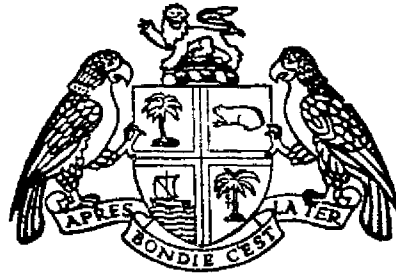


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THE COMMONWEALTH OF DOMINICA

DISASTER EMERGENCY PLAN

PREPARED BY

THE NATIONAL EMERGENCY
PLANNING ORGANISATION

Prime Minister's Office
August, 1981.

HURRICANE HINTS

ADVISORIES AND WARNINGS

Bulletins issued by Government concerning hurricanes and storms will be broadcast over Dominica Broadcasting Corporation and are classified as follows:

1. **ADVISORY** — issued at regular intervals when a hurricane is first detected in the area.

2. **WATCH** — issued when the hurricane continues its advance and threatens coastal and inland regions. It means that hurricane may threaten the area within 24 hours; if the danger materialises, a hurricane warning will be issued.

3. **WARNING** — issued when once it is established that a hurricane is expected to strike within 24 hours.

BEFORE THE HURRICANE SEASON

(a) **WINDOWS AND DOORS.** Make sure that all fasteners for outside doors and windows are in order. Wherever possible, windows should be reinforced with shutters and doors with bars.

(b) **THE ROOF.** Make sure that roof covering is properly fixed to the rafters. Roof sheetings must be properly fixed to supports, preferably with long drive screws. Spaces between the roof and the supports should be sealed off during hurricane periods. A high wind will lift a roof if it gets into the air space between the roof and the supports.

(c) **WOODEN HOUSES.** These should be securely fixed to supports with their footings well into the ground. Houses should be protected against wood ants. Houses infested by these termites very often collapse in a hurricane.

(d) **USEFUL SUPPLIES.** Try to ensure that there is a reserve of tinned milk or other tinned food as emergency rations in the home. Keep one or two hurricane lanterns filled with kerosene. Keep matches in readiness also. A small quantity of first aid supplies may be useful. Keep supplies of clean drinking water to hand. Make sure that any open drinking water tanks are kept securely covered.

(e) **TREES.** Any trees or branches which hang directly over a house or which look as if they might damage it in a hurricane should be cut down.

ON HEARING "ADVISORY"

— listen carefully for other messages which follow the advisory.

FOREWORD

THE NATIONAL EMERGENCY PLANNING ORGANISATION (N.E.P.O.) has been established to deal with the wide range of matters pertaining to disaster situations that may be encountered.

Very clearly then there is always room for improvement in the structure and operations of any organisation. The National Emergency Planning Organisation is no exception. And as, therefore, the question of a disaster affects the general citizenry, the public is kindly exhorted to feel free to make enquiries or suggestions about the organisation.

If you have any questions about any aspect of the structure or operation of N.E.P.O., if you have any criticisms or suggestions about the organisation, please do not hesitate to write to the Chairman, National Emergency Planning Organisation, Prime Minister's Office, Government Headquarters, or telephphone 2401 Extension 278.

Chapter 1

DISASTER PREPAREDNESS

1.1 Disaster preparedness means preparing the community to react promptly to save lives and protect property if it is threatened or hit by a disaster or major emergency of any kind. In order to do this, planning must be done before there is even the threat of an emergency. This involves the assignment of responsibilities, classification and cataloguing of resources, practice drills and evaluation of experiences.

1.2 The role of the National Emergency Planning Organisation in Dominica must not be seen simply as that of rendering "help after the storm". Instead, its role is one of activating the community on an island-wide basis to deal with any type of disaster. The function of the National Emergency Planning Organisation with respect to emergencies can conveniently be divided into five categories:

Informing — the development and dissemination of information which will enhance the capability of the individual or the private organisation to cope with emergencies to get help when needed.

Warning — the analysis and forecasting of the nature of potential emergencies and the development and operation of systems designed to maximise warning time and precision for the benefit of both victims and helpers.

Co-ordinating — the development of systems to enable resources to be effectively applied to emergencies.

Providing — the provision and maintenance, when necessary of extraordinary resources as well as the diversion of normal resources to meet emergency needs.

Evaluating — the review of the performance of the Organisation with a view to its improvement.

1.3 Disaster preparedness is a continuous exercise — it is a year round pre-occupation not only for members of the National Emergency Planning Organisation, but for every citizen. Government agencies and private organisations alike are required to prepare their own internal disaster plans and these must be reviewed every year in order that they be kept up-to-date.

1.4 It is therefore the responsibility of every citizen to become familiar with the National Emergency Planning Organisation and to be so versed in the roles which they are expected to play in the event of a disaster that, should action be necessary, the response would be instinctively orderly rather than merely a panic-stricken reaction. Everyone must be involved in increasing the country's degree of preparedness. Every one must see himself as a disaster worker.

Types of Disaster

1.5 This booklet concentrates mainly on procedures to be followed in the event of a hurricane, since hurricanes every year pose the most likely threat to Dominica. There are, however, several types of disasters which occur, and the degree of risk continually increases. These can be divided into three categories.

<i>A</i>	<i>B</i>	<i>C</i>
Natural	Man-Made	Extraordinary
Earthquake	Fire	Nuclear Accidents or Spills
Drought	Explosion	
Hurricane	Pollution	
Landslide	Power Failure	
Flood	Civil Strife	
Epidemic	Invasion	
Tidal Wave	Shipwreck	
Volcano	Strikes	
	Air Crash	
	Oil Spills on land or water	
	Construction Failures	

Consequences of Disaster

- 1.6** — loss of lives, injured or homeless people
— physical damage to property
— impact on social and political organisations

1.7 The National Emergency Planning Organisation does not ignore the less frequent and less familiar disasters of categories B and C. However, since all disasters have much in common, preparing a community to cope with the more familiar types will help it to adopt emergency procedures which will be useful to them.

Hurricane

1.8 The official hurricane season in the Gulf of Mexico, the Caribbean Sea and the Atlantic Ocean runs from June to November. However, the record shows that hurricanes have occurred outside of this period. It is important that the public should be well advised of precautions to be taken before the actual hurricane season as well as those to be taken during the occurrence of a hurricane or in the aftermath of any such disaster

Chapter 2

THE NATIONAL EMERGENCY PLANNING ORGANISATION

2.1 The general direction and control of the organisation resides with the Prime Minister.

Emergency Co-ordinating Advisory Council — This Council is responsible for ensuring that the functions of the Organisation as a whole are effectively and efficiently carried out.

2.2 Membership of the Council is as follows:—

Secretary to the Cabinet — *Chairman*
Permanent Secretary, Ministry of Home Affairs — *Deputy Chairman*
Permanent Secretary, Ministry of Agriculture
Permanent Secretary, Ministry of Communications, Works and Tourism
Permanent Secretary, Ministry of Health
Development Co-ordinator, Economic Development Unit
Local Government Commissioner
Commissioner of Police
Chief Fire Officer
Chief Agricultural Officer
Chief Technical Officer, Communications and Works
Chief Information Officer
Chief Education Officer
Chief Medical Officer
Chief Welfare Officer
General Manager, Dominica Port Authority
Representative of: Dominica Association of Industry and Commerce
Dominica Red Cross Society
Dominica Christian Council
Dominica Radio Club
Cable and Wireless
Dominica Electricity Services

2.3 The Co-ordinator, Disaster Preparedness, will be Secretary to the Advisory Council and will attend, either in person or by proxy, meetings of all committees.

2.4 All correspondence concerning the Organisation should be addressed to the Chairman, or Secretary, National Emergency Planning Organisation, Prime Minister's Office

2.5 The Council will normally carry out its supervisory functions through the Executive of the Organisation, *i.e.* the Chairman, Deputy Chairman and the Secretary.

Standing Committees

2.6 The Standing Committees of N.E.P.O. are as follows:—

(1) Public Utilities

Chairman: Chief Technical Officer —
Ministry of Communications and Works, or Assistant
Secretary/Communications
Representative of: Dominica Electricity Services
Cable and Wireless
Central Water Authority
Mechanical Superintendent — Ministry of Communica-
tions, Works and Tourism
Electrical Superintendent/Communications, Works and
Tourism

(2) Public Relations (Information and Education)

Chairman: Chief Information Officer
Representative of: Dominica Broadcasting Service
The New Chronicle
Caribbean News Agency
Radio Antilles
Education Department
Dominica Red Cross Society
District Organisations
Dominica Association of Industry and Commerce
Dominica National Youth Council

(3) Food and General Supplies

Chairman: Trade Officer
C. A. Savarin
Representative of: — Dominica Association of Industry and Commerce
— Division of Agriculture
— Dominica Agricultural Marketing Board
— Dominica Farmers Union
— Customs or Port Authority
— Nutritionist

(4) Welfare Committee

Chairman: — Chief Welfare Officer
Representative of: — Dominica Red Cross Society

- Dominica Christian Council
- Roman Catholic Church
- Methodist Church
- Seventh Day Adventist Church
- Social Centre

(5) Health Services Committee

- Chairman: — Director of Medical Services
 — Medical Officer of Health
- Representative of: — Dominica Red Cross Society
 — Nurses Welfare Association
 — Chief Environmental Health Officer

(6) Telecommunications Committee

- Chairman: — Commissioner of Police
- Representative of: — Dominica Broadcasting Service
 — Cable and Wireless
 — Dominica Radio Club
 — Airport Manager
 — Mr Ronald Abraham

Chapter 3

PRE-DISASTER PLANNING STAGE

3.1 The main function of the National Emergency Planning Organisation is to ensure that the community is in a state of preparedness at all times. Its areas of planning will, therefore, include:

- Anticipatory orders under the Emergency Powers Act.
- Collaboration with the Inter Caribbean Emergency Relief Organisation (ICERO), the United Nations Disaster Relief Organisation (UNDRO), and similar bodies.
- Co-ordination between National and District Emergency Relief Organisations.
- Arrangements for relief aircraft and ships, including customs and visa clearance for relief supplies and personnel.
- Storage and control of reserve equipment, fuel, drugs, medical equipment, food, radios and other relief supplies.
- Entry control of non-essential visitors.
- Public information and press briefings.
- Warning systems, warning dissemination, responsibility for and control of broadcasting.
- Evacuation plans, shelter and refuge areas, including promulgation of these plans.

- Transport and equipment requirements.
- Direction of Labour
- Post-disaster reconnaissance and reports.
- Post-disaster demolition and repair.

3.2 Each Government agency is responsible for drawing up its own internal disaster manual. These manuals must provide for the security of the department as well as service to the public.

3.3 All plans and revisions must be submitted to the Chairman of the National Emergency Planning Organisation not later than 30th June.

3.4 Guidelines to assist in drawing up a disaster plan are given at Chapter 14.

Responsibilities of Government Agencies

3.5 As a general rule, government agencies and officers will continue to exercise their normal functions during a disaster, but in some cases, special additional responsibilities will be assigned. Some of the actions which will be required to be performed and which should be detailed in individual disaster plans are as follows:

(a) Police Department

- protection of property and prevention of vandalism;
- control of traffic to and from emergency areas and hospitals;
- crowd control;
- evacuation of buildings where necessary;
- warning system.
- security of shores;
- co-ordinating efforts of Dominica Amateur Radio Club;
- emergency telecommunications.

(b) Fire Service

- all fire-fighting operations;
- assistance in rescue work;
- assistance in evacuation;
- pumping of flood waters,
- manning ambulance service.

(c) Ministry of Communications and Works

- road clearance,
- assistance in rescue work, in collaboration with Fire Service;
- provision of emergency transport services;
- maintenance of telecommunications system;
- supply generators and motor car batteries to Amateur Radio Club, where possible.
- demolition of unsafe buildings;
- excavation operations as required.

(d) Ministry of Education;

- selection and maintenance of shelters as well as their staffing in areas where the local organisations are unable to provide staff. In those places where the

District Emergency Officer is responsible, the senior shelter Warden nevertheless must be approved by the Chief Education Officer who is the Chief Shelter Warden.

- liaise with Ministry of Health on sanitary services for shelters
- preparation and review every year of a manual for shelter wardens;
- training of shelter staff;
- requisition supplies of food and other essentials from Ministry of Home Affairs for feeding, clothing, etc. of refugees;
- assist the District Emergency Organisations where necessary with selection of assistant shelter wardens.

(e) Ministry of Health:

- maintenance and staff of first-aid stations in collaboration with the District Emergency Organisations, including provision of first-aid boxes and other medical supplies;
- assisting the District Emergency Organisations with the staffing of the first-aid stations and the training of personnel;
- caring for the injured, old people, children etc.;
- education of the public in matters concerning public health;
- arrangements for mass immunization if required;
- investigation of the potability of water supplies;
- arranging that hospitals and health centres make and practise disaster plans;
- preparation of a manual for first-aid stations and personnel;
- providing sanitary services for shelters, where necessary;
- establishing procedures for collaborations with Red Cross Society;
- recording, tagging, identification and burial of dead.

(f) Ministry of Home Affairs

- maintenance of adequate food centres throughout the country in co-ordination with Department of Trade, Welfare Department, Social Workers, Youth Societies, Red Cross and Women's Organisations;
- assignment of personnel to work in these centres in the event of an emergency;
- collaboration with Dominica Association of Industry and Commerce and External Trade Bureau in the maintenance of adequate stocks of food, etc., during the hurricane season;
- co-ordination with Ministry of Communications, Works and Tourism to arrange adequate transport services for distribution of food;
- designing of rationing systems in collaboration with the Department of Trade,
- maintenance of adequate stocks of blankets, beds, feeding utensils, lanterns, torch lights, etc., during the hurricane season;
- distribution of welfare supplies (other than food):
- emergency housing

(g) Department of Trade

- bulk supplies — including reception and storage in the event of an emergency;
- designing rationing systems, in collaboration with Ministry of Agriculture.

(h) Chief Information Officer

- arranging with Dominica Broadcasting Services, New Chronicle and the Commissioner of Police for keeping the public informed about disaster preparedness;
- control of dissemination of information during a disaster.
- ensuring that the whereabouts of Emergency Shelters and first-aid clinics are well known by the public

(i) Establishment Department

- procuring and monitoring stocks of fuel.

(j) External Trade Bureau

- co-ordination with Welfare Department on matter of emergency supplies (other than food).

(k) Statistical Office

- arrangement for:
 - (1) collecting and maintaining damage statistics;
 - (2) estimating the amount of funds needed for rehabilitation; and
 - (3) processing of data about the disaster.

This is to be done in collaboration with the Computer Centre and the Economic Development Unit.

(l) Economic Development Unit (EDU)

- collaboration with the Statistical Office and the Computer Centre on:
 - (1) collection and maintenance of damage statistics;
 - (2) estimation of the amount of funds needed for rehabilitation; and
 - (3) processing data about the disaster.
- to arrange at a date between April and May a meeting with the Statistical Office to discuss what methods will be used for collection of required data.

(m) Computer Centre

- collaboration with the Statistical Office and the Economic Development Unit—
 - (1) collection and maintenance of damage statistics;
 - (2) estimation of the amount of funds needed for rehabilitation;
 - (3) processing of data about the disaster.

(n) Local Government Department.

- organisation of Community Action groups,
- local situation reports;
- liaison with Police Stations for relaying situation reports.

3.6 It is important to note the following:

In cases where a Department or Statutory Body is assigned specific responsibilities in this booklet, ultimate responsibility rests with the Permanent Secretary of the Ministry concerned. The Permanent Secretary must ensure that all members of staff involved are familiar with the plan.

Chapter 4

ROLE OF NON-GOVERNMENTAL ORGANISATIONS (N.G.O's), AND SERVICE CLUB

DAIC	— identify and provide warehousing. — ensure availability of essential supplies (food, clothing, lumber, building supplies, etc)
Red Cross	— assist with first-aid training. — provide relief supplies. — assist with distribution of relief food and clothing. — assist with first-aid at medical centres and emergency shelters.
Dominica Christian Council	— provide relief supplies. — assist with rehabilitation.
Amateur Radio Club	— assign members with equipment to essential points. — assist with field communications.
Cable & Wireless	— assist with telecommunications at essential service points. — restore telephone services as soon as possible. — provide emergency voice link/land line between Police Headquarters and Emergency Operations Centre.
Electricity Services	— assist with electricity services to essential points. — restore electricity as soon as possible.
Youth Council	— assist with evacuation of victims and aged persons. — assist with distribution of educational material.
Social Centre	— assist in clearing of debris — provide relief supplies. — assist with distribution of food and clothing supplies. — assist with rehabilitation.
Plansave	— as for Social Centre.
Waycees	— assist with evacuation of disaster victims and old persons.
Rotary Club	— assist with relief supplies including timber.
Lions Club	— assist public awareness programme. — assist with rehabilitation.
Boy Scouts	— assist with evacuation of disaster victims.
Girl Guides	— assist local disaster preparedness committees.
Boys' Brigade	— provide messengerial services between emergency shelters and other areas. — assist in clearing of debris.
St. John's Ambulance Brigade	— assist with first-aid and first-aid training.

Chapter 5

These chapters set out the actions to be taken in the event of a hurricane and are arranged in four (4) phases:

Phase I	— Advisory
Phase II	-- Watch
Phase III	— Warning
Phase IV	--- Post Emergency

Action — Phase I — Advisory

Commissioner of Police:

Prepare text of press release informing public of the presence of a hurricane in the area. Call the Chairman, NEPO, for approval of text.

Chairman, N.E.P.O.:

Approve text of Commissioner of Police before broadcast.

Chief Information Officer:

Monitor press announcements with a view to ensuring that the public is accurately informed and not driven to panic.

Amateur Radio Club:

Stand by.

All Permanent Secretaries and Heads of Agencies:

Tune transceivers to appropriate channel for information on progress of hurricane.

Private Sector:

Ensure that all personnel are ready to implement emergency operations plan with a minimum of delay, should this be necessary.

Managers are advised to ensure that their emergency plans can be implemented without delay and to be alert for public announcements from N.E.P.O.

Chapter 6

Action — Phase II — Watch
Chairman and Deputy Chairman,
N.E.P.O.:

Maintain contact with Commissioner of Police. Ensure that members of Emergency Co-ordinating Advisory Council Operations Team have all been alerted.

Director of Medical Services:

Ensure that all emergency first-aid stations are prepared and ready to function if necessary. Ensure that all staff assigned to health centres, clinics, and first-aid stations have been alerted. (These activities are to be carried out in collaboration with the District Emergency Organisations). Co-ordinate activities with Red Cross, Portsmouth, Grand Bay and Marigot Hospitals.

Hospital Director:

Ensure that emergency medical supplies are in order. Ensure that emergency ambulance service is on the alert. Liaise with Fire Department. Ensure that hospital personnel are ready to respond, in event of disaster, in accordance with the hospital disaster plan.

Chief Education Officer:

Ensure that personnel assigned to man emergency shelters have been alerted. Prepare to issue directive to Head Teachers to close or open schools as necessary.

Chief Welfare Officer:	Check adequacy of emergency (non-food) supplies. Co-ordinate with Ministry of Education on preparation of shelters.
Permanent Secretary/External/Trade:	Ensure that imported food supplies are available. Ensure that adequate police security (armed) is available at warehouses.
Permanent Secretary/Agriculture:	Ensure that local foods are available and to arrange for distribution of food to food depots and shelters.
Permanent Secretary, Communications, Works and Tourism:	Arrange with Chief Technical Officer that the emergency transport services are in readiness. Ensure that standby generators are ready for deployment. Ensure that road clearing equipment are in readiness. Ensure that sea ports are under armed security.
Permanent Secretary/Home Affairs:	Stand by to advise on opening of shops as necessary. Assist with the recruitment of emergency casual labour.
Local Government Commissioner:	Maintain contact with District Emergency Organisations.
Chief Welfare Officer: Heads of Departments.	Maintain contact with voluntary organisations. All should note that it is at this stage that all services should stand by to put disaster plans into action with a minimum of delay, if necessary.
	These preparations will include the following: <ul style="list-style-type: none"> — securing the Government Building, its furniture, equipment and materials at risks; -- alerting of all personnel; — ensuring that key personnel are conversant with what is required; — checking stock of emergency supplies; — keeping in touch with progress of hurricane through DBS or other appropriate radio station.
Private Sector:	Managers are advised to follow directions given to Heads of Government Departments.

Chapter 7

Action — Phase III — Warning Commissioner of Police:

Assign personnel to provide security force to protect property and to guard against potential vandalism (inclusive of the External Trade Bureau and other large stocks of food stuffs): Assign security personnel to protect key areas such as hospitals, air and sea ports etc :

Permanent Secretary/Communications, Works and Tourism:	Check auxiliary generators and other power lighting equipment. Have amateur radio personnel and equipment assigned to operating centres Check auxiliary generators and other power and lighting equipment. Deployment of road clearing equipment and heavy transport.
Permanent Secretary/External Affairs	Advise Dominica Overseas Missions of impending hurricane.
Chief Education Officer:	Advise Head Teachers to stand by to close or open schools as necessary.
Permanent Secretary/Home Affairs:	Arrange for loading food and building supplies on to trucks for delivery when necessary to areas most likely to be affected by hurricane.

Chapter 8

ACTION BEFORE HURRICANE

Chairman, N.E.P.O. Emergency Control Teams:	Report to Emergency Operations Centre, Government Headquarters (<i>see also Chapter II</i>).
All Permanent Secretaries and Agency Heads:	Ensure that communication between key personnel and Emergency Operations Centre is adequate. Put emergency operations plan into action.
Chief Education Officer: Dominica Broadcasting Station:	Arrange for opening of shelters. Move mobile broadcasting equipment to the Emergency Operations Centre, Government Headquarters or other station as instructed.
Boy Scouts } Girl Guides } Boys' Brigade }	Members (assignments as pre-arranged) to report to their headquarters or other stations as instructed.
Dominica Amateur Radio Club:	Members to take up positions in accordance with the directions of the Commissioner of Police.

Chapter 9

ACTION — DURING AND IMMEDIATELY AFTER THE DISASTER — PHASE IV

During and immediately after the disaster, all agencies will be involved in carrying out if, where and when possible, their respective disaster plans. These activities will be geared toward:

- provision of supplies to those in need;
- provision of security to protect food supplies;
- provision of security measures to protect people and property;

- rescue and evacuation procedures wherever necessary;
 - keeping the community calm in the face of a disaster,
 - provision of emergency communications where normal channels have broken down;
 - assisting District Emergency Organisations with clearance of roads;
 - collecting and collating information concerning damage to life and property.
- Emergency Operations Team: More detailed information on action to be taken by these teams is set out at Chapter 11.
- District Emergency Organisations: More detailed information on action to be taken) by these groups is set out in Chapter 10.

Chapter 10

ACTION — POST-DISASTER

A quick and efficient collation of information and statistics is imperative following a disaster. This enables the authorities to make as accurate an assessment as possible in order to request assistance from external sources, to co-ordinate rehabilitation activities and also to gain some insight into the weaknesses of existing disaster plans.

Responsibilities

- | | |
|--|--|
| <p>Chief Technical Officer
Ministry of Communications,
Works and Tourism:</p> | <p>— clearing of roads made impassable by the disaster;</p> |
| <p>Chief Fire Officer:</p> | <p>— removal of debris, trees, etc., posing danger to houses or to utility poles and wires.</p> <p>— evacuation of persons from premises partly damaged or in otherwise potentially dangerous positions;</p> |
| <p>Chief Agricultural Officer:</p> | <p>— pumping off of flood waters.;</p> <p>— provision of chain saws or other equipment to assist in road clearing operations;—</p> <p>— co-ordinate volunteer private individuals and/or companies;</p> |
| <p>Central Water Authority
Telephone Company
Dominica Electricity Services: }
Permanent Secretary/Housing:
Manager, Housing Development
Corporation:</p> | <p>— restoration of use of utility services as soon as possible</p> |
| <p>Chief Statistical Officer:
Development Co-ordinator, EDU:</p> | <p>— repairs to houses.</p> <p>— erection of temporary shelters as required.</p> <p>— these officers will be responsible for the collection of damage statistics and other information to be submitted to the Emergency Control Officer.</p> |

Points to be considered:

- estimated funds needed for rehabilitation;
- communication of information to emer-

- gency operations teams and to the Chief Information Officer.
- Emergency Operations Teams:** — Instruct issue of the all-clear signal when appropriate;
- supervise phasing out of emergency operations;
 - co-ordination of communications with the outside world, making requests for supplies and assistance as necessary;
 - reducing or removal of restrictions in disaster areas.
 - preparation of reports for press and for official records in collaboration with the group responsible for collation of damage statistics.
- N.E.P.O.:** — co-ordinating the receipt and procurement of all relief supplies and the disbursement thereof.

RESPONSIBILITIES OF THE DISTRICT EMERGENCY ORGANISATIONS

10.1 If any programme of disaster preparedness is to be meaningful, then it must involve not only civil servants, but individuals within the wider community as well. Community involvement is absolutely vital to any action in time of disaster and it is important that this involvement should begin in the pre-emergency planning period. In this respect, the participation and assistance of Service Clubs such as the Lions, Jaycees, Rotarians, etc., is considered to be most vital

10.2 With the co-operation of the Electoral Department and the Community Development Division of the Ministry of Home Affairs, a network of District Emergency Organisations has been established and will be maintained within the framework of the National Emergency Planning Organisation to cover the whole island as follows:

AREA	HEADQUARTERS
1. Comprising constituencies of: Roseau North Roseau South Roseau Central Roseau Valley	Police Headquarters; Tel. 2222
2. Soufriere	Pointe Michel Police Station Tel. 2994
3. Mahaut	Mahaut Police Station; Tel. 1460
4. St. Joseph	St. Joseph Police Station; Tel. 6222
5. Salisbury	Salisbury Police Station; Tel. 6206
6. Colihaut	Colihaut Police Station; Tel. 6213
7. Portsmouth Cottage	Portsmouth Police Station; Tel. 5222
8. Vieille Case	Vieille Case Police Station, Tel. 5233
9. Paix Bouche Calibishie	Calibishie Police Station; Tel. 5288
10. Wesley	Wesley Police Station; Tel. 7227

11. Marigot	Marigot Police Station; Tel. 7255
12. Carib Reserve	Salybia Police Station, Tel. 7245
13. Morne Jaune LaPlaine	LaPlaine Police Station; Tel. 2327
14. Castle Bruce	Castle Bruce Police Station; Tel. 2122
15. Bagatelle Grand Bay	Grand Bay Police Station; Tel. 8222

Structure of the District Emergency Organisations

10.3 The District Emergency Organisations should have a small management committee of persons who are willing to accept responsibility. Each committee should include a Group Leader and a Deputy Group Leader. It will also be necessary to have supporting key personnel responsible for supervision of:

- shelters
- feeding
- clothing
- first-aid
- collection of damage statistics
- communications (radio and messengerial)

10.4 Although group members are assigned specific roles, they should make themselves familiar with all areas of the group's activities in the operational plan.

Selection of Personnel

HELPER WARDENS:

10.6 Senior Wardens and Emergency Wardens will be chosen by the Chief Education Officer. District Emergency Organisations will be responsible for providing Assistant Wardens in consultation where necessary with the Chief Education Officer.

- 10.7 These Wardens should be drawn from the area and could comprise —
- (a) teachers — names, addresses etc. obtainable from the Chief Education Officer;
 - (b) members of service clubs, *e.g.* Boy Scouts, Jaycees, Lions, Rotarians, Youth Council etc. who are able and willing;
 - (c) other community organisations

Chapter 11

THE EMERGENCY OPERATIONS CENTRE AND COMMUNICATIONS

11.1 In the event of a hurricane threat (or threat of any major disaster) an Emergency Operations Centre will be set up to co-ordinate all emergency services activities and to supervise all communications to the public. The Centre will be set up in the Cabinet Room of Government Headquarters on Kennedy Avenue and will be manned by three teams working in rotation. The teams will be constituted as follows:

Team 1

Control:

Secretary to the Cabinet	—	Emergency Control Officer 1
Comptroller of Inland Revenue	—	Assistant Emergency Control Officer 1
Budget Controller	—	Liaison Officer 1
Development Co-ordinator, E.D.U.	—	Intelligence Officer 1
Chief Information Officer	—	Public Relations Officer 1

Team 2

Control:

Financial Secretary	—	Emergency Control Officer 2
Accountant General	—	Assistant Emergency Control Officer 2
Permanent Secretary/Home Affairs	—	Liaison Officer 2
Chief Statistical Officer	—	Intelligence Officer 2
Information Officer	—	Public Relations Officer 2

Team 3

Control:

Commissioner of Revenue	—	Emergency Control Officer 3
Postmaster General	—	Assistant Emergency Control Officer 3
Assistant Secretary/Home Affairs	—	Liaison Officer 3
Trade Officer	—	Intelligence Officer 3
Information Officer (Assigned by C.I.O.)	—	Public Relations Officer 3

11.2 Those terms will be supported by the Heads of the following services or by Senior Officers assigned by them: Police, Fire, Health, Education (shelters), Public Utilities.

11.3 Other members of these services like other members of the Public Service will report at their headquarters or at such other stations as has been pre-arranged by the Heads of the respective services according to the departmental plan.

Arrangement of Duty

11.4 All teams will assemble at Government Headquarters at least four (4) hours before a hurricane is expected to strike and should be in a position to return home two hours before the Hurricane. All teams should report to the Emergency Operations Centre as soon as practicable after the all-clear signal is given to arrange work schedules.

Functions of Control Teams

- (i) to get such Cabinet directives as may be necessary;
- (ii) to give general directives on emergency control operations;
- (iii) to keep full record of all damage and all action taken or recorded
- (iv) to regulate the release of information about the state of affairs.

Action — before Disaster

11.5 All teams will assemble at Government Headquarters at least four hours before a hurricane is expected to strike or as soon as possible after notification of any other major disaster affecting the island

Before the Disaster

- (1) ensure that all key personnel have been alerted (Medical Services, Public Works, etc.);
- (2) notify every Permanent Secretary of the impending disaster and instruct him to inform his staff and to activate their respective plans;
- (3) ensure that individual agencies have activated respective disaster plans;
- (4) ensure that there are adequate means of communication between the Control Centre and key services;
- (5) liaise with D.B.S, instructing them to move their mobile broadcasting equipment to the Control Centre from which thereafter all broadcasts to the public will be issued;
- (6) issue instructions, warnings and other information to the public;
- (7) alert members of Cabinet to stand by in case there is a need for emergency legislation;
- (8) alert voluntary organisations;
- (9) test radio — communication services offered by members of Amateur Radio Society and ensure that they are in their assigned positions;
- (10) ensure that Cable and Wireless are alerted and prepared to assist in external communication.

Action — During the Disaster

11.6 Collect information on the extent of damage being done, such as:—
— disruption of utility services;
— any threat of fire,
— any accidental release of toxic, caustic or other noxious chemicals.

Determine critical problem areas and those which are likely to be threatened. This Centre, under the control initially of Team 1, will provide reliable and continuing direction and co-ordination of all emergency operations. It will therefore be necessary to maintain a very close surveillance of the situation and to maintain a central point of contact where individuals can also get information regarding danger areas, traffic movement, etc.

Action — After the Disaster

- (1) Instruct issue of the all clear signal.
- (2) Phase out emergency operations.
- (3) Assess real extent of destruction.
- (4) Co-ordinate communication with the outside world, making requests for supplies and assistance as necessary
- (5) Reduce or remove restrictions in disaster areas.
- (6) Prepare reports for press and for official records.

Chapter 12

COMMUNICATIONS

12.1 The Emergency Telecommunications Centre is located in the Control Room, Police Headquarters, where there is VHF equipment linked to the eighteen (18) Police Stations around the country and the police mobile patrol units as well as control points for the Amateur Radio Club

Amateur Radio Society

12.2 The Amateur Radio Club has accepted responsibility for assigning members to various areas identified by the Commissioner of Police.

In case of a hurricane it is expected, when possible, that members should take up their position in advance of the estimated time. They will thus provide communication between Police Headquarters and their respective points.

12.3 Cable and Wireless will provide an emergency voice link between Police Headquarters and other areas as required.

12.4 Channel 9 has been reserved for the purpose of emergency traffic.

12.5 The call codes to be used for transmission purposes are:—

“NEPO BASE” — Police Headquarters

“NEPO 1” “NEPO 2”

“NEPO 8” for portable sets.

Maintenance

12.6 The Police Department will be responsible for the maintenance of N.E.P.O. telecommunications equipment and will make tests to ensure its readiness for an emergency

12.7 It should be noted that in the event of a hurricane or other disaster affecting Dominica, all the odd number channels from one to twenty-three (1—23) will be used for the purpose of internal communications. These channels will be assigned to area controllers with the exception of twenty-three (23) which will be used for passing messages to the Central Control Station, nine (9) which will be used for transmission between the Central Control Station and the N.E.P.O. base and eleven (11) which will continue to be used for calling purposes only as is done at present.

Chapter 13

EMERGENCY ALERT SYSTEM

13.1 The Emergency Alert System will be activated by the Commissioner of Police who on detecting that a hurricane is in the area, will prepare the text of a “Hurricane Advisory” press release and proceed as follows:

	Telephone Number	
	<i>Office</i>	<i>Home</i>
Call — Chairman, N.E.P.O., (who will approve the text of the release)	2401 Ext. 278	2361
— Secretary, N.E.P.O.	2883	1044
Chairman, N.E.P.O./Cabinet Secretary		
Call — Prime Minister	2401 Ext. 200	2855
— Deputy Chairman	2401 Ext. 249	2321
— Permanent Secretary/Agriculture	2401 Ext. 267	4426
— Chief Information Officer	2401 Ext. 222	—
— Members of Cabinet		
— Solicitor General	2401 Ext. 292	—
— State Counsel	—	—
— Financial Secretary	2401 Ext. 221	3159
Deputy Chairman, N.E.P.O./Permanent Secretary, Home Affairs		
Call — Chief Establishment Officer	2401 Ext. 274	2901
— President's Secretary	2561	1487
— Permanent Secretary/Health	2401 Ext. 260	4428
— Permanent Secretary/Education	2401 Ext. 256	3343
— Trade Officer	2401 Ext. 225	—
— Permanent Secretary/Communications, Works and Tourism	2401 Ext. 233	2501
— Development Co-ordinator, EDU	4055	2119
— Chief Welfare Officer	2401 Ext. 248	1066
— Local Government Commissioner	2099	4348
<p>The Permanent Secretary, Ministry of Home Affairs, together with the Chief Welfare Officer and the Local Government Commissioner will contact, as pre-arranged among themselves, the leaders of the District Emergency Organisations and Voluntary Organisations</p>		
Chief Establishment Officer		
Call — Permanent Secretary/External Affairs	2401 Ext. 276	1332
— Senior Assistant Secretary/Legal Affairs	2401 Ext. 293	4156
Chief Information Officer		
Call — Dominica Broadcasting Services (Corporation)	3282:3283	—
Permanent Secretary/Communications, Works and Tourism		
Call — Dominica Electricity Services	2681	1151
— Dominica Telephone Co. Ltd.	2040	—
— Chief Engineer/Central Water Authority	2787	—
— Chief Technical Officer/Communications, Works and Tourism	2401 Ext. 231	

All Permanent Secretaries

- Will call the Heads of Departments and Statutory Bodies attached to their ministries as well as the representatives of affiliated organisations.

Chapter 14

DRAWING UP OF A DISASTER PLAN

14.1 The preceding Chapters outline some of the main responsibilities of various agencies, and these must be provided for in individual plans. It must be borne in mind that the aims of any disaster plan must be to ensure the following:—

- (a) that all personnel are ready to make the earliest possible response to an emergency;
- (b) that some system for crowd control must be established as early as possible, so as to avoid unnecessary casualties;
- (c) the quick and efficient evacuation of any building or area considered to be in a dangerous situation;
- (d) the provision of first aid with a minimum of delay;
- (e) that factual information is relayed as early as possible to the Emergency Operation Teams.

14.2 The following points should also be taken into account:—

Leadership

- Although there will be a main co-ordinating body — the Emergency Operations Centre — it will be necessary to form your own central point of communication to assist your staff in receiving information, making decisions etc.

Public Information

- Public information is of major importance in disaster planning. Make sure that members of the public are versed in preparations for coping with disasters before a disaster strikes.

Action Checklists

- Provide a list of actions to be taken by individual members of your staff (or individual groups) in a disaster. The list should be clear and concise so that there is no doubt as to what has to be done, and when.

Maps

- Preparation of maps beforehand is essential. These maps should show key areas, reporting points, etc. Coloured pins are helpful in showing locations of shelters, centres, communications points etc.

Organisational Charts

- Simple organisational charts are useful before and during emergency operations. Do not clutter your charts with copious details. The chart should indicate which members of your staff are responsible for certain actions. Include brief instructions on how to acquire emergency supplies, and emergency purchasing and requisitioning procedures. You should also include names, titles, addresses and telephone numbers of key emergency personnel.

Identification Cards

- Identification cards and/or permits should be issued to key personnel to allow them passage through police lines.

Resources Data

- Every major source of local manpower, equipment and supplies should be considered in preparing what could be called a "Resources Data Book". This information will have to be updated frequently.

14.3 In drawing up plans, effort should be made to make provision for action in the event of a disaster other than a hurricane or flood. Consideration should also be given to procedures in the event of:—

- fire
- earthquake
- bombthreat
- landslide
- volcano

Chapter 15

HURRICANE ADVISORIES AND WARNINGS

15.1 Bulletins issued by the Government Meteorological Office at Melville Hall Airport concerning the approach of hurricanes and storms may be classified as follows:—

- (i) Advisory — issued at regular intervals when a hurricane is first detected in the area;
- (ii) Watch — issued when the hurricane continues its advance and threatens coastal and inland regions. It means that hurricane conditions are a real possibility; it does not mean that they are imminent;
- (iii) Warning — issued when once it is established that hurricane conditions are expected within 24 hours.

Radio Announcements

15.2 Announcements will be made over D.B.S. Radio at frequent intervals.

15.3 The Commissioner of Police is responsible for the co-ordination of the warning system.

All Clear Signals

15.4 When it is certain that the island is out of danger from the hurricane 'All-Clear' signals will be given. These signals will be given as follows

- (i) Police will advise District Emergency Organisations and will notify residents of isolated districts.
- (ii) Reports will be made over D.B.S. Radio, if possible.

Chapter 16

THE PRESIDENT AND CABINET

16.1 If damage and circumstances warrant such action, the President will, on the advice of Cabinet, issue a proclamation declaring a State of Emergency under the Emergency Powers (Hurricane, Earthquake, Fire or Flood) Ordinance (Cap. 245) and such Orders as may be necessary from time to time will be made under Section 3 of the Ordinance. A copy of this Ordinance is given at Appendix 'A'.

16.2 The Cabinet will meet at such place as the Prime Minister may direct. The Solicitor General and the State Counsel will also be in attendance at the meeting place of the Cabinet.

Appendix A

Chapter 245

EMERGENCY POWERS (HURRICANE, EARTHQUAKE, FIRE OR FLOOD)

AN ORDINANCE to make provision for the welfare and the safety of the community in cases of hurricanes, earthquakes, fires or floods.

(16th July, 1951)

1. This Ordinance may be cited as the Emergency Powers (Hurricane, Earthquake, Fire or Flood) Ordinance.

2.—(1) It shall be lawful for the President, after the occurrence in this Island of any hurricane, earthquake, fire or flood, to declare by proclamation in the *Gazette* that a state of emergency exists.

(2) No such proclamation shall be in force for more than one month, without prejudice to the issue of another proclamation at or before the end of that period.

(3) Where a proclamation of emergency has been made, the occasion thereof shall forthwith be communicated to the Legislative Council, and if the Legislature is then separated by such adjournment or prorogation as will not expire within five days, a proclamation shall be issued for the meeting of the Legislature within five days and the Legislature shall accordingly meet and sit upon the day appointed by that proclamation, and shall continue to sit and act in like manner as if it had stood adjourned or prorogued to the same day.

(4) Where a proclamation of emergency has been made, and it is impossible to communicate the occasion thereof to the Legislative Council owing to the dissolution or the expiring of the term of the Legislative Council and members of a new Legislative Council have not yet been elected, a proclamation shall nevertheless be issued for the meeting of the Legislature within five days, and thereupon notwithstanding the provisions of any Act or Ordinance to the contrary, the members of the late Legislative Council shall assemble and the Legislative Council shall stand revived and shall sit as the competent body of the Legislature but only for the purpose of considering such proclamation of emergency and the Legislature shall accordingly meet and sit upon the day appointed by that proclamation.

3.—(1) Where a proclamation of emergency has been made and so long as the proclamation is in force, it shall be lawful for the President to make orders securing the essentials of life to the community and for the preservation of the health, welfare and safety of the public.

(2) Orders made under this section may, without prejudice to the generality of the power conferred by subsection (1) of this section, provide —

(a) for the requisitioning of all forms of transport:

- (b) for requisitioning and regulating the supply and distribution of food, clothing, water, fuel, light and other necessities of life, and for fixing maximum wholesale and retail prices in respect thereof;
- (c) for the requisitioning of private lands, buildings and premises;
- (d) for conferring on any person the right of entry on or passage through or over any private lands, buildings or premises;
- (e) for the demolition of any building or other structure deemed to be dangerous;
- (f) for the disposal of the dead and for dispensing with inquiries under the Coroners Ordinance, and from the provisions of the Registration of Births and Deaths Ordinance.
- (g) for the payment of compensation in respect of anything done under any order made under this Ordinance.

(3) Any order so made shall be laid before the Legislative Council as soon as may be after they are made, and shall not continue in force after the expiration of seven days from the time when they are so laid unless a resolution is passed by the Legislative Council providing for the continuance thereof.

(4) The orders may provide for the trial by Courts of summary jurisdiction, of persons guilty of offences against the order; so, however, that the maximum penalty which may be inflicted for any offence against any such order shall be imprisonment with or without hard labour for a term of three months, or a fine not exceeding four hundred and eighty dollars, or both such imprisonment and fine, together with the forfeiture of any goods or money in respect of which the offence has been committed: Provided that no such orders shall alter any existing procedure in criminal cases, or confer any right to punish by fine or imprisonment without trial.

(5) The orders so made shall have effect as if enacted in this Ordinance

(6) The expiry or revocation of any orders so made shall not be deemed to have affected the previous operation thereof, or the validity of any action taken hereunder, or any penalty or punishment incurred in respect of any contravention or failure to comply therewith, or any proceeding or remedy in respect of any such punishment or penalty.

4. No action shall be brought against any person for anything done in good faith in the exercise of any powers conferred by any order made under this Ordinance.

HURRICANE SUPPLIES

Water: An adult will need a minimum of 1 litre (35oz) of clean drinking water per day. One gallon (128oz.) per adult is a better quantity per adult per day — when he is active in tropical sun. Man will die in 3 days without water. but will survive about 10 days without food. Keep water in a sealed clean plastic container (such as the container used to package vinegar and cooking oil, or the 25lb. plastic salt meat pails). If you have to use water from land — boil for at least 10 minutes before drinking.

Food: Stock items that do not require cooking, and provide food supplies for your family for at least 10 days. in case of a hurricane, public feeding with hot meals is unlikely until day 5 — except for injured, infants and young children.

1. Corned Beef
2. Sardines
3. Luncheon Meat
4. Peanut Butter/Cheese Spread
5. Jam, Jelly Honey/Marmalade
6. Biscuits
7. Salt — body needs daily salt to avoid cramp
8. Fruit Juice
9. Raisins/Currants/Dates --- dried
10. Rolled Oats
11. Chocolate Bars, Barley Sugar
12. Condensed Milk
13. Sugar

First Aid Kit

Band-aid
Bandage
Scissors/tweezers/needles/safety pins
Alcohol
Cotton-wool/lint
Aspirin or other analgesic
White Petroleum Jelly/Antiseptic Ointment
First Aid Book

Tools

1. Waterproof flashlight — spare batteries/bulbs
2. Hurricane Lantern — Kerosene Oil spare
3. Candles
4. Matches — waterproof container/plastic bag
5. Hammer — professional with claw
6. Wood saw — 3 ft. cutting edge
7. Nails 2lb. 2", 2lb. 4", 2lb. galvanise drive nails
8. Waterproof Plastic — 12' x 12'