



HURRICANE PLAN

Updated: 21st May 2017

MANAGING THE HURRICANE HAZARD

2.1 Mitigation and Prevention

Mitigation and prevention activities will not be detailed in this contingency plan, however major activities are mentioned below as a guide. The National Mitigation Plan when developed should address mitigation measures for hurricane and other hazards.

Mitigation and prevention activities must be planned during non-crisis times when adequate time exists for planning and implementation and will be implemented over a period of years.

ACTIVITY	RESPONSIBILITY	Permanent Secretary
Design and build physical protection structures such as groins, dykes, bunds	Ministry of Works	PS for Ministry of Works
Develop policies and procedures for national mitigation and prevention programmes	NaDMA Secretariat	PS wrf Disaster Management
Develop/update building codes for wind resistance of structures	Physical Planning	PS wrf Physical Planning
Develop design codes and standards for bridges and other critical infrastructure	Ministry of Works	PS for Ministry of Works
Develop/review zoning and planning regulations for flood-prone areas including coastal areas	Physical Planning Unit, Ministry of Lands	PS wrf Physical Planning
Carry out public awareness activities on hurricane hazard and mitigation and prevention measures	NaDMA Secretariat	PS wrf Disaster Management
Carry out hazard and risk mapping and vulnerability analyses for wind and water hazards from hurricane	National Meteorological Service	
Control of development in flood-prone areas	Physical Planning Unit	PS wrf Physical Planning
Declare undeveloped high risk flood prone areas as green areas	Physical Planning Unit	PS wrf Physical Planning
Retrofitting of shelters and other infrastructure related to emergency management	Ministry Works/Ministry of Education	PS for Ministry of Education

3.0 PREPAREDNESS

This refers to activities which can be undertaken prior to the impact of any hazard and may be on a timescale of years to months. Many preparedness activities are best implemented through the work programmes of Ministries and Agencies.

The Lead organisations are listed first. Abbreviations will be used for long identifiers.

ACTIVITIES TO BE COMPLETED BY START OF HURRICANE SEASON JUNE 01 EACH YEAR

Long to Medium Term Activities

ACTIVITIES	RESPONSIBILITY	Permanent Secretary
Convene meeting of all NEAC members	PM/NaDMA Secretariat	PS wrf Disaster Management
Convene meetings of all Committees	National Disaster Management Chairpersons	PS wrf Disaster Management
Update National Contact List, National Resource Listing	NaDMA Secretariat	PS wrf Disaster Management
Complete inspection and classification of shelters	Shelter Comm./Ministry of Works	PS for Ministry of Education
Submit report on all shelters, proposals for new shelters by April of each year to NaDMA Secretariat	Chairperson, Shelter Comm.	PS for Ministry of Education
Publish updated shelter list	NaDMA Secretariat	PS wrf Disaster Management
Exercise and update plans, review policies and procedures and update as necessary by March 15	NADMA Secretariat	PS wrf Disaster Management
Updated plans to be sent to NaDMA Secretariat By May of each year	Chairpersons of all National Committees	PS wrf Disaster Management
Acquire critical stores and equipment, review arrangements for food acquisition and storage	NaDMA secretariat and District Committees and Agencies	PS wrf Disaster Management
Ensure all resources, equipment and supplies for NEOC in place and functional	NaDMA Secretariat	PS wrf Disaster Management
Ensure communications equipment checked, critical spares bought and equipment tested	NaDMA secretariat/Police	PS wrf Disaster Management

PUBLIC AWARENESS AND WARNING		Permanent Secretary
Electronic media broadcast weather bulletins and other information at regular intervals as directed by NEOC	All electronic media houses	PS wrf Disaster Management
Keep public updated on weather systems	Media/NaDMA secretariat	PS wrf Disaster Management
Ensure warnings for	Welfare Committee/NaDMAO	PS for Ministry of Social

special populations given	secretariat	Development
Provide information on precautionary measures to public	Meth Office/NaDMA secretariat	PS wrf Disaster Management
Ensure population of flood-prone and coastal areas are warned	Meth Office/NaDMA secretariat	PS wrf Disaster Management

COMMUNICATIONS		Permanent Secretary
Ensure all communications equipment operational and operators ready	NaDMA/POLICE/National telecommunication committee	PS wrf Disaster Management

ACTIVITIES	RESPONSIBILITY	Permanent Secretary
Install flood monitoring and warning systems, Establish Community Flood Warning Systems	NaDMA Secretariat/NAWASA, Land use division	PS for the Ministry of Agriculture
Ensure revision of plans	NaDMA Secretariat	PS wrf Disaster Management
Plan exercises and drills	NaDMA Secretariat/Operational Committees	PS wrf Disaster Management
Training of NADMA Members	NaDMA Secretariat	PS wrf Disaster Management
Community training and preparedness	NaDMA Secretariat/Red Cross/St. Johns ambulance	PS wrf Disaster Management
Inspect and classify shelters	Shelter team/Ministry of Education/NaDMA	PS for the Ministry of Education
Put in place arrangements for broadcasting emergency information with neighbouring countries in case of loss of capacity in Grenada	NaDMA Secretariat/CBers and HAM	PS wrf Disaster Management
Put in place arrangements with cable operators for display of emergency information	NaDMA Secretariat/FLOW	PS wrf Disaster Management
Identify proper disposal sites and prepare specially engineered sites for disposal of contaminated debris. Sensitise teams to environmental concerns and environmental protection measures.	Ministry of Health/National solid waste management Authority	PS for the Ministry of Health
Train specialized teams in management of	National Fire Service/ NaDMA	PS wrf National

hazardous materials	Secretariat	Security
Establish Memoranda of Understanding with partners and suppliers	NaDMA Secretariat/District committees	PS wrf Disaster Management
Establish risk mapping programmes	NaDMA Secretariat/Red Cross	PS for the Ministry of Agriculture

ACTIONS TO BE TAKEN IMMEDIATELY BEFORE AND AT DECLARATION OF THE Alert PHASE

Impact expected within 72 hrs.

ONE RED FLAG TO BE FLOWN

ALERTING AND ACTIVATION OF PLANS		
ACTIVITIES	RESPONSIBILITY	Permanent Secretary
Alert NaDMA of the threat	Met Office	
Alert Ministries, chairpersons and Agencies	NaDMA secretariat	PS wrf Disaster Management

ALERT PHASE

ADMINISTRATIVE FUNCTIONS		Permanent Secretary
Prepare emergency statutory instrument	Attorney General	PS for the Ministry of Legal Affairs
Advise on procedures for acquisition of private property if necessary	Attorney General	PS for the Ministry of Legal Affairs
Print Extra-ordinary Gazette as required	Government Printer	
Announce price freeze on all goods	PM / Deputy PM/ NEOC	PS wrf Disaster Management
Confirm purchase arrangements with Operational Sub-Committee Chairs	Finance/NaDMA	PS for the Ministry of Finance

ALERT PHASE

SHELTER MANAGEMENT		Permanent Secretary
Alert Shelter Managers of the possible use of shelters	Shelter Committee/ NaDMA	PS for the Ministry of Education

ALERT PHASE

TRANSPORTATION		Permanent Secretary
Start preparation of vehicles and equipment for pooling	Ministry of Works	PS for the Ministry of Works
Ensure arrangements for fuel in place	Ministry of Works/NaDMA	PS for the Ministry of Works
Confirm arrangements with private suppliers as per MOUs	Ministry of Works/NaDMA	PS for the Ministry of Works

ALERT PHASE

RELIEF SUPPLIES MANAGEMENT			Permanent Secretary
Start collection of food and materials stores and prepare storage areas	Relief Management Committee	Identify food and material and get approval for the use of storage areas	

ALERT PHASE

BRIEFING OF PARTNERS		Permanent Secretary
Advise CDEMA, ODPEM Trinidad of activation	NaDMA Secretariat	PS wrf National Security
Advise foreign missions, international organisations of situation	Ministry of Foreign Affairs	PS for the Ministry of Foreign Affairs
Advise Grenadian Missions abroad of situation	Ministry of Foreign Affairs	PS for the Ministry of Foreign Affairs
Advise military partners of situation	Police/Ministry of National Security	PS wrf National Security

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

Impact expected within 36-48hrs

ACTIVITIES	RESPONSIBILITY	Permanent Secretary
FORECASTING, WARNING AND ALERTING		
Monitor system and alert NaDMA to the progress of system	Met Office	
Alert Government, Quasi-Government and Non-Government entities	NaDMA secretariat	PS wrf Disaster Management
Brief other policy persons as appropriate	NaDMA secretariat	PS wrf Disaster

		Management
Inform all NaDMA partners of watch phase including District Coordinators	NaDMA secretariat	PS wrf Disaster Management
Put up one red flag with a black centre on all police stations	Commissioner of Police	PS wrf National Security
Continue implementation of Operational Committee Plans/District Plans/Special Committee Plans	Committee Chairs	PS wrf Disaster Management

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

PUBLIC INFORMATION		Permanent Secretary
Ensure following repeated at regular intervals for public: Declaration of Watch Phase Names, locations of public shelters to be opened Hurricane precautionary advice Weather bulletins and updates All other relevant public information including information on evacuation	Media/GIS/NaDMA secretariat	PS wrf Disaster Management

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

TRANSPORTATION		Permanent Secretary
Ensure all government vehicles are located	National Transport and Road clearance Committee/Min. of Works	PS for Ministry of Works
Identify areas where vehicles will be deployed in support of the Plan	National Transport and Road Clearance Committee/Min of Works	PS for Ministry of Works

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

RELIEF SUPPLIES		Permanent Secretary
Continue collection and storage of strategic food and materials at appropriate points	National Disaster Relief Management Committee	XXXXXX
Procure and store district level food and supplies	DEOCs	

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

MEDICAL SERVICES		Permanent Secretary
Screen hospital patients, discharge appropriately and make arrangements for safety and care of remaining patients	Health Services Committee/Ministry of Health	PS for the Ministry of Health

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

UTILITIES		Permanent Secretary
Check with utility companies, ensure plans activated and being implemented	Ministry of works	PS for the Ministry of Works

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

SEARCH, RESCUE AND EVACUATION		Permanent Secretary
Ensure SAR personnel ready	National search and rescue Committee	XXXXX
Ensure evacuation arrangements are proceeding as planned. Start all necessary evacuations	NSAR Committee Chairperson/District Coordinators	XXXXX

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

BRIEFING OF PARTNERS		Permanent Secretary
Update CDEMA, ODPEM Trinidad and Tobago	NaDMA secretariat	PS wrf Disaster Management

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

ADMINISTRATIVE FUNCTIONS		Permanent Secretary
Order boats and barges to safe moorings	NEOC/Ports Authority	PS wrf Disaster Management
Take decision on closing time for airports and announce on electronic media. Advise interests through appropriate means	Airports Authority	PS wrf Civil Aviation
Prepare draft State of Emergency Declaration to be used if necessary	Attorney General	PS for Legal Affairs
Initiate check of all resources	NaDMA	PS wrf Disaster Management

available including those of MOUs	Secretariat/District coordinators	
-----------------------------------	-----------------------------------	--

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

MINISTRIES AND AGENCIES		Permanent Secretary
Ministries/Agencies to ensure staff rostered and given time to secure homes as per Ministry Plans. Duty staff to be deployed as per plans	CEOs, Heads of Agencies	Cabinet Secretary
All Liaison Officers report to NEOC	Permanent Secretaries	Cabinet Secretary

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

NEOC MANAGEMENT		Permanent Secretary
Ensure NEOC fully staffed and equipped according to SOPs	NEOC Director	PS wrf Disaster Management
Ensure all communications equipment and channels at NEOC functional as per National Telecommunications Plan. Run test transmissions to all field sets.	Telecommunication committee/Police	PS wrf National Security
Check and ensure DEOCs operational	NEOC Operations Officer	PS wrf Disaster Management
Check on status of Operational Committee EOCs and state of implementation of plans. Flag potential problem areas and address if possible	NEOC Operations Officer	PS wrf Disaster Management
Ensure NEOC generator functional and filled, Water tank full as per SOPs	NEOC Director/ Operations Officer	PS wrf Disaster Management

ACTIONS TO BE TAKEN AT DECLARATION OF WATCH PHASE

EVACUATION		Permanent Secretary
Give final evacuation order as necessary for areas at risk	POLICE	Permanent Secretary wrf National Security
Ensure evacuation of hospitals proceeding as planned. Organise assistance as necessary	Ministry of Health/Director of Hospital Services	Permanent Secretary for the Ministry of Health

Monitor notification and evacuation of tourists, other visitors proceeding as planned. Organise assistance as necessary	Ministry of Tourism/Ministry of Foreign Affairs	Permanent Secretary for the Ministry of Health
Ensure adequate transportation available and dispatched for evacuation	Ministry of Works/Police	Permanent Secretary for the Ministry of Works

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

Impact within 36 hrs - HURRICANE/TS WARNING

TWO RED FLAGS WITH BLACK CENTRES TO BE FLOWN

WARNING AND ALERTING		Permanent Secretary
ACTIVITIES	RESPONSIBILITY	
Brief PM NEAC ON THE WEATHER	Met Office	PS wrf Civil Aviation
Declare Warning Phase	PM	PS wrf Disaster Management
Ensure all NaDMA members, partners aware of declaration	NaDMA secretariat	PS wrf Disaster Management
Broadcast declaration of Warning Phase by all available means.	GIS/Media/NaDMA secretariat	PS wrf Information
Ensure special populations warned	Welfare community/District Coordinators	PS for the Ministry of Social Development
Ensure two red flags with black centres flown	Commissioner of Police	PS wrf National Security
Continue to monitor system and update NaDMA on conditions	Met Office	PS wrf Civil Aviation

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

EOC MANAGEMENT		Permanent Secretary
Finalize staffing of NEOC during impact	NEOC Director	PS wrf Disaster Management
Release personnel who will staff post impact shift	NEOC Director	PS wrf Disaster Management
Ensure all key personnel are located and whereabouts known	NEOC Operations Officer	PS wrf Disaster Management
Report on status of preparations of	Chairs of Committees,	

Operational Committees, District and Special Committees, Key Ministries and Agencies, Utilities	CEOs	
Ensure DEOCs staffed and ready	NEOC Director/District Committee Chairpersons	PS wrf Disaster Management
Report on DEOC status to NEOC	District Coordinators	
Verify status of communities most under threat, alert DEOC of potential social problems	Police	PS wrf National Security
All National Committees, Ministries, report to NEOC on status of preparations. NEOC to initiate checks if no report received	NEOC Director/Operations Officer	PS wrf Disaster Management
Report on status of preparations to Executive Group	NEOC Director	PS wrf Disaster Management

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

SHELTER MANAGEMENT		Permanent Secretary
Decide on which remaining public shelters are to be opened	Shelter Committee/DEOCs/NEOC Director	
Give instruction for opening of those shelters	Shelter Committee/NEOC Director	
Broadcast list of all open shelters	Public Information Committee	

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

TRANSPORTATION		Permanent Secretary
Deployment of vehicles, equipment, personnel to Strategic areas	Ministry of Works	

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

EVACUATION		Permanent Secretary
Complete all evacuations	NSARC/DSARCs	
Provide security for evacuated areas	Police	
Give final warnings for evacuation to resistant persons	NEOC/DEOCs/POLICE	
Complete all evacuation/patient transfer at hospitals	Health Services Committee/Ministry of Health	

Complete preparation of other places to receive extra patients	Health Services Committee/ Ministry of Health	
--	--	--

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

BRIEFING OF PARTNERS		Permanent Secretary
Update foreign missions, donors, Grenadian Missions	Ministry of Foreign Affairs	
Update CDEMA, ODPEM Trinidad and Tobago	NaDMA secretariat Coordinator	

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

COMMUNICATIONS		Permanent Secretary
Test communications links, verify arrangements for additional support if necessary	National Telecommunication committee/Police	

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

PUBLIC INFORMATION		Permanent Secretary
Increase amount and frequency of public information being broadcast. Use public address systems, town criers in areas at high risk	Public information committee/NaDMA secretariat/DEOCs	

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

RELIEF SUPPLIES		Permanent Secretary
Complete transportation of food and supplies to designated centres	NATIONAL Relief and Supplies Management Committee	
Receive and secure supplies at sites	POLICE/Customs	

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

ADMINISTRATIVE FUNCTIONS		Permanent Secretary
Ensure all necessary administrative and financial procedures activated and copies of documentation available to NEOC	Ministry of the Attorney General	

Close Airports, Ports and inform interests of closure	Ports, Airports Authority	
Order all marine interests to secure vessels in safe harbour and get to safety	Ports Authority	
Advise all aircraft to be secured	Airports Authority/Ministry of Tourism	

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

SECURITY		Permanent Secretary
Deploy security forces as necessary for security	Police, SSU	
Prime Minister/Deputy addresses nation, supports need to obey precautionary instructions	Prime Minister/Deputy PM	
Verify status of vulnerable/special populations. Assist where necessary. Inform NEOC/DEOCs of special concerns	National Relief and Supplies Management Comm./DEOCs/Red Cross/National Welfare Committee	

ACTIONS TO BE TAKEN ON DECLARATION OF WARNING PHASE

DAMAGE ASSESSMENT		Permanent Secretary
Place Damage Assessment teams on stand-by	DANA Committee	PS for the Ministry of Finance

ACTIONS TO BE TAKEN TWELVE HOURS BEFORE EXPECTED LANDFALL

ACTIVITIES	RESPONSIBILITY	Permanent Secretary
MONITORING AND ALERTING		
Continue monitoring system, brief Prime Minister, NEAC	Met Office/NaDMA secretariat	

ACTIONS TO BE TAKEN TWELVE HOURS BEFORE EXPECTED LANDFALL

PUBLIC INFORMATION		Permanent Secretary
Continue monitoring system, brief Prime Minister, NEAC	Met Office/NaDMA secretariat	

FINAL WARNINGS TO ALL INTERESTS, PUBLIC ON SECURING LIFE AND PROPERTY	NEOC/Public Education, Information, Communication Committee	
Continue to broadcast information to public, Update website	GIS/Media/NaDMA	
Continue updating all interested parties of new developments	NEOC	
All elected representatives reinforce final warnings, being disseminated from NEOC	Elected representatives	

ACTIONS TO BE TAKEN TWELVE HOURS BEFORE EXPECTED LANDFALL

EOC MANAGEMENT		Permanent Secretary
Ensure all pre-positioning of personnel, other resources completed	NEOC/DEOCs/POLICE	
Assess weather conditions and decide when no longer safe to work outdoors	Met Office	
Call off all outdoor movement if conditions dangerous	Operations Officer/NEOC Director	

ACTIONS TO BE TAKEN TWELVE HOURS BEFORE EXPECTED LANDFALL

SHELTER MANAGEMENT		Permanent Secretary
Carry out check on all open shelters	National Shelter Committee/DEOCs/NEOC	

ACTIONS TO BE TAKEN TWELVE HOURS BEFORE EXPECTED LANDFALL

DAMAGE ASSESSMENT		Permanent Secretary
Ensure all information, data, needed to support rapid initial damage assessment available and updated	NDANA Committee,	
Carry out “what-if” analyses which will inform rapid damage assessment	NDANA Committee	

DURING LANDFALL

ACTIVITY	RESPONSIBILITY	Permanent Secretary
-----------------	-----------------------	----------------------------

Monitor incoming reports. Maintain NEOC information management function as per SOPs	NEOC Director	
Provide information for broadcast as conditions permit	Public Education and Information Committee	

RESPONSE - POST IMPACT

All Clear

ONE GREEN FLAG TO BE FLOWN

All clear will be declared after the hurricane/storm has passed and is no longer a threat to the country.

ACTIVITIES TO BE UNDERTAKEN FOR AND AT ALL CLEAR

ACTIVITY	RESPONSIBILITY	Permanent Secretary
MONITORING AND ALERTING		
Monitor system and advise Prime Minister re declaration of All Clear	Met Office	
Declare All Clear	PM/Deputy PM	
Advise all emergency committees of All Clear	NEOC	
Change flag to one green flag	Commissioner of Police	
Notify Ports/Airports Authorities of All Clear	NEOC	

ACTIVITIES TO BE UNDERTAKEN WITHIN SIX HOURS OF ALL CLEAR

EOC MANAGEMENT		Permanent Secretary
Direct implementation of emergency response functions:	NEOC/Operational Committee Chairs/ DEOCs	
Provide initial situation report within six hours	NEOC/DEOCs	

ACTIVITIES TO BE UNDERTAKEN WITHIN SIX HOURS OF ALL CLEAR

PUBLIC INFORMATION		Permanent Secretary
Ensure broadcast of All Clear via electronic media	Public information and Education Committee/NaDMA secretariat/Media	
Ensure special populations aware of all-clear	Welfare committee	
Broadcast information to public on SAR, safety precautions, re-entry to evacuated areas	Search and Rescue/NEOC	

ACTIVITIES TO BE UNDERTAKEN WITHIN SIX HOURS OF ALL CLEAR

RESTORATION OF ACCESS		Permanent Secretary
Clearing of runways, airstrips	Airport Authority/Ministry of Works	
Inspect ports, harbours and return to normal operations If possible	Ports Authority	
Check evacuated areas to see if safe, Clear evacuated areas for re-entry if safe	NEOC/SARE Committees	
Announce all-clear for re-entry to evacuated areas	NEOC COORDINATOR	

ACTIVITIES TO BE UNDERTAKEN WITHIN SIX HOURS OF ALL CLEAR

UTILITIES		Permanent Secretary
Coordinate assessment and restoration of Utilities	Utility Companies/Ministry of Works	

ACTIVITIES TO BE UNDERTAKEN WITHIN SIX HOURS OF ALL CLEAR

BRIEFING OF PARTNERS		Permanent Secretary
Brief foreign missions, donors, Grenadian embassies	Ministry of Foreign Affairs	
Brief CDEMA, ODPEM Trinidad and Tobago	NEOC COORDINATOR	

ACTIVITIES TO BE UNDERTAKEN WITHIN TWELVE HOURS OF ALL CLEAR

DAMAGE ASSESSMENT and NEEDS ANALYSIS		Permanent Secretary
Compile initial report within eight hours of all clear	NDANA Committee	
Disseminate initial damage assessment report to PM,	NEOC Director/NDANA	
Prepare initial needs list for international community	NDANA Committee/NEOC Director/Red Cross	

Approve initial needs list	PM	
Disseminate initial needs list	Cabinet/Ministry of foreign affairs	
Determine level of casualties and prepare list For NEOC	Police/Search and Rescue Committee/Red Cross	
Report on damage to critical facilities	NDANA Committee	
Report on capability of medical care facilities	Health Services Committee/Ministry of Health/ Min of Works	

ACTIVITIES TO BE UNDERTAKEN WITHIN TWELVE HOURS OF ALL CLEAR

RELIEF SUPPLIES		Permanent Secretary
Prepare to receive relief supplies, foreign assistance teams	Disaster Relief Management Committee	
Activate LSS teams	Disaster Relief Management Committee/LSS Team Leader	
Start movement of food & supplies to affected areas	Disaster Relief Management Committee/DEOCs/Red Cross	

ACTIVITIES TO BE UNDERTAKEN WITHIN TWELVE HOURS OF ALL CLEAR

ADMINISTRATIVE FUNCTIONS		Permanent Secretary
Establish labour exchanges	Ministry of Labour	
Advise whether suspension of Labour Ordinance necessary	Ministry of Legal Affairs/the Attorney General/Ministry of Labour	
Advise on acquisition of private property if necessary	Attorney General	

ACTIVITIES TO BE UNDERTAKEN WITHIN TWENTY FOUR – FORTY EIGHT HOURS OF ALL CLEAR

ACTIVITIES	RESPONSIBILITY	Permanent
-------------------	-----------------------	------------------

		Secretary
SITUATION AND DAMAGE ASSESSMENT		
Full situation report from all emergency committees to NEOC as per standard form	DEOC/NDANA, IDA	
Produce situation reports twice per day as per EOC SOPs	NEOC/DEOCs	
Prepare full brief for Prime Minister.	NEOC Director	
Establish incoming and outgoing information flows as per SOPs.	NEOC/DEOCs	

ACTIVITIES TO BE UNDERTAKEN WITHIN TWENTY FOUR TO FORTY-EIGHT HOURS OF ALL CLEAR

ADMINISTRATIVE FUNCTIONS		Permanent Secretary
Advise on ability of Government offices to continue functioning	Ministry of Works	
Brief teams of public officers and despatch to affected areas	Ministry of Labour/Ministry of Works	
Declare disaster areas if appropriate	PM	

ACTIVITIES TO BE UNDERTAKEN WITHIN TWENTY FOUR TO FORTY EIGHT HOURS OF ALL CLEAR

PUBLIC INFORMATION		Permanent Secretary
Advise public of available facilities, assistance centres, food distribution centres	NEOC/Welfare committee	
Update Web Site	Public information Committee	

ACTIVITIES TO BE UNDERTAKEN WITHIN TWENTY FOUR TO FORTY EIGHT HOURS OF ALL CLEAR

MEDICAL AND PUBLIC HEALTH		Permanent Secretary
Medical personnel to check all shelters	Health Services Committee/Min of Health	
Initiate monitoring of environmental and public health parameters	Health Services Committee/Min of Health/Ministry of Environment	

--	--	--

ACTIVITIES TO BE UNDERTAKEN WITHIN TWENTY FOUR TO FORTY EIGHT HOURS OF ALL CLEAR

RELIEF SUPPLIES		Permanent Secretary
Check that Points of entry ready to receive relief supplies, LSS teams in place	Disaster Relief Management Committee/LSS teams	
Coordinate all pledges from abroad	NEOC /Ministry of Foreign Affairs	
Coordinate and channel relief supplies from abroad (Not Red Cross)	Disaster Relief Management Committee/LSS team	
Coordinate, check and channel all incoming medical supplies	Health Services Committee/LSS Team	
Identify additional storage space at national level If necessary	NaDMA secretariat Disaster Relief Management Committee	
Identify additional storage space at District level	DEOC/ Disaster Relief Management Committee	
Establish feeding centres' in affected areas	DEOCs/ Disaster Relief Management Committee/Red Cross	
Start registration of affected persons	DEOCs/Red Cross	

ACTIVITIES TO BE UNDERTAKEN WITHIN TWENTY FOUR TO FORTY EIGHT HOURS OF ALL CLEAR

INCOMING PERSONNEL		Permanent Secretary
Ensure facilitation of immigration, customs procedures	Customs/Ministry of Foreign Affairs/NaDMA secretariat	

RECOVERY

Activities under the Recovery phase will cover Rehabilitation and Reconstruction and will be as laid out in the National Recovery Plan (to be developed).

General response activities and responsibilities, under the National recovery Committee (NRC), are given here.

ACTIVITIES	RESPONSIBILITY	Permanent
-------------------	-----------------------	------------------

		Secretary
Coordination of recovery programmes for all sectors	Prime Minister	
Socio-economic restoration	Ministry of Social Development/Finance	
Assessment of longer term needs	Ministry of Finance	
Restoration of economic infrastructure	Ministry of Finance	
Restoration of utilities, services	Utility Agencies/Ministry of Works	
Collection and disposal of debris	Ministry of Environment/Health/Works	
Restoration of health systems	Health Services Committee/Ministry of Health	
Monitoring of public/environmental	Health Services Committee/Ministry of Health	
Human Resource Management	Human Resource Department/Public Service Commission	
Restoration of the Environment	Ministry of Environment/Agriculture/Health	
Relocation and resettlement	Ministry of Housing/Ministry of Social Development	
Restoration of housing stock	Ministry of Housing	
Restoration of Agriculture/Fisheries	Ministry of Agriculture	

RECOVERY Cont'd.

ACTIVITIES

RESPONSIBILITY

Reconstruction of emergency shelters

Ministry of Housing/Works

Restoration of Cultural heritage sites

=====

Reconstruction of schools

Ministries of Works/Education

Review and updating of Building Code

Physical Planning Unit/Ministry of Works/
Association of Professional Engineers

APPENDICES

Documents placed here only for Ease of Reference.
Also in Basic Plan

1. Situation Report Form

APPENDIX ONE

SITUATION REPORT FORM

1. NAME OF EOC GENERATING REPORT:

2. EVENT: (Name of Hurricane, Identification of flood etc.)

3. DATE OF EVENT:

4. SITUATION REPORT NUMBER:

Date: _____ Time _____
:

5. BRIEF DESCRIPTION OF EVENT:

6. AREAS AFFECTED: (Include any major infrastructural damage, loss of roads, bridges, etc.)

7. POPULATION

a) Dead b) Injured c) Missing

8. ACTIONS TAKEN: (Since last Sit Rep)

9. WELFARE / RELIEF ASSESSMENT

a) Health of Population

b) Nos. in Shelters

c) Displaced Population

d) Other