

PART 3

ST KITTS NEVIS

HURRICANE ACTION PLAN

1 AIM OF THE HURRICANE ACTION PLAN

The Hurricane Action Plan aims to ensure that:

- a. All practical precautions are taken in advance to minimise, prevent and protect against the risk of injury to people and the loss of or damage to property during a hurricane.
- b. Damage assessment and recovery measures are in place to deal with a post-hurricane disaster situation.
- c. An easy to follow action checklist exists for use during a hurricane emergency occurring in ST KITTS-NEVIS.

2 CONCEPT OF OPERATIONS

2.1 GENERAL OUTLINE

When the threat from a hurricane is imminent, all EOC=s are immediately activated and this plan is put into action and used as a checklist to combat its effects.

The disaster executive will take its place in the NEOC from where it will direct policy for the operation.

NEMA will advise Departments of declarations and ensure that responsibilities are carried out as follows:

2.2 HURRICANES

The hurricane season runs officially from 1 June through 30 November, though hurricanes have been known to occur outside this period. They generally follow an east-to-west path in the Caribbean, but may approach from north or south, or even from the west on occasions. In all ways, hurricanes are unpredictable.

Precautions should not be relaxed during any lull, in the absence of any official advice, as the first reduction in wind strength may signify the passage of the "eye" of the storm and can be closely followed by full force winds coming from the opposite direction.

These are the five categories of hurricanes and their effects:

Category 1:

Winds of 74 to 95 miles per hour. Damage primarily to shrubbery, trees and foliage. No real damage to other structures. Some to poorly constructed street signs. Storm surge 5 to 7 feet above normal. Some flooding of low-lying coastal roads, minor pier damage, beaches inundated, some small craft in exposed anchorages torn from moorings.

Category 2:

Winds of 96 to 110 miles per hour. Considerable damage to shrubbery and tree foliage, some trees blown down. Some damage to building roofs, windows and doors. No major damage to inland buildings. Considerable damage to piers, marinas, beaches and small craft in unprotected anchorage=s. Storm surge 8 to 10 feet above normal.

Category 3:

Winds of 110 to 130 miles per hour. Foliage torn from trees; large trees blown down. Damage to roofs, windows and doors of buildings, and some structural damage to small buildings. Storm surge 11 to 12 feet above normal. Serious flooding along coasts, with larger structures battered, and smaller structures destroyed, by waves, floating debris and inundation.

Category 4:

Winds of 131 to 155 miles per hour. Shrubs, trees and all signs blown down. Extensive damage to roofs, windows and doors. Complete failure of roofs on many small residences. Storm surge 13 to 18 feet above normal. Major damage to lower floors of structures near coasts due to flooding, inundation of beaches, waves and floating debris.

Category 5:

Winds greater than 155 miles per hour. Shrubs and large trees and all signs blown down, with considerable damage to windows and doors. Some complete building failures, with small buildings overturned or blown away. Storm surge greater than 18 feet above normal. Major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore.

These categories are not to be confused with Evacuation Zones, which are shown on the Maps in Appendix C. A category 3, 4 or 5 hurricane recommends evacuation of Zones 1, 2 and 3 on all three Islands.

2.3 HURRICANE WARNINGS

2.3.1 Hurricane Phases

When a hurricane or tropical storm is likely to affect ST KITTS-NEVIS, warnings will be issued as follows:

- ALERT:** When notification is received that hurricane or tropical storm conditions are likely to be experienced in not less than 72 hours.
- WATCH:** When notification is received that hurricane or tropical storm conditions are likely to be experienced in not less than 48 hours.
- WARNING:** When notification is received that hurricane or tropical storm conditions are likely to be experienced in not less than 24 hours.
- ALL CLEAR:** When notification is received that a hurricane or tropical storm has passed, or no longer poses a threat.

The responsibility for declaring of an Alert, Watch, Warning and All Clear rests with the Co-ordinator of NEMA in consultation with the National MET OFFICE

It is duty of the Chief Meteorological Officer to keep NEMA continuously informed about the approach of tropical depressions, tropical storms and hurricanes. Information on storm position, intensity and movement must be relayed to NEMA before being broadcast.

On the declaration of an Alert, the MET OFFICE will begin to operate under its Hurricane Emergency Plan

ALERT PHASE

72 hours before Experiencing Hurricane Winds

ACTIVITIES	RESPONSIBILITY
<p>1. Meet and assess the country=s state of preparedness for a hurricane</p> <p>2. Advise public to listen to all weather advisories</p> <p>3. Make contact with relevant Departments to ensure that all are conversant with the plan. Advise CDERA</p>	<p>NEMA</p> <p>PRESS OFFICER</p> <p>COMMITTEE CHAIRMEN</p>
<p>1. Issue warning of threat</p> <p>2. Alert and notify: Prime Minister=s office Managers TV and Radio stations</p> <p>3. Alert national emergency response Departments</p> <p>4. Make available all relevant information on the hazard to regional and international Embassies/Missions and agencies with arrangements for assistance.</p>	<p>NEMA</p> <p>MIN OF FOREIGN AFFAIRS</p>
<p>1. Activate NEOC</p> <p>2. Notify and alert NEMA Members, Committee Chairmen, DEC Members, the Prime Minister and the Attorney General</p> <p>3. NEOC duty watch is to be summoned.</p> <p>4. NEOC supplies are to be double-checked</p> <p>5. Radios, telephones, satellite and weather links are to be activated and tested, and any malfunctions reported to the appropriate repair or maintenance facility.</p>	<p>NDC</p> <p>NDC</p> <p>NDC</p>

<p>6. Situation maps, hurricane tracking map, Hurricane Diary, Message Log, location board on key personnel (NDC & Members) are to be opened or set up.</p> <p>7. All incoming messages are to be recorded on duplicate message books provided for this purpose.</p> <p>8. Check satellite communications equipment.</p> <p>9 Alert RSS</p> <p>10 Activate plans for provision of helicopters for <u>immediate</u> post disaster response and damage assessment.</p>	<p>MIN OF NAT SECURITY / DEFENCE FORCE</p>
<p>1. Pre-check and activate agency hurricane plans</p> <p>2. Alert and assign all medical, nursing and first aid staff and ensure adequate medical supplies are available</p> <p>3. Alert all medical services including Emergency Medical Centres. The nurses shall be in contact with their respective shelter wardens.</p> <p>4. Alert casualty staff and prepare ambulance drivers.</p>	<p>MIN OF HEALTH</p>
<p>1. Commence shuttering of Public Shelters, Government buildings and the homes of key response personnel to ensure completion by the end of Watch phase.</p> <p>2. A check of the levels of cisterns at Public Shelters is to be done and additional water put into them if necessary.</p> <p>1. A Check emergency shelters and alert shelter personnel</p> <p>2. Activate the emergency shelter plan</p>	<p>PWD</p> <p>WATER DEPT</p> <p>COMMUNITY AFFAIRS DEPT</p>

<p>3. Activate the emergency food and relief distribution plan</p> <ul style="list-style-type: none"> a. Contact All Shelter Wardens b. Contact All District Chairmen c. Contact Food distributors d. Contact Police Force personnel and arrange radio communications for shelters. 	
<p>1. Activate arrangements for water truckers</p>	<p>WATER DEPT</p>
<p>1. Pre-position evacuation aircraft for Tourists</p> <p>2. Brief airlines and International airport authorities as to the possible closure of the airport</p> <p>3. Place all aviation facilities on alert</p> <p>4. Pre-position buses and other vehicles at designated points for use in evacuating residents of low lying coastal and flood prone areas</p>	<p>CIVIL AVIATION</p> <p>AIR & SEA PORT AUTHORITY</p> <p>MIN OF WORKS</p>
<p>1. Place hotels on alert and advise them to activate hurricane plans.</p> <p>2. Monitor visitors in the Country by use of immigration database</p> <p>3. Make available a copy of the immigration database to Red Cross through the NEOC for use in tracing visitors after the event.</p>	<p>TOURIST DEPT</p> <p>HOTEL & TOURISM ASSN</p> <p>IMMIGRATION DEPT</p>
<p>1. Monitor all weather advisories and provide NEMA with reports</p> <p>2. Advise public of weather reports</p>	<p>MET. OFFICE</p> <p>NEMA PRESS OFFICER</p>

<ol style="list-style-type: none"> 1. Ensure that the occupants in high-risk areas for flood and storm surge threats are warned by means of bulletins on Radio and Police public address announcements. 2. Invoke evacuation order if necessary 	<p>PRESS OFFICER</p> <p>POLICE</p>
<ol style="list-style-type: none"> 1. Rep to report to the NEMA 2. Activate the Emergency Telecommunications Plan 	<p>ELECTRICITY DEPT WATER DEPT CABLE & WIRELESS POLICE SKNDF HEALTH DEPT</p> <p>NEMA COMMUNICATIONS OFFICER</p>
<ol style="list-style-type: none"> 1. Activate Hurricane Plans 2. Secure communications and computer equipment 3. Establish communications with NEMA 4. Maintain materials and equipment required during a hurricane, or its aftermath, at a high level of readiness. 5. Supply document transfer boxes to all departments. 6. Prepare vital records for transfer to Government Archive on receipt of boxes. 7. Advice the Director of the Government 	<p>GOVT ARCHIVES</p> <p>ALL GOVERNMENT DEPARTMENTS</p> <p>ALL GOVERNMENT DEPARTMENTS</p> <p>WORKS DEPT</p>

<p>Archive when vital records are ready for transfer.</p> <p>8. Departments not transferring vital records to Government Archive to move their vital records to departmental 'safe' area</p> <p>9. Prepare their electronic equipment for removal to a safe area. Any vital data held locally on their PC hard disks to a server (if the PC is networked), to be backed up. (Note: All servers on the central government network will be backed up centrally).</p> <p>10 .Provide vehicle and a refrigerated container.</p>	
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60 Hours before Experiencing Hurricane Winds

ACTIVITIES	RESPONSIBILITY
1. Advise the public to listen to all weather advisories and activate hurricane plans	NEMA
2. Continue to monitor all weather advisories and report to NEMA and Public	MET OFFICE PRESS OFFICER
1. Make available all relevant information on the hazard to regional and international Embassies/Missions and agencies with arrangements for assistance.	MIN OF FOREIGN AFFAIRS
1. Collect keys for shelters and supply storage areas	SHELTER WARDENS
2. Remind Police to prepare Hand Held radios and charged batteries for shelters	POLICE

<p>1. Activate Transportation deployment Plan including the pre-positioning of vehicles, equipment and drivers to safe areas and for easy access</p> <p>2. Containers to transport food and supplies to Public Shelters are to be moved to food distribution centres.</p>	<p>MIN OF WORKS</p> <p>MIN OF TICAYS & CA</p>

HURRICANE WATCH

48 Hours Before Experiencing Hurricane Winds

<p>1. Place ST KITTS-NEVIS on Hurricane Watch and instruct all Departments to implement National Hurricane Plans</p> <p>2. Monitor all activities and spearhead all matters relating to policy.</p>	<p>NEMA</p>
<p>1. Make available all relevant information on the Hazard to regional and international Embassies/Missions and agencies with arrangements for assistance.</p>	<p>MIN OF FOREIGN AFFAIRS</p>
<p>1. Notify all response persons of activation of a Watch, using call cascades.</p> <p>2. A draft State of Emergency proclamation is to be prepared and on hand in readiness for possible declaration.</p>	<p>NDC</p>

<p>3. Contact CDERA/RSS to advise of the situation and assess the availability of the West Indies Guard Ship (WIGS) / other resources if needed.</p>	<p>MIN OF NAT SECURITY / DEFENCE FORCE</p>
<p>1. All generators at Public Shelters and Government buildings are to be started up and checks made of fuel and oil supplies.</p> <p>2. All Government buildings, Public Shelters and homes of key personnel are to be protected during this phase. The NEOC is to be advised through District Committees, as public shelters are completed.</p> <p>3. A final check of stock levels of essential hardware is to be made at local suppliers.</p> <p>4. Continue pre-positioning of heavy equipment in secure locations</p>	<p>MIN OF WORKS</p> <p>PWD</p> <p>MIN OF WORKS</p>
<p>1. Commence air evacuation of Tourists and evacuation of residents from threatened areas.</p> <p>2. Close Airports to incoming Tourist traffic</p>	<p>CIVIL AVIATION MIN OF C W & PU</p> <p>ST KITTS NEVIS AIR & SEA PORTS AUTHORITY</p>
<p>1. Run a final full back up of the last available tapes. A duplicate set will be transferred to the Government Archive.</p> <p>2. A refrigerated container is to be sited adjacent to the Government Archive for additional storage and salvage of water damaged records.</p> <p>3. Government Archive building is to be finally secured.</p>	<p>GOVT ARCHIVES</p>

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36 Hours before Experiencing Hurricane Winds

ACTIVITIES	RESPONSIBILITY
<p>1. Advise PS=s to dispatch staff who have pre-designated duties</p> <p>2. Activate and assume responsibility for the establishment and administration of the NEOC</p> <ul style="list-style-type: none"> * Staff and equipment * Communications links between NEOC and the Prime Minister=s office, District EOC=s, all Response Agencies, Regional and International links, activated and tested. * Stationery, message pads ,displays, maps and other NEOC resources * Operations room for EOC members * Radio broadcast facilities and press area Other facilities <p>3. Monitor activities of all response agencies according to these hurricane plans.</p>	<p>NDC</p>
<p>1. Advise Heads of Government Departments to dispatch staff for other pre-designated duties</p> <p>2. Activate and assume responsibility for the establishment and administration of the District EOC (DEOC).</p> <ul style="list-style-type: none"> * Staff and equipment * Communications links between DEOC and the NEOC and all Response Departments, to be activated and tested. * Stationery, message pads, maps and other DEOC resources * Operations room for committee 	<p>DISTRICT CHAIRMEN</p>

<p>*Maintain regular contact with the NEOC</p> <p>3. Monitor activities of all response Departments according to District Hurricane plans.</p> <p>4. Check where necessary on the location of as many small boats as possible and ensure that fuel tanks are full. Owners will be compensated for the fuel if it is used. Where possible, these boats should be sheltered or securely tied down on a trailer. The trailer itself should also be tied down with the tyres deflated, to prevent it being blown away.</p> <p>5. Check Min of Works on the location of heavy-duty equipment and other vehicles and drivers to ensure that everything is in place.</p> <p>6. Ensure that all necessary supplies for search and rescue operations are in place in each district.</p> <p>7. Inform NEMA as soon as these tasks have been accomplished.</p>	<p>DISTRICT CHAIRMEN</p>
<p>Pre-position medical personnel at Clinics and Emergency Medical Centres</p> <p>Where necessary, patients in Hospital who are fit to go home, must be discharged.</p> <p>Ensure delivery of first aid boxes and medical supplies to the designated Emergency Medical Centres and shelters.</p> <p>The nurses shall reach the Emergency Medical Centres soon after the opening time of the Public Shelters.</p>	<p>MIN OF HEALTH</p>
<p>Complete Shuttering of all Government buildings, Public Shelters and homes of key personnel.</p> <p>The NEOC is to be advised on the status of all Public Shelters.</p>	<p>MIN OF WORKS</p>

<p>Activate and prepare emergency shelters</p> <p>Deploy shelter staff to emergency shelters and prepare shelters for operation at Warning phase.</p> <p>Complete checklist of Shelter supplies and communications equipment</p>	<p>COMMUNITY AFFAIRS DEPT</p>
<p>Continue with Hurricane and Evacuation Plans</p>	<p>POLICE</p> <p>WORKS DEPT</p>
<p>Give instructions for the safe mooring or evacuation of marine vessels</p>	<p>PORTS AUTHORITY</p>

<p>Activate Hurricane plans</p> <p>Deploy security personnel to evacuate areas and to homes of key response personnel as directed by NEMA until it is no longer safe to remain there</p>	<p>POLICE</p>
<p>Activate Hurricane Plans</p> <p>Re-check arrangements and MOUs with private contractors, suppliers and NGO=s</p> <p>Complete Pre-positioning of the following resources to areas for easy access or those which will be potentially cut off:</p> <p>Heavy duty equipment Food stocks/welfare items Small Boats Communications equipment Manpower</p> <p>Refuel vehicles</p> <p>Provide fuel for generators at the NEOC/DEOC,s</p>	<p>ALL</p> <p>MIN OF TICAYS & CA</p> <p>PUBLIC HEALTH DEPT</p> <p>MIN OF WORKS</p> <p>COAST GUARD</p> <p>ALL</p> <p>MIN OF WORKS</p>

Deploy persons to baton government buildings	
<p>Activate hurricane plans</p> <p>Fill water trucks for relief phase and pre-position them at designated stations</p> <p>Fuel all vehicles</p>	<p>WATER DEPT</p> <p>MIN OF WORKS</p>
<p>Activate hurricane plans</p> <p>Pre-position resources:</p> <p>Transmission line material and equipment_</p> <p>Transportation</p> <p>Communications equipment</p> <p>Manpower</p> <p>Stock up on fuel supplies for generators</p>	<p>ELECTRICITY DEPT</p>
<p>Activate hurricane plans</p> <p>Pre-position resources:</p> <p>Firefighting equipment</p> <p>Food stocks/welfare items</p> <p>Communications equipment</p> <p>Manpower</p>	<p>FIRE</p>
<p>Activate the Vehicle/Equipment Deployment plan including the Pre-positioning of vehicles & equipment to strategic areas.</p> <p>Containers with food and supplies are to be transported to designated shelters.</p> <p>Assistance is to commence with the evacuation of Clinics located in low lying areas</p> <p>Assistance in the transportation of tourists to</p>	<p>MIN OF WORKS</p> <p>DEFENCE FORCE</p> <p>POLICE</p>

designated shelters is to be provided, if required.	FIRE
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WARNING PHASE

24 Hours before Experiencing Hurricane Winds

ACTIVITIES	RESPONSIBILITY
<p>Notify Heads of Missions, Regional and International Embassies/Missions and agencies with agreements for assistance.</p> <p>Be consulted on all matters relating to the activation of any or all evacuation systems.</p>	<p>MIN OF FOREIGN AFFAIRS</p> <p>NEMA DISTRICT COMMITTEES</p>
<p>All relevant persons are to be notified of declaration of a Warning. Brief CDERA Selected key personnel are to be summoned to remain at the NEOC. The Min of Nat Security / Defence Force is to: Make final contact with RSS to give a sitrep and prediction of the hurricane. Check that RSS and other Regional agencies (CDERA, etc) are at a state of readiness to assist if required.</p>	<p>NDC</p> <p>MIN OF NAT SECURITY / DEFENCE FORCE</p> <p>POLICE</p>

	NEMA
Activate and test local and external communications links and report to NDC	COMMUNICATIONS OFFICER
<p>Upgrade the NEOC to 24 hour alert status Finalize the following at the NEOC: Brief the NEOC staff and secure the building Provide accommodation for NEOC staff and families Ensure emergency power supply is operational Supervise checking of equipment Prepare notification to NEMA members and PS=s</p> <p>Receive confirmation from CABLE & WIRELESS that portable satellite links/Telephones are activated and have been tested</p> <p>Make available all relevant information on the hazard to the public, Regional and International Embassies/Missions and agencies with agreements for assistance and alert them to stand by for participation in response.</p> <p>Review and alert parties to mutual aid agreements.</p>	NDC
<p>Upgrade the DEOC to 24 hour alert status</p> <p>Finalize the following at the DEOC: Brief the DEOC staff and secure the building Provide accommodation for DEOC staff and families Ensure emergency power supply is operational Supervise checking of equipment</p>	DISTRICT CHAIRMEN

<p>Prepare notification to District Committee members and Heads of Departments</p> <p>Make available all relevant information on the hazard to Community Chairmen and alert them to stand by for participation in response.</p> <p>Monitor the whereabouts of District volunteers.</p> <p>Together with the Police in their District make use of the Police public address system to warn residents of the Districts of the expected time the hurricane will strike and repeat Radio messages on the location of shelters.</p> <p>Coordinate supplies to respective Shelter Wardens from the food supplies placed at the designated storage shelters</p> <p>Review and alert parties to mutual aid agreements.</p>	<p>DISTRICT CHAIRMEN</p>
<p>Issue Hurricane warnings and public information via news releases under direction of the NEMA through frequent updates</p> <p>Issue precautionary measures via news Releases through the NEOC</p> <p>Issue precautionary tips together with packaged information on the activities of responding agencies and disseminate situation reports locally and overseas under the direction of the NEMA</p>	<p>PRESS OFFICER</p> <p>NDC</p>
<p>Alert damage assessment teams in accordance with hurricane plans</p> <p>Establish lines of credit with merchants to enable easy access to relief supplies after the disaster</p> <p>Open and staff Shelters. Make prescribed forms available at each Shelter</p>	<p>MIN OF WORKS</p> <p>MIN OF FINANCE</p> <p>COMMUNITY AFFAIRS</p>

<p>Activate all administrative and Finance procedures</p>	<p>DEPT ALL</p>
<p>Continue evacuation of high- risk areas</p> <p>Assign personnel to: Protect property Prevent vandalism Provide national emergency communications Maintain security at: Hospital Shelters Air and Sea Ports Relevant Government offices Evacuated areas</p> <p>Assign personnel to: Control traffic</p>	<p>MIN OF WORKS POLICE</p>
<p>Prepare Hospital, Clinics and Emergency Medical Centres</p> <p>All final precautions to prevent injury to patients and staff must be undertaken. Secure all sections of Hospitals Undertake only essential functions, such as: the professional care of patients. Establish operations Room in an office of the outpatient section of each Hospital.</p>	<p>MIN OF HEALTH</p>
<p>Place radio operators on 24 hour roster</p>	<p>POLICE SKNDF</p>
<p>Assess local relief supplies in association with the NEMA</p>	<p>CHAMBER OF COMMERCE</p>

<p>Notify airlines and International Airport authorities of the situation</p> <p>Check on agreements with commercial fixed wing and helicopter services</p> <p>Commence hangering/evacuation of aircraft and personnel at the airports</p>	<p>AIR & SEA PORT AUTHORITY</p> <p>NEMA</p>
<p>Alert parties to mutual aid agreements</p> <p>Review communications status</p> <p>Advise all response sections and personnel to expedite implementation of hurricane plans</p>	<p>ALL DEPARTMENTS</p>
<p>The Vehicle/Equipment Deployment plan is to continue until all vehicles/boats/operators are in place</p> <p>The NEOC is to be advised of the status of the Deployment Plan.</p>	<p>MIN OF WORKS</p>
<p>Continue with protection of essential records.</p>	<p>ALL GOVERNMENT DEPARTMENTS</p>
<p>Each Utility Managers or his Deputy will report to NEMA what action has been taken and if all works are secure. Any unsecure works and areas are to be advised of and an indication made as which are likely to be of immediate concern following the hurricane. The location of managers and their deputies are to be confirmed along with the method of communication to be used.</p>	<p>ELECTRICITY DEPT</p> <p>WATER DEPT</p> <p>CABLE & WIRELESS</p>

16 Hours Before Experiencing Hurricane Winds

<p>Ensure all members are present at the NEOC/DEOC</p> <p>Advise the Prime Minister of weather conditions and state of preparedness</p>	<p>NEMA/DISTRICT CHAIRMEN</p> <p>NDC</p>
<p>Implement all Departmental/sectoral plans</p>	<p>PERMANENT SECRETARIES</p>
<p>Continue transport coordination and deployment plan</p>	<p>MIN OF WORKS</p>

14 Hours Before Experiencing Hurricane Winds

<p>Advise International agencies through the Min of Foreign Affairs of the authority for the coordination of relief to the country after Impact.</p>	<p>PRIME MINISTER</p>
<p>Mobilize all emergency services</p> <p>Confirm emergency activation, security deployment and Communications status with Commissioner of Police</p> <p>Confirm rescue procedure with Fire/SKNDF</p> <p>Confirm shelter and evacuation status and</p>	<p>NDC</p>

<p>procedures with Community Affairs/Police</p> <ul style="list-style-type: none"> . Confirm activation of Hospital, Clinics and Emergency Medical Centres hurricane staff deployment with the PS Min of Health. . Confirm activation of Damage Assessment Plans with the PS Min of Works . Confirm status of transport and heavy equipment with Min of Works . Confirm status of Relief Workers with Community Affairs 	
<ul style="list-style-type: none"> . Mobilize all emergency services . Confirm emergency activation, security deployment and Communications status with the District Police Officer . Confirm rescue procedures with Defence Force /Police/Fire . Confirm shelter and evacuation status with Shelter Wardens and Min of Works. . Confirm activation of Emergency Medical Centres deployment with the Health Officer. . Confirm activation of Damage Assessment Plans with the Min of Works . Confirm status of transport and heavy equipment with Min of Works . Confirm status of Relief Workers with Community Chairmen 	<p>DISTRICT CHAIRMEN</p>

<ul style="list-style-type: none"> . Establish Department Operations Centre . Locate and brief all operations staff . Review overall preparations according to Departmental/sectoral plans . Inform respective Permanent Secretaries of the current state of preparedness . Brief all Heads of Departments . Install and test communications and emergency power supplies . Contact the NEOC and provide updates . Brief staff on the situation 	<p>GOVERNMENT DEPARTMENT LIAISON OFFICERS</p>
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12 Hours Before Experiencing Hurricane Winds

ACTIVITIES	RESPONSIBILITIES
<ul style="list-style-type: none"> . Assume responsibility for the activation of the National plan . Assume full responsibility for policy and emergency response 	<p>PRIME MINISTER</p>
<ul style="list-style-type: none"> . Continue monitoring threat . Implement all National and District emergency systems . Mobilize and deploy all volunteer services to their pre-determined RV points 	<p>NEMA DISTRICT COMMITTEES</p>

. Issue full warning notices to vessels and marine pleasure craft through the NEOC	PORT AUTHORITY
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9 Hours Before Experiencing Hurricane Winds

ACTIVITIES	RESPONSIBILITIES
<ul style="list-style-type: none"> . Detail and roster all NEOC/DEOC staff . Provide evacuation facilities for NEOC/DEOC staff and their families . Confirm with radio stations on the relocation of equipment and preparation of NEOC press room for direct Emergency Broadcast . Run final systems check on entire communications systems 	<p>NDC</p> <p>DISTRICT CHAIRMEN</p>
. Prepare and broadcast statements from the NEOC	PRESS OFFICER

6 Hours Before Experiencing Hurricane Winds

ACTIVITIES	RESPONSIBILITIES
<ul style="list-style-type: none"> . Assume direct control of the activation of the National plan . Transfer all operations to and assume full Executive control over the NEOC 	PRIME MINISTER
sume responsibility for the coordination of response functions and services and the preparation and operation of the NEOC	NDC

<ul style="list-style-type: none"> . Convene and brief NEOC staff . Ensure Fire and Rescue Plans are prepared for activation and that Evacuation Plans are properly implemented . Implement and maintain full public warnings . Ensure Communications links and admin./secretarial support are prepared for NEOC. . Ensure all Departmental communications systems are installed, tested, re-checked and fully activated. . Ensure all emergency medical services are staffed, supplied and activated. . Ensure all emergency shelters are opened, staffed and equipped with supplies. . Ensure all DEOC=s are activated and that communications equipment is operational. . Collect updates on weather conditions including cross reference checks with local and International Met Services 	<p>NDC</p>
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<ul style="list-style-type: none"> . Assume responsibility for the coordination of response functions and services and the preparation and operation of the DEOC . Convene and brief DEOC staff . Ensure Fire and Rescue Plans are prepared for activation and that Evacuation Plans are properly implemented . Implement and maintain full community warnings . Ensure Communications links and admin support are prepared for DEOC. 	<p>DISTRICT CHAIRMEN</p>
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<ul style="list-style-type: none"> . Ensure all Clinics and emergency medical centres are staffed, supplied and activated. . Ensure all emergency shelters are opened, staffed and equipped with supplies and communications. . Collect updates on weather conditions including cross reference checks with NEMA, local and International Met Services 	DISTRICT CHAIRMEN
Continue issuing regular warnings to the public and promote domestic preparedness and preventive measures	PRESS OFFICER
Complete activation of the Health Service plan	MIN OF HEALTH

3 Hours before Experiencing Hurricane Winds

ACTIVITIES	RESPONSIBILITIES
<ul style="list-style-type: none"> Identify post-impact needs Complete Pre-positioning of response teams Ensure standby resources for NEOC 	NDC

THE BLOW

ACTIVITIES	RESPONSIBILITIES
Monitor and report events as far as possible	NDC PRESS OFFICER

RESPONSE PHASE

Upon verification that the threat has passed

IMMEDIATELY

ACTIVITIES	RESPONSIBILITIES
<p>Advise of All Clear</p> <p>Issue all clear</p>	<p>NATIONAL MET OFFICE</p> <p>NEMA</p> <p>PRESS OFFICER</p>
<p>All persons (including shelter wardens) are to be notified of activation of All Clear.</p> <p>Order initial damage assessments as soon as possible.</p> <p>Contact CDERA</p> <p>Set up satellite equipment as soon as possible and contact RSS to give an immediate assessment of the hurricane and any available sitrep on damage.</p> <p>Within 3 hours of all clear, provide CDERA/ RSS with an initial damage assessment, brief assessment of casualty situation, and initial list of requirements.5. Within 12 hours, give a more detailed list of requirements for helicopter capability, medical supplies, tents and beds, lifting equipment, and manpower.</p> <p>Within 12 hours, in association with Red Cross, have prepared an initial list of casualties in case of enquiries from next of kin overseas.</p> <p>Assist with the Co-ordination of shipment and arrival of relief supplies and personnel from overseas governments, in consultation with the Directors of the Ports Authority, Customs, and Immigration.</p> <p>Co-ordinate the reception of the West Indies</p>	<p>NEMA</p> <p>SKNDF</p> <p>NEMA</p> <p>SKNDF</p>

<p>Guard Ship, and brief the captain on the services required of the ship=s company. In consultation with the NEMA, ensure that the available resources are directed where they are required.</p>	
<p>Assessment of damage is to begin as soon as advised by the NEOC and reported back to them as soon as possible. Primary Assessment will be carried out by aerial video survey. This assessment is to include the following items: Structural integrity of airport, hospital, and dock facilities and roads. Need for Initial clearance of roads using vehicles provided through the NEOC from Min of Works, Structural integrity of Public Shelters, Government buildings and any buildings to be used as temporary accommodation, ge to general housing stock,d. Damage to other private buildings. Damage to agricultural crops Emergency generating equipment, including fuel stocks' condition and extent of the reserve. Any local or overseas assistance required to repair or replace damaged equipment.</p> <p>Assess immediate needs of food and clothing and other supplies and advise NDC as expeditiously as possible</p> <p>Should the need arise for food distribution to shelters or otherwise, food items are to be bagged according to pre-arranged personal scaling. A shift system will be agreed upon between the District Coordinator, Community Chairmen and their assistants to ensure that food supplies are continuously available.</p>	<p>MIN OF ENVIRONMENT</p> <p>MIN OF WORKS</p> <p>DEFENCE FORCE</p> <p>MIN OF AGRICULTURE, LANDS & HOUSING</p> <p>COMMUNITY AFFAIRS DEPT</p> <p>DISTRICT CHAIRMEN</p>
<p>Ascertain number of dead through the NEOC and medical problems being encountered. Determine transport requirements</p>	

<p>Organise Medical care as deemed necessary. Non-duty Staff should listen to Radio during the post hurricane period for requests for assistance. Should Radio be non-functioning, requests will be made through local Police Stations. If the expected number of patients to medical facilities exceeds the capacity, the plan for setting up overflow facilities should be activated Co-operation of private pharmacists will be acquired if necessary.</p>	<p>MIN OF HEALTH</p> <p>DEFENCE FORCE</p>
<p>Electricity Utilities are to report on: Preliminary estimate of damage to generating equipment and fuel stocks. Preliminary estimate of damage to distribution equipment, to each of the districts. Estimate of time required to restore the electricity supply to each district and the extent of this supply, if it is of a temporary nature, and if some form of rationing will be required. Any assistance required to repair damage, including the provision of external aid in the form of spare parts, materials, manpower or equipment. Advice on news bulletins which should be broadcast to inform the public of the available supply or possible dangers caused by the damage.</p> <p>Fuel stocks reserve, time it will last and recommendation on restocking.</p>	<p>ELECTRICITY DEPT</p>

<p>Communication Utilities are to report on:</p> <p>Preliminary estimate of damage to buildings, switching equipment and overseas service.</p> <p>Preliminary estimate of damage to distribution equipment, to each of the districts</p> <p>Existing available communication services and method or special requirements necessary to obtain access or to conserve the service. (Making particular note of the situation with regard to communication overseas).</p> <p>Dedicated line for the sole use of Government. Normally, this number will be used directly from the NEOC; however, in the case of damage, overseas calls should be made using satellite telephone.</p> <p>Estimate of time required to restore the communication service to each district and advice on any temporary measures that might be taken.</p> <p>Assistance required to repair damage, including the provision of external aid in the form of spare parts, materials, manpower or equipment.f.</p> <p>Advice on news bulletins which should be broadcast to inform the public of the status of the communication utility.</p>	<p>CABLE & WIRELESS</p>
<p>Water Utilities are to report on:</p> <p>Preliminary estimate of damage to water production equipment including sea water intake works and fuel stocks.</p> <p>Preliminary estimate of damage to reservoir,</p>	

<p>water stored in reservoir, trucking facility and distribution system. Actions taken to disinfect water to prevent risk of contamination and level of chlorine residual in the water.</p> <p>Estimate of quantity of water stored for each District which is suitable to be used for human consumption and designation of personnel to ensure that the water is distributed in accordance with the instructions of the NEMA.</p> <p>Any assistance required to repair damage, including the provision of external aid in the form of spare parts, materials, manpower or equipment.</p> <p>Estimate of time required to repair the damage, particularly in the event of damage to the water production equipment, keeping the NEMA fully aware of progress and of the production capability, as the equipment becomes operational.</p> <p>Advice on news bulletins which should be broadcast to inform the public of the available supply and progress on restoration of the utility.</p> <p>Fuel and treatment chemicals stocks, time they will last and recommendation on restocking.</p>	<p>WATER DEPT</p>
<p>The provision of equipment and operators for the following purposes is to be activated through the NEOC Co-ordinator:</p> <p>Search and rescue and initial clearance operations.</p> <p>Clearing of Intl Airport.</p> <p>Clearing debris from the main roads. (dump trucks, heavy equipment to Min of Works)</p> <p>Transportation for rehabilitation supplies, from dock and airport to storage depots. (large trucks and tractor trailers)</p> <p>Transportation for supplies, from storage depots to food kitchens and distribution centres. (medium/small trucks, vans)</p> <p>Transportation for fuel, from bulk storage to service points. (fuel trucks)</p> <p>Transportation for the delivery of drinking water. (water</p>	<p>FIRE</p> <p>POLICE</p> <p>MIN OF WORKS</p> <p>DEFENCE FORCE</p>

<p>tankers)g. Transportation for corpses to cemetery or burial sites. (trucks, vans) Transportation for workers. (school buses, mini buses)</p>	
<p>Determine the extent of damage to the aviation infrastructure with a view to timely resumption of flights. The decision to resume flight operations will be made by NEMA.</p> <p>Resume normal operations as quickly as possible</p>	<p>AIR & SEA PORT AUTHORITY</p>

Within 48 Hours

ACTIVITIES	RESPONSIBILITIES
<p>Advise Prime Minister to declare state of emergency if justified</p> <p>Decide location from which to conduct Government business if necessary</p>	<p>NDC</p>
<p>Request NGOs and agencies to send representatives to EOCs as necessary for relief and response operations</p>	<p>NDC</p>
<p>Advise public of safety of key Government Officials</p>	<p>PRESS OFFICER</p>
<p>Provide ground reconnaissance and intelligence to the NEOC</p> <p>Conduct search and rescue activities through the</p>	<p>WORKS DEPT</p> <p>POLICE DEPT</p> <p>FIRE</p> <p>DEFENCE FORCE</p>

NEOC	
<p>Provide facilities and medical staff as necessary</p> <p>Initiate procedures for the quick burial of the dead</p>	<p>MIN OF HEALTH</p> <p>POLICE</p>
<p>Provide ground reconnaissance and intelligence to the NEOC</p> <p>Provide security for the stricken and evacuated areas to prevent looting</p>	<p>WORKS</p> <p>FIRE</p> <p>POLICE</p> <p>SKNDF</p>
<p>Dispatch ground teams to areas of greatest damage</p> <p>Provide initial damage Assessment and needs to the NEOC</p> <p>Based on priorities set by NEMA, conduct repairs, debris clearance and demolition procedures. Shutters and other protection are to be removed from Government buildings after it is determined that additional threats are unlikely. Priorities will be set by the NEMA.</p> <p>Secure temporary accommodation for Government operations if necessary</p> <p>Ensure that recommendations for hazard mitigation in the reconstruction of public facilities are implemented.</p> <p>Obtain private vehicles for use in emergency operations by request or requisition</p>	<p>MIN OF WORKS</p> <p>PWD</p>
<p>Coordinate information and requests between Government departments and local industry</p>	<p>CHAMBER OF COMMERCE</p>

<p>Brief Prime Minister on the state of Government buildings and recommend suitable alternate headquarters from which to conduct government business</p>	<p>NDC</p>
<p>Provide boats for marine reconnaissance, rescue and for damage assessment teams</p>	<p>DEFENCE FORCE PORTS AUTHORITY</p>
<p>Clothing and food depots are to be set up as needed once so authorized by NEMA. If and when required, food kitchens and dry ration centres are to be set up. Ensure the speedy receipt, storage and allocation of all overseas relief (both resources and personnel) as co-ordinated by NEMA and the Chief Immigration and Customs Officers.</p>	<p>COMMUNITY AFFAIRS DEPT DISTRICT COMMITTEES CUSTOMS IMMIGRATION</p>

AS SOON AS POSSIBLE

ACTIVITIES	RESPONSIBILITIES
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<ul style="list-style-type: none"> . Liaise with all response agencies . Build and maintain a picture of the emergency, its effects and relief measures being undertaken through the PRESS OFFICER. . Coordinate requests, receipt and distribution of relief support and supplies through the NEOC . Coordinate the relocation of Government offices to temporary pre-determined alternate sites. . Maintain communications within and outside of the ST KITTS NEVIS, (including Regional and International Embassies/Missions and Agencies through the Min of Foreign Affairs) and request assistance as needed. 	NEMA
<ul style="list-style-type: none"> . Establish a public information service to the ST KITTS NEVIS and the outside world, making certain that all information released is factual and accurate . Constantly advise the public : <ul style="list-style-type: none"> To conserve water and food To stay living at their homes if it is safe to do so To take particular care with hygiene and sanitary practices Of measures being taken with respect to provision of food and water and restoration of public utilities 	PRESS OFFICER
<p>Facilitate speedy customs, immigration and health clearance for international assistance and resources arriving in the country through the NEOC</p>	NEMA CUSTOMS IMMIGRATION MIN OF HEALTH
<p>Coordinate requests for and offers of overseas aid and assistance through the NEOC.</p>	MIN OF FOREIGN AFFAIRS

<p>Coordinate local and International reconnaissance and damage assessment teams (Insurance companies, Military, UN Organizations, etc.) through the NEOC</p> <p>Ascertain the early requirements for Government assistance in re-establishing the community.</p>	<p>NEMA</p>
<p>Coordinate local and International search and rescue teams and operations through the NEOC</p>	<p>FIRE POLICE DEFENCE FORCE</p>
<p>Coordinate the establishment , staffing and management of emergency shelters</p>	<p>COMMUNITY AFFAIRS DEPT</p>
<p>Coordinate evacuations from stricken or threatened areas to emergency shelters through the NEOC</p> <p>Coordinate the collection and movement of evacuees to designated embarkation points, and the operation of the facilities at those points</p>	<p>MIN OF TRANSPORT POLICE DEFENCE FORCE</p>
<p>Coordinate requests, receipt and distribution of food, clothing and water supplies through the NEOC and District EOCs</p>	<p>COMMUNITY AFFAIRS DEPT</p>
<p>See to the welfare of Tourists and communicate with the NEOC</p>	<p>MIN OF TOURISM HOTEL & TOURISM ASSN</p>
<p>. Assist with the clearance and distribution of supplies</p> <p>annel International medical assistance and supplies</p> <p>. Assist with the tracing of missing persons</p>	<p>MIN OF C W & PU SKNDF RED CROSS</p>

<p>Assist with needs assessments</p> <p>Assist in the provision of welfare information to persons overseas.</p>	COMMUNITY AFFAIRS DEPT
<p>Certify international requests for and receipts of medical supplies</p>	CHIEF MEDICAL OFFICER
<p>Provide transportation of food and water</p> <p>Provide transportation of manpower and supplies through the NEOC</p> <p>Prepare temporary or permanent accommodation required by relief workers through the NEOC</p> <p>Ensure that pre-designated staging areas for arrival of relief supplies are cleared</p> <p>Prepare warehouse facilities for arriving supplies through the NEOC</p> <p>Activate and deploy local SUMA staff to handle relief supplies</p>	<p>MIN OF WORKS</p> <p>MIN OF WORKS DEPARTMENT</p> <p>COMMUNITY AFFAIRS DEPT</p>
<p>Assess needs and advise NEMA</p>	VOLUNTARY AGENCIES

WITHIN TWO WEEKS

ACTIVITIES	RESPONSIBILITIES
<p>Assemble Government for emergency session as necessary</p>	PRIME MINISTER
<p>Deploy subsidiary clearing teams to ports of entry as necessary through the NEOC</p>	CUSTOMS

<ul style="list-style-type: none"> Clear supplies from all ports Document relief items Transport supplies to storage points Submit documentation on receipts to NEOC 	<p>DEFENCE FORCE</p> <p>MIN OF WORKS MIN OF TICAYS & CA LOCAL AND OVERSEAS VOLUNTARY AGENCIES</p>
<ul style="list-style-type: none"> Oversee and ensure coordination of all agencies, public and private involved in post-hurricane shelter and welfare Investigate, distribute and track welfare benefits to affected persons from the government, NGO=s or any other agency, to ensure that there is a genuine need and that there is no duplication. 	<p>COMMUNITY AFFAIRS DEPT</p>

RECOVERY PHASE

ONE TO THREE MONTHS

ACTIVITIES	RESPONSIBILITIES
<ul style="list-style-type: none"> Re-establish the best possible Government business Appoint a recovery coordinator and Task Force Stand down the response phase 	<p>PRIME MINISTER</p>

<p>. De-activate the NEOC and return to normal operations.</p>	<p>NDC</p>
<p>. Coordinate requests, receipt and distribution of recovery support and supplies</p> <p>. Facilitate speedy customs, immigration and health clearance for international assistance and resources arriving in the country through appropriate agencies</p> <p>. Coordinate requests for and offers of overseas aid and assistance</p> <p>. Coordinate local and International reconnaissance and damage assessment teams (Insurance companies, Military, UN Organizations, etc.)</p> <p>. Coordinate the closing of emergency shelters and the return to private homes</p> <p>. Coordinate the relocation of Government offices to original or permanent new sites</p> <p>. Coordinate requests, receipt and distribution of food, clothing and water supplies</p> <p>. Coordinate transportation and supply</p> <p>. Coordinate the re-establishment of the community</p> <p>. Establish and operate a National enquiry centre</p> <p>. Coordinate the restoration of essential services and public utilities</p> <p>. Coordinate any task required to maintain Government functions</p> <p>. Coordinate the responses from all local and international agencies to see to the hasty restoration of normal services and functions of</p>	<p>RECOVERY COORDINATOR</p> RECOVERY COORDINATOR

<p>the public and private sectors</p> <ul style="list-style-type: none"> . Ensure that reconstruction and rehabilitation measures include sound mitigation principles that reduce rather than increase future vulnerability . Document lessons learned from the disaster for input into future mitigation planning 	
<ul style="list-style-type: none"> . Continue to build and maintain a picture of the emergency, its effects and recovery measures being undertaken 	PRESS OFFICER
<ul style="list-style-type: none"> . Monitor and document relief stock levels . Promote the resumption of normal trade 	CHAMBER OF COMMERCE
<ul style="list-style-type: none"> . Ensure maintenance of central storage areas at air and sea ports to receive supplies 	AIR & SEA PORT AUTHORITY
<ul style="list-style-type: none"> . Distribute supplies to District storage centres . Investigate, distribute and track welfare benefits to affected persons from the government, NGO=s or any other agency, to ensure that there is a genuine need and that there is no duplication. 	COMMUNITY AFFAIRS DEPT
<ul style="list-style-type: none"> . Document relief items received . Record receipt of supplies 	COMMUNITY AFFAIRS DEPT
<ul style="list-style-type: none"> . Restore telecommunications 	CABLE & WIRELESS

. Make INMARSAT terminal available to the Government as needed	
. Restore roads, bridges and buildings	MIN OF WORKS
. Restore electricity	ELECTRICITY DEPT.
. Restore agricultural sector	MINISTRY OF AGRICULTURE
. Restore water supplies	WATER DEPT
. Certify food and water supplies	MIN OF HEALTH
. Deploy and distribute medical personnel and supplies as required	
. Ensure Public Health is maintained	PUBLIC HEALTH DEPT

. Liaise with the NEMA and other relevant committees for access to Government buildings, availability of vehicles and road conditions.	
. Co-ordinate recovery programme. The nature and extent of recovery will depend upon the degree of damage sustained, availability of personnel, and a treatment site.	
. On-site assessment of damaged records. Ideally this will be undertaken by a ASalvage Team@ comprising of senior personnel from the department(s) where damage has occurred, and a staff member from The Government Archive and/or, as designated. The team will be required to:-	
Identify material needing immediate attention.	

<p>Identify material of high priority (see AVital Records Lists@). Select material for treatment in order of priority. Crate material and complete ADamage Lists@.</p> <p>. Transportation of crated material to treatment areas. Ideally this will be undertaken by a ARecovery Team@. The number of personnel involved will depend on the degree of the disaster and the number of vehicles available. The team will be required to:- supply Salvage Teams with salvage materials. transport filled crates to treatment areas. transport selected material to freezer storage.</p> <p>. Recovery treatment. Ideally this will be undertaken by a `Conservation Team' headed by a Conservator. The team will be required to:- organise a `Treatments Area'. organise a `Drying Area'. Organise the freezer facilities</p> <p>Implement Salvage Procedures</p>	<p>GOVT ARCHIVES</p> <p>GOVT ARCHIVES</p>
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