

TRANSMISSION & DISTRIBUTION DEPT.



HURRICANE PREPAREDNESS PLAN

Revised May 2015

Appendix C – List of 2015 Hurricane Names

1. Ana
2. Bill
3. Claudette
4. Danny
5. Erika
6. Fred
7. Grace
8. Henri
9. Ida
10. Joaquin
11. Kate
12. Larry
13. Mindy
14. Nicholas
15. Odette
16. Peter
17. Rose
18. Sam
19. Teresa
20. Victor
21. Wanda

Transmission and Distribution (T&D)**Hurricane Preparedness Plan****Before June 1st - Start of the Hurricane Season**

By the 1st June all of the following measures must be in place:

- (a) The island ring main is operational.
- (b) All lines are cleared of branches.
- (c) All T&D vehicles have been serviced and are operational.
- (d) Construction materials, tools and safety gears are in stock in the event of a hurricane.
- (e) Circuit diagrams and databases are updated and printed showing the following information:
 - All transformers and their sizes
 - Location of switches
 - Switching circuits
 - Pole numbering
 - Customer – pole data
- (f) Crew Chiefs and crews are identified.
- (g) Scouts and crew chiefs have back-up power to charge cell phones.
- (i) Bush contractors are on standby.
- (j) All vehicular lights, including strobe and spot lights, are in good working condition.

Procedures to follow in the event of a Hurricane**Hurricane Watch**

Updated advisories will be issued announcing the possibility of an approaching storm/hurricane to Nevis. At this time all of the above checks will be made to ensure that everything is in place in the event

In addition the following checks or actions will be carried out:

1. Increase television and radio ads to sensitize the public regarding fallen lines.
2. Re-check stocks.
3. Secure building.
4. Prepare for the purchase of water to be issued in the event of the storm.
5. Designate person for supplying food to the crews.

Hurricane Warning

The issuance of a hurricane warning indicates the hurricane is expected to affect Nevis within 24 hours. At this stage the following steps will be followed:

1. Meet with the T&D staff transmitting the relevant information regarding the restoration plans.
2. Ensure all vehicles are filled with fuel.
3. Make final checks on [hurricane kits](#)¹ and material supplies.
4. Mechanics/Drivers make final checks on vehicles.
5. Purchase and store drinking water.
6. Purchase food supplies.
7. Back-up files, unplug and cover all computer equipment with waterproof covering and secure T&D and Corporate building.
8. Ensure that the various Crew Chiefs are equipped with telescopic hot sticks.
9. Check communication between power station/dispatcher and scouts/crew chiefs.
10. Ensure that the Stores will be open prior to 6 am daily for the issuing of materials.

Note:

- All vacations will immediately be suspended.
- All T&D workers will be granted time to secure their homes.

¹Contents of the Hurricane Kit can be seen in Appendix A

Appendix B- Teams and their Assigned Areas

St. Paul's Crew

Scouts – Allister aka 'Billy', Cleo

- Billy (Crew Chief)
- Raynardo
- Geran
- Curtis
- Clayon
- Tariq

St. George's & St. John's Crew

Scouts – Michael, Anthony aka 'Nanjo'

- Michael (Crew Chief)
- Julian
- Resean
- Rhyan
- Vicario

St. Thomas' & St. James' Crew

Scouts – Starett, Clayon

- Starett (Crew Chief)
- Roy
- Burton aka Labes
- Vidal
- Clubert

****Meter Restoration**

Crew Chief – Anthony aka 'Nanjo'

- Shellon
- Juldain
- Clifford aka 'Bailey'

Note:

1. Dispatchers will have the Emergency Cell (763-9100)
2. Sterling will float and liaise with Ian

Appendix A – Hurricane KitIndividual Hurricane Kit

Rain Coat
 Pair of Wellington Boots
 Pair of working gloves
 Cutlasses
 Climbing belt/harness
 Climbing spikes
 Climbing boots
 Protective Hard Hats
 Linesman pliers
 Linesman spanners
 Goggles
 Traffic vest

Gang Hurricane Kit

First Aid Kit
 Strobe light
 Traffic cones
 Traffic signs
 Spot lights
 Multi-meter
 200ft rope
 Hammer
 Set of Screwdrivers
 Pair of HV gloves
 Telescopic hot sticks.
 2-3 earthing sets
 Gas Drill with Bottle of Mixed Gas

During the Hurricane

No work will be done during the hurricane. The Transmission lines will be controlled at the power station and when it becomes necessary to open circuit/s, it will be done by the power station personnel, by opening the respective feeder/s.

Post Hurricane Procedures - Restoration of Power

After the “all clear” bulletin by the Meteorological department:

1. Scouts will log all relevant information. A T&D briefing will be convened before crews are dispatched to designated areas.
2. Scouts and Crew Chiefs will determine course of action which will allow the greatest number of customers to be re-energized without compromising safety. This will include removing spurs and transformers.

Note: All teams at the start will concentrate on re-energizing Charlestown 1 feeder after which they will be assigned to the respective feeders and the area to work. See Appendix B for Team Assignments.
3. Work will be done progressively along the respective feeder and work will be inspected by the engineers and/or Crew Chief and passed before area is re-energized. All work **must** be done to standard. All switching and tagging procedures will be observed during the re-energizing of main and sub-main feeders.

4. Work will be conducted as follows:

- (a) **ALL** work will be inspected by the Crew Chief to ensure that the work doesn't compromise the safety of the system.
- (b) **ALL** Switching and Tagging Procedures will be observed. **ALL** isolation and re-energizing of circuit **must** be approved by the engineer/manager.
- (c) The Crew Chiefs must ensure that all safety practices are observed by all Nevlec employees. Crew Chiefs/Manager are responsible for switching and tagging and therefore must ensure that all relevant lines are clear before re-energizing said lines.
- (d) At the end of the day when the all clear have been given by the respective Crew Chief the circuits will be re-energized.

5. Where there are damaged meters, the Meter Restoration Crew will be assigned to those tasks.

6. At the start of each day Work Order will be issued to the team by their Crew Chief. This Work Order will show the following information:

- (a) The area to be worked on
- (b) Type of work to be done
- (c) Drawing of the work to be done (sketches)
- (d) List of materials needed to execute the work

A tailgate meeting will be held by each Crew Chief explaining the day's activity.

8. Morning briefings will be held daily to give updates on completion of the assigned area(s). At the end of each day, the Crew Chiefs will be expected to have the next day's work prepared. Meals will be given during recovery operation.

9. Street lights will be repaired where possible and where not possible, they will be replaced.

10. At the end of the clean-up the vehicles will be cleaned and inventory taken.

Note:

- All workers will be instructed to turn out to work unless damages have been sustained to the premises of that worker in which case, a maximum of 2 days leave will be granted to such worker to organize his/her affairs.