

ANGUILLA

HURRICANE PLAN

PART I

NATIONAL DISASTER PREPAREDNESS COMMITTEE

1. The general direction and control of disaster preparedness and prevention resides with His Excellency, the Governor, who is assisted by the National Disaster Preparedness Committee, of which he is Chairman.

The Committee shall ensure that the community is in a state of preparedness at all times.

2. The members of the National Disaster Preparedness Committee is as follows:

- His Excellency, The Governor, Chairman
- Permanent Secretaries
- Commissioner of Police
- Director of Disaster Management

3. The duties of the Committee are as follows:

- (a) To ensure that all disaster and emergency preparedness means are adequate.
- (b) To mobilize, direct and coordinate adequate response mechanisms for all natural disaster and emergency situations.
- (c) To acquire and disseminate adequate public information and to promote and implement training activities on emergencies and disasters.

Its area of planning will include:

- Arrangements for relief aircraft and ships, including customs and immigration clearance for relief supplies and personnel.
- Storage and control of reserve equipment, fuel, drugs, medical equipment, food, radios and other relief supplies.
- Public information and press briefings.
- Warning systems, warning dissemination, responsibility for and control of broadcasting.
- Evacuation plans, shelter and refugee areas, including promulgation of these plans.

4. The work of the Committee shall be carried out by a system of sub-committees as follows:

INFORMATION AND PUBLIC AWARENESS

Membership

- Permanent Secretary, Chief Minister's Office, Chairman
- Representatives of all media houses

Function

To ensure that the public is informed and educated about natural and man made disasters and its role in Disaster Preparedness.

Duties

- (a) Devise a public information and public relations plan.
- (b) Monitor the implementation of the public relations plan.
- (c) Evaluate the effectiveness of such a plan.
- (d) Coordinate all public relations and information activities.
- (e) Ensure that all available information relative to disaster is made available to all media houses for public information.
- (f) Ensure frequent broadcasting of information regarding hurricanes.

MEDICAL AND FIRST AID

Membership

- Permanent Secretary, Health, Chairman
- Director of Health Services
- Primary Health Care Manager
- Chief Nursing Officer
- Senior Dental Surgeon
- Senior Nursing Officer/Matron
- Health Services Administrator
- Principal Environmental Health Officer

Function

- (a) To ensure that all health facilities are adequately prepared to meet the needs of the society in an emergency.
- (b) To ensure that medical and para-medical personnel are informed of the National Disaster Plan and their role in a disaster.
- (c) To ensure that sufficient persons in the community are trained in First Aid.

Duties

- (a) Coordinate the activities of the voluntary groups and the private medical agencies.
- (b) Compile a list of medical supplies required in an emergency.
- (c) To ensure the First Aid Stations are established, adequately staffed and equipped.
- (d) To ensure that sufficient persons in the community are trained in First Aid by setting up First Aid training programmes among key groups
- (e) To ensure that every district has an adequate cadre of trained First Aiders.
- (f) Coordinate activities related to primary and secondary health care
- (g) Ensure that adequate triage stations are in place
- (h) Ensure availability of emergency services
- (i) Liaise with funeral homes – provision of mortuary facilities

DAMAGE NEEDS ASSESSMENT

Membership

- Permanent Secretary, Economic Development, Investment and Commerce, Chairman
- Director of Economic Planning, Vice Chairman
- Chief Statistician
- Assistant Road Engineer
- Superintendent of Ports
- Director, Fisheries
- Principal Planning Officer
- Representative AHTA

Function

To ensure that information about damage, losses and casualties is collected in a scientific way

Duties

- (a) To devise a system for the collection and collation of damage statistics.
- (b) To process any data about disaster as the need arises.
- (c) To provide the NDPC with information regarding damage statistics in a timely manner to facilitate decision making by the NDPC.
- (d) Look at assessment of losses to the economy.

TRANSPORTATION AND PUBLIC UTILITIES

Membership

- Permanent Secretary, Infrastructure, Communications, Public Utilities and Housing, Chairman
- Representative of all utilities.
- Owners and operators of heavy equipment

Function

To ensure that utilities services are restored as soon as possible after the disaster and to ensure that all major roads are passable soon after the disaster.

Duties

- (a) To coordinate the work with regard to the removal of debris, trees, stones etc., which may pose danger to houses or utility poles.
- (b) To draw up plans for the effective clearing of roads made impassable during a disaster.
- (c) To plan a tree-trimming programme and to remove any debris, trees or stones which may pose a hazard
- (d) To mitigate flooding and to assist in the rescue operations.
- (e) Coordinate restoration of utilities as soon as possible to essential services

SHELTER

Membership

- Permanent Secretary, Social Development, Chairman
- Representative Anguilla Red Cross
- Building Inspector MICUH
- Representative Royal Anguilla Police Force
- Representative Anguilla Christian Council/Anguilla Evangelical Association
- Representative Health Authority
- Representative Lions Club

Function

To ensure that adequate arrangements are made to house the evacuees before and after a disaster.

Duties

- (a) Appoint Shelter Wardens.
- (b) Ensure that Shelters are safe and prepared
- (c) To ensure that the Committee and the general public knows their location.
- (d) Assist in arranging for staffing to man them.
- (e) Liaise with the Food and Clothing Committees.
- (f) To ensure that arrangements are made for the comfortable accommodation of evacuees.
- (g) Work with churches to look at shelters for persons whose homes have been destroyed (Voluntary basis)

FOOD AND CLOTHING

Membership

- Permanent Secretary, Public Administration, Chairman
- Director of Agriculture
- Director of Fisheries
- Representative Social Development
- Representative of Service Clubs
- Representative Chamber of Commerce
- Representative Anguilla Christian Council
- Representative Anguilla Evangelical Association
- Representative Environmental Health
- Representative Seventh Day Adventist Church

Function

To ensure that adequate supplies of food, clothing, blankets are available for distribution in the event of a disaster.

Duties

- (a) To make sure that proper arrangements are made for the transportation of food supplies.
- (b) The establishment of staffing of food and clothing centers throughout the island. Liaise with Shelter sub-committee to ensure shelters are equipped with food supplies
- (c) Design a system for rationing and distribution of food.
- (d) Coordinate the activities of service clubs/NGO's civil society groups involved in disaster recovery

TELECOMMUNICATIONS

Membership

- Commissioner of Police – Chairman
- Representative of Weblinks
- Representative from Cable and Wireless
- Representative Caribbean Cable Communications
- Senior Air Traffic Comptroller
- Ham Radio Society

Function

To ensure that an adequate communications system is established and maintained to cope effectively in a disaster in the Emergency Operations Centre.

Duties

- (a) Monitor existing telecommunications systems in the EOC.
- (b) Investigate ways of improving such systems.
- (c) Keep up-to-date with changes in telecommunications and recommend changes and modification to the present system.
- (d) Conduct an annual appraisal of existing system in light of changes in personnel and functions.
- (e) Priority be given to government calls in case of emergency
- (f) Liaise with Cable and Wireless, Weblinks on setting up of national enquiry points

PART II

PRE-DISASTER PLANNING

Responsibility of Government Departments

1. Each Government Department is responsible for drawing up its own internal Disaster Plan. These plans must provide for the security of the Department as well as service to the public.
2. As a general rule, Government Departments and officers will continue to exercise their normal functions during a disaster but in some cases special additional responsibilities will be assigned.
3. It is important to note the following-:
 - (a) In cases where a Department is assigned specific responsibilities in this plan, 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 national and departmental plan.
 - (b) Where more than one Department is involved in the same area of activity, it is the responsibility of the Senior Permanent Secretary of the Head of Department, unless otherwise indicated herein, to arrange meetings to arrive at a common line of action.
 - (c) Where a Department has to liaise with another organization it must make sure that intercommunications are well established, e.g., by exchange of telephone numbers of relevant personnel and a code word for recognition.
4. Some of the actions which will be required to be performed and which should be detailed in departmental disaster plans are as follows: -

- **GOVERNOR'S OFFICE**

Chairman of National Disaster Management , giving direction to national effort

Have in place plans for channeling reports for outside assistance post hurricane

- **Police Department**

Duties

- (a) To protect property and prevent vandalism.
- (b) To control traffic to and from emergency areas and the hospital.
- (c) To control crowds.
- (d) To supervise evacuation of buildings where necessary.
- (e) To protect food stores and other emergency centers.

- **Emergency Services**

Duties

- (a) To manage all fire fighting operations.
- (b) To assist in rescue work.

- **Ministry Infrastructure, Communication, Utilities and Housing**

Duties

- (a) To trim trees.
- (b) To provide adequate drainage system.
- (c) To keep wells in good order.
- (d) To clear roads.
- (e) To demolish unsafe buildings.

- (f) To transport relief supplies.
- (g) Mitigate against flooding

- **Ministry of Education**

Duties

Ensure all schools are properly secured including equipment, books and furniture.

- **Ministry of Health**

Duties

- (a) To equip First Aid Stations (including Emergency Shelters) with First Aid boxes and other medical supplies.
- (b) To assist with First Aid training and in any other matters affecting health or safety.
- (c) To care for the injured and the elderly.
- (d) To maintain as far as possible in the circumstances a proper ambulance service.
- (e) To educate the public on matters concerning public health before, during and after a hurricane.
- (f) To arrange for prevention and/or control of any outbreak of disease resulting from the disaster.
- (g) To investigate the portability of water supplies
- (h) To arrange that the Hospital and Health Centers make and practice disaster plans.
- (i) To establish procedures for collaboration with the Service Clubs.

- (j) To arrange for the reception and treatment of mass casualties.
- (k) To organize a temporary morgue.

- **Ministry of Agriculture**

- Duties**

- (a) To coordinate with the Food subcommittee to ensure adequate availability of food supplies
 - (b) To advise measures for the safety of livestock.

- **Department of Information and Broadcasting**

- Duties**

- (a) To assist in the dissemination of information before, during and after disaster.
 - (b) To publicize Awareness Programmes.
 - (c) To monitor telecommunications systems.
 - (d) To publicize the locations of Emergency Shelters and First Aid posts and ensure that these are well known to the public.

- **Department of Social Development**

- Duties**

- (a) To oversee the distribution of welfare supplies other than food.
 - (b) To assist with Disaster Preparedness plans for senior citizens.

- **Statistics Office**

Duties

- (a) Collecting and maintaining damage statistics.
- (b) Estimating the amount of funds needed for rehabilitation and processing of data about the disaster.

- **Ministry of Civil Aviation**

Duties

To make arrangements for: -

- (a) Providing meteorological information about possible tropical storms/hurricanes.
- (b) Closure and re-opening of airport at appropriate times.
- (c) Emergency telecommunications.
- (d) Disaster relief arrangements at airport.
- (e) Emergency Operation procedures.

- **Fisheries Department**

Duties

- (a) To alert fishing communities and advise them to secure their boats in preparation for very high tides and rough seas.
- (b) To ask fishermen to stay on the alert in the vicinity and make sure that their boats are supplied with fuel, water and a good supply of rope.

PART III

ROLE OF VOLUNTARY AGENCIES AND SERVICE CLUBS

- (a) Assist with the distribution of supplies to the various sub-committees.
- (b) Assist with First Aid relief supplies.
- (c) Give assistance at shelters and First Aid posts.
- (d) Meet various sub-committees to settle details before hurricane season.

PART IV

EMERGENCY ALERT SYSTEM

The Director of Disaster Management will activate the Emergency Alert System. Once a hurricane is approaching the area, the DDM will inform the Chairman of the NDMC who will then determine if the Committee should meet to make further plans.

PHASE I - ADVISORY

1. The Director of Disaster Management - will put NDM Committee on **ALERT**
2. Permanent Secretaries - Ensure that all personnel are ready to implement Emergency Operations Plans with a minimum of delay should this be necessary.

PART V

PHASE II - WATCH

(When there is a threat of hurricane conditions within 24 – 36 hours)

- Director of Disaster Management - Ensure that Chairpersons of the sub-committees have all been alerted.
- Senior Medical Officer - (b) Ensure that all Emergency First Aid Stations are prepared and ready to function if needed.
- Director of Health Services - Ensure that all staff assigned to Health Centres, Clinics and First Aid Stations have been alerted.

Ensure that emergency medical supplies are in order.

Ensure that the Ambulance Service is on the alert.

Ensure that hospital personnel are ready to respond, in event of disaster in accordance with the Hospital Disaster Plan.

- Permanent Secretary Social Development -

Check Emergency Shelters.

Ensure that personnel assigned to man emergency shelters have been alerted.

- Permanent Secretary, Public Administration

Maintain contact with voluntary organizations.

Ensure that local foods are available and to arrange for distribution of food-to-food depots and shelters.

- Permanent Secretary, Ministry of Infrastructure, Communications, Utilities and Housing - Arrange with the Commissioner of Police to ensure that emergency transport services are in readiness.
- Airport Manager - Brief Airlines, Government and other agencies at the Airport on possible closure of the Airport, ensuring that all units complete their preparations.
- Heads of Departments - 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 including: -
 - (a) Securing the building, its furniture, equipment and materials at risk.
 - (b) Alerting all personnel
 - (c) Ensuring that key personnel are conversant with what is required; checking stocks of emergency supplies and keeping in touch with progress of hurricane through Radio Anguilla.
- Director of Fisheries - Advise via radio fisherman to leave fishing gear on land at a position well away from sea.

See that boats are hauled from the water as high up as possible.

PART VI

PHASE III – WARNING

(When hurricane conditions are expected in 24 hours or less. Hurricane conditions include winds of 74 miles an hour or more)

- Commissioner of Police –
Liaise with MICUH to

Prepare to erect emergency directional and detour signs as called for under evacuation and traffic control plans.

Assign security personnel to protect key areas such as hospital, air and seaports, etc.

- Permanent Secretary, Infrastructure, Communication Utilities and Housing
Check auxiliary generators and other power and lighting equipment.
- Chairman, Shelter Committee - Advise Shelter Wardens to stand by to close or open shelters as necessary.
- Airport Manager -

Inform Airline Managers, Government Agencies and concessionaries about closure.

Issues NOTAM for Closure of Airport.
- Director of Fisheries - To request by radio all fishermen to check their boats are as safe as possible and that fishing gear is in a safe place on land.

PHASE IIIA - SIX HOURS BEFORE HURRICANE STRIKES

- Director of Disaster Management
Report to EOC
Collect keys for government vehicles, especially four wheel drives and appoint a Duty Officer who will be responsible for assigning vehicles for different tasks

- All Permanent Secretaries and Heads of Departments

Ensure that communication between key personnel and Emergency Operations Centre is adequate.

Put emergency operations plan into action as directed.

- Head of Shelter Committee
Arrange for opening of shelters

PART VII

THE EMERGENCY OPERATIONS CENTRE

In the event of a hurricane threat (or threat of any major disaster) the Emergency Operations Centre will coordinate all emergency services and activities and supervise all communications to the public. Two teams working in rotation will man the Centre. The teams will be constituted as follows: -

TEAM ONE

- Director of Disaster Management
- Governor's Staff Officer

TEAM TWO

- Permanent Secretary,
- Lynrod Brooks

These teams will be supported by at least three trained radio operators.

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

Arrangement of Duty

Team one will assemble at the Emergency Operations Centre approximately six hours before the onset of the hurricane and should be relieved after the all clear signal. Subsequently each team will work in four to six hour shifts the actual times of relief being agreed by the Emergency Control Officers in the light of existing circumstances.

Functions and responsibilities of the Control Teams

- (1) To get such NDMC directives as may be necessary
- (2) To give general directives on emergency control operations
- (3) To keep full record of all damage and all action taken or ordered
- (4) To regulate the release of information about the state of affairs

Action before the Impact

Team one will ensure that: -

- (a) All key personnel have been alerted (Medical Services, Public Works etc.).
- (b) Notify every Permanent Secretary of the impending disaster and instruct them to inform they staff and to activate their respective Plans.
- (c) Ensure that individual agencies have activated respective Disaster Plans (role of voluntary agencies)
- (d) Ensure that there are adequate means of communication between the Control Centre and key services.
- (e) Issue instructions, warnings and other information to the public

- (f) Alert members of Government.
- (g) Alert voluntary organizations.
- (h) Test radio communication services.
- (i) Ensure that Cable and wireless are alerted and prepared to assist in external communication.

Action – During the Hurricane

The team will collect information as far as possible on the extent of damage being done, such as:

- (a) Disruption of utility services.
- (b) Any threat of fire.

It will therefore determine critical problem areas and those, which are likely to be threatened. This Centre, under the control initially of Team One will provide reliable and continuing direction and coordination 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 Hurricane

The team will:

- (a) Instruct issue of the all clear signal after consultation with the National Disaster Management Committee.
- (b) Phase out Emergency Operations.
- (c) Reduce or remove restrictions in disaster areas.

- (d) Prepare reports for press and official records.

All Civil Servants will report to their respective places of work to assist in the clean up and ensure that their Departments can function as soon as possible.

PART VIII

DURING AND IMMEDIATELY AFTER THE HURRICANE

1. During and immediately after the hurricane all Departments will be involved in carrying out, as far as possible, their respective Emergency Plans. These activities will be geared towards:
 - (a) Provision of supplies to those in need
 - (b) Provision of security measures to protect people and property.
 - (c) Rescue and evacuation procedures wherever necessary.
 - (d) Keeping the community calm in the face of disaster.
 - (e) Provision of emergency communications where normal channels have broken down.
 - (f) Collecting and collating information concerning damage to life and property; and clearing roads.

2. A quick and efficient collation of information and statistics is imperative following a disaster. This enables the National Disaster Preparedness Committee to make as accurate an assessment as possible in order to request assistance from external sources, to coordinate rehabilitation activities and incidentally to gain some insight into the weakness of existing Disaster Plans.

A Rapid Assessment Team consisting of selected persons will report to the Emergency Operations Centre on the damage in each village immediately after the passing of the hurricane.

RESPONSIBILITIES

- Chief Engineer, MICUH

- (a) To assist in rescue work in collaboration with the Police Force, etc.
- (b) To provide emergency transport services.
- (c) To evacuate as required by Emergency Control Centre.
- (d) To assist with the distribution of emergency supplies.
- (e) To clear roads made impassable by the disaster.
- (f) Removal of debris, trees, etc. posing danger to houses or to utility poles and wires.

- Commissioner of Police

Supervising volunteer road clearance workers.

- Permanent Secretary Finance

Coordination offer of assistance from external sources and agencies either bilateral or multilateral.

- Director of Fisheries

To call on fishing boat owners and crews by radio to return to their normal task of providing the community with fish as soon as conditions safely allow and to inspect their boats with extra care before going to sea.

To call on all fishing boat owners and fishermen to report damage as early as possible.

- Airport Manager

(a) Restore airport to normalcy as soon as possible.

(b) Keep the Emergency Operations Centre informed on ETAs of relief aircraft.

- **Customs**

Expedite deliveries of relief goods consigned to the Ministry of Health, Welfare Department, Red Cross Society or National Disaster Preparedness Committee.

- All Permanent Secretaries/Heads of Departments

Prepare report of damage done to Government property and submit to the Accountant General.

RECONSTRUCTION PHASE

Immediately after the hurricane, efforts will be made to restore the essential services. The MICUH will provide estimates for the costs of repairs and, given Government's limited financial resources, attention will be focused on getting the essential services going. Where projects involve large sums of expenditure, it may be advisable to solicit outside aid.