

# **The St. Kitts-Nevis National Disaster Plan**

## **PART 2: TERMS OF REFERENCE**

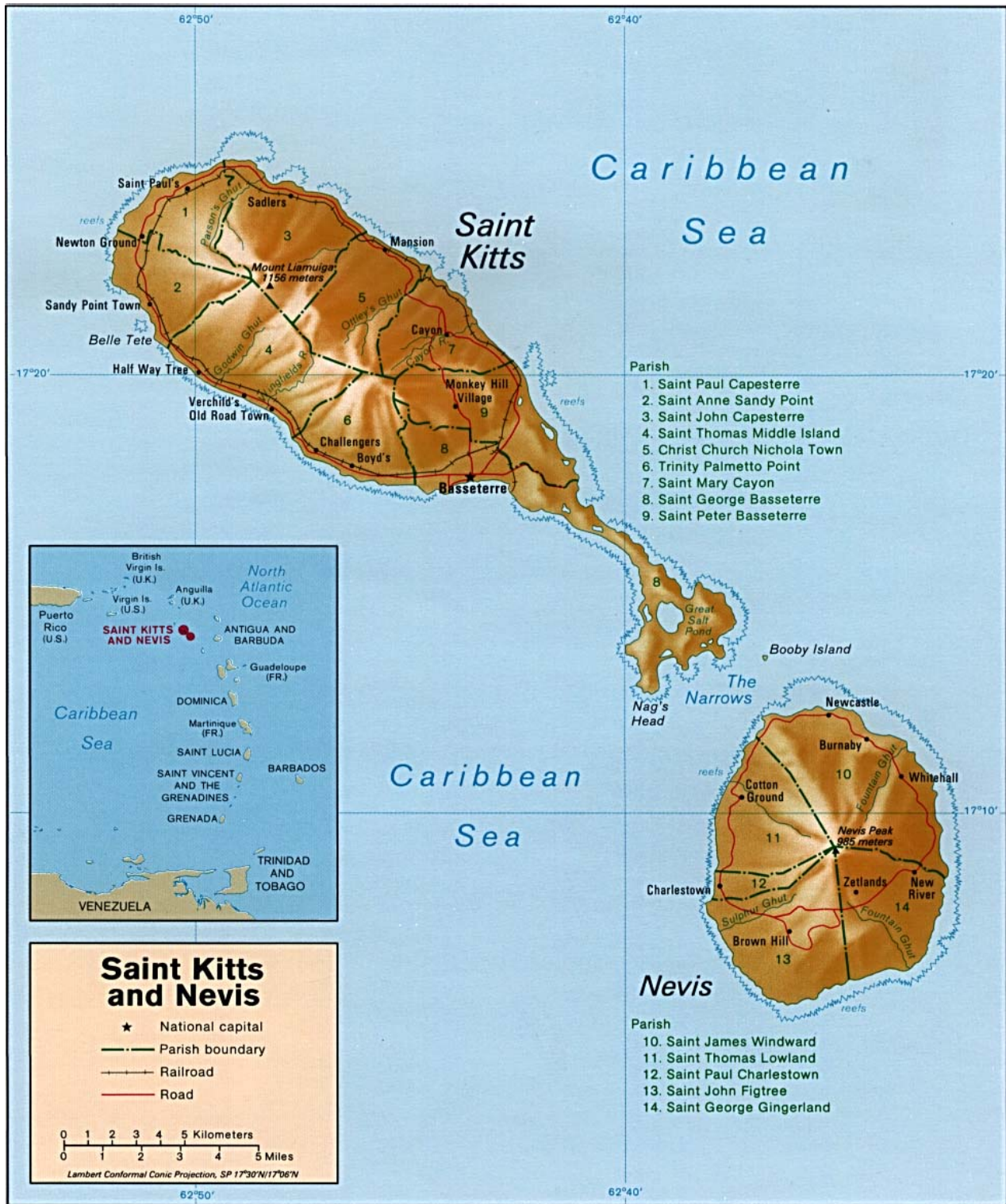
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# Map of St. Kitts Nevis



Map 1: Map of St. Kitts-Nevis

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## **1.0 Introduction**

The National Disaster Committee (NDMC) of St. Kitts-Nevis comprises all Chairpersons of the National Disaster Plan Sub- Committees, governmental, non- governmental and voluntary organizations, agencies, interest groups, donors, religious bodies and individuals, all of which must be coordinated to function as one organization in times of crisis and disorder.

This is a most difficult undertaking even in normal times, and as much great effort must be placed in planning and organizing for the ultimate event of a national disaster.

As such, each entity must be allocated certain tasks which they will be expected to perform in preparation for a disaster, while taking direction and guidance from a designated central focal point. The following TOR's represent these tasks, which provide guidelines for participants in the disaster scenario, and are not intended to, by any means, be exhaustive.

Participants must therefore prepare their own guidelines and detailed agency plans to complement these TOR's. Detailed agency plans must be forwarded to the NEMA whenever they are formulated or revised.

The following TOR's for named public agencies and individual appointments must be written into their job descriptions, through the Civil Service Department in the Office of the Prime Minister.

## **2.0 Terms of Reference for the National Emergency Organisation.**

### **2.1 National Disaster Management Committee**

#### **2.1.1 Composition:**

The National Disaster Committee is the senior St Kitts Nevis Disaster Planning Body.

The members of the Committee are holders of the following offices:

1. The Prime Minister (Chairman)
2. Cabinet Secretary
3. Chairpersons of the following Sub-Committees:
  - i. Medical & Public Health Sub Committee
  - ii. Transport Sub Committee
  - iii. Education, Communication and Warning Sub Committee
  - iv. Housing and Shelter Sub Committee
  - v. Damage Assessment and Evaluation Sub Committee
  - vi. Environment Sub Committee
  - vii. Foreign Assistance Sub Committee
  - viii. Welfare, Relief Supplies and Shelter Management Sub Committee
  - ix. Utilities Sub Committee
  - x. Search, Rescue and Initial Clearance Sub Committee
3. All Permanent Secretaries
4. The Commander - St Kitts Defence Force.
5. The Commissioner of Police.
6. The Chief Fire Officer
7. The Technical Director - Min. of Housing
8. The Chief Information Officer – Saint Kitts-Nevis Information Service (SKNIS)

9. The President - St Kitts Nevis Red Cross Society
10. Chairman - St Kitts Evangelical Association
11. Chairman - Nevis Evangelical Council
12. Chairman - St Kitts Christian Council
13. Chairman - Nevis Christian Council
14. President - St Kitts Nevis Chamber of Industry and Commerce
15. The General Secretaries of the Major Political Parties.
16. General Manager - St Christopher Air & Sea Ports Authority
17. Chief Meteorologist- St Kitts Met Service
18. Chief Meteorologist- Nevis Met Service
19. The National Disaster Coordinator – NEMA
20. The Director – Nevis Disaster Management Department

### **2. 1. 2 General Responsibilities**

1. General function of the National Disaster Committee is to advise and assist the National Disaster Executive and the NEMA in the planning and implementation of measures considered necessary or desirable to counter the effects of a disaster.
2. The Committee shall be empowered to appoint as a member of the Committee for such periods as the Committee may deem fit, the Administrative Head of any Government Department, Division or Ministry, Instrumentality, Statutory Corporation or Body. It is to be noted that all functions of the NDC are Pre- Disaster.

### **2.1.3. Terms of Reference**

1. To meet at least once a year and in the case of an emergency or a disaster.
2. To guide the disaster management activities in St. Kitts-Nevis
3. To ensure coordination and compatibility between disaster management activities in St. Kitts and Nevis.
4. To review and approve the National Disaster Plan.
5. To review and approve disaster management legislation, policies and strategy.
6. To review and approve the NEMA structure, functions and yearly programmes.
7. To review and approve sectoral disaster management plans and programmes.
8. To ensure hazards, vulnerabilities and risks are properly mapped and that a data base exists for effective management action.
9. To ensure warning systems and mechanisms are established in St. Kitts-Nevis.
10. To review and approve hazard specific disaster response plans
11. To review and approve sectoral disaster management plans
12. To review and approve district disaster plans

13. To review and approve public education and awareness strategies and campaigns
14. To review and approve training and simulation exercise national programmes
15. To evaluate the disaster management activities in St. Kitts-Nevis
16. To review and approve mitigation plans and programmes
17. To review and approve hazard and vulnerability mapping
18. To review and approve resources (human, material and financial) for disaster management in St. Kitts-Nevis
19. To provide guidelines and policies for the establishment and operations of a contingency fund
20. To coordinate with CDEMA CU for all activities related to disaster response during emergencies and disasters in the region.
21. To take political decisions from the Executive Group in the NEOC as necessary.
22. To evaluate the response after emergencies and disasters
23. To ensure damage and needs assessments are conducted after disasters
24. To review and approve projects for reconstruction after disasters

### **3.0 National Disaster Executive (NDE)**

#### **3.1.1 Composition**

The Members of the National Disaster Executive are:

1. The Prime Minister (Chairman)
2. Cabinet Secretary
3. Chairpersons, Disaster Plans sub-committees
4. All Permanent Secretaries
5. The Commander - St Kitts Nevis Defence Force
6. The Commissioner of Police.
7. The Director - Saint Kitts-Nevis Information Service (SKNIS)
8. The Chief Meteorological Officer Saint Kitts
9. The Coordinator - NEMA

#### **3.1.2 Terms of Reference**

1. To implement and supervise all necessary disaster management activities in St. Kitts –Nevis as determined by the NDC.
2. To meet at least twice a year to deal with general policy, planning and programmatic issues.
3. To ensure the disaster management legislation and policies are designed.
4. To review, test and update the National Disaster Plan.
5. To ensure sectoral and hazard specific response plans are designed
6. To establish early warning systems in St. Kitts-Nevis.

7. To ensure disaster management public education and awareness strategies and campaigns are designed and conducted.
8. To ensure disaster management training and simulation exercise programmes are designed and implemented
9. To ensure District Emergency Committees are established
10. To ensure Districts design District Disaster Plans and have District EOCs equipped and operational
11. To ensure the NEOC is fully equipped and operational
12. To keep emergency stock in the national warehouse
13. To coordinate the response in the case of emergencies and disasters from the NEOC.
14. To coordinate with the Sub Regional Focal Point and with CDEMA CU for all activities related to disaster planning, warehousing, disaster response and disaster relief.
15. To coordinate the assessment of damage and needs after emergencies and disasters.
16. To ensure a telecommunications network is established in the country for use during emergencies and disasters.
17. To coordinate relief activities after disasters.
18. To ensure adequate reconstruction is planned and implemented after disasters
19. To evaluate the response after emergencies and disasters.
20. To identify necessary resources (human, material and financial) for better conducting disaster management activities in the country.
21. To design guidelines for the adequate operation of the national contingency fund.
22. To yearly submit disaster management legislation, policies, plans, programmes and resource needs to the NDC for review and approval.
23. To monitor and evaluate progress of the NDC decisions and the implementation of activities and projects.
24. To prepare a yearly report of disaster management activities in St. Kitts-Nevis to be presented to the NDC every year.

### **During**

1. Meet as necessary to deal with specific disaster situations
2. Should it appear that a state of emergency is to be declared or should a state of disaster or special emergency have been declared, the National Disaster Executive would meet at the Office of the Prime Minister, or at any other site as agreed upon by the members of the Executive.
3. Ensure that effective management response procedures are in place for on-site multi-agency coordination and are supported by:
  - a. A disaster communications network for on-site command, information sharing and relay, logistic and technical support
  - b. Other existing telecommunications systems to serve as private single agency systems to their individual headquarters

4. Members to be designated will move to the NEOC to monitor preparations and response to a national disaster

#### **Post Disaster**

1. Provide executive and supervisory functions during and after a national disaster from the NEOC, or by regular meetings using available communications.
2. Participate in the coordination of disaster response, relief and recovery activities from the NEOC.
3. Provide the resources for the administration of all aspects of assistance during and after a national disaster.

#### **Recovery**

1. Prioritize national needs.

### **4.0 National Disaster Sub Committees**

The ten (10) National Disaster Sub Committees are:

1. Medical & Public Health Sub Committee
2. Transport Sub Committee
3. Education, Communication and Warning Sub Committee
4. Housing and Shelter Committee
5. Damage Assessment & Evaluation Damage Sub Committee
6. Environment Sub Committee
7. Foreign Assistance Sub Committee
8. Welfare, Relief Supplies and Shelter Management Sub Committee
9. Utilities Sub Committee
10. Search, Rescue and Initial Clearance Sub Committee

#### **3.1 Medical and Public Health Sub Committee**

##### **3.1.1 Composition:**

1. Permanent Secretary - Min of Health - Chairperson
2. Representative - Director of Health Services
3. Director of Public Health Dept
4. Hospital Administrator
5. Principal Nursing Officer
6. Representatives:
  - a. Rep Solid Waste Corporation
  - b. Rep St Kitts Nevis Red Cross
  - c. Rep PAHO/WHO
  - d. Rep Veterinary Officer
  - e. Rep St Kitts Medical and Dental Association



- f. Rep Information and Broadcasting NEMA in time of Local or National Disaster
- g. 2 Reps, Major Funeral Undertakers in Saint Kitts-Nevis
- 7. St. Kitts Nevis Police Dept
- 8. St. Kitts Fire Dept
- 9. St. Kitts Nevis Chamber of Industry & Commerce
- 10. Representative NEMA Ex Officio Member
- 11. Representative of Nevis

### **3.1.2 General Responsibilities.**

#### **Pre-Disaster**

- 1. To develop a national policy and plans for slow and rapid onset emergencies for the effective delivery of adequate medical resources wherever needed
- 2. To write an Action Plan for the Sub Committee.
- 3. To ensure that adequate emergency medical supplies are available
- 4. To ensure that resources for responding to natural and man-caused disasters, are identified and prioritized e.g. hurricane and environmental pollution
- 5. To ensure that a current listing of available resources, human and material is maintained
- 6. To ensure that provision is made for the establishment of Emergency Medical Unit at designated areas
- 7. To ensure all adequate resources are available for the transportation and care of those in need of immediate medical attention
- 8. To ensure that an effective method for dispatching medical teams to disaster sites is identified
- 9. To ensure that adequate provision is made for the disposal of the dead
- 10. To ensure that a programme is developed to prevent the outbreak of diseases that are related to disaster conditions
- 11. To review and monitor all national programmes impinging on emergency health care
- 12. To ensure that mass casualty management plans, training programmes and simulations are developed to test all aspects relating to Health matters in the event of a national disaster annually.
- 13. To assist in preparing, participating in and assessing joint annual exercise with all response services and NEMA, and submit after action reports to the Coordinator NEMA.
- 14. Design a Health Sector Disaster Plan
- 15. Design an Environmental Health Plan for Disasters
- 16. Design a Hospital Disaster plan and clinics plans
- 17. Design a mental health plan for disasters
- 18. Design a mass casualty plan
- 19. Design a plan for the identification, storage and disposal of the dead

### **During**

1. Call up and deploy emergency medical personnel
2. Monitoring, assorting and distributing relief medical supplies to designated district hospitals and health clinics and ensure it is safe.
3. Evacuate medical facilities and protect medicines and medical equipment and supplies.

### **Post Disaster**

1. Provide medical attention to the injured a
2. Provide shelters with health coverage.
3. Ensure donations of medical supplies received are approved for use I n accordance with the accepted standards.
4. Provide psychosocial support to affected population and to response personnel
5. Assess damage to the health sector and determine needs.
6. Conduct environmental health activities: adequate water supply, food safety, basic sanitation, epidemiological surveillance, vector control and management of the dead.
7. Report to the NEOC continuously

## **3.2 Transport Disaster Sub Committee**

### **3.2.1 Composition:**

Representation will be as follows:

1. Assistant Secretary Ministry of PW & PU - Chairperson
2. Mechanical Workshop Manager, Works Dept
3. Civil Aviation Rep
4. Representative:
  - i. St. Kitts Nevis Defence Force
  - ii. Fisheries Division
  - iii. St. Kitts Nevis Air & Sea Ports Authority
  - iv. St. Kitts Nevis Chamber of Industry & Commerce
5. Representative NEMA - Ex Officio Member
6. Representative Nevis

### **3.2.2 General Responsibilities:**

#### **Pre Disaster**

1. Design an Emergency Transportation Plan
2. To write an Action Plan for the Sub Committee
3. Distribution of material and supplies required for all stages of disaster management
4. To ensure that updated inventory of transport (terrestrial, maritime and aerial) is maintained for government and private transport during disasters.

5. To ensure that operational plans and procedures are revised as necessary
6. To ensure that emergency transportation training programmes and simulations are developed to test all aspects relating to transport matters in the event of a national disaster annually
7. To assist in preparing, participating in and assessing joint annual exercises with all response services and NEMA, and submit after action reports to the Coordinator NEMA.

**During**

1. To ensure that adequate fuel supplies are available
2. To ensure that adequate drivers/operators are available to operate transportation
3. To ensure transportation is safe and available if needed.

**Post Disaster**

1. Evacuation of persons from threatened communities to other areas locally or off island.
2. Provide transportation (terrestrial, sea and air) as needed and requested by the NEOC and the Nevis EOC.

**3.3 Education, Communications and Warning Sub Committee**

**3.3.1 Composition:**

1. Director, SKNIS - Chairperson
2. Director, National Telecommunications Regulatory Commission
3. General Manager, LIME
4. General Manager, DIGICEL
5. General Manager, ZIZ, Broadcasting Corporation, St Kitts -Nevis
6. President, Media Association
7. Chief Meteorologist, Saint Kitts
8. Chief Education Officer
9. Chief Fire Officer
10. Civil Aviation Rep
11. CEO, St Kitts Tourist Authority
12. CEO, St Christopher Air & Sea Ports Authority
13. Telecommunications Officer, SKNPF
14. Telecommunications Officer, SKNDF
15. President Amateur Radio Society
16. Representative
  - a. St Kitts Nevis Chamber of Industry & Commerce
  - b. The Cable Company
17. Representative NEMA- Ex Officio Member
18. Representative of Nevis

### **3.3(A) Public Information and Education**

#### **3.3.2 General Responsibilities:**

##### **Pre-Disaster**

1. To develop a National Policy on Public Education and Information for Disaster Management
2. To write an Action Plan for Information and Education.
3. To ensure that accurate and updated information is disseminated to the public in an efficient manner
4. To ensure that all available media is used to constantly educate the public about disaster preparedness and relief programmes and procedures and contingency plans in order to mitigate the impact of these disasters.
5. To ensure that emergency information training programmes and simulations are developed to satisfy all aspects relating to information and education matters in the event of a national disaster
6. To assist in preparing, participating in and assessing joint annual exercises with all response services and NEMA, and submit after action reports to NEMA.
7. To include disaster management in the curricula of schools
8. To conduct disaster management activities to educate students: simulation exercises, contests, etc.
9. To design and implement a public awareness campaign all over the country to ensure the population knows about hazards and about self protection activities to reduce risks and to respond during emergencies and disasters
10. To design an emergency public information plan for disasters.

##### **During**

1. To advise on the closure of schools and the protect of schools furniture, books and other assets.
2. Start conducting emergency public information to ensure the population goes to shelter and safe areas and take provisions to face the disaster.
3. Prepare a Prime Minister's 'Address to the Nation' to inform all the population about the impending disaster and measures to be taken in Saint Kitts and Nevis.

##### **Post Disaster**

1. Based on the damage and needs assessment reports, advise on the resumption of schools.
2. Continuously inform the population about the situation during the disaster: damage, measures taken by the government and self

protection measures. All public emergency information must be approved by the NEMA and the NEOC.

### **3.3(B) Communication**

#### **Pre Disaster**

1. To ensure that a communications plan is developed for an adequate communications system to serve the communications needs of NEMA before, throughout and after a disaster.
2. To write an Action Plan for Communications
3. To approve purchases of emergency telecommunications equipment and advise on the improvement, maintenance and upgrading of this equipment.
4. To develop mutual aid agreements with private and commercial operators, including Amateur Radio Society through NEMA.
5. To ensure that internal and external telecommunications networks are established with disaster management agencies
6. To ensure that adequate radio operator training programmes are developed and implemented through the facilities of NEMA
7. To ensure that simulation exercises are developed and conducted to test the emergency communications system on an annual basis
8. To assist in preparing, participating in and assessing joint annual exercises with all response services, CDEMA and NEMA, and submit after action reports to the NEMA.

#### **During**

1. To ensure all telecommunications between islands and agencies are working correctly.
2. To ensure telecommunications operators are ready to respond.
3. To test telecommunications.

#### **Post Disaster**

1. To use telecommunications from the NEOC and the Nevis EOC to find out about the situation in districts and communities.
2. To use telecommunications to receive information from districts and communities about damage and needs assessment.
3. To use telecommunication to report to the SRFP and CDEMA CU about the situation and about relief needs for both islands.

### **3.3(C) Warning**

#### **Pre Disaster**

1. To design a Warning Plan/Procedure.
2. To write an Action Plan for Warning.
3. To ensure that the emergency warning system is operational and effective

4. To ensure that information about all disasters, whether actual or imminent, are obtained and collated to ensure that such information is passed to the Coordinator of NEMA or relevant authority
5. To ensure that simulation exercises are developed at least on an annual basis and conducted to test the warning system
6. To assist in preparing, participating in and assessing joint annual exercises with all response services and NEMA, and submit after action reports to the NEMA.

#### **During**

1. Test warning systems.
2. To warn about the possible impact of a hazard
3. To continuously warn about the situation

#### **Post Disaster**

1. Warn about the impending impact of the hazard according to Plan and SOPs in order to activate NEMOC, Nevis EOC and response plans according to the situation.

### **3.4 Welfare, Relief Supplies and Shelter Management Sub Committee**

#### **3.4.1 Composition**

1. Permanent Secretary Min of Social Services - Chairperson
2. Director of Youth & Community Affairs
3. Head Government Central Purchasing Unit
4. Director General, St Kitts Red Cross Society
5. Customs Department
6. Representative
  - i. Min of Social Security
  - ii. St Kitts Nevis Defence Force
  - iii. Min of Housing (Shelter Committee)
  - iv. Police/ Immigration Department
  - v. Service Clubs (e.g. Rotary, Lions etc)
  - vi. Ministry Of Foreign Affairs
  - vii. St Kitts Nevis Chamber of Industry & Commerce
  - viii. Church Organizations
  - ix. Nutritionist.
  - x. Ministry of Health
  - xi. Mental Health Association
7. Head Counseling Servicing
8. Representative NEMA Ex-Officio Member
9. Representative of Nevis

### 3.4.2 General Responsibilities:

#### Pre-Disaster

1. To design a Emergency Welfare and Relief Plan and SOPs that consider adequate relief items stored and available in St. Kitts and Nevis and ensures coordination with the SRFP and CDEMA CU for external relief items during emergencies and disasters.
2. To design an Emergency Shelter Plan i.e. occupancy, rules, opening/closing procedures and general operations etc.
3. To write and Action Plan for the Sub Committee.
4. Explore MOUs with agencies including transportation lines, suppliers and owners of heavy equipment.
5. To ensure that an adequate supply of food and relief supplies are safely stored for immediate use during or after a disaster.
6. To ensure that guidelines and procedures are established for clearing relief items from overseas
7. To ensure that the receipt and storage of relief supplies entering the country by land air or sea is adequately planned for
8. Ensure that guidelines and expenditure limits are established for speedy purchasing of relief items locally
9. To oversee and ensure coordination of all organizations, public and private involved in post-disaster shelter and welfare
10. To ensure training of adequate numbers of shelter managers
11. To ensure that an updated list is maintained of emergency shelters and shelter wardens
12. To ensure shelters can be activated immediately after the disaster and that shelter managers are ready to activate them as needed
13. To ensure that simulation exercises are developed and conducted to test the collection control distribution of emergency relief items and shelter management capability on an annual basis
14. To assist in preparing, participating in and assessing joint annual exercises with all response services and NEMA, and submit after action reports to NEMA

#### During

1. To ensure personnel and transport are ready for the distribution of emergency relief items after the disaster.
2. Deploy shelter management personnel to shelters
3. Activate all shelters
4. Maintain a register of shelterees and management personnel.
5. To keep the NEOC updated on the operations of the shelter.
6. To ensure the health and well being of all occupants.
7. Provide the NEOC with information about population in shelters and their needs

### **Post Disaster**

1. Provide the NEOC with information about population in shelters and their needs
2. Prepare continuous reports to the NEOC
3. Coordinate disaster relief from the NEOC
4. Provide relief goods to shelters and the population based on their specific needs
5. To provide relief items to areas in need according to information and requests from the Nevis and the National EOCs.
6. To activate shelters and ensure the population there receives relief items as needed
7. Provide list of relief goods needs to the NEOC to ensure international requests are based on the real needs of the population
8. Ensure adequate and transparent distribution of relief goods in coordination with all relief agencies.
9. To arrange the cleaning, hand-over and closure of shelters as directed by the NEMO.
10. Ensure the accountability and handover of all items used in the shelter operation.
11. Prepare a final report on all relief goods received and distributed.

## **3.5 Damage Assessment and Needs Analysis Sub Committee**

### **3.5.1 Composition**

1. Director Works - Chairman
2. Senior Engineer Dept of Works
3. Representative:
  - i. Environment department
  - ii. Min of Housing
  - iii. Min of Finance
  - iv. Statistical Department
  - v. Economic Development & Planning
  - vi. Government Building Inspectors
  - vii. Min of Agriculture
  - viii. Min of Education
  - ix. St Kitts Nevis Police Force
  - x. St Kitts Nevis Chamber of Industry & Commerce
  - xi. Telecommunications
  - xii. Water Department
  - xiii. SKNDF
4. Representative NEMA Ex Officio Member
5. Representative Nevis



### **3.5.2 General Responsibilities:**

#### **Pre-Disaster**

1. To design a Damage and Needs Assessment Plan according to Regional (CDEMA) and Sub Regional (OECS) Guidelines.
2. To write an Action Plan for the Sub Committee.
3. To establish clear procedures for multi-agency post-disaster damage assessment
4. To standardize damage assessment surveys among agencies so as to facilitate rapid damage assessment procedures and documentation
5. To train personnel from different agencies in Damage and Needs Assessment, Damage and Loss Assessment and Post Disaster Needs Assessment.
6. To coordinate the resources needed to rapidly assess the damage caused by a disaster
7. To ensure that a current multi sector database of capital stock inventory is maintained for all government property and resources.
8. To ensure training of adequate numbers of damage assessors
9. To ensure that simulation exercises are developed and conducted to test rapid damage assessment and recovery and Rehabilitation capability on an annual basis
10. To assist in preparing, participating in and assessing joint annual exercises with all response services and NEMA, and submit after action reports to the NEMA.

#### **During**

1. Ensure DANA teams are ready to conduct damage and needs assessment immediately after the impact of the hazard.

#### **Post Disaster**

1. To prepare an immediate assessment of the damage within 4 to 8 hours after the all clear is given/impact
2. Gather information from from members of the NEOC regarding damage and needs from the disaster (within 7 days): population (injured, dead), housing, schools, airport and seaports, tourism, public utilities, government administrative buildings, TV networks and radio stations, district emergency committees, hospitals, clinics, environment, etc., and from all sectors (within 14 days)
3. To ensure that damages in all areas is assessed in order to enable NEMA to make short, medium and long term requests for assistance from local and foreign sources
4. Produce various DANA reports during the disaster according to the plan and regional guidelines and always approved by the NEOC
5. To submit reports to the SRF and to CDEMA CU.
6. Produce the Macro Socio Economic Damage and Loss Assessment after 21 days to start the reconstruction process

### **3.6 Housing and Shelter Sub Committee.**

#### **3.6.1 Composition:**

1. Assistant Secretary Min of Housing- Chairman
2. Senior Engineer - Public Works Dept
3. Representative
  - i. St. Kitts-Nevis Chamber of Industry & Commerce
  - ii. Min of Social Development (Shelter Management Committee)
  - iii. St. Kitts Evangelical Association
  - iv. St. Kitts Christian Council
  - v. Government Building Inspectors
  - vi. Hotel and Tourism Association.
  - vii. Department of Lands and Surveys
4. Representative NEMA Ex Officio Member
5. Representative Nevis.

#### **3.6.2 General Responsibilities:**

##### **Pre -Disaster**

1. To write an Action Plan utilizing good practices carried out in the past.
2. To devise a plan in identifying buildings for shelters in all types of disasters
3. To ensure that an updated list of emergency shelters is sent to the Shelter Management Committee and a copy to the Disaster Management Office by 15 May annually.
4. To ensure physical integrity of all building chosen as shelters
5. To ensure adequate sanitary facilities are available in all buildings chosen as shelters
6. To ensure that adequate shelter is provided for the vulnerable during an emergency and for the homeless after shelters on an annual basis
7. To assist in preparing, participating in and assessing joint annual exercises with all response services and the Disaster Management Offices, and submit after action reports to the Disaster Management Offices. After Action Reports are to be submitted within one month after the exercise.
8. To design specific guidelines for emergency housing after disasters in collaboration with appropriate agencies.

##### **Post Disaster**

1. Coordinate shelter management from the NEOC
2. Identify needs from shelters and inform the Welfare and relief Supply Sub Committee in the NEOC
3. Implement emergency housing solutions.

### **3.7 Search, Rescue and Initial Clearance Sub Committee.**

### **3.7.1 Composition:**

1. Commander St Kitts Nevis Defence Force (Chair)
2. Chief Fire Officer
3. Commissioner of Police
4. Comptroller of Customs
5. CEO St Kitts Nevis Air and Sea Ports Authority
6. Senior Public Health Inspector
7. Representative
  - i. Forestry Division (Sustainable Development)
  - ii. Public Works Department
  - iii. St Kitts Nevis Chamber of Industry & Commerce
  - iv. Marine Division
  - v. Land/Urban Search and Rescue
  - vi. St. Kitts Electricity Department (SKELEC)
8. Representative NEMA Ex Officio Member
9. Representative Nevis.

### **3.7.2 General Responsibilities:**

#### **Pre-Disaster**

1. To design a Contingency Plan for Search and Rescue
2. To write an Action plan for the Sub Committee.
3. To identify priorities and allocate resources necessary for Search and Rescue
4. To ensure that all reports of missing persons, losses and damage are collected and collated
5. To ensure adequate training for personnel to carry out all types of Search and Rescue operations
6. To ensure that simulation exercises are developed and conducted to test Search and Rescue capability on an annual basis.
7. To design an Initial Clearance and Disaster Debris Disposal Plan
8. To identify resources (personnel, vehicles, etc) to conduct initial clearance
9. To assist in preparing, participating in and assessing joint annual exercises with all response services and NEMA, and submit after action reports to the NEMA.

#### **During**

1. To ensure personnel and vehicles for road clearance are ready and available for the emergency.
2. To ensure SAR personnel and equipment are ready to respond after the emergency/disaster.

#### **Post Disaster**

1. To initiate clearance of roads according to needs identified by the NEOC.
2. To adequately dispose of disaster debris.
3. To start implementing SAR activities according to the damage and needs assessment and according to requests from the NEOC and the Nevis EOC.

### **3.8 Utilities Sub Committee.**

#### **3.8.1 Composition:**

1. Permanent Secretary Min of PW & PU - Chairman
2. Manager Water Department
3. General Manager Electricity Dept
4. General Manager LIME St Kitts-Nevis
5. General Manager Digicel
6. General Manager The Cable Company
7. Representative:
  - i. St Kitts Nevis Chamber of Industry & Commerce
  - ii. Works Dept
  - iii. Solid Waste Management Corp
  - iv. Other telecommunication companies
  - v. ZIZ Broadcasting Services
  - vi. Media Association
8. Representative NEMA ex Officio Member
9. Representative Nevis

#### **3.8.2 General Responsibilities:**

##### **Pre-Disaster**

1. To design Utilities Rehabilitation Plans (overall plan) which will allow each utility to respond to the water, telecommunications and power needs as indicated by emergency conditions and according to their specific response plans.
2. To write an Action Plan for the Sub Committee.
3. To ensure that those utilities are maintained and restored within the shortest possible time during and/or after a disaster
4. To ensure that simulation exercises are developed and conducted to test Utilities response capability on an annual basis
5. To assist in preparing, participating in and assessing joint annual exercises with all response services and NEMA, and submit after action reports to the NEMA.

##### **During**

1. To keep utilities teams and equipment ready to respond after the emergency

##### **Post Disaster**

1. To restore services as needed in keeping with the DANA results and requests from the EOCs
2. To rehabilitate public utilities according to plans and requests from EOCs

### **3.9 Foreign Assistance Committee**

#### **3.9.1 Composition:**

1. Director, Min of Foreign Affairs -Chairman
2. Cabinet Secretary
3. Director General St Kitts Nevis Red Cross
4. Representative
  - a. Ministry of Finance, Development & Planning
  - b. Ministry of Tourism
  - c. UNDP
  - d. OAS
  - e. IICA
5. Representative NEMA Ex Officio Member
6. Representative Nevis

#### **3.9.2. General Responsibilities:**

##### **Pre-Disaster**

1. To design procedures for requesting and receiving foreign assistance as a result of a disaster in keeping with CDEMA's Regional Coordination Plan.
2. To ensure that simulation exercises are developed and conducted to test Foreign assistance procedures on an annual basis
3. To assist in preparing, participating in and assessing joint annual exercises with all response services and NEMA, and submit after action reports to the NEMA.

##### **During**

1. To coordinate with CDEMA CU, the SRFP and donor partners in the case there is the need for foreign assistance after the emergency.

##### **Post Disaster**

1. To ensure that all foreign Missions and Governments are updated on any disaster that may require external assistance
2. To ensure that short, medium and long term requests are made for assistance from Foreign Governments, agencies and organizations always through CDEMA CU and according to the Regional Coordination Plan and the Sub Regional Coordination Plan.
3. To ensure that queries from abroad on the status of nationals and foreigners are adequately answered

### **3.10 Environmental Committee**

### 3.10.1 Composition

1. Director of Environment (Chair)
2. Representative
  - a. Oil Companies (TEXACO, DELTA & SHELL)
  - b. St Kitts Nevis Heritage Society
  - c. St Kitts Nevis Defence Force (Coast Guard)
  - d. Forestry Division (Sustainable Development)
  - e. St Kitts Nevis Fire and Rescue Force
  - f. Parks & Beaches
  - g. Marine Division (Fisheries)
  - h. Maritime Division (International Transport)
  - i. Solid Waste Management
  - j. Public Health
3. Representative NEMA Ex Officio Member
4. Representative Nevis

### 3.10.2 General Responsibilities:

#### Pre-Disaster

1. To prepare a database with baseline information about environmental assets in St. Kitts and Nevis.
2. To develop strategies and plans that protect the environment during disasters
3. To design an environmental response plan in disasters.
4. To write an Action plan for the Sub Committee.
5. To ensure that plans are made for the recoveries of ecologies and habitats to their original states after an ecological or environmental disaster
6. To ensure that proper assessment and evaluation is made of the impact of all disasters on the environment
7. To ensure that simulation exercises are developed and conducted to test the Environment Recovery capability on an annual basis
8. To assist in preparing, participating in and assessing joint annual exercises with all response services and NEMA, and submit after action reports to the NEMA.
9. To ensure environmental legislation has disaster risk management issues considered
10. To ensure there is training in environmental damage and needs assessment after disasters

#### During

1. To ensure personnel responsible for assessing damage to the environment after disasters is ready to respond if necessary.

#### Post Disaster

1. To participate in the damage and needs assessment conducted in St. Kitts and Nevis after the impact of hazards
2. To ensure damaged environment is rebuilt and habitats are restored ensuring environmental sustainability.