Name of MDO Recording Communication _____

4. Name of CIMH Contact _____

d. Date, Time of Contact _____

e. Provide details of Communication (include all 'to do' and follow up assignments)____

f. Name of MDO Recording Communication _____

ATTACHMENT G: DIRECTORY OF STORM SURGE BROADCAST MEDIA PARTNERS

| BROADCAST STATIONS (Radio, Television, Cable) | Emergency Contact Name | 24x7 Telephone Number | 24x7 Cell Phone Number | Radio Channel Contact | Name of Recipient and Time Message Received. |
|--|------------------------|-----------------------|------------------------|-----------------------|--|
| TBD | TBD | TBD | TBD | TBD | TBD |
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ATTACHMENT H: MDO BROADCAST MESSAGE TO THE PUBLIC

[] Storm Surge Advisory Message

Storm Surge Advisory

BROADCAST SCRIPT

A STORM SURGE ADVISORY HAS BEEN ISSUED by the Meterological Services of (enter name of PS).

THIS IS a STORM SURGE ADVISORY for (enter name of Participating State and Participating State's outlying islands)

(enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, there is the potential for storm surges to impact (enter PS and locations to be impacted) during the period (entire day/days and time).

The (enter name of National Met Services) will continue to monitor the system. Please stay tuned to this station for further updates.

[] Storm Surge Watch Message

Storm Surge Watch

BROADCAST SCRIPT

A STORM SURGE WATCH HAS BEEN ISSUED by the Meterological Services of (enter name of PS).

THIS IS a STORM SURGE WATCH for (enter name of Participating State and Participating State's outlying islands)

(enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, it is expected that storm surges of (enter height) height will impact (enter PS and locations to be impacted) within the next (insert number) hours.

The (enter name of National Met Services) will continue to monitor the system. Please stay tuned to this station for further updates.

ATTACHMENT H: CONTINUED - MDO BROADCAST MESSAGE TO THE PUBLIC

[] Storm Surge Warning Message

Storm Surge Warning

BROADCAST SCRIPT

A STORM SURGE WARNING HAS BEEN ISSUED by the Meterological Services of (enter name of PS).

THIS IS A STORM SURGE WARNING FOR (enter name of Participating State and Participating State's outlying islands)

(enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, it is expected that storm surges of (enter height) height will impact (enter PS and locations to be impacted) over the next (insert number) hours.

The (enter name of National Met Services) will continue to monitor the system. Please stay tuned to this station for further updates.

ATTACHMENT I: COMMUNICATIONS BETWEEN THE DMO AND THE MDO

Day and Time of Initial DMO Contact: _____

Name of Initial MDO Contact: _____

Following keep a record of all communications related to the event (provide name of contact for all communications):

1. Name of MDO Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)_____

c. Name of DMO Recording Communication _____

2. Name of MDO Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)____

c. Name of DMO Recording Communication _____

ATTACHMENT J: DMO'S STORM WARNING/STORM SURGE CIVIL AUTHORITIES CONTACT LIST

| AGENCY NAME | Emergency Contact Name | 24x7 Telephone Number | 24x7 Cell Phone Number | SAT Phone Number | Via Radio Channel/s (HF & VHF) | Name of Recipient and Time Message Received. |
|--|------------------------|-----------------------|------------------------|------------------|--------------------------------|--|
| Prime Minister | TBD | TBD | TBD | TBD | TBD | TBD |
| Police Force | TBD | TBD | TBD | TBD | TBD | TBD |
| Fire | | | | | | |
| Defence Force | | | | | | |
| Minister with responsibility for Disaster Management | | | | | | |
| Port Authority | | | | | | |
| Airport Authority | | | | | | |
| Public Works | | | | | | |

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|---|--|--|--|--|--|--|
| | | | | | | |
| Coastal Zone Management Agency (CZMA) | | | | | | |

ATTACHMENT K: DMO RECORD OF COMMUNICATIONS WITH CIVIL AUTHORITIES

Day and Time of Initial Contact: _____

Name of Initial Civil Authority Contact: _____

Following keep a record of all communications related to the event (provide name of contact for all communications):

1. Name of CIVIL AUTHORITY Contact _____

a. Date, Time of Contact _____

b. Name of Civil Authority Department _____

c. Provide details of Communication (include all 'to do' and follow up assignments) _____

d. Name of DMO Recording Communication _____

2. Name of CIVIL AUTHORITY Contact _____

a. Date, Time of Contact _____

b. Name of Civil Authority Department _____

c. Provide details of Communication (include all 'to do' and follow up assignments)

d. Name of DMO Recording Communication _____

ATTACHMENT L: DMO RECORD OF COMMUNICATIONS WITH CDEMA

Day and Time of Initial Contact: _____

Name of Initial CDEMA Contact: _____

Following keep a record of all communications related to the event (provide name of contact for all communications):

1. Name of CDEMA Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)_____

c. Name of DMO Recording Communication _____

2. Name of CDEMA Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)

c. Name of DMO Recording Communication _____

ATTACHMENT M: LIST OF STORM SURGE EVACUATION ROUTES²

[] 1. _____

[] 2. _____

[] 3. _____

² It is recommended that all possible evacuation routes from the coastal areas be determined, routes to shelters be identified and signage provided.

ATTACHMENT N: DMO BROADCAST MESSAGE TO THE PUBLIC

* It is recommended that this message be broadcast in conjunction with the Storm Surge bulletins to the public issued by the National Meteorological Services.

Storm Surge Advisory Message

Storm Surge Advisory

BROADCAST SCRIPT

A STORM SURGE ADVISORY HAS BEEN ISSUED by the Meteorological Services of (enter name of PS).

THIS IS a STORM SURGE ADVISORY for (enter name of Participating State and Participating State's outlying islands)

The (enter name of Met Services) has advised that (enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, there is the potential for storm surges to impact (enter PS and locations to be impacted) during the period (entire day/days and time). At this time, sea bathers, surfers and captains of sea vessels are advised to exercise caution.

The (enter name of DMO) will continue to monitor the system. Please stay tuned to this station for further updates.

[] Storm Surge Watch Message

Storm Surge Watch

BROADCAST SCRIPT

A STORM SURGE WATCH HAS BEEN ISSUED by the Meteorological Services of (enter name of PS).

THIS IS a STORM SURGE WATCH for (enter name of Participating State and Participating State's outlying islands)

The (enter name of Met Services) has advised that (enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, it is expected that storm surges of (enter height) height will impact (enter PS and locations to be impacted) within the next (insert number) hours. At this time, sea bathers, surfers and captains of sea vessels are advised to exercise extreme caution.

The (enter name of DMO) will continue to monitor the system. Please stay tuned to this station for further updates.

ATTACHMENT N: CONTINUED DMO BROADCAST MESSAGE TO THE PUBLIC

[] A STORM SURGE WARNING for (enter name of Participating State) HAS BEEN ISSUED by the Meterological Services of (enter name of PS).

The (enter name of Met Services) has advised that (enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, it is expected that storm surges of (enter height) height will impact (enter PS and locations to be impacted) over the next (insert number) hours. Boat owners are asked to secure their craft, and sea bathers, surfers and captains of sea vessels are advised NOT to venture out to sea.

Residents or occupants of the following location(s) are advised to secure and evacuate properties (give time) and move along the specified routes to the following shelters:

[] i. Enter name of location(s): _____

Enter Route(s): _____

Enter Shelter(s): _____

[] ii. Enter name of location(s): _____

Enter Route(s): _____

Enter Shelter(s): _____

[] iii. Enter name of location(s): _____

Enter Route(s): _____

Enter Shelter(s): _____

The (enter name of Disaster Management Organisation) will continue to monitor the system. Please stay tuned to this station for further updates.

ATTACHMENT O: DMO RECORD OF COMMUNICATIONS WITH BROADCAST MEDIA

Day and Time of Initial Contact: _____

Name of Initial Broadcast Media Contact: _____

Following keep a record of all communications related to the event (provide name of contact for all communications):

1. Name of Broadcast Media Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)____

c. Name of DMO Recording Communication _____

2. Name of Broadcast Media Contact _____

a. Date, Time of Contact _____

b. Provide details of Communication (include all 'to do' and follow up assignments)____

c. Name of DMO Recording Communication _____

ATTACHMENT P: MDO BROADCAST CANCELLATION MESSAGE TO THE PUBLIC

The MDO receives a bulletin from the US NWS NHC advising that all danger relating to the Tropical Storm/ Hurricane has passed and all previous severe weather bulletins have been cancelled.

[] Storm Surge Cancellation Message

Storm Surge Cancellation Message

BROADCAST SCRIPT

A STORM SURGE CANCELLATION MESSAGE HAS BEEN ISSUED by the Meteorological Services of (enter name of PS).

THIS IS A STORM SURGE CANCELLATION MESSAGE FOR (enter name of Participating State and Participating State's outlying islands)

Based on the the latest bulletin received from the United States National Weather Service's National Hurricane Centre received at (enter time of cancellation bulletin received from US NWS NHC) and confirmation of local conditions, the **(enter name of National Met Services)** has determined that all danger relating to storm surges from (enter name of Tropical Storm/Hurricane has passed and all previous storm surge bulletins have been cancelled.

Sea bathers, surfers and captains of sea vessels are advised to still exercise caution.

The (enter name of National Met Services) will not issue an further bulletins.

[] If in the opinion of the National Met Services, a continuation of the Storm Surge Watch or Warning is necessary, it is recommended that a message should be issued to advise the public of the US NWS NHC's cancellation bulletin, but that based on local conditions, the previous message issued for the particular Participating State and Outlying Islands, still remains in effect.