



# THE COMMONWEALTH OF DOMINICA



## NATIONAL DISASTER PLAN 2001

Prepared By:

**THE NATIONAL EMERGENCY PLANNING ORGANISATION**

OFFICE OF DISASTER PREPAREDNESS  
MINISTRY OF COMMUNICATIONS, WORKS  
AND HOUSING  
GOVERNMENT HEADQUARTERS  
ROSEAU

## NATIONAL DISASTER MANAGEMENT POLICY

**Approved: December, 2001**

### **Responsibility:**

- Prime Minister of Dominica

### **Policy**

“It is the resolve of the Government of Dominica that, in the light of traditional and emerging threats from natural and man-caused disasters, Disaster Management is to be given the highest level of authority and be adequately resourced, so as to ensure the protection and safety of the people and assets of the country, the sustainability of our social and economic progress and our future survival as an independent nation”.

### **Procedure Summary**

The Country is to develop and maintain a Disaster Management Program based upon the principles of prevention, mitigation, preparedness, response and recovery.

### **Mitigation**

Mitigation activities shall consist of

- conducting hazard and risk assessments,
- developing and implementing mitigation strategies.
- prioritizing and implementing mitigation activities.

### **Preparedness**

Preparedness activities shall consist of

- developing and maintaining a National Disaster Plan,
- developing and maintaining an Emergency Operations Centre,
- informing and educating the population about threats and counter disaster measures
- training disaster service agencies and the public in counter disaster techniques and
- testing and exercising the National Disaster Plan.

### **Response**

Response will address issues of

- warning and evacuation,
- emergency medical and social services,
- search and rescue,
- building or facility damage assessment, and
- security and protection of property.

## Recovery

Recovery shall consist of planning for

- restoration of economic and social activities,
- resumption of services, and
- repair or reconstruction of facilities.

## Detailed Procedures

In the absence of the President, the line of succession for declaration of a national disaster and authority during a national disaster is the Prime Minister; Minister of Communications, Works and Housing, Cabinet Secretary and Permanent Secretary Ministry of Communications, Works and Housing.

The key response activities, in the event of an emergency or disaster, rest with identified government, non-government, private and voluntary agencies. These activities are detailed in the National Disaster Plan.

The National Emergency Planning Organization (NEPO) Advisory Committee, reporting to the Prime Minister, will develop and recommend policies, plans, and guidelines for prevention, mitigation, preparedness, response, and recovery measures for the Country. These measures will include preparation, approval, evaluation and review of a National Disaster Plan, and recommendations on current and future needs for emergency and disaster preparedness. This Committee will be composed of representatives from the public and private leadership community and appointed by the Prime Minister.

NEPO will develop, operate, and maintain a National Emergency Operations Centre in accordance with requirements specified in the National Disaster Plan.

Service agencies are responsible for developing and testing emergency plans as prescribed by the National Disaster Plan. These agencies are also responsible for participating in national emergency prevention, mitigation, preparedness, response, and recovery activities.

Administrative Heads of agencies are responsible for developing and testing emergency plans that are applicable to the activities and operations of the agency. These plans, which must be tested at least annually, must include specific evacuation procedures.

This includes preparing to sustain a response to any emergency or disaster event using existing resources for a period of up to 72 hours. The government encourages all Dominicans to undertake emergency preparedness measures, and supports this through the delivery of emergency preparedness workshops coordinated by the NEPO secretariat, the Office of Disaster Management.

Emergency and disaster preparedness issues that may have budgetary implications will be forwarded to the Minister of Finance for approval of action, timing, and funding.

Reports on the status of Disaster Management will be brought, through the National Disaster Coordinator, to the NEPO Advisory Committee at its annual meetings and to the Prime Minister as necessary.

**Emergencies of significant impact will be brought to the attention of the Prime Minister by the National Disaster Coordinator or his/her designate, immediately.**

NEPO will maintain relations and share information with CDERA, neighbouring countries, and other regional response agencies to ensure compatible emergency response plans.

## NATIONAL DISASTER STRATEGY

The National strategy for combating disasters is to continuously **educate** and **inform** the general public and emergency service agencies about disaster management issues and to adequately **equip** and regularly **exercise** NEPO in their response roles. This is achieved by:

- Rigorous Mitigation, Prevention and Preparedness programmes
- Disaster education starting at primary school through tertiary institution levels
- Local and overseas training courses for disaster management personnel
- Provision of information at all levels before, during and after a disaster, using the best available technology
- Providing disaster response agencies with appropriate state of art equipment
- Early warning of slow onset disasters, and
- Pre-positioning of human and material resources where sufficient notice is given.
- **Use of District Emergency Committees**

## MISSION STATEMENT OF THE OFFICE OF DISASTER MANAGEMENT

“The Office of Disaster Management is committed to taking pro-active and timely measures to prevent or reduce the impact of disasters on the Dominican people and Economy through its efficient staff and collaborative efforts with National, Regional And International Agencies”.

## FOREWORD

THE NATIONAL DISASTER PLAN (2001) REVISED, IS THE LATEST REVISION OF A DRAFT PLAN THAT HAS BEEN IN EXISTENCE SINCE 1987. THE FORMAT AND CONTENT HAVE BEEN EXTENSIVELY MODIFIED TO REFLECT UP-TO-DATE THINKING AND TECHNOLOGIES RELATING TO DISASTER MANAGEMENT IN THE WIDER CONTEXT OF SUSTAINABLE NATIONAL DEVELOPMENT. IT CATERS TO CONTINUOUS UPDATING AND TO THE ADDITION OF SUB PLANS FOR HAZARDS AND DISASTER RELATED FUNCTIONS AS DEEMED NECESSARY.

IT IS INTENDED TO PROVIDE THE LEGAL FRAMEWORK UPON WHICH DISASTER MANAGEMENT, OPERATIONS AND TRAINING ARE PREDICATED, AND UNDER WHICH GOVERNMENT OFFICERS CAN BE HELD ACCOUNTABLE FOR DISASTER RESPONSIBILITIES, SUPPORTED BY THE DISASTER PREPAREDNESS AND EMERGENCY (DISASTER) POWERS ACT OF 1987.

THE NATIONAL EMERGENCY PLANNING ORGANISATION (N.E.P.O) HAS BEEN ESTABLISHED TO DEAL WITH THE WIDE RANGE OF MATTERS PERTAINING TO THE MANAGEMENT OF DISASTER SITUATIONS THAT MAY OCCUR.

N.E.P.O IS A GOVERNMENTAL ORGANIZATION WITH RESPONSIBILITY FOR THE PLANNING AND ORGANIZATION OF COUNTER-DISASTER MEASURES AT CENTRAL LEVEL. HOWEVER, REGARDLESS OF HOW WELL PLANS ARE MADE, FOR THEM TO BE OF ANY VALUE, THEY MUST BE TRANSLATED INTO ACTION AT THE LEVEL OF THE PEOPLE WHOM THEY ARE INTENDED TO PROTECT.

DISASTERS AND EMERGENCIES ARE, BY NATURE, NOT NECESSARILY UNPREDICTABLE. THEY AFFECT COMMUNITIES IN SEVERAL WAYS, SINGLY OR COLLECTIVELY, BY DAY OR BY NIGHT. THEY CANNOT ALL BE PREVENTED BUT WE CAN PLAN AND PREPARE TO DEAL WITH THEM AND BY SO DOING, SAVE LIVES, REDUCE LOSSES, PROTECT SURVIVORS, PRESERVE THE ECO-SYSTEM, ENHANCE SUSTAINABLE ECONOMIC DEVELOPMENT AND ASSIST THE RAPID RETURN TO NORMALCY. **THE CITIZENRY HAS THE OBLIGATION OF DOING ALL NECESSARY TO PREVENT ALL EMERGENCIES AND OR DISASTERS THAT LIE WITHIN THEIR POWER TO CONTROL.**

THE ABOVE-MENTIONED EFFECTS OF DISASTER MANAGEMENT CAN ONLY BE ACHIEVED IF EVERY INDIVIDUAL IN EVERY COMMUNITY IS INFORMED OF THE HISTORY AND NATURE OF DISASTERS, THEIR RISKS AND CONSEQUENCES, THE NEED FOR AWARENESS AND PREPARATION, AND IF THE INDIVIDUAL TAKES STEPS TO LEARN WHAT TO DO, WHERE TO GO AND WHEN TO ACT IN THE EVENT OF DISASTER OR EMERGENCY.

VOLCANOES AND HURRICANES ARE NOT THE ONLY DISASTERS TO WHICH DOMINICA IS PRONE. HOWEVER, IT IS DIFFICULT TO FORGET THE EXTENT OF DESTRUCTION, THE DEATHS AND INJURIES CAUSED BY HURRICANE DAVID ON 29<sup>TH</sup> AUGUST, 1979 AND THE CONFUSION WHICH ENSUED THAT PHENOMENON. THERE IS NO DOUBT THAT THE EFFECTS OF THE HURRICANE COULD HAVE BEEN MITIGATED AND THAT RECOVERY WOULD HAVE BEEN FASTER AND MORE ORDERLY IF WE HAD ALL BEEN PREPARED.

REGULAR TRAINING MUST BE CARRIED OUT COVERING ALL ASPECTS OF RELIEF, RESCUE, MANAGEMENT AND WELFARE. CAREFUL PLANNING MUST BE PUT IN PLACE TO COORDINATE THE USE OF RESOURCES, BOTH HUMAN AND PHYSICAL, FOR THE SAVING AND SUSTENANCE OF LIFE AND PROPERTY, AND FOR THE RETURN TO A NORMAL LIFE STYLE AS SOON AS POSSIBLE. MEASURES MUST ALSO BE IN PLACE TO REQUEST AND RECEIVE ASSISTANCE FROM OUTSIDE OF THE COUNTRY.

THE NATIONAL DISASTER PLAN SEEKS TO ADDRESS THE ISSUES THAT HAVE BEEN RAISED ABOVE.

THERE IS ALWAYS ROOM FOR IMPROVEMENT IN THE STRUCTURE AND FUNCTIONS OF ANY ORGANIZATION. THE NATIONAL EMERGENCY PLANNING ORGANIZATION IS NO EXCEPTION. AS THE QUESTION OF A DISASTER AFFECTS THE GENERAL CITIZENRY, THE PUBLIC IS KINDLY EXHORTED TO FEEL FREE TO MAKE ENQUIRIES OR SUGGESTIONS ABOUT THE ORGANIZATION.

QUESTIONS ABOUT ANY ASPECT OF THE STRUCTURE OR OPERATION OF N.E.P.O AND ANY CRITICISMS OR SUGGESTIONS ABOUT THE ORGANIZATION SHOULD BE ADDRESS TO THE SECRETARY, NATIONAL EMERGENCY PLANNING ORGANIZATION, MINISTRY OF COMMUNICATIONS, WORKS AND HOUSING, GOVERNMENT HEADQUARTERS, ROSEAU, DOMINICA OR TELEPHONE 448-7777.

\_\_\_\_\_  
**THE PRIME MINISTER OF DOMINICA**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**THE NATIONAL DISASTER COORDINATOR**  
**OFFICE OF DISASTER MANAGEMENT**  
**DATE**

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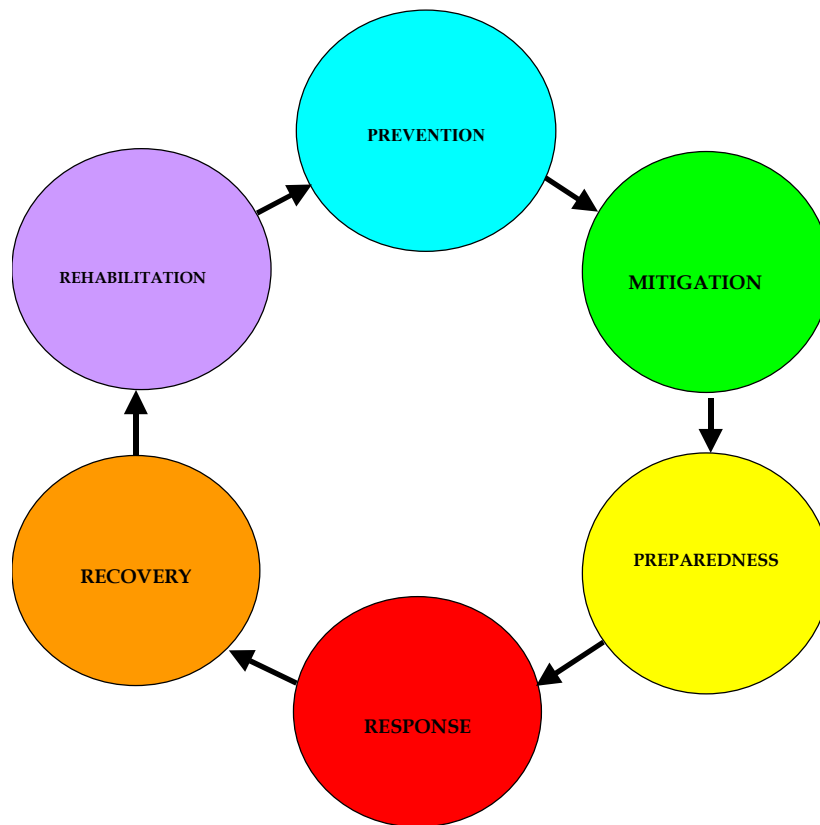
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## 1.0 INTRODUCTION

### “NATIONAL DISASTER”

“An overwhelming ecological or man-caused occurrence that, with or without warning, disrupts the normal pattern of life. It can plunge a country into economic confusion and suffering from the need for food, shelter, clothing, medical attention, and other basic needs, as well as from the burdens of national economic infrastructure rehabilitation, possibly requiring outside assistance”.

The activities of disaster management must always aim at the minimization of human and economic losses and the organization and facilitation of timely and effective rescue, relief and rehabilitation from damage. The components or disaster Management must, therefore, include those of prevention, mitigation, preparedness, response and recovery.



**Disaster Management Cycle**

## 1.1 AUTHORITY AND BOUNDARIES

The National Disaster Plan - Dominica is produced under the provisions of the Emergency (Disaster) Powers Act 1987.

The authority for declaring a national disaster or state of emergency under the Laws of Dominica is vested in the President on the advice of the Prime Minister.

The Coordinator ODM shall co-ordinate during a state of emergency, all personnel, medical and emergency services made available by Departments, Organizations and local authorities, and any other person who may be so determined.

When a state of emergency exists, the President on the advice of the Prime Minister may make orders to secure the essentials of life to the community and for the preservation of the health, welfare and safety of the public. Orders so made may inter-alia, provide:-

- a) for the requisitioning of all forms of transport and communications;
- 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 to entry on or passage through or over any private lands, buildings and 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 Act.

The Chairman of NEPO (Prime Minister) shall have the power to activate the National Plan.

The Coordinator shall be responsible for the plan upon its activation and shall have the statutory authority as prescribed under the Disaster Preparedness and Emergency Management Act, to carry out such functions as prescribed by the national disaster plan, or upon the direction of the Prime Minister.

This (2001) edition of the National Disaster Plan will continue to authorize NEPO, through the Office of Disaster Management (ODM), to monitor and supervise any activity which may have direct or indirect bearing on the level of preparedness, prevention and safety in the society. These functions will be conducted in association with other departments. The ODM will also be required to develop and implement relevant recommendations and strategies to support the above.

It is the intention of NEPO that this continuous direction will be subject to regular scrutiny and review in the light of operating experiences and delivery of services through the ODM. These reviews will be conducted at all levels of the organization, and will affect participating agencies identified under the National Disaster Plan. All agencies, departments and individuals will be expected to provide full co-operation during reviews.

The boundary covered in this plan includes Dominica and its Territorial waters covered under the protection of the Dominican Government.

This very detailed document is not merely to be used during disaster response, but represents detailed administrative and operational information and instructions to provide guidance and ensure accountability among government officers. It is constructed in such a fashion that agencies and individuals can pull out relevant sections for use as needed.

## 1.2 STRUCTURE OF THE PLAN

The main plan outlines the threat from natural and man-caused hazards facing Dominica, its vulnerable elements and the counter-disaster organization and responsibilities.

Generic responsibilities covering the range of disaster management activities, particularly in the routine (pre-disaster) phase, are outlined in the main plan. These are administrative guidelines to complement existing Public Service standing orders, which will legally introduce disaster responsibilities into the duties of government officers, for which they will be accountable.

These responsibilities are also to be used as a guide for the development of more detailed and specific hazard and sector sub-plans at subordinate levels in NEPO.

The operational (response) and recovery sections of the plan is located in appendices, where hazards and response functions, standing procedures, communications, shelter and other arrangements are detailed in such a manner that the relevant section may be pulled out and used as an aide memoir for any specific situation.

## 1.3 USE OF THE PLAN

The plan is to be used as follows:

- a) For the education and training of members of disaster service agencies in disaster Prevention, Mitigation, Preparedness, Response, Rehabilitation and Recovery, including the conduct of exercises.
- b) For the provision of information to the general public before, during and after disasters
- c) To upgrade and enforce administrative job descriptions for officers in government agencies
- d) For the management of the NEOC
- e) For the provision of appropriate disaster related equipment and material for NEPO service agencies
- f) For operational response to disasters in Dominica

## 2.0 SITUATION

### 2.1 THE THREAT

#### 2.1.1 HAZARDS

Hazards can be divided into three categories:

| A                 | B                             | C       |
|-------------------|-------------------------------|---------|
| <b>NATURAL</b>    | <b>MAN-MADE EXTRAORDINARY</b> |         |
| Volcanic Eruption | Fire                          | Nuclear |
| Hurricane         | Explosion                     | Other   |
| Earthquake        | Pollution                     |         |
| Landslide         | Power Failure                 |         |
| Flood             | Invasion                      |         |
| Drought           | Shipwreck                     |         |
| Epidemic          | Strikes                       |         |
| Tidal Wave        | Air Crash                     |         |
| Storm Surge       | Oil Spills                    |         |
|                   | Hazmat Spills                 |         |
|                   | Construction Failures         |         |
|                   | Major Road Accidents          |         |
|                   | Hazardous Material Spills     |         |
|                   | Mass Poisoning                |         |
|                   | Toxic Chemical Spills         |         |
|                   | Civil Strife                  |         |

##### 2.1.1.1 VOLCANIC ERUPTION

A volcanic eruption involves the escape at the surface of molten rock (magma), which has risen from a zone of melting several tens of kilometers below the surface. The magma generally contains a much larger volume of gas than liquid and the gas, before it emerges at the surface, is under very high pressure. The more gas present, the more violently explosive will the eruption be. Volcanic eruption can occur at any time of year.

Although no violent eruption has been recorded in Dominica in recent times, the presence of a number of volcanoes on the island poses a constant threat to the population. It is, therefore, equally important that the public be aware of the measures to be taken in the event of an eruption.

The National Disaster Plan does not ignore the less frequent and less familiar disasters of categories B and C, above. However, since all disasters have much in common, preparing a community to cope with the more familiar types can help it to develop and adopt useful emergency procedures in its management system.

### 2.1.1.2 STORM/HURRICANE

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 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.

Further details on hazards facing Dominica are shown at appendix 1.

#### Consequences:

- Injuries and loss of life
- Physical damage to property and natural resources
- Impact on social and economic development
- Impact on social and political organizations
- Impact on ecological system
- Infrastructural damage

### 2.1.2 VULNERABLE SYSTEMS

The following are some of the vulnerable elements to natural and man-caused disasters:

- 1) **Population**

|             |                                    |
|-------------|------------------------------------|
| a) Men      | f) Sick                            |
| b) Women    | g) Hospitalized                    |
| c) Children | h) Visitors/Tourists               |
| d) Elders   | i) Non-English speaking population |
| e) Infirmid |                                    |
  
- 2) **Facilities**

|   |                                   |
|---|-----------------------------------|
| a) Houses                                       | i) Cultural and Community Centres |
| b) Apartment Buildings                          | j) Tourism, National Monuments    |
| c) Hotels                                       | k) Entertainment, Recreational    |
| d) Government                                   | l) Financial, Banking             |
| e) Industrial                                   | m) Administrative                 |
| f) Businesses, Commercial Establishments, Shops |                                   |
| g) Schools, Universities etc                    |                                   |
| h) Churches                                     |                                   |
  
- 3) **Services**

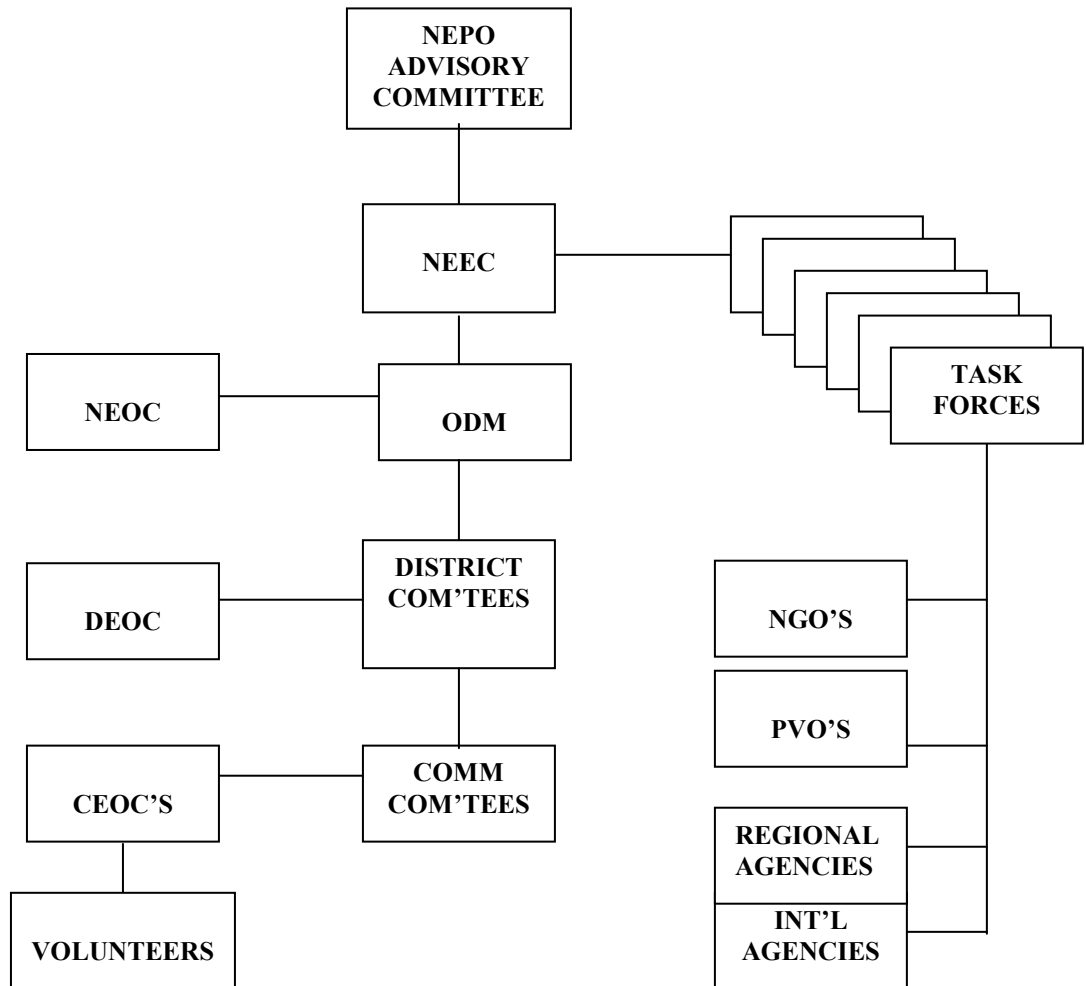
|                   |                |
|-------------------|----------------|
| a) Water Supply   | f) Transport   |
| b) Electricity    | g) Sewerage    |
| c) Communications | h) Agriculture |
| d) Health         | i) Livestock   |
| e) Food Supply    | j) Security    |

- k) Urban Sanitation
  - l) Administrative
- 4) **Information**
- a) Archives
  - b) Computer Files
  - c) Libraries
  - d) Documents and Records
  - e) Art and Cultural Pieces
  - f) Titles and Deeds
- 5) **Environment**
- a) Fauna
  - b) Flora
  - c) Water
  - d) Air
  - e) Soil
- 6) **Economy**
- a) Direct Loss (Cost of Damage)
  - b) Indirect Loss (Cost of Productivity)
  - c) Recovery and Reconstruction Costs



## 2.1.3 COUNTER DISASTER ORGANIZATION

**NATIONAL EMERGENCY PLANNING ORGANIZATION  
(NEPO)**



**Figure 1 - National Emergency Planning Organization**

The National Emergency Planning Organization (NEPO) is the term used to refer to all participants in national disaster management efforts, whether Government (GO's), Non-Government Organizations (NGO's), Private Voluntary Organizations (PVO's) or Volunteers, and is depicted by the Organization chart shown at Figure 1. It comprises:

- a) The NEPO Advisory Committee

- b) The National Emergency Executive Committee (NEEC) and its task forces:
- Health Services
  - Emergency Shelters
  - Transport, Evacuation & Equipment
  - Emergency Communications
  - Public Information and Education
  - Welfare
  - Food & General Supplies
  - Damage Assessment
  - Recovery and Rehabilitation
  - Search & Rescue
  - Records Protection
  - Economic Stability
  - National Security
  - Public Utilities
  - Environmental Protection
  - Foreign Assistance
  - Damage Assessment
- c) The Office of Disaster Management (ODM)
- d) National Emergency Operations Centre (NEOC)
- e) District Emergency Committees
- f) District Emergency Operations Centres (DEOC's)
- g) Community Emergency Committees
- h) Community Emergency Operations Centres (CEOC's)
- i) Government Agencies and Individuals (GO's)
- j) Non-Governmental Organizations (NGO's)
- k) Private Voluntary Organizations (PVO's)
- l) Volunteers
- m) Organizations in "Support"
- + International Agencies
  - + Regional Agencies
- n) Organizations in "Direct Support"
- + International Organizations:
  - + Regional Organizations:

### 3.0 AIM OF THE NATIONAL DISASTER PLAN

The overall aim of the National Disaster Plan is to detail arrangements to cope with the effects of natural and/or man-made disasters occurring in Dominica.

It seeks to assign responsibilities and to provide coordination of emergency activities connected with major disasters, in general and specific ways.

It also encourages a process of learning to adequately cope with the recovery from a disaster, from both local and other experiences.

The plan therefore addresses the short and long term objectives of the National Emergency Planning Organization (NEPO), and will be subject to continuous scrutiny, review and upgrading as deemed necessary, based on operating and other experiences. As such, it will be continuously strengthened and expanded in its scope, content, membership composition, administrative and policy guidelines, rescue, relief and recovery procedures, and in local, regional and international relationships with similar organizations.

### 4.0 EXECUTION

#### 4.1 CONCEPT OF OPERATIONS

##### 4.1.1 THE DISASTER CYCLE

The model of the disaster cycle being used is as follows:

#### **PRE-DISASTER STAGE (Normalcy)**

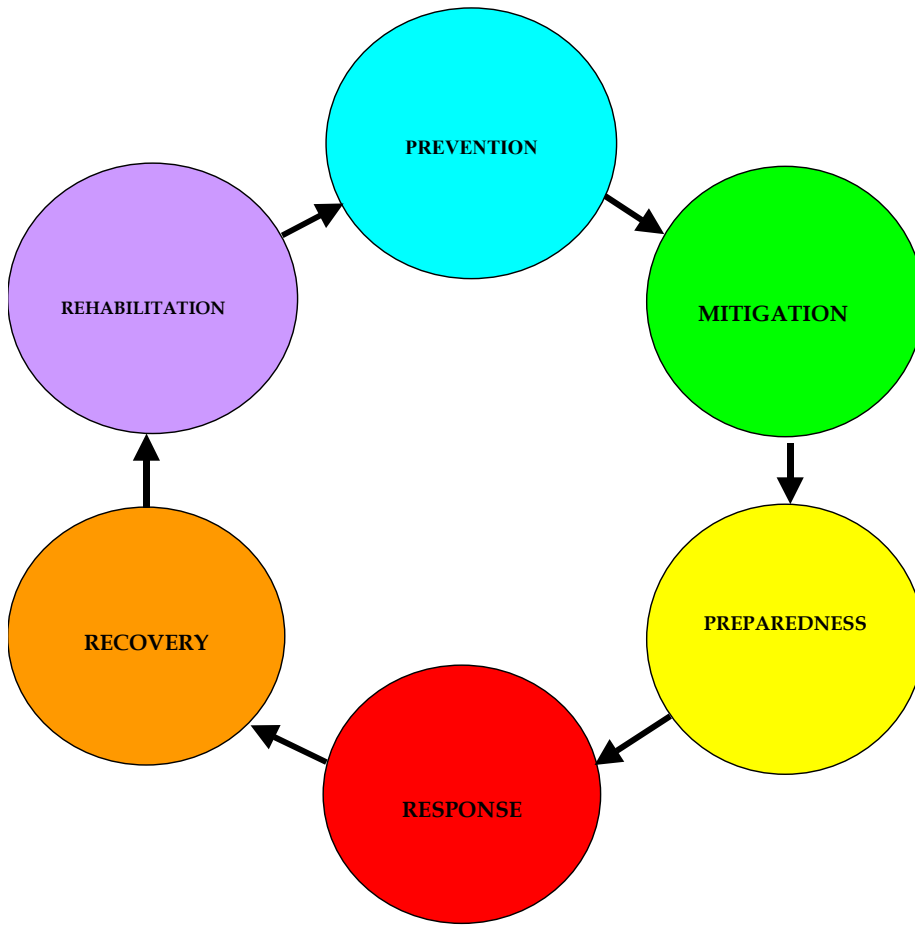
- a) Prevention activities
- b) Mitigation activities
- c) Preparedness activities

#### **ALERT STAGE**

- a) Alert procedures

#### **RESPONSE STAGE**

- a) Response procedures
  - ◇ Save and sustain life and property
  - ◇ Prevent and reduce suffering
  - ◇ Maintain law and order



## Disaster Management Cycle

### RECOVERY STAGE

- a) Rehabilitation activities
  - Re-establish community infrastructure to normal working condition
- b) Reconstruction activities

### 4.1.2 DISASTER MANAGEMENT ACTIVITIES

Detailed planning must be undertaken by Government departments, agencies and committees to cover both natural and man-caused threats in at least the following categories:

- a) Designation areas of greatest risk (Vulnerability analyses)
- b) Personnel and equipment requirements
- c) Names, addresses and contact numbers of emergency personnel
- d) Available manpower, equipment and supplies
- e) Organizational charts and maps

- f) Identification of the departmental emergency planning team
- g) Meeting schedules
- h) Management procedures
- i) Communications between District and District disaster organizations and the NEOC
- j) Activation of EOCs, emergency services and relief and rescue workers
- k) Public warnings and information
- l) Evacuation measures if necessary
- m) Provision of medical and welfare services to the community
- n) Procedures to avoid unnecessary casualties if evacuation becomes necessary
- o) Activation of shelters
- p) System of distribution
- q) Detailed survey of affected areas
- r) Maintenance of law and order
- s) Restoration of communications
- t) Coordination of relief measures from Government and external agencies
- u) Restoration of transport and community services, e.g. power, water and fuel supplies
- v) Planning for economic recovery and maintenance of local businesses

## 4.2 GENERAL OUTLINE

### 4.2.1 NATIONAL LEVEL ARRANGEMENTS

The Prime Minister is Chairman of NEPO, whose Advisory Committee meets once annually to approve disaster policy matters, and which has an Executive (NEEC) that oversees the management of its Secretariat, the ODM and the NEOC when the latter is activated.

During normal (Pre-disaster) times, sector task forces of the NEEC comprising Governmental, non-governmental, private and voluntary organizations, will produce, monitor and test prevention, mitigation and preparedness plans, while the ODM will support these plans, to include provision of education, training and other liaison activities with local, regional and international agencies.

Should it appear that a state of emergency is to be declared or should a state of disaster or special emergency have been declared, the National Emergency Executive Committee will meet at the NEOC at the Post Office Building, Bay Front, Roseau, or at any other site as agreed upon by the members of the Executive.

Should it not be practical for the National Emergency Executive Committee to meet, the members may confer by telephone, radio or any other available means, and the decisions of the Executive may be implemented through the National Disaster Coordinator.

Counter-disaster directives issued by the NEEC, will whenever practicable, be implemented by the ODM or passed on by the ODM to the respective District Emergency Committee.

#### **4.2.2 DISTRICT LEVEL ARRANGEMENTS**

In order to provide the necessary direction, coordination and control facility during emergencies or disasters affecting the District, a District Chairman, District Emergency Committee (DEC) and a District Emergency Operations Centre (DEOC) shall be established.

##### **District Chairmen**

Each District shall have a District Emergency Chairman, who shall be, in each case, appointed by the Coordinator of the ODM in consultation with the Executive and the appropriate Ministry of Government, and who shall be responsible to the Coordinator for providing District Emergency Committees, government and private sector agencies and voluntary organizations, with the necessary advice and assistance in implementing disaster preparedness measures, and for ensuring that they are fully conversant with, and understand the sectors of the National Disaster Plan that relates to their particular organization or community. The District Chairmen may be drawn from existing Emergency Service Agencies.

The incumbent shall also be responsible for monitoring, on a continuous basis, existing disaster arrangements in his or her District to ensure adequacy of relief supplies in times of disaster; and to satisfy him or herself that there is readiness on the part of all concerned to cope with disaster situations.

##### **District Emergency Committees**

The District Emergency Committee will have a small management team of persons who are willing to accept responsibility.

District Emergency Committees provide the essential link between the National Emergency Planning Organization and the communities which they represent.

The Ministry of Community Development and Women's Affairs through the Local Government Department, is responsible for establishing local and assisting District Emergency Committees, in the planning and discharge of their functions.

#### **4.2.3 COMMUNITY LEVEL ARRANGEMENTS**

The objective of the Community Disaster Programme, is to strengthen the disaster response capability of the communities and to develop local response mechanisms within the framework of the District Emergency Committees. The Community programme will try to identify and network with active community-based organizations and to sensitize and train community leaders (and through them the residents) on how to reduce damage and to protect themselves from natural and man-caused hazards through local efforts at being prepared, trained and properly equipped.

The programme will be executed by the ODM in conjunction with the District Emergency Committees. Each District Emergency Committee through the appropriate

Sub-Committee will identify a Community Emergency Headquarters, preferably at the Village Council building, where CEOC's may be established.

### 4.3 PLANNING AND OPERATIONAL GROUPS

These are detailed as follows:

#### 4.3.1 NEPO ADVISORY COMMITTEE

- ❑ Prime Minister
  - Chairman of NEPO
- ❑ Minister of Communications, Works and Housing- Deputy Chairman
- ❑ Minister of Community Development and Women's Affairs
- ❑ Cabinet Ministers
- ❑ Parliamentary Secretaries
- ❑ Chairmen of task forces
- ❑ Special Assistant to the Prime Minister
- ❑ Cabinet Secretary
- ❑ Financial Secretary
- ❑ Director of Finance and Development
- ❑ Permanent Secretaries
- ❑ Chief Personnel Officer
- ❑ National Disaster Coordinator
  - Secretary
- ❑ Local Government Commissioner
- ❑ Commissioner of Police
- ❑ Chief Fire Officer
- ❑ Canefield and Melville Hall Airport Managers
- ❑ Senior Met Officer
- ❑ President's Secretary
- ❑ Chief Technical Officer - Agriculture
- ❑ Chief Technical Officer (Works) - Communications & Works
- ❑ Chief Technical Officer (Telecommunications) - Communications & Works
- ❑ Chief Technical Officer (Trade)
- ❑ Manager of Housing Division - Communications & Works
- ❑ Chief Medical Officer
- ❑ Chief Statistician - Ministry of Finance
- ❑ Senior Information Officer - GIS
- ❑ Health Disaster Coordinator
- ❑ Chief Welfare Officer
- ❑ Mayor of Roseau City Council
- ❑ Manager - Sea Ports
- ❑ General Manager - Dominica Port Authority
- ❑ Senior Physical Planner - Planning Division
- ❑ Director of Audit
- ❑ Director of Forestry and Wildlife
- ❑ Chief Fisheries Officer
- ❑ Chief Education Officer
- ❑ Chairman Dominica Association of Local Authorities
- ❑ General Manager- National Development Corporation
- ❑ General Manager Dominica Export and Import Agency
- ❑ President National Council of Women
- ❑ Coordinator of Diversification and Implementation Unit
- ❑ Manager Dominica Broadcasting Services
- ❑ Rep Dominica Association of Industry & Commerce (DAIC)
- ❑ Rep Dominica Red Cross
- ❑ Rep Dominica Christian Council
- ❑ Rep Dominica Amateur Radio Club (DARC) /Dominica Amateur Radio Emergency Service (DARES)
- ❑ Rep Dominica Electricity Services
- ❑ Rep Dominica Water & Sewerage Company (DOWASCO)
- ❑ Rep Dominica Association of Evangelical Churches
- ❑ Rep Adventist Disaster Relief Agencies (ADRA)
- ❑ Reps Opposition Parties

#### 4.3.2 NATIONAL EMERGENCY EXECUTIVE COMMITTEE

- ❑ Prime Minister - Chairman of NEPO
- ❑ Minister of Communications, Works and Housing- Deputy Chairman
- ❑ Minister of Community Development and Women's Affairs
- ❑ **National Disaster Coordinator**  
- Secretary
- ❑ Permanent Secretary - Min. of Communications, Works and Housing
- ❑ Permanent Secretary - Trade
- ❑ Permanent Secretary - Health
- ❑ Assistant Coordinator Disaster Preparedness
- ❑ Commissioner of Police
- ❑ Director of Forestry and Wildlife
- ❑ Local Government Commissioner
- ❑ Chief Technical Officer (Works) Communications & Works
- ❑ Chief Technical Officer (Telecommunications) Communications & Works
- ❑ Mechanical Superintendent - Public Works Department
- ❑ Chief Technical Officer (Agriculture)
- ❑ Chief Technical Officer (Trade)
- ❑ Chief Welfare Officer
- ❑ Chief Education Officer
- ❑ Senior Physical Planner - Ministry of Finance
- ❑ Coordinator of Diversification Implementation Unit
- ❑ State Attorney - Ministry of Legal Affairs
- ❑ Permanent Secretary - Tourism - Ports and Employment
- ❑ Special Assistant to the Prime Minister
- ❑ Other persons from the Public and Private sector who will be co-opted as necessary

#### 4.3.3 NEEC SECTOR TASK FORCES

(Comprise government agencies shown in the tables below)



| PUBLIC UTILITIES                    | EMERGENCY SHELTERS                          | HEALTH SERVICES                       | WELFARE                                | FOOD AND GENERAL SUPPLIES                             | TELECOM'S  | TRANSPORT EVACUATION & Mechanical Superintendent Public Works | PUBLIC INFORMATION & EDUCATION          |
|-------------------------------------|---|---------------------------------------|--|---|--|---|---|
| PS Comm & Works                     | Local Government Commissioner               | Health Disaster Coordinator           | Chief Welfare Officer                  | PS Trade  | Government Telecom's Officer                       | Mechanical Superintendent Public Works                        | Senior Information Officer GIS          |
| Govt Electrical Inspector           | Chief Education Officer                     | Chief Fire Officer                    | Assistant Local Govt Commissioner      | General Manager DEXIA                                 | Police Telecom's Officer                           | Chief Technical Officer Comm & Works                          | Director DBS Radio                      |
| C TO Comm & Works                   | Manager Housing Division                    | Director Primary Health Care Services | Police Chief                           | District Development Officers                         | Senior Executive Officer Protocol/External Affairs | Agricultural Officer - Heavy Equipment                        | Health Disaster Coordinator             |
| Mechanical Supt-Public Works Garage | Senior Environmental Health Officer         | Hospital Medical Director             | Chief Youth Development Officer        | Coordinator Womens Bureau                             | Airport Manager                                    | Airport Manager   | Coordinator Rural Communications Centre |
| Electrical Engineer Comm & Works    | Structural Engineer Comm, Works and Housing | Hospital Administrator                | Red Cross Rep                          | Airport Managers                                      | Cable & Wireless Rep                               | Police Inspector I/c Traffic                                  | Chief Education Officer                 |
| GIS Rep                             | Senior Physical Planner                     | Principal Nursing Officer             | Dominica Christian Council Rep         | Chief Welfare Officer                                 | DARC Rep   | Chief Fire Officer  |   |
| DOMLEC Rep                          | Asst Chief Welfare Officer                  | Chief Environmental Health Officer    | ADRA Rep                               | Manager Housing Division                              | DARES Rep  | President Taxi Assn   | District Development Officers           |
| Cable & Wireless Rep                | Red Cross Rep                               | President Medical Assn                | Dominica Evangelical Assn Rep          | Government Nutritionist                               | Red Cross Rep                                      | President Truckers Assn                                       | Chief Adult Education Officer           |
| DOWASCO Rep                         | GIS Rep                                     | Dominica Nurses Assn Rep              | Social Centre Rep                      | Comptroller of Customs & Excise                       | Marpin Rep   | Maintenance & Equipment Manager Dom Port Authority            | President DAIC                          |
| Marpin Rep                          | ODM Rep                                     | Red Cross Rep                         | Rotary Club Rep                        | General Manager Port Authority                        | Fire Dept Rep                                      | CEO DAIC  | ODM Rep                                 |
| ODM Rep                             |   | Customs Rep                           | Lyons Club Rep                         | Technical Officer Division of Agriculture             | Coast Guard Rep                                    | ADRA Rep  |   |
|                                     |   | Post Office Rep                       | Jaycees Rep                            | Director Dom Red Cross                                | Port Authority Rep                                 | Coast Guard Rep   |   |
|                                     |   | Police Rep                            | Kiwanis Club Rep                       | DAIC Rep  | Fisheries Rep                                      | Fisheries Rep   |   |
|                                     |   | DAIC Rep                              | Dominica Boy Scouts Assn Rep           | Dominica Banana Marketing Corp Rep                    | Agriculture Division Rep                           | GIS Rep   |   |
|                                     |   | GIS Rep                               | Dominica Girl Guides Assn Rep          | Hucksters Assn Rep                                    | GIS Rep  | ODM Rep   |   |
|                                     |   | ODM Rep                               | Home for the Infirmid Rep              | Senior Environmental Health Officer - Food Safety Rep | ODM Rep  | LIAT Rep  |   |
|                                     |   |                                       | Dominica Infirmary Rep                 | ADRA Rep  |  |   |   |
|                                     |   |                                       | REACH Rep                              | GIS Rep   |  |   |   |
|                                     |   |                                       | DOMSAVE Rep                            | ODM Rep   |  |   |   |
|                                     |   |                                       | Taxi Assn Rep                          |   |  |   |   |
|                                     |   |                                       | Fire Dept Rep                          |   |  |   |   |
|                                     |   |                                       | DARC Rep                               |   |  |   |   |
|                                     |   |                                       | National Youth Council Rep             |   |  |   |   |
|                                     |   |                                       | National Council of Women Rep          |   |  |   |   |
|                                     |   |                                       | Dominica Assn of Local Authorities Rep |   |  |   |   |
|                                     |   |                                       | GIS Rep                                |   |  |   |   |
|                                     |   |                                       | ODM Rep                                |   |  |   |   |

| RECORDS PROTECTION                           | DAMAGE ASSESSMENT                | FOREIGN ASSISTANCE          | RECOVERY                    | ECONOMIC STABILITY             | NATIONAL SECURITY           | SEARCH & RESCUE                       |
|--|----------------------------------|-----------------------------|-----------------------------|--------------------------------|-----------------------------|---------------------------------------|
| Chief Librarian                              | Manager Housing Division         | Cabinet Secretary           | PS Comm & Works             | Minister of Finance            | PS Office of Prime Minister | Fire Chief                            |
| Manager Computer Centre                      | Manager - Agriculture Division   | PS Min of Foreign Affairs   | NDC                         | Nathional Authorising Officer  | Police Chief                | Dep Commissioner of Police            |
| Dominica Private Museums Reps                | Coordinator ECU                  | Director Dominica Red Cross | All Task Force Chairpersons | Budget Controller              | Fire Chief                  | Fisheries Rep                         |
| Establishment Division/Cabinet               | CTO Comm & Works                 | Min of Finance Rep          | GIS Rep                     | Director of Tourism            | Commander Cadets            | Red Cross Rep                         |
| House of Assembly Rep                        | Min of Finance Rep               | Head OAS                    |                             | Director of Agriculture        | Comptroller of Customs      | Manager LIAT                          |
| State Attorney/Chief Parliamentary Draftsman | Chief Statistician               | Comptroller of Customs      |                             | Chief Fisheries Officer        | Head Immigration            | Senior Health Rep                     |
| Head of Registry                             | Education Dept Rep               | Chief Immigration Officer   |                             | Port Authority                 | GIS Rep                     | Coast Guard Rep                       |
| Head - Dept of Lands & Surveys               | Chief Met Officer                | GIS Rep                     |                             | Head ECU                       | ODM Rep                     | Port Authority Rep                    |
| Taxi Assn Rep                                | Police Rep                       | ODM Rep                     |                             | DOMLEC                         |                             | Division of Forestry and Wildlife Rep |
| GIS Rep                                      | OAS Rep                          |                             |                             | Cable & Wireless Rep           |                             | Division of Agriculture Rep           |
| ODM Rep                                      | DAIC Rep                         |                             |                             | Marpin Rep                     |                             | Public Works Rep                      |
|  | Fisheries Rep                    |                             |                             | Social Security Rep            |                             | GIS Rep                               |
|  | Cable & Wireless Rep             |                             |                             | Director of Trade              |                             | ODM Rep                               |
|  | Marpin/Cable Assn Rep            |                             |                             | Director of Housing            |                             |                                       |
|  | DOMLEC Rep                       |                             |                             | Chief Physical Planner         |                             |                                       |
|  | DOWASCO Rep                      |                             |                             | Chief Education Officer        |                             |                                       |
|  | Health Services Rep              |                             |                             | DOWASCO                        |                             |                                       |
|  | Airports Rep                     |                             |                             | Attorney General               |                             |                                       |
|  | Port Authority Rep               |                             |                             | CTO Public Works               |                             |                                       |
|  | Min of Community Development Rep |                             |                             | Government Telecoms Officer    |                             |                                       |
|  | Chief Personnel Officer          |                             |                             | PS Min of Health               |                             |                                       |
|  | GIS Rep                          |                             |                             | Council of Churches Rep        |                             |                                       |
|  | ODM Rep                          |                             |                             |                                |                             |                                       |
|  |                                  |                             |                             | Head National Development Corp |                             |                                       |
|  |                                  |                             |                             | Bankers Assn Rep               |                             |                                       |
|  |                                  |                             |                             | Airport Manager                |                             |                                       |
|  |                                  |                             |                             | Comptroller of Customs         |                             |                                       |
|  |                                  |                             |                             | DALA Rep                       |                             |                                       |
|  |                                  |                             |                             | DAIC Rep                       |                             |                                       |
|  |                                  |                             |                             | GIS Rep                        |                             |                                       |
|  |                                  |                             |                             | ODM Rep                        |                             |                                       |

**4.3.4 ODM**

- ❑ NDC
- ❑ Information and Telecommunications Officer
- ❑ Prevention, Preparedness, Mitigation, Planning & Projects Officer
- ❑ Training, Public Information & Education Officer
- ❑ Admin & Logistics Officer
- ❑ Admin Secretary
- ❑ Driver/Messenger
- ❑ Janitor

**4.3.5 NEOC**

- ❑ Director
- ❑ Operations Officer
- ❑ Assistant Operations Officer
- ❑ Admin Officer
- ❑ Logistics Officer
- ❑ Public Information & Education Officer
- ❑ Communications Officer
- ❑ Radio Operator
- ❑ Sector Task Force Reps
- ❑ Senior Staff Clerk
- ❑ Journal Clerks
- ❑ Telephone Operators
- ❑ Plotters
- ❑ Runners
- ❑ Driver/Messenger

**4.3.6 DISTRICT EMERGENCY COMMITTEES AND DEOC's**

To ensure that a high standard of disaster preparedness is achieved and maintained nationally, and to enhance the general administration thereof, for the purpose of emergency management, the Nation shall be divided into **seven Districts as follows:**

- Portsmouth (North) Portsmouth
- St. Joseph (West) St. Joseph
- Roseau (South West) Roseau
- Grand Bay (South)
- La Plaine (South East)
- Castle Bruce (East) Castle Bruce
- Marigot (North East) Marigot

The boundaries of these Districts shall follow normal District boundaries.

District Emergency Committees will comprise:

- Chairman
- Deputy Chairman, who should be chairpersons on community councils within the Committee jurisdiction.
- Senior Police Officer in the District,
- District Medical Officer,
- District Nurse,
- District Agricultural Extension Officer,
- District Development Officer,
- Representatives of Voluntary Organisations
  - Farmer's Groups,
  - Churches,
  - Village/Local Authorities,
  - Amateur Radio Club,
  - Dominica Red Cross,
  - ADRA,
  - Scouts
  - Girl Guides,
  - Sporting Organizations
  - other bodies of relevance.
- Support personnel for the supervision of:
  - Shelters
  - Feeding
  - Clothing
  - Health
  - Collection of damage statistics
  - Communication
  - Security
  - Public Utilities
  - Search & Rescue
  - Welfare
  - Transport
  - Public Information
  - Environmental Protection
  - Records Protection

#### 4.3.7 COMMUNITY EMERGENCY COMMITTEES AND CEOC's

A network of Community Disaster Emergency Committees has been established within the framework of the National Emergency Planning Organisation to cover Dominica as follows:-

##### District Headquarters

##### Portsmouth (North) Portsmouth

- Bense
- Anse-de-Mai,
- Blenheim,
- Paix Bouce/Moore Park/Bellemaniere,
- Thibaud,
- Dos d'Ane,
- Vieille Case,
- Penville
- Dimitrie/Grand Fond,
- Capuchin,
- Clifton,
- Cocoyer,
- Cottage
- Toucarie,
- Lagoon/Derriere,
- La Rosine,
- Zicack,
- Portsmouth, (Town),
- Sugar Loaf/Borne,
- Guillette/Savanne Paille,
- Tantan,
- Glanvilla

##### St. Joseph (West)

- Dublanc,
- Bioche,

##### St. Joseph

- Colihaut,
- Coulibistrie,

- Morne Rachette,

- Salisbury/Grand Savanne,
- Macoucherie/Mero,
- St. Joseph.
- Layou,
- Layou Valley,
- Belles,
- Tarreau,
- Canefield,
- Checkhall,
- Sibouli,
- Massacre,
- Mahaut,
- Belfast,
- Jimmit,
- Warner,
- Campbell,
- Despot,
- Louise Anne/Desaissons,
- Springfield,
- Sylvania,
- Cockrane,
- Brantridge

#### Roseau (South West) Roseau

- Trafalgar,
- Laudat,
- Wotten Waven,
- Morne Prosper,
- River Claire,
- Eggleston,
- Giraudel,
- Roseau, Ravine Coq/Fond Cole/Glasgow,
- Goodwill/Stock Farm/Belleve Rawle,
- Bath Estate,
- Reigate,
- Elmshall,
- St. Aroment,
- Morne Daniel,
- Canefield,
- Roger,
- River Canari/Wall House,
- Loubiere/Snug Corner,
- Gallion, Soufriere,
- Bagatelle,
- Scotts Head,
- Newtown,
- Citronier,
- Kingshill,
- Morne Bruce,
- Melville Battery,
- Castle Comfort,
- Madrelle,
- Pointe Michel

#### Grand Bay (South)

- Berricoa
- Bellevue Chopin,
- Pichelin,
- Berricoa,
- Hagley,
- Powell,
- Montine,
- Grand Coulibri,
- Tete Morne,
- Picodeau,
- Dubic,
- Stowe,
- Pointe Carib,
- Bagatelle,
- Fond St. Jean/Retireau,
- Petite Savanne,
- Ravine Banane

#### La Plaine (South East)

- La Plaine
- Victoria,
- La Roche,
- Carib,
- Delices,
- Boetica,
- La Frenchette,
- La Ronde,
- Cote d'Or Plaisance,
- La Plaine (Village),
- Wayaneri/Case O'Gowrie,
- Morne Jaune,
- Riviere Cyrique,
- Grand Fond/Rosalie

Castle Bruce (East)    Castle Bruce

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Petite Soufriere,</li> <li>• San Sauveur,</li> <li>• Good Hope,</li> <li>• Mopo,</li> <li>• Dix Pas/ Tranto,</li> </ul> | <ul style="list-style-type: none"> <li>• Castle Bruce,</li> <li>• Madjinni/Mahaut River,</li> <li>• Sineku,</li> <li>• Gaulette River,</li> </ul> | <ul style="list-style-type: none"> <li>• Salybia,</li> <li>• St. Cyr,</li> <li>• Crayfish River,</li> <li>• Monkey Hill</li> </ul> |
|--|---|--|

- Marigot (North East) Melville Hall,
- Londonderry,
- Wesley,
- Woodford Hill,
- Calibishie,
- Hampstead,
- Bataka,
- Atkinson
- Marigot
- Deux Branches,
- Concord,
- Hatten Garden,
- North End,
- Sams Gutter
- Weirs,

#### 4.3.8 NGO's

- ❑ Red Cross
- ❑ ADRA

#### 4.3.9 VOLUNTARY ORGANIZATIONS

- |                             |                             |                                       |
|-----------------------------|-----------------------------|---------------------------------------|
| ❑ Boy Scouts                | ❑ Hotel & Tourist Assn      | ❑ National Youth Council              |
| ❑ Christian Council         | ❑ Hucksters Assn            | ❑ REACH                               |
| ❑ Conservation Assn         | ❑ Jaycees                   | ❑ Rotary                              |
| ❑ DALA                      | ❑ Kiwanis                   | ❑ Taxi Assn                           |
| ❑ DARC/DARES                | ❑ Lyons                     | ❑ Truckers Assn                       |
| ❑ Dominica Evangelical Assn | ❑ National Council of Women | ❑ President National Council of Women |
| ❑ DOMSAVE                   | ❑ Red Cross                 | ❑ Women's Bureau                      |
| ❑ Girl Guides               |                             |                                       |

#### 4.3.10 PRIVATE ORGANIZATIONS

- |                    |                  |          |
|--------------------|------------------|----------|
| ❑ Cable & Wireless | ❑ DOMLEC         | ❑ Marpin |
| ❑ DAIC             | ❑ Fuel Companies |          |

#### 4.3.11 ORGANIZATIONS IN SUPPORT

##### International Organizations:

- |         |        |        |
|---------|--------|--------|
| • IFRCs | • OAS  | • UNDP |
| • USAID | • ECHO | • EU   |
| • PAHO  | • OCHA | • IDB  |
| • OFDA  | • DFID | • CIDA |

##### Regional Organizations:

- |         |       |           |
|---------|-------|-----------|
| • CDERA | • CDB | • CARICOM |
|---------|-------|-----------|

#### 4.3.12 ORGANIZATIONS IN DIRECT SUPPORT

- |               |        |                                |
|---------------|--------|--------------------------------|
| • UNDAC Teams | • ARC  | • Other Foreign Military Units |
| • CDRU        | • PAHO |                                |
| • IFRCs       |        |                                |

The NEPO Advisory Committee shall be empowered to appoint as a member of the Committee for such periods as the Committee may deem fit, the Administrative Head of any Government Department, Division or Ministry, Instrumentality, Statutory Corporation or Body.

## **5.0 DETAILED TASKS**

### **5.1 RESPONSIBILITY MATRIX**

Hazards and response functions in the matrix shown below represent hazards and associated anticipated response functions, with assigned primary (or lead) and supporting roles.





**LEAD AGENCY RESPONSIBLE**

PRIME MINISTER  
 OFFICE OF THE PRIME MINISTER  
 CABINET SECRETARY  
 MIN/SEC  
 MIN OF COMMS WORKS & HOUSING

MIN OF HEALTH  
 FIRE & RESCUE  
 MIN OF LOCAL GOVT  
 MIN OF COMMUNITY DEV  
 DEVA  
 GOVT RECOMS UNIT  
 POLICE DEPT  
 DIS  
 ECU  
 FORESTRY & WILDLIFE  
 LIBRARY DEPT  
 MIN OF EXT CENTRE  
 MIN OF EXT AFFAIRS  
 MIN OF AGRICULTURE  
 FISHERIES DIVISION  
 METEOROLOGICAL DEPT  
 AIRPORTS  
 PORT & HARBOR  
 PHYSICAL PLANNING

| RESPONSE FUNCTION   | P | PRIMARY RESPONSIBILITY | S   | SUPPORTING RESPONSIBILITY |
|---|---|------------------------|-----|---------------------------|
| RESPONSE READINESS & PLAN IMPLEMENTATION                  | P | S                      |     |                           |
| TRANSPORTATION  |   | P                      |     |                           |
| COMMUNICATIONS  |   |                        | P S |                           |
| PUBLIC INFORMATION/ED/PSA /WARNINGS                       | S |                        |     | P                         |
| BUILDING INSPECTION/ DECLARATION                          | P |                        |     |                           |
| EVACUATION  | P |                        |     |                           |
| SEARCH AND RESCUE (LAND)                                  |   | P                      |     |                           |
| SEARCH AND RESCUE (SEA)                                   |   |                        | P   |                           |
| EMERGENCY SHELTERS  |   | P S                    |     |                           |
| RELIEF  |   | S                      |     |                           |
| MASS CASUALTY MANAGEMENT                                  |   | P S                    |     |                           |
| LOGISTIC SUPPORT  | P |                        |     |                           |
| LAW ENFORCEMENT   |   |                        | P   |                           |
| CLEARANCE OF EMERGENCY ITEMS                              |   |                        | P S |                           |
| PUBLIC CLEANSING/DEBRIS REMOVAL                           | P |                        |     | S                         |
| TRACKING AND COORDINATION OF INCOMING RELIEF ITEMS (SUMA) |   |                        | P S |                           |
| COORDINATION OF VOLUNTEERS                                | P |                        |     |                           |
| LIAISON WITH OVERSEAS MISSIONS                            | S |                        |     | P                         |
| DAMAGE ASSESSMENT/ DATA GATHERING                         | P |                        |     | S                         |
| REHABILITATION/ REVITALIZATION OF ECONOMY                 |   |                        |     | P                         |
| POTABLE WATER DISTRIBUTION                                | S | P                      |     |                           |
| REFUGEE HANDLING  |   | P S                    |     |                           |
| PROTECTION OF RECORDS                                     |   |                        | P S |                           |
| SHELTER INSPECTION  |   | P S                    |     |                           |
| ADMINISTRATIVE SUPPORT                                    | S |                        |     | P                         |
| OVERSEAS ASSISTANCE                                       | S |                        |     |                           |
| COORDINATION OF INTERNATIONAL RESPONSE TEAMS              | P |                        |     | S                         |
| AERIAL PHOTOGRAPHY  | P |                        |     | S                         |



## 5.2 NATIONAL EMERGENCY PLANNING ORGANIZATION (NEPO) ADVISORY COMMITTEE

The National Emergency Planning Organization Advisory Committee is the senior Dominican Disaster management body. The general direction and control of the Organization resides with the Honourable Prime Minister through this committee.

### General Responsibilities

- Ensure that the country is in a state of preparedness at all times.

Its areas of planning will, therefore, include:-

#### PRE-DISASTER

- Pass legislation to govern disaster management
- **Drafting Statutory Rules and Orders under the Emergency Powers Act**
- Meet once annually to review and provide disaster management policy and strategy directives for NEPO
- **Manage the National Disaster Plan**
- Assign responsibilities to NEPO
- Ensure adequate manpower, training and physical resources for emergency operations before, during and after a national disaster.
- Ensure adequate public awareness programmes on disaster preparedness
- Ensure that vulnerable areas are properly mapped and that a data base exists for effective management action
- Monitor the activities of the annual disaster work program.
- Advise on the coordination of emergency activities by voluntary organizations, locally and internationally.
- Advise on the coordination and planning of disaster related activities.

All correspondence concerning the Organization should be addressed to the Secretary, National Emergency Planning Organization, Ministry of Communications, Works and Housing, Government Headquarters, Roseau, Dominica.

## 5.3 NATIONAL EMERGENCY EXECUTIVE COMMITTEE (NEEC)

NEPO will normally carry out its supervisory functions through the National Emergency Executive Committee (NEEC):-

#### PRE DISASTER

- **Supervise the activities of the organization.**
- Meet at least twice annually to deal with general policy issues
- **Formulates policy and the guidelines for the implementation of policy on national disaster operations**

#### ALERT

- Meet as necessary to deal with specific disaster situations

- Ensure effective response procedures are in place for on-site multi-agency coordination and are supported by:
  - ◊ A disaster communications network for on-site command, information sharing and relay, logistic and technical support
  - ◊ Other existing telecommunications systems to serve as private single agency systems to their individual headquarters
- Move to the NEOC to monitor preparations and response to the disaster

### **RESPONSE**

- Provide executive and management functions during and after a national disaster from the NEOC, or by regular meetings using available communications.
- Provide resources for the administration of all aspects of assistance during and after a national disaster.
- **Inform the public of efforts taken with their welfare and safety in view**
- **Receive assessments of damage suffered by communities during the disaster**
- **Review plans for recovery and post disaster establishment of all necessary systems and services, and restoration of vital facilities**
- **Receive estimates of resources – man and equipment – and period needed for the execution of recovery plans**
- **Advise the Head of Government on the declaration of national disaster or State of Emergency, as necessary**
- **Maintain contact with appropriate Government and other Authorities and coordinate requests for assistance**
- **Ensures that information and direction are given to the general public and appropriate levels of Governmental Authority**
- **Arrange for budgetary estimates for emergency expenditure**
- **The provision of budgetary support for emergency expenditure**
- **Coordinate National Disaster Plan and relief work**
- **Arrange for requests for foreign government and donor agency assistance**
- **Directs the issue of evacuation of disaster areas considered unsafe**
- **Inform Caribbean Disaster Emergency Response Agency on disaster impact.**

## **5.4 NEEC TASK FORCES**

### **5.4.1 HEALTH SERVICES TASK FORCE**

General Responsibilities:

- Emergency Health care
- Environmental Health

### **PRE-DISASTER**

- Develop a National policy on Emergency Health Care
- Formulate a National Emergency Health Care Plan for slow and rapid onset of emergencies;
- Review and update this plan annually
- Ensure coordination between the National Emergency Health Care Plan and the Ministry of Health Disaster Plan

- Identify and prioritize resources for responding to disasters.
- Review and monitor all national programmes related to emergency health care
- Maintain a current database of available human and material resources
- Bring to the attention of the NEEC Chairman, potential problem areas that might affect emergency Health care management.
- Develop mass casualty management plans, training programmes and simulations to satisfy all aspects of emergency health care.
- Conduct regular drills to test random aspects of the emergency health plan.
- Develop and sign MOU's with non-government agencies and individuals for provision of private resources in time of national emergencies.
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services, and submit after action reports to the Director ODM.

#### **ALERT**

- Meet as necessary to deal with specific disaster situations
- Ensure that effective management response procedures are in place for on-site multi-agency coordination and are supported by:
  - ◊ A disaster communications network for on-site command, information sharing and relay, logistic and technical support
  - ◊ Other existing telecommunications systems to serve as private single agency systems to their individual headquarters
- Send a representative to the NEOC to coordinate the health sector response

#### **RESPONSE**

- Provide health sector coordination and management functions through the NEOC.
- Provide the resources for the administration of all aspects of assistance.
- Coordinate the deployment and control of medical personnel.
- Provide and coordinate all Public Hospital and emergency medical services, facilities and personnel.
- Coordinate all Private and Voluntary Hospital and medical services.
- Coordinate the distribution of medical supplies to District casualty stations and emergency shelters.
- **Coordination of medical and First-Aid assistance with voluntary organizations**
- **Requisitioning of medical supplies as necessary**
- **Proper identification of First-Aid stations for information of field personnel/and the public**
- **Staffing and equipping of First-Aid stations**
- **Coordinating arrangements with Transport Sub-Committee for the use of additional vehicles to augment existing service, where necessary**
- **Training of First-Aid Personnel for operation at emergency shelters and other First-Aid Stations**
- **Identification and operation of field hospitals, if necessary**
- **Provision of emergency health services at emergency shelters**

#### **5.4.2 EMERGENCY COMMUNICATIONS TASK FORCE**

**General Responsibilities:**

- **Coordination of the national Emergency Communications network.**
- **Preparing and up-dating a database of all national telecommunications facilities, that can be used to support effective implementation of the National Disaster Plan**
- **Preparing a roster of radio operators and relief operators for assistance in a disaster**
- **Conducting simulation exercises on a regular basis to test the effectiveness of the emergency telecommunications system**
- **Management of operational emergency telecommunication networks to facilitate the flow of information in keeping with national disaster mitigation plan**

**PRE-DISASTER**

- Develop a communications plan to ensure that an adequate communications system exists to serve the communications needs of the NEPO before, throughout and after a disaster
- Design, maintain and upgrade a national emergency telecommunications network, to ensure the coordination of emergency operations involving emergency services (security, health, fire, public utilities, private and voluntary groups, CBers, Amateurs, etc.)
- Develop SOP's for rapid response and coordination of emergency communications activities
- Identify resources for responding to disasters
- Develop and implement a radio operator training programme in association with the ODM communications officer
- Make annual review and revision to the radio operator training programme
- Train Radio Operators in emergency communication techniques
- Develop MOU's with private, voluntary, commercial operators, and DARC/DARES
- Advise the ODM on telecommunications matters
- Advise on purchase, maintenance and upgrading of emergency telecommunications equipment.
- Maintain a dynamic inventory of communications equipment owned by NEPO
- Develop and conduct regular drills to test warning and communications systems
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.

**ALERT**

- Meet as necessary to deal with specific disaster situations
- Ensure that effective management response procedures are in place for on-site multi-agency coordination and are supported by:
  - ◊ A disaster communications network for on-site command, information sharing and relay, logistic and technical support
  - ◊ Other existing telecommunications systems to serve as private single agency systems to their individual headquarters
- Send a representative to the NEOC to coordinate emergency telecommunications

**RESPONSE**

- Provide a basic island-wide radio communications network for emergency management and communication between Government Ministries, Authorities and Instrumentalities.

#### 5.4.3 **WELFARE TASK FORCE**

##### **General Responsibilities:**

- **Determining number of persons to be fed in each village, institution (Hospitals, Clinics, Infirmaries, Prisons, etc), emergency shelter and District emergency committees**
- **Determining the quantity and type of assistance required**
- **Arranging for transportation of emergency supplies (food and materials from central warehouse to the districts, villages and institutions**
- **Requisitioning supplies from the Food and General Supplies Task Force**
- **Arrangement for the movement and care of the aged, disabled and incapacitated**
- **Maintaining proper records of food and other emergency supplies received and distributed**
- **Providing emergency clothing**

##### **PRE-DISASTER**

- Identify and maintain an inventory of resources for responding to disasters
- Develop plans and training programmes for effective post-disaster, relief distribution, in conjunction with the Red Cross and District Committees
- Monitor training programmes through the ODM.
- Develop and sign MOU's with non-government agencies for human and material resources during national emergencies.
- Develop and maintain a database of potential welfare needs (food, clothing, shelter, building supplies, etc.) for all vulnerable groups.
- Conduct regular drills to test emergency procedures
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.

##### **ALERT**

- Meet as necessary to deal with specific disaster situations
- Ensure that effective management response procedures are in place for on-site multi-agency coordination and are supported by:
  - ◊ A disaster communications network for on-site command, information sharing and relay, logistic and technical support
  - ◊ Other existing telecommunications systems to serve as private single agency systems to their individual headquarters
- Send a representative to the NEOC to coordinate the welfare response

##### **RESPONSE**

- Provide coordination and management functions through the NEOC.
- Provide the resources for the administration of all aspects of assistance.
- Coordinate, distribute and document relief supplies and donations



#### 5.4.4 **FOOD AND GENERAL SUPPLIES TASK FORCE**

##### **General Responsibilities:**

- **Arranging for suitable buildings/facilities for the storage of food, clothing, building materials/and other emergency supplies**
- **Arranging for other safe areas for storage of non-perishable emergency supplies**
- **Establishing distribution centers for bulk distribution of emergency supplies**
- **Arranging for staff to package and distribute emergency supplies**
- **Arranging for the transportation of emergency supplies to storage depots**
- **Arrangement of storage and control of reserve equipment, fuel, drugs, medical equipment, food, and other relief supplies**
- **Arranging for security of areas where emergency supplies are stored**
- **Maintaining proper records of emergency supplies received and distributed**

##### **PRE-DISASTER**

- Identify and maintain a scale of relief items for responding to disasters
- Develop plans and training programmes for effective management of relief supplies
- Formulate a system for the equitable distribution of critical food items arriving into the Island after a disaster and a policy for pricing these goods.
- Conduct regular drills to test plans
- Monitor training programmes for relief personnel, through the ODM
- Clearly define what constitutes relief items
- Maintain a current database of available relief supplies
- Develop and sign MOU's with local suppliers.
- Establish guidelines on procedures for clearing relief items
- Facilitate speedy action for local purchase of relief items
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.

##### **ALERT**

- Meet as necessary to deal with specific disaster situations
- Formulate up-to date list of potential needs for circulation to overseas missions, donor agencies, private voluntary organizations etc.
- Ensure that effective management response procedures are in place for on-site multi-agency coordination and are supported by:
  - ◊ A disaster communications network for on-site command, information sharing and relay, logistic and technical support
  - ◊ Other existing telecommunications systems to serve as private single agency systems to their individual headquarters
- Send a representative to the NEOC to coordinate relief response disaster

##### **RESPONSE**

- Provide coordination and management functions through the NEOC
- Provide the resources for the administration of all aspects of assistance.
- Document the distribution of relief supplies and donations

- Receive, sort and document relief supplies and donations at ports of entry if requested by the NEOC.

#### 5.4.5 EMERGENCY SHELTER TASK FORCE

##### **General Responsibilities:**

- **Selection of suitably safe buildings for use as emergency shelters**
- **Identification of emergency shelters for the benefit of the public**
- **Arranging for the proper maintenance of emergency shelters**
- **Maintaining a list of all approved emergency shelters with location, ownership, capacity, facilities as well as contact persons, addresses and telephone numbers, where possible**
- **Training of shelter management personnel**
- **Staffing and administration of emergency shelters**

##### **PRE-DISASTER**

- Develop a national policy on emergency shelters
- Develop action plans, training programmes and simulations for the selection, upgrading, maintenance, alert, notification, management, opening and closing of the Country's emergency shelters in the event of a national disaster.
- Review and update the national emergency Shelter Plan annually
- Update and maintain a shelter managers list for the Country.
- Ensure adequate sanitary facilities are available in all buildings chosen as shelters
- Develop and sign MOU's for the use of privately owned resources
- Ensure physical integrity of all buildings chosen as shelters
- Maintain current database of needed and available human and material resources
- Oversee and ensure coordination of all public and private organizations involved in pre and post-disaster shelter activities
- Ensure that adequate numbers of trained shelter managers and resources are available for manning shelters after any disaster
- Develop and conduct regular drills to test shelter plans
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.

##### **ALERT**

- Meet as necessary to deal with specific disaster situations
- Activate shelter plan
- Ensure that effective management response procedures are in place for on-site multi-agency coordination and are supported by:
  - ◊ A disaster communications network for on-site command, information sharing and relay, logistic and technical support
  - ◊ Other existing telecommunications systems to serve as private single agency systems to their individual headquarters
- Send a representative to the NEOC to coordinate shelter response
- Publish the list of shelters and shelter managers
- Deploy and start all generators at shelters

## RESPONSE

- Provide coordination and management functions through the NEOC
- Provide the resources for the administration of all aspects of assistance.

### 5.4.6 PUBLIC INFORMATION AND EDUCATION TASK FORCE

#### General Responsibilities:

- **Public information and press briefings**
- **Warning dissemination and control of broadcasting**
- **Organisation of on-going public awareness and education programmes on all types of disasters as well as preventive measures to be taken**
- **Dissemination of information, timely and factual, through briefings, bulletins and Interviews before, during and after a disaster**
- **Alerting the population of any impending disaster and precautionary measures to be taken**
- **Arranging for training of disaster personnel at all levels**

#### PRE-DISASTER

- Develop a National Policy on Public Education and Information for Emergency Management
- Clearly define the roles of all media houses and ensure smooth information flow between the task force and media houses
- Identify and prioritize resources for responding to disasters
- Oversee all activities relating to public information and education.
- Oversee the establishment of a National Public Information Centre in the NEOC during and after a national emergency or disaster
- Maintain an up-to-date list of available human and material resources.
- Set training objectives for disaster preparedness, response and recovery, and assist the ODM in the implementation of these programmes.
- Form an information dissemination network with the individual agencies represented on the Task Force.
- Keep the public constantly aware of disaster preparedness and relief programmes and procedures
- Identify available educational and mass communications resources
- Establish a dynamic inventory of all training material owned by NEPO
- Develop and sign MOU's for use of private resources
- Advise the ODM on public relations and information matters
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.

#### ALERT

- Meet as necessary to deal with specific disaster situations
- Ensure that effective management response procedures are in place for on-site multi-agency coordination and are supported by:
  - ◊ A disaster communications network for on-site command, information sharing and relay, logistic and technical support

- ◇ Other existing telecommunications systems to serve as private single agency systems to their individual headquarters
- Send a representative to the NEOC to coordinate public information activities.

## **RESPONSE**

- Provide coordination and management functions through the NEOC.
- Provide the resources for the administration of all aspects of assistance.

### **5.4.7 DAMAGE ASSESSMENT TASK FORCE**

#### **General Responsibilities:**

- **Post-disaster reconnaissance and damage assessment reports**

#### **PRE- DISASTER**

- Develop plans, procedures and training programmes for multi-agency post-disaster damage assessment
- Monitor training programmes for damage assessment personnel
- Identify and prioritize resources for responding to disasters.
- Develop and maintain a current capital stock inventory for all government and private lifeline property and resources island-wide
- Standardize damage assessment surveys among agencies so as to facilitate rapid damage assessment procedures and documentation
- Establish clear procedures, guidelines, training programmes and simulations for local, regional and international multi-agency, post-disaster damage assessment, to facilitate completion of initial damage assessment within 48 hours after a disaster.
- Maintain a current capital stock inventory for all Govt. property and resources in the Country
- Develop a system of needs assessment, which incorporates an ongoing inventory of supplies within the Country.
- Assess the potential damage to existing human and material assets in the event of various types of disasters, and maintain a database of corresponding requirements.
- Design forms for:
  - ◇ Rapid initial damage assessment
  - ◇ Detailed sectoral damage assessment
- Develop and sign MOU's for private resources and services
- Conduct regular drills to test damage assessment procedures
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.

#### **ALERT**

- Meet as necessary to deal with specific disaster situations
- Ensure that effective management response procedures are in place for on-site multi-agency coordination and are supported by:
  - ◇ A disaster communications network for on-site command, information sharing and relay, logistic and technical support

- ◇ Other existing telecommunications systems to serve as private single agency systems to their individual headquarters
- Send a representative to the NEOC to coordinate damage assessment.

## RESPONSE

- Provide coordination and management functions through the NEOC.
- Provide the resources for the administration of all aspects of assistance.
- Deploy the damage assessment team on a quick reconnaissance of the Country for a rapid overview of the situation as soon as the all clear is given.
- Coordinate initial damage assessment surveys among agencies (including donor agencies and CDRU survey teams) through the NEOC, so as to facilitate rapid damage assessment immediately after a disaster.
- Provide aerial photographs, remote sensing data, and geotechnical assessment teams for monitoring and assessing physical effects of disasters and emergencies, including inspection of housing, dams and embankments.
- Submit to the NEOC within 48 Hours of a disaster, an initial situation report of the damage faced by all sectors in the Country to include:
 

|                             |               |                   |
|-----------------------------|---------------|-------------------|
| ◇ Casualties                | ◇ Jetties     | ◇ Power supply    |
| ◇ Housing                   | ◇ Airport     | ◇ Water supply    |
| ◇ Agriculture               | ◇ Runways and | ◇ Hazardous       |
| ◇ Tourism                   | Taxiways      | materials storage |
| ◇ Fisheries                 | ◇ Harbours    | ◇ Reservoirs and  |
| ◇ Buildings                 | ◇ Roads       | dams              |
| ◇ Communications facilities | ◇ Bridges     |                   |
|                             | ◇ Drainage    |                   |
- Coordinate statisticians and data entry personnel and have them on hand to enter and tabulate damage assessment figures at the NEOC

### 5.4.8 TRANSPORT, EVACUATION AND EQUIPMENT TASK FORCE

#### General Responsibilities:

- **Transport and equipment requirements**
- **Evacuation plans, including promulgation of these Plans**
- **Post-disaster demolition and repair**

#### PRE DISASTER

- Develop a deployment plan and training programme to cope with:
  - ◇ The evacuation of persons from any point within the Country to and from designated shelters to include the development and legal authority of evacuation orders
- Test procedures for mass evacuations
- Develop plans, procedures and regular drills for emergency transportation.
- **Developing a resource list of all means of transportation (including aircraft, boats and motors), chainsaws, generators and heavy equipment that would be available for use in a disaster**
- Establish a dynamic inventory of all equipment owned by NEPO

- **Arranging for the release of privately-owned vehicles, equipment, boats, generators and aircraft**
- **Developing a deployment plan for coping with transportation requirements at the national level**
- **Arranging for clearing of main roads for movement of emergency personnel and relief supplies as soon as possible after a disaster**
- **Develop and sign MOU's for use of private resources**
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.

#### **ALERT**

- Coordinate the evacuation of victims to shelters in conjunction with the NEOC
- Coordinate collection and deployment of all Govt. vehicles for use in emergency operations through the NEOC
- Pre-position transport and heavy equipment

#### **RESPONSE**

- Provide coordination and management functions through the NEOC.
- **Coordinating activities involved in the evacuation of communities**
- Obtain private vehicles for use in emergency operations by request or requisition
- Allocate transport resources as directed by the NEOC, for disaster relief activities on a priority basis
- Provide transport and logistic services at national and District levels as required by the NEOC to include:
  - ◊ Distribution of relief and rehabilitation supplies from the docks and airport to storage areas, food kitchens and shelters.
  - ◊ Delivery of fuel from bulk storage to service points
  - ◊ Transportation of relief workers
  - ◊ Transportation of the dead
  - ◊ Evacuation of threatened population
  - ◊ Other
- Provide the resources for the administration of all aspects of assistance.

#### 5.4.9 ENVIRONMENTAL POLLUTION

General Responsibilities:

- **Conservation of natural resources**
- **Environmental protection**
- **Planning and coordination of treatment of environmental pollution**

#### PRE-DISASTER

- Establish a system for monitoring and reducing the adverse environmental effects of industrial activities (e.g. air pollution, etc.) and disposal sites to avoid adverse environmental effects.
- **Develop plans, procedures and training programmes for coordination of all action to deal with environmental pollution incidents.**

- **Developing appropriate measures of preparedness and systems for detecting and reporting environmental pollution incidents in the area**
- Develop drills for all the agencies in environmental protection
- **Monitor training of persons in prevention and control of and response to environmental pollution**
- **Safeguard the hospitability infrastructure**
- **Cooperate with regional, international and scientific organizations involved in environmental pollution**
- **Identify resources for responding to environmental pollution incidents**

#### RESPONSE

- Provide aerial photographs, remote sensing data, and geotechnical assessment teams for monitoring and assessing environmental effects of disasters and emergencies.
- Commence a survey of damage done to beaches, coastlines, parks and other environmental areas, and report to the ECU Coordinator
- Assist with the coordination of resources and manpower for information, warnings and response to all environmental disasters in association with the NEOC
- Assess impacts on the environmental sector of all disasters and report on the immediate and long-term effects.

#### 5.4.10 PUBLIC UTILITIES TASK FORCE

General Responsibilities:

- **Ensuring that public utilities are in a state of readiness for rapid restoration of services after a disaster**

#### PRE DISASTER

- **Maintenance of alternative back-up services for use in disaster situations**

#### RESPONSE

- Assist with damage assessment in association with the NEOC and damage assessment task force
- **Restore electricity as soon as possible, giving priority to hospitals and health clinics**
- **Restore water and sewerage works and services as soon as possible, giving priority to hospitals and health clinics**
- **Report as early as possible the damage sustained and strategy for restoration of services**

#### 5.4.11 FOREIGN ASSISTANCE TASK FORCE

General Responsibilities:

#### PRE DISASTER

- Maintain liaison with overseas missions, donor agencies, private voluntary organizations etc.
- Ensure that policies, procedures and protocols for obtaining international disaster relief are formulated and circulated to all departments

- **Arrange for the facilitation of the entry of government-approved relief and disaster response service personnel, of foreign governments and other organizations, and their gear**

#### ALERT

- Liaise with local, regional and international organizations regarding general information on the disaster, requests for assistance, pledges from donors, donations and receipts in association with the Ministry of Finance

#### RESPONSE

- **Arrangement for relief aircraft and ships, including customs and immigration clearance for relief supplies and personnel**
- **Control of entry for non-essential visitors**

#### 5.4.12 ECONOMIC STABILITY TASK FORCE

##### PRE- DISASTER

- Develop strategies and plans that ensure economic stability during disasters
- Ensure that plans are made for the recovery of the economy at least to its original state after a disaster
- Ensure that proper assessment and evaluation is made of the impact of all disasters on economic stability.
- Assist in preparing, participating in and assessing joint annual exercises with all government agencies and submit after action reports to NEPO.

##### RESPONSE

- Implement plans to protect economic stability and collate an after action report on its status

#### 5.4.13 NATIONAL SECURITY TASK FORCE

##### PRE- DISASTER

- Develop strategies and plans that ensure national security
- Ensure that proper assessment and evaluation is made of the impact of all disasters on national security.
- Assist in preparing, participating in and assessing joint annual exercises with all government agencies and submit after action reports to NEPO.

##### RESPONSE

- Implement plans to protect national security and collate an after action report on its status

#### 5.4.14 RECOVERY TASK FORCE

##### General Responsibilities:

- Recovery and Rehabilitation

##### PRE DISASTER



- Ensure existence of sector Recovery and Rehabilitation Plan based on National Development Programmes as long term planning objectives.
- Ensure development and maintenance of an up-to-date Multi-Sector Data Base.

## RECOVERY

- Be responsible to the Prime Minister for recovery coordination
- Assist with the development of special policy and oversee funding matters
- Act as an information focal point for NGO's.
- Establish and determine the scale of the recovery task and the organization and staff required to accomplish it
- Select recovery deadlines
- Consider resources required
- Provide additional expertise to assist in detailed damage assessment as necessary
- Include all social groups (especially opinion leaders) in recovery and development programmes.
- Determine when it is safe for displaced persons to leave shelters
- Maintain surveillance over post-shelter deployment
- Closely monitor the establishment of a recovery system
- Monitor the implementation of plans for the restoration of vital services
- Ensure the conservation, proper use and distribution of vital supplies and materials made available by outside sources and international relief organizations and/or Governments
- Ensure that reports are made to the appropriate government officials.
- Coordinate detailed surveys of damage to structures, roads and bridges etc.
- Provide the minimum level of assistance required to restore the community to the capacity for self help
- Facilitate the restoration of services and facilities which are not the responsibility of Govt. to provide, but for which commercially viable insurance cannot be obtained, or where the responsible agency cannot effect restoration within an appropriate time frame, or where the shortfall between insurance cover held and the cost of recovery is significant.
- Facilitate and coordinate the operation of Governmental and non-Governmental agencies involved in the recovery operations
- Establish procedures and any necessary support to expedite insurance claims and damage repair
- Provide rapid and effective communications of district needs to the Govt.
- Coordinate recruitment and deployment of emergency workers
- Designate districts requiring recovery assistance and coordinate work force deployment to them
- Coordinate inquiries as well as pledges and donations from the International community
- Provide factual information to the media through the GIS, regarding progress on the recovery effort
- Identify areas where existing policy provisions are unlikely to be sufficient to achieve the desired recovery and suggest special policy which may be applied
- Initiate and monitor special policy proposals
- Restore the community to a position whereby normal social and economic activity exists.

- Think of local people who experience loss in a disaster as "participants" in the recovery process, instead of "victims".
- Provide an after action report detailing the actions taken, lessons learned and any recommendations for future coordinators

#### 5.4.15 SEARCH & RESCUE TASK FORCE

##### PRE- DISASTER

- Devise a contingency Plan for Search and Rescue
- Identify priorities and allocate resources necessary for Search and Rescue
- Ensure adequate training for personnel to carry out all types of Search and Rescue operations
- Ensure that simulation exercises are developed and conducted to test Search and Rescue capability on an annual basis
- Assist in preparing, participating in and assessing joint annual exercises with all response services and submit after action reports to NEPO.

##### RESPONSE

- Implement search and rescue operations under instructions from the NEOC
- Ensure that all reports of missing persons, losses and damage are collected and collated

#### 5.4.16 RECORDS PROTECTION TASK FORCE

##### PRE- DISASTER

- Develop strategies and plans that protect vital records and documents during disasters
- Ensure that plans are made for the recovery of records to their original states after a disaster
- Ensure that proper assessment and evaluation is made of the impact of all disasters on vital records and historical art and craft pieces.
- Ensure that simulation exercises are developed and conducted to test records protection systems on an annual basis
- Assist in preparing, participating in and assessing joint annual exercises with all government agencies and submit after action reports to NEPO.

##### RESPONSE

- Implement plans to protect vital records, documents and art and craft items and collate an after action report on the status

### 5.5 GOVERNMENT DEPARTMENTS AND AGENCIES

#### PRE DISASTER

- **Each Government agency is responsible for drawing up its own internal disaster plan.**
- **All plans and revisions must be submitted to the ODM not later than 30<sup>th</sup> April of each year. These plans should specify the officers responsible for the various functions in support of the NEPO in the event of a disaster.**
- **As a general rule, Government agencies will continue to exercise their normal functions during a disaster. For this reason, agency plans should outline security arrangements and plans for service to the public.**

- **In cases where a Department is assigned specific duties in this plan, ultimate responsibility for their discharge rests with the Permanent Secretary. That Permanent Secretary must ensure that all members of staff involved are familiar with the demands of the plan. Where a Statutory Body is assigned specific duties in this plan, ultimate responsibility for their discharge rests with the Minister under whose Ministry the statutory body operates.**
- **Where more than one agency is involved in the same area of activity it is the responsibility of the Permanent Secretary or Head of Department of the lead agency, unless otherwise indicated therein, to arrange a common line of action.**

#### **ALERT**

- Permit and encourage government staff not specifically required for response work, to join volunteer groups and assist as necessary.
- Department Liaison Officers activate their department disaster plans
- Implement all agency plans

#### **RESPONSE**

- Continue to exercise normal functions as far as possible during and after the disaster

#### **5.5.1 OFFICE OF THE PRESIDENT**

- **Implement the office plan**
- **Issue all proclamations and other instruments as advise by the Prime Minister**

#### **5.5.2 OFFICE OF THE PRIME MINISTER**

##### **General Responsibilities:**

- **Ensure that His Excellency the President is kept updated on all decisions and other relevant developments in such a manner as to facilitate the prompt execution of his functions**

#### **PRE-DISASTER**

- Ensure that the necessary resources are provided to allow the NEPO/NEEC to fulfill their mandate
- Review the annual work programme submitted by the ODM
- Make provision for the allocation of manpower to support emergency operations
- Ensure that all Ministries of government have established standing emergency procedures in all of their agencies, to ensure the safety of Government officers and records
- Promulgate guidelines for closing and opening Govt. offices before and after disasters
- **Provide the resources necessary for the Police and Fire Services, in particular, to discharge their duties under this plan**

#### **ALERT**

- Provide necessary support staff for the NEOC

**RESPONSE**

- Coordinate all functions to be performed by the Prime Minister by prerogative power or otherwise
- Arrange Cabinet meetings and communicate decisions to facilitate timely implementation of response actions
- Provide support to the response effort as required
- Continue to provide normal functions as far as possible during the disaster

**5.5.3 OFFICE OF DISASTER MANAGEMENT****Primary Responsibilities:**

- Coordination of disaster management activities
- Readiness, response and national plan implementation
- Administrative and logistic Support
- Liaison with regional and international supporting agencies
- Joint simulation exercises and drills
- Public Information and Education
- Oversee the activities of the District Emergency Committees

**Support Responsibilities:**

- Communications
- Coordination of Volunteers

**PRE-DISASTER**

- Review legal arrangements for disaster action
- Provide administrative and secretarial functions for the NEPO
- Implement all policy decisions made by the NEPO.
- Design and implement a comprehensive Disaster Management Programme involving all Districts, in order to adequately prevent, prepare for, mitigate, respond to, and recover from a disaster.
- Develop a network with government agencies, NGOs, and the private sector for disaster prevention, mitigation and preparedness activities.
- Define and review roles of key agencies in disaster management and update plans as necessary.
- Develop job specifications for District Emergency Committee Chairmen
- Ensure that all key Government offices have identified alternate headquarters and developed relocation plans.
- Identify training needs and design a relevant training program.
- Ensure completion and testing of all national, agency, district and community plans
- Design, plan and run annual field simulation exercises as necessary to include all aspects and agencies involved in disaster response, to adequately enhance disaster preparedness and awareness.
- Assist in the development and testing of disaster management plans.
- Prepare an annual work programme outlining projects and training programmes to be undertaken

- Make provisions in plans for CDERA, and other donor agencies with which mutual aid agreements have been developed.
- Ensure that all emergency response services are in the state of readiness to provide relief to victims of a disaster within 24 to 36 hours after a strike
- Liaise with all government departments on disaster management issues
- Coordinate prevention, mitigation and preparedness activities
- Monitor and supervise task forces against their TOR's
- Prepare budgets and financial statements for disaster related activities and programmes.
- Establish guidelines and expenditure limits for local purchase of relief supplies
- Obtain and collate regular weather reports from local and overseas met services during the hurricane season.
- Inform the Prime Minister and other relevant government departments, of full details of any weather forecast likely to adversely affect the Country.
- Participate in local and international disaster management activities through UN, CDERA and other disaster management agencies with a view to improving the local systems, sharing information and facilitating a transfer of technology.
- Identify ongoing bilateral and multilateral technical cooperation programmes that can facilitate development of national disaster programme objectives.
- Establish and support District Emergency Committees.
- Monitor the activities of the District Emergency Committees.
- Prepare District Emergency Committee Chairmen to respond to disasters
- Develop and maintain a list of National emergency resources (personnel, facilities, equipment, supplies, etc.) and undertake a continuous programme for upgrading and enhancing these resources.
- Arrange hazard and risk assessments of the Country and use the information to design, implement and review hazard/loss reduction programmes, focusing on key areas such as critical facilities, housing, agriculture, tourism, ports and shipping.
- Review and catalogue past disaster events including significant emergencies
- Establish and equip a suitable EOC capable of handling emergency communications, and facilitating coordination of emergency responses involving many services.
- Treat disaster planning as an ongoing process of public education, training, inventory and resource procurement and not as development of a paper plan
- Ensure that data processing and information systems are available to support emergency operations through the NEOC
- Develop and maintain a database and web site of disaster management activities and general disaster management information as it relates to Dominica.
- **Collaborate with OCHA, CDERA, and similar bodies**

#### **ALERT**

- **Activate warning and alert procedures**
- **Activate NEOC SOP's and implement alert procedures**
- Alert all key emergency services including:
  - Ministry of Health
  - Taxi Association
  - Public Works

- Police
- Fire
- Volunteers
- Red Cross
- St. Johns Ambulance
- GIS
- Media
- Other
- Alert members of the NEEC
- Notify all PS's of the impending disaster and advise them to inform their Departments and staff and to activate their emergency alert procedures
- Alert District Emergency Committee Chairmen and instruct them to:
  - ◊ Activate their District emergency plans
  - ◊ Notify their respective Districts of the impending disaster
  - ◊ Alert HAM Radio Society and maintain contact throughout the disaster
- Alert major voluntary organizations & NGO's to activate their emergency plans
- **Review plans for the given emergency or disaster**  
**Review evacuation and shelter plans with the Superintendent Public Works, Government Commissioner and any other necessary office**
- **Ascertain from duty Operation Team Leader that all NEOC positions are manned, and where necessary, take action to fill vacant positions**
- **Determine through the duty Team Leader that the police, fire, public works, welfare, shelter, medical emergency and other teams are alerted and ready for deployment**
- **Discuss the release of appropriate announcements by the Prime Minister over available broadcast facilities**
- **Review with Team Leader the manning of any Forward Control Centre, the operational status of such and other District Centers**
- Ensure adequate communications exists between the NEOC and task forces, DEOC's, regional and international agencies
- Test emergency communications system:
  - ◊ Run radio check
  - ◊ Check repeaters
  - ◊ Start up generator
  - ◊ Batten down the NEOC
  - ◊ Secure office files and equipment
- **Ensure that proper operational procedures are adopted by teams at the NEOC and that proper liaison procedures are in place between the Communications Centre and the Operations Room personnel**
- **Review available military support and ensure that communication exists between the military unit (s) and the NEOC.**
- Issue instructions, warnings, and other relevant information to the public by radio, or other available means through the GIS.
- **Ensure that the public is fully informed on steps to be taken in the given disaster**
- **Check resource deployment - manpower, vehicles and equipment - of the industrial sector and utilities and ascertain their availability for operational assignment**

- **Determine that emergency shutdown procedures have been implemented and that utilities and the industrial sector have contacted appropriate sections/authorities at the National Emergency Operations Centre**
- Re-check food supplies for NEOC staff
- Request security from the police at the NEOC
- Ensure that all required forms are at the NEOC and shelters
- Check on the stand-by water supply
- Have on hand water purification tablets for distribution
- Check on the shuttering of government buildings and the homes of emergency personnel

#### RESPONSE

- **Inform the Prime Minister on the situation throughout the country, the nature and extent of damage, as reported, and the emergencies to be handled by the personnel at the NEOC**
- **Refer to the Prime Minister all matters warranting the exercise of emergency powers or amendments to and interpretation of policy**
- **Ascertain that reports, filed with the NEOC are credible and timely**
- **Ensure that data is analyzed and that information is posted on action and situation boards and operation map(s)**
- **Supervise the operations section of the NEOC**
- **Ensure that vital communication links function or that prescribed reports are disseminated by alternative means**
- **Ensure that the Public Information & Education task force informs the general public on survival action; that it is advised on all information available, on the disaster, to the National Emergency Operations Center. Such bulletins should also advise shelter populations to remain the shelters and to conform to the shelter management instructions**

#### 5.5.4 MINISTRY OF EXTERNAL AFFAIRS

##### Primary Responsibility:

- Liaison with overseas mission
- **Facilitating and coordinating requests for, and responses to, emergency assistance from overseas Governments and donor agencies immediately after a disaster**
- **Coordination of all messages of pledges, dispatches and other interests from foreign governments and organizations to appropriate offices**
- **Arrangements for relief aircraft and ships**

##### Support Responsibility:

- Tracking and clearance of incoming relief

##### PRE-DISASTER

- Ensure that overseas missions are informed about procedures for obtaining International disaster relief.
- Establish liaison with Red Cross Society to assist with tracing of missing persons.

##### ALERT

- Implement Agency Plans

#### **RESPONSE**

- Act as overseas liaison for the National Emergency Planning Organization in disaster situations (including the provision of information on the health and welfare of visitors).

#### 5.5.5 MINISTRY OF COMMUNICATIONS, WORKS AND HOUSING

##### Primary Responsibilities:

- **Provision of emergency transport services**
- **Evacuation**
- Damage Assessment/Data gathering
- **Demolition of unsafe buildings**
- **Excavation operations as required**
- Roads and drains clearance

##### Support Responsibilities:

- **Assistance in rescue work, in collaboration with Fire Services and Police**
- **Maintenance of telecommunications system**
- **Supply generators and batteries to Amateur Radio Club, where necessary**

#### **PRE- DISASTER**

- Regulate the transportation of hazardous materials on public roads
- Provide for Security and Emergency Services at airports
- Provide warning of potential air emergencies
- Conduct vulnerability audit of all major critical facilities i.e. water storage distribution systems, power, gas, oil refining, to ensure that they are able to withstand the impact of all disasters

#### **RESPONSE**

- Restoration of Utilities
- Provide support for airport emergency operations
- Investigate aircraft accidents and incidents

#### 5.5.6 DOMELEC

##### **Primary Responsibilities:**

- Restoration of electricity

##### **Support Responsibilities:**

- Damage Assessment
- Rehabilitation

#### **PRE-DISASTER**

- Develop, test and upgrade agency disaster plans.



- Ensure that adequate stocks of fuel and other electrical supplies are readily available in the event of a disaster.
- Ensure that electricity poles and lines are in adequate condition to withstand potential disasters
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services, and submit after action reports to the Chairman of the Public Utilities task force.
- Conduct assessment of all handling and storage facilities, to ensure ability to withstand the impact of disasters

#### **ALERT**

- Pre-position poles and electrical supplies

#### **RESPONSE**

- Assist with damage assessment in association with the NEOC and damage assessment task force
- **Restore electricity as soon as possible, giving priority to hospitals and health clinics**
- **Report as early as possible the damage sustained and strategy for restoration of services**

#### **5.5.7 DOWASCO**

##### **Primary Responsibility:**

- Distribution of Potable water

##### **Support Responsibilities:**

- Fire Management
- Hazmat/Oil Spill
- Damage Assessment
- Rehabilitation

#### **PRE-DISASTER**

- Develop, test and upgrade agency disaster plans
- Initiate arrangements with private water companies to act as complementary suppliers of fresh water
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the Chairman of the Public Utilities task force.

#### **ALERT**

- Secure water supplies for immediate post - disaster use
- Pre-position water trucks

#### **RESPONSE**

- Assess damage to all public and private water supply facilities, related drainage, and protective works in association with the NEOC and damage assessment task force.

- Restore water and sewerage works and services as soon as possible, giving priority to hospitals and health clinics
- Report as early as possible the damage sustained and strategy for restoration of services

### 5.5.8 GOVERNMENT TELECOMMUNICATIONS DEPARTMENT

#### General responsibilities:

- Emergency telecommunications planning and frequency allocation

#### PRE DISASTER

- Coordinate emergency communications planning
- Identify emergency communications resources
- Monitor the communications spectrum and allocate frequencies for emergency use

#### RESPONSE

- Provide technical and professional assistance and guidance on telecommunications systems, including assessment of damages.
- Advice on circuit restoration priority and on the priority use of communications systems before, during and after National emergencies

### 5.5.9 MINISTRY OF HEALTH

#### Primary responsibilities:

- Emergency Health Care
- Environmental Health

#### Support responsibilities:

- Response readiness and Plan Implementation
- Public Information/Education
- Public Service Announcements

#### PRE DISASTER

- **Assisting the District Emergency Organization with the staffing of the first-aid stations and the training of personnel**
- **Education of the public in matters concerning environmental health**
- **Arranging that hospitals and health centers practice their disaster plans**
- **Preparation of a disaster manual for first-aid stations and personnel**
- **Providing sanitary services for shelters, where necessary**
- **Establishing procedures for collaboration with Red Cross Society**
- **Arranging for sanitary inspection of relief food supplies**
- Ensure that measures are taken to prevent the spread of disease and hazard to human health by way of radiation, water, food supplies, refuse, unburied human or animal remains or dangerous chemicals.
- Develop, test and upgrade agency disaster plans and procedures in collaboration with the ODM, Red Cross and other emergency response agencies.
- Advise the ODM on environmental health matters

**ALERT**

- Call up and deploy emergency medical personnel
- Monitoring, assorting and distributing relief medical supplies to designated district hospitals and health clinics.
- **Arrangements for mass immunization if required**

**RESPONSE**

- **Caring for the injured**
- **Recording, tagging, identifying and burying the dead**
- **Investigation of the portability of water supplies**
- **Maintenance and staffing of first-aid stations in collaboration with the District Emergency Organizations, including provision of first-aid boxes and other medical supplies**
- Monitor the implementation of the Health Services disaster plan
- Assist with damage assessment as it relates to casualties and environmental health issues, in association with the NEOC and damage assessment task force.

**5.5.10 MINISTRY OF TRADE****Primary Responsibilities:**

- Tracking, clearance and storage of incoming relief
- Food and lifeline supplies stocks in country

**Support responsibilities:****PRE DISASTER**

- Identify and monitor the availability of critical supplies (petrol, containers, petroleum products, etc.).
- Ensure that safety and performance standards and specifications of consumer products are adequate
- Assess the performance of materials under disaster conditions.
- Establish, maintain, monitor and enforce adequate safety standards in industrial plants in order to minimize the occurrence of industrial related disasters (e.g. pollutants from industry, air pollution etc.) and disposal sites
- Adopt appropriate conservation policies and propose the implementation of environmental impact assessments for development projects with a view to reducing vulnerability to natural hazards
- Maintain a listing of items, that are critical to post disaster recovery (galvanized roofing, nails etc.) and monitor their availability
- Establish arrangements for priority allocation and rationing of petroleum and petroleum products
- Establish standards and maintain standing plans for the safety and security of petroleum product installations.
- Maintain adequate storage and emergency supplies

- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.
- **Keep the ODM informed of the level of essential food and other emergency supplies in the country**
- **Receipt and storage of bulk supplies in the event of an emergency**
- **Design food rationing systems in collaboration with Government Nutritionist**
- Ensure that prices of critical food stocks arriving in the island after a disaster are maintained at reasonable levels.
- **Procure, distribute and monitor stocks of fuel**

#### RESPONSE

- Supervise and encourage the rapid resumption of normal commercial trade after disaster.
- Ensure that critical food stocks arriving in the Island after a disaster are properly distributed.

#### 5.5.11 MINISTRY OF AGRICULTURE

##### Support Responsibilities:

- Response readiness and plan implementation
- Damage assessment/Data gathering
- Road clearance
- Public cleansing and disposal of dead animals
- Rehabilitation

#### PRE DISASTER

- Develop plans, procedures and training programmes for the command and direction of all counter measures needed to control or eradicate an outbreak of an exotic animal or plant disease, and for organizing relief measures for any other emergency situation that has a significant effect on animal stock.

#### RESPONSE

- Assess damage to agricultural crops, livestock, feeder road, forest resources and tourist spots and needs in association with the NEOC and damage assessment task force.
- **Assisting in road clearing operations**
- **Provide heavy equipment as required**
- In association with the NEOC, assist with the coordination of all counter measures needed to control or eradicate the outbreak of any exotic animal or plant disease

#### 5.5.12 FISHERIES DIVISION

##### Support Responsibilities:

- **Transportation**
- **Evacuation**

#### ALERT

- **Alerting and informing the fishing industry and fishermen**

- **Assessment of damage to fishing industry**

### 5.5.13 MINISTRY OF FINANCE

#### **Primary Responsibilities:**

- Emergency Funding
- Disaster Contingency Fund

#### **Support Responsibilities:**

- Response readiness and plan implementation
- Clearance of incoming relief
- Damage assessment/Data gathering
- Rehabilitation

#### **PRE-DISASTER**

- **Make budgetary provisions for essential recovery expenditure**
- **Make arrangements to facilitate the clearing of relief supplies through the Customs Division**
- Create standing arrangements for financing emergency operations, restoration, rehabilitation and reconstruction activities.
- Ensure that insurance programmes appropriate to the level of hazard risks are made available.
- Maintain a standard formula for the quick release of foreign exchange to procure items needed for disaster relief, reconstruction and mitigation.
- Develop plans and procedures for the disbursement of financial assistance to victims of a disaster
- Prepare guidelines and qualification requirements for the receipt of financial assistance by victims from the Government in the response and recovery period
- Establish guidelines and procedures for financial compensation of private individuals and companies whose services may be required in the response and recovery phases.
- Initiate the formation of a disaster relief fund and develop priorities and procedures for its use
- Manage and administer the disaster relief fund
- Report annually to the Minister of Finance on the activity and administration of the fund.
- Provide support for the national mitigation plan and mitigation projects
- Ensure that potential hazards are considered when undertaking development planning and spatial development projects.
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.
- Assist the ODM by securing funding for work programme projects.

#### **ALERT**

- Representative to report to the NEOC with arrangements to facilitate payments for emergency supplies.

**RESPONSE**

- **Collect/collate and maintain damage statistics in collaboration with statistics Division**
- **Estimate amounts of financial and other relief and rehabilitation requirements**
- Handle Emergency requests for emergency and restoration activities.
- **Assist with coordination of request for emergency assistance**
- **Keep records of relief supplies and other assistance received by Government and non-Governmental organizations**
- Provide support to all major response agencies as appropriate
- **Keep records of financial assistance received and disbursed**

**5.5.14 MINISTRY OF EDUCATION****Support responsibilities:**

- Response readiness and plan implementation
- Public information/education
- Public service announcements
- Emergency shelter
- Damage assessment
- Evacuation

**PRE-DISASTER**

- **Selection and maintenance of school buildings to be used as shelters and their staffing in areas where this is necessary**
- **Assisting the District and Local Emergency Organizations where necessary with selection of shelter wardens and their assistants**
- Coordinate with Senior Information Officer for the dissemination of general information on disaster preparedness in educational institutions
- Ensure that information on emergency SOP's is distributed to educational institutions
- Ensure that schools are prepared to deal with all disasters and enforce fire and earthquake drills
- Ensure that all educational facilities likely to be required as public shelters are in good repair and that arrangements exist for their security and refurbishing after use as shelters
- Liaise with District Emergency Committees and obtain information on the local disaster plans
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.

**RESPONSE**

- Assist with the evacuation of school children.

**5.5.15 MIN. OF COMMUNITY DEVELOPMENT AND WOMENS AFFAIRS****Primary Responsibilities:**

- Welfare
- **Emergency Housing**

**Support Responsibilities:**

- Response, readiness and plan implementation
- Public Information/Public education
- Public service announcements
- Fire management
- Damage assessment

**PRE-DISASTER**

- Develop plans, procedures and training programmes for the identification and distribution of relief items to vulnerable population
- Conduct regular drills to test plans and procedures
- Monitor training of staff through the ODM

**RESPONSE**

- **Collaboration with voluntary agencies and non-Governmental organizations in the distribution of blankets, clothing and other household supplies**
- **Investigating reports of disaster victims requiring special assistance**
- **Care for vulnerable groups and other persons at risk**
- **Reception, management and distribution of emergency food and other relief supplies**

**5.5.16 ESTABLISHMENT DEPARTMENT****Primary responsibilities:**

- **NEOC Administration**
- **Direction of Labour**

**Support responsibility:**

- Damage assessment
- Tracking and clearance of incoming relief
- Rehabilitation

**PRE DISASTER**

- **Care, maintenance and rehabilitation of all Government Offices, Government buildings and personnel occupying Government housing**

**ALERT**

- **CPO reports to NEOC as Administrative Officer**
- **Deployment of support staff to NEOC and government departments, as necessary**

**5.5.17 MINISTRY OF LOCAL GOVERNMENT****Primary Responsibilities:**

- Emergency Shelter
- Mass Feeding

**Supporting Responsibilities:**

- **Damage assessment**

**PRE-DISASTER**

- **Establishing liaison with District Emergency Committees and ODM**
- **Arranging training for personnel of District Disaster Preparedness Committees**
- **Keeping the public informed about disaster preparedness by the publication of special leaflets**
- **Arranging with the media for broadcasts, talks and publication of information on disaster preparedness and prevention**
- **Assisting in the dissemination of information before, during and after a disaster**
- **Informing the public of the addresses of the emergency shelters and First Aid posts**
- **Providing liaison between the public and the NEPO on emergency preparedness matters**
- **Identifying disaster shelters and shelter management personnel and training this cadre**
- Arranging training for personnel of District Disaster Preparedness Committees
- Support District Emergency Committees that will coordinate local activities in the event of disaster.
- Develop emergency operations procedures and identify physical facilities available for use in emergency situation.
- Establish through District Emergency Committees arrangements for procuring resources (man power, material, equipment) in all the Districts and their mobilization for operational purposes during emergencies and disasters.
- Ensure that district emergency services are adequately prepared for emergency operations (e.g. fire services).
- Ensure that building codes adequately address disaster risks.
- Establish financial arrangements to permit relief activities to commence without unnecessary delays.
- Identify hazard-prone areas and adopt mitigation strategies to avoid or limit the development and use of these areas by people.
- Liaise with the District Emergency Committees to provide information on the local disaster plan and encourage the development of community arrangements to reduce the effects of disasters.

**RESPONSE**

- **Assist in the assessment of damage to housing**

**5.5.18 PUBLIC WORKS****Primary responsibility:**

- Emergency Transportation
- Evacuation
- Heavy rescue
- Public cleansing/disposal of dead animals
- Building inspection (demolition/declaration)



**Support responsibilities:**

- Response, readiness and plan implementation
- Logistic administrative support
- Search and rescue
- Damage assessment/ Data gathering
- Rehabilitation
- Distribution of potable water

**PRE-DISASTER**

- Conduct inventory of equipment and supplies held by private contractors and builders
- Ensure construction standards are appropriate to the level of risk from various hazards and review current methods of enforcing these standards in the Public and Private sectors.
- Ensure that Public buildings are constructed and maintained to adequate standards of safety.
- Develop a deployment plan and training programme to cope with transportation, road clearance and logistic requirements at national and District levels, to include but not be limited to:
  - ◊ A resource list of all transport services and heavy equipment available for use in a disaster throughout the Country
  - ◊ Relief drivers to assist in road clearance and evacuation.
  - ◊ The release of vehicles, equipment and marine craft to be used as emergency ambulances, or for other purposes, from any Govt. dept. or private agency or company during a disaster
  - ◊ The clearing of main roads and for the movement of emergency personnel and relief supplies as soon as possible after a disaster
  - ◊ Identification of solid waste disposal and land fill sites
  - ◊ Other
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.
- Develop, test and upgrade departmental disaster plans
- Complete repairs for selected Govt. buildings by 15 May each year and report to the ODM
- Maintain drainage systems and other infrastructure designed to reduce the effects of disasters
- Be responsible for the inspection, maintenance, and retrofitting of the Country's emergency shelters.

**ALERT**

- Preposition heavy equipment and transport in strategic locations to reduce time that key routes are closed or partially closed after a disaster.
- Secure government buildings and homes of key response personnel as directed by the ODM

**RESPONSE**

- Coordinate engineering and construction resources for emergency operations.
- Secure temporary accommodation for Government operations.
- Assess damage to all public facilities, roads, related drainage, and protective works with the damage assessment task force.

- Restore key roads, bridges, etc. by carrying out short-term repairs, debris clearance, diversions, demolitions, etc.
- Provide expertise in engineering construction and property management during recovery from a disaster.
- Ensure that recommendations for hazard mitigation in the reconstruction of public facilities are implemented.
- Clear roads and dispose of debris as directed by the NEOC
- Engage all Engineers, Architects, Foremen or any other capable persons in the department, in a Country-wide survey of damage to public and private structures drainage, and roads, forms and report to the NEOC
- Secure temporary accommodation for Govt. operations as required
- Assist in rescue operations in association with the NEOC and Fire Services.

#### **5.5.19 PHYSICAL PLANNING DIVISION**

##### **Support responsibilities:**

- Physical planning
- Mitigation activities
- Response, readiness and plan implementation
- Damage assessment/Data gathering

##### **PRE-DISASTER**

- Identify vulnerable locations and prepare re-settlement plans
- Ensure that national and district plans take adequate account of disaster risk and vulnerability
- Monitor the level of investment in high-level risk areas of the Island, and enforce land use and physical planning legislation designed to reduce the use of such lands to acceptable levels.

#### **5.5.20 AIRPORT MANAGERS**

##### **Primary Responsibilities:**

- Aircraft accidents
- Airport fire response
- Inspection of runways and taxiways
- Airport security

##### **Secondary Responsibilities:**

- Damage Assessment

##### **PRE-DISASTER**

- Provide security and emergency service at airports
- Develop, test and maintain effective Airport disaster plans which interfaces closely with the national disaster plan
- Carry out joint simulation exercises annually on all aspects of airport emergency response and coordination to include mass casualty management, on-site command, communications and logistics, infrastructural planning, and manpower deployment and control in

association with ODM and other Got departments and submit after action reports to the ODM

#### **ALERT**

- **Notify aircraft operators or their agents of the impending situation**
- **Secure all documents and equipment**
- **Ensure that standby generator is functional**
- **To the extent possible assist concessionaires and other property owners to secure their property**

#### **RESPONSE**

- **Survey damage and report to the Chairman of the damage assessment task force**
- Provide the on-scene commander for all incidents at the airport involving aircraft.
- Provide support for aircraft emergency operations off the airport as requested by the NEOC
- Assist with damage assessments in association with the NEOC.

#### **5.5.21 PORTS AUTHORITY**

##### **Primary Responsibility:**

- Oil spills

##### **Support Responsibilities:**

- Transportation
- Search and Rescue
- Damage assessment
- Hazmat spills

#### **PRE-DISASTER**

- **Review arrangements for warning ships of a disaster by posting and removing appropriate signs**
- Develop contingency plans and training programmes to cope with:
  - ◊ marine accidents.
  - ◊ the loss of port facilities.
  - ◊ oil spills in harbours and on beaches
- Develop a comprehensive list of all marine craft in the Country, including mooring locations, ownership and occupancy
- Develop, test and upgrade agency disaster plans
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.

#### **ALERT**

- **Safeguard all Government launches and instruct shipping with respect to any expected disaster**

#### **RESPONSE**

- Assist with damage assessment in association with the NEOC and damage assessment task force.
- Provide professional, technical and operational advice to the ODM/NEOC, related to marine emergencies and disasters
- Control marine traffic and assess effects of disaster on jetties, shipping, yachts, beaches and harbour infrastructure and report to NEOC
- Provide the on-scene commander for marine emergencies and disasters.
- **Report on shipping in the harbour and assist, where possible, any shipping interest or person in disaster**
- **Liaise with Coast Guard**

### 5.5.22 MINISTRY OF TOURISM

#### Primary Responsibilities:

- Tourist safety, welfare and information

#### Support Responsibilities:

- Damage assessment

#### PRE-DISASTER

- **Liaise with the Environment Pollution task force to facilitate the safeguarding of the hospitality infrastructure and eco-tourism resources**
- **Liaise with personnel from the Ministry of Agriculture and the Environment, Dominica Hotel and Tourism Association, National Development Corporation, and Ministry of Communications, Works and Housing, as appropriate**
- Ensure that all resorts have adequate safety standards and up-to-date contingency plans for emergencies and disasters, including provisions for the rapid evacuation of tourists in the event of a major disaster

#### ALERT

- Contact all hotels and guest houses through the Tourist Board, and inform them to activate emergency procedures
- **Advise travel agents, cruise ship representatives, and other relevant overseas contacts of the local post-disaster situation in respect of the tourism sector**

#### RESPONSE

- **Coordinate survey of damage to eco-tourism resources and tourism related infrastructure and report to the NEOC**
- Maintain liaison with all resorts to ensure the well being of visitors
- Maintain liaison with Ministry of External Affairs.

### 5.5.23 FIRE AND AMBULANCE SERVICES

#### Primary responsibilities:

- Fire management and fire fighting operations
- Search and rescue

- Hazmat spill
- Casualty evacuation
- **Manning ambulance service**

#### **Support Responsibilities:**

- Response, readiness, and plan implementation
- Public information/education
- Oil spill
- Building inspection (declaration)
- Evacuation
- Emergency health care
- Logistic Administrative support
- Damage assessment
- Rehabilitation

#### **PRE-DISASTER**

- Formulate comprehensive plans, training programmes and simulations to include:
  - ◊ First aid treatment for victims
  - ◊ Hospital evacuation for victims in collaboration with Ministry of Health
  - ◊ Identification, care and disposal of the dead in collaboration with the Ministry of Health
  - ◊ Other
- Develop internal plans, training programmes and simulations for fire fighting and other emergency response.
- Formulate comprehensive search and rescue plans, training programmes and simulations to cope with:
  - ◊ Search and rescue of trapped persons to include:
    - i. Vehicle extraction
    - ii. Rescue from collapsed buildings
    - iii. High angle rescue
    - iv. Other
  - ◊ First aid treatment for disaster victims
  - ◊ Other
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.
- Regulate the transportation of hazardous materials on public roads

#### **ALERT**

- Respond to requests from NEOC for assistance
- Ensure all fire officers are on duty 24 hours before the emergency, if sufficient warning is given.
- Warn and pre-position rescue personnel

#### **RESPONSE**

- Ensure appropriate personnel report for duty immediately after the disaster
- Mount fire fighting, and search and rescue operations as required.

- **Pumping of flood waters as required**
- Provide support to authorities when such assistance is requested through the NEOC, except in cases where immediate action is necessary to save lives or to prevent extensive loss or damage to property.
- Provide the on-scene commander for fire fighting and search and rescue and HAZMAT operations.
- Coordinate rescue of trapped or dislocated persons in post disaster operations, in association with the NEOC

#### **5.5.24 POLICE**

##### **Primary responsibility:**

- Law enforcement

##### **Support responsibilities:**

- Response, readiness and plan implementation
- Transport
- Hazmat/Oil Spill
- Fire management
- Communication
- Evacuation
- Search and rescue (land and sea)
- Rehabilitation
- Emergency shelter/mass care relief
- Emergency health care/Public health
- Logistic Administrative support
- Tracking and clearance of incoming relief
- Damage assessment

##### **PRE-DISASTER**

- Ensure that adequate arrangements exist for maintaining law and order during and after a disaster
- Develop procedures for dealing with cases involving missing persons and the identification and handling of dead, including the collection and protection of their property.
- Participate in training activities and simulations organized by the ODM.
- Establish routine orders for the call up and embodiment of the Police department in the event of an emergency
- Liaise with the ODM on emergency/disaster procedures

##### **ALERT**

- Send representative to the NEOC
- Maintain a state of readiness to respond to requests from NEOC for assistance
- Ensure all officers are on duty 24 hours before the emergency, if sufficient warning is given.
- Implement agency plan

**RESPONSE**

- **Protection of life and property and prevention of vandalism**
- **Control of traffic to and from emergency areas and hospitals**
- **Evacuation of buildings where necessary**
- **Security of shores**
- **Security of Government Buildings**
- **Security of relief and emergency supplies**
- Ensure all personnel report for duty immediately after the disaster
- Provide support to authorities when such assistance is requested through the NEOC, except in cases where immediate action is necessary to save lives or to prevent extensive loss or damage to property.
- Assist with the evacuation of victims to and from shelters, through the NEOC
- Provide crowd control services
- Assist with search and rescue operations in association with the Fire department and NEOC
- Provide resources for maintaining security during and after disasters at sites to include the NEOC, shelters, hospitals, evacuated areas, and the homes of response personnel.
- Assist with the tracing of missing persons
- Assist with communications as necessary
- Provide support for the CDRU (if deployed)
- Provide the on-scene commander for evacuations, transport accidents and crowd control situations.

**5.5.25 MINISTRY OF PLANNING****Support Responsibilities:**

- Response, readiness and plan implementation
- Damage assessment
- Rehabilitation

**PRE-DISASTER**

- Monitor the level of investment in high risk areas of the Country

**RESPONSE**

- Assist with inspections and damage assessment in association with NEOC and the damage assessment task force.

**5.5.26 AUDITOR GENERAL'S DEPARTMENT****Primary Responsibilities:**

- The Audit of emergency/ disaster expenditure incurred by Government Ministries, Authorities, and Instrumentalities.
- Ensure compliance with approved financial procedure and any associated legislation.
- Certification of financial statements as required by legislation.

- The Audit of emergency/ disaster expenditure incurred by Government Ministries, Authorities, and Instrumentalities.

#### **5.5.27 ACCOUNTANT GENERAL'S DEPARTMENT**

##### **Primary Responsibilities:**

- Issue of money for emergency/ disaster expenditure, from the Consolidated Fund and emergency contingency fund.

#### **5.5.28 ATTORNEY GENERAL'S DEPT.**

##### **Primary Responsibilities:**

- The provision of legal advice as required to the ODM on counter measures employed during an emergency or disaster situation.

#### **5.5.29 MINISTRY OF LEGAL AFFAIRS**

##### **Primary responsibility:**

- **Drafting emergency legislation**

##### **PRE-DISASTER**

- Provide legal guidance on the review and development of appropriate legislation for the ODM including counter measures employed during a disaster and the use and demolition of private property
- **Drafting of Statutory Rules and Orders**
- **Preparing and drafting emergency proclamations and orders**

#### **5.5.30 GIS**

##### **Primary responsibility:**

- Public information & Education
- Public service announcements

##### **Support responsibility:**

- Response readiness and plan implementation
- Communication

##### **PRE-DISASTER**

- Assist in the development and implementation of a national public awareness and education programme for all sectors of the country involving government information houses, the mass media, schools, voluntary agencies, etc. This programme should be ongoing and should focus on educating the public and response personnel on prevention, mitigation and preparedness measures.
- Establish priorities for the use of public media for disaster information and education before, during and after a disaster event.
- Assist in the provision of information to the public on:



- ◇ How to cope with disasters
- ◇ Government policies, regulations and procedures related to disasters.
- Provide public information for NEPO
- Develop warning systems to warn the public in the absence of mass media

### ALERT

- Information Officer reports to the NEOC
- Provide up-to-date information to the public
- Provide staff for the Public Information Centre at the NEOC

### RESPONSE

- Maintain liaison with all resorts to ensure the well being of visitors.
- Keep the public advised of the situation by regular updates, in association with the NEOC, to include information on:
  - ◇ Missing persons
  - ◇ Precautionary and survival measures
  - ◇ Food and water distribution points
  - ◇ Feeding sites
  - ◇ Environment health and health care issues
  - ◇ Temporary housing/shelter
  - ◇ Reports of damage to homes
  - ◇ Claims for uninsured housing
  - ◇ How to cope with disasters
  - ◇ Govt. policies, regulations and procedures relating to disasters
  - ◇ Other
- Maintain liaison with the Prime Minister's Office and Ministry of External Affairs to ensure that public information to the tourist market is handled so as to minimize adverse publicity
- Assist the Ministry of External Affairs with the establishment of overseas liaisons (including the provision of information on the health and welfare of visitors)

### 5.5.31 DISTRICT EMERGENCY COMMITTEE (DEC)

#### General Responsibilities:

- To expedite the implementation of all measures considered necessary or desirable by the DEC to counter the effects of disaster within the District.
- The DEC will ensure that the DEOC carries out the following functions:

#### PRE-DISASTER

- Meet at quarterly intervals or as considered necessary by the Chairman.
- **Participation in the overall planning of disaster preparedness operations in the district**
- Coordinate the development of District plans for:
  - ◇ Emergency communications
  - ◇ Evacuation
  - ◇ Shelter management
  - ◇ Welfare and rehabilitation of victims
  - ◇ Transportation and road clearance
  - ◇ Health and search and rescue services
  - ◇ Emergency relief
  - ◇ Damage assessment
  - ◇ Youth affairs and volunteer deployment

- ◇ Training and public awareness and warning programmes
- ◇ Evaluation
- ◇ Public information
- Establish operational plans for the procurement and deployment of resources (manpower, material and equipment) in the District during disasters
- Ensure plans exist for taking care of special groups (handicapped, aged, etc.) and institutionalized population in an emergency.
- **Development of job functions for officials of the Committee**
- All plans, or revisions thereof are to be communicated to the ODM.
- **Development of an organizational plan for the district**
- **Selection and appointment of members of various sub-committees**
- **Selection and training of personnel for field operations**
- Provide quarterly reports to the NDC on disaster plans and activities, and state of preparedness
- Liaise with hotels in the District
- **Assisting with the selection and maintenance of emergency shelters**
- Designate a Chief Shelter Warden for the District.
- Identify suitable buildings to be designated as emergency shelters for inspection by the ODM and a representative from Public Works.
- Maintain a list of all approved emergency shelters to include:
  - ◇ Location
  - ◇ Ownership
  - ◇ Capacity
  - ◇ Facilities
  - ◇ Contact persons
  - ◇ Addresses
  - ◇ Telephone numbers
- Assist the District shelter warden in selecting personnel to manage and administer the shelter
- Arrange for the staffing of welfare centers/feeding points
- Determine a probable number of persons to be fed and accommodated at shelters in each village at institutions such as:
  - ◇ Churches
  - ◇ Schools
  - ◇ Designated shelters
- Prepare lists of alternate shelters for use in the event that those designated are destroyed or otherwise rendered unsuitable
- Maintain a database of special provisions (e.g. medication) to be made for persons in the District, in the event that they have to be moved to shelters.
- Advise the Local Government Commissioner by 31 March each year, of suitable buildings for use as emergency shelters, and make the necessary arrangements for their staffing and supply.
- Advise District personnel on the locations of emergency shelters
- Select and train persons for field operations via the ODM
- Arrange for the training of shelter management personnel through the facilities of the ODM

- Select and train key disaster management personnel such as:
  - ◊ Shelter wardens and aids
  - ◊ Emergency relief personnel
  - ◊ Messengers
  - ◊ Rescue workers
  - ◊ Support staff
  - ◊ Record keeping
  - ◊ Typing
  - ◊ Other
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.
- Designate Casualty Collection Points (CCPs) for the District at Clinics and Health Centres to include a helicopter landing zone.
- Ensure that local emergency services are adequately prepared for emergency operations (e.g. fire service)
- Ensure that building codes adequately account for disaster risks and that such codes are enforced
- Develop a communications deployment plan for implementation in a disaster, in collaboration with the ODM, to include messenger and runner services to inaccessible areas
- Prepare a list of all District communications facilities which can be used in a disaster to include but not limited to resources from:
  - ◊ ODM
  - ◊ DARC/DARES
  - ◊ Police
  - ◊ Fire
  - ◊ Ministry of Health
  - ◊ CBers
  - ◊ Other
- Select potential radio operators
- Participate in simulation exercises conducted by the ODM, to evaluate the effectiveness of the District's emergency communications system.
- Organize and monitor on-going awareness and educational programmes on all types of disasters as well as preventive measures in collaboration with the ODM, schools and other educational institutions
- Participate in the implementation of District Public Information plans and policies
- Develop a resource list of all transport, chain saws, heavy equipment, both Govt. and privately owned, that would be available to the District for use in a disaster
- Develop a vehicle deployment plan to cope with all transportation requirements in the event of a disaster at District level
- Compile and update a list of qualified relief drivers, heavy equipment operators that may be required for use in a disaster situation
- Develop a road clearance plan for implementation after a disaster
- Arrange for structurally sound and suitably secured buildings for storage and emergency food and other supplies in the District
- Assess disaster risk and ensure that mitigation strategies are implemented.

**ALERT**

- Activate and Report to the District EOC
- Alert the district of impending disasters and precautionary measures to be taken
- Coordinate District communications resources to provide communications with the NEOC, Towns, Villages, shelters and other institutions
- Implement evacuation and shelter plans
- Coordinate the allocation, supervision and management of emergency shelters before the disaster, through the NEOC
- Register persons occupying emergency shelters
- Call in private and public transport and equipment and other resources that may be needed to combat the disaster, according to MOU's.
- Identify, warn and pre-position personnel to provide administrative support for disaster operations

**RESPONSE**

- **Coordination of operational plans for members of the Committee**
- Take initial rescue and relief measures
- **Assisting with the management of relief supplies and receipt, storage and distribution within its jurisdiction**
- Assist in emergency relief programmes, such as feeding, clothing and shelter management.
- Request relief supplies from the NEOC
- Maintain records of relief supplies received and distributed in Districts and send reports to the NEOC
- **DAM ASS**
- Assist damage assessment teams with available and accurate data
- Coordinate a preliminary survey in each District and report to NEOC within 48 hours of the disaster in order to determine needs:
  - Number of persons homeless
  - Number injured, missing, dead
  - Number of buildings destroyed
    - Totally
    - Seriously
    - Slightly
  - Number of persons requiring food, shelter and medical treatment
  - Roads, bridges etc. indicating location and extent of damage
  - food crops and food stocks
  - telephone and electricity, lines, water supply and drainage facilities
- Assist in the registration of persons affected by the disaster
- Assist with debris clearance and refuse disposal.
- Assist with the repair and operation of public facilities, including water plants, sewerage plants, power plants and communication system.
- Participate in the provision of welfare services and counseling of disaster victims.
- Assess the social effects of disasters and emergencies and establish rehabilitation programmes sensitive to social needs of the victims.
- Initiate arrangements for the care of injured and homeless

- Maintain communications between agencies as required
- Coordinate the allocation and assignment of personnel, supervision, and management of emergency shelters during and after the disaster.
- Ensure the availability of medical supplies
- Ensure that adequate trained first aid persons are available at emergency shelters and other first aid centres and stations
- Ensure that field personnel are aware of all District casualty stations so that they could inform the public of the location and availability of this service
- Act in accordance with the NEOC
- Provide information to the NEOC for requesting assistance
- Provide the NEOC with regular reports of response efforts
- Work in close association with voluntary agencies such as the Red Cross, Lions clubs, etc.
- Arrange for the transportation of relief supplies from warehouses to villages and institutions
- Arrange for the use of additional vehicles to augment any existing service that may exist in the District
- Determine the quantity and type of assistance required
- Arrange for staff to assist with packaging and distribution of relief supplies to villages and institutions in the District
- Coordinate the provision of welfare assistance to the aged and disabled and others in need
- Ensure the general welfare of young people is administered in a period where families are separated and dislocated

## **5.6 INDIVIDUAL RESPONSIBILITIES**

### **5.6.1 PRIME MINISTER**

#### **PRE-DISASTER**

- Ensure the formulation of legislation, policy and operational guidelines in support of policy in support of disaster prevention, mitigation, preparedness, response and recovery and that these are documented in a National disaster plan.
- Enter into bilateral and multilateral mutual aid agreements and MOU's with friendly neighboring states and other external agencies including the West Indian Guard Ship (WIGS), for assistance in the event of a disaster, to include procedures for requesting and receiving assistance.
- Ensure that every effort has been made to enhance the capacity and quality of public shelters
- Ensure that all government departments with operational roles are prepared to respond
- Ensure that the public is adequately informed and educated about all natural and man-caused hazards that threaten Dominica and of mitigation measures that should be adopted.

#### **ALERT**

- Activate the NEOC
- Ensure that the public has been fully informed of the steps to be taken in the disaster
- Ensure that all means are used to warn the public and that people are given explicit instructions regarding the actions they should take to increase their chances of survival.

**RESPONSE**

- Manage the Country's survival and recovery efforts, working through the NEOC.
- Maintain public morale by informing the population of actions being taken for their welfare and safety
- Receive assessments of damage suffered in Districts during the disaster
- Review plans for recovery and post-disaster establishment of medical and welfare systems, and the restoration of vital facilities
- Receive estimates of the time required to execute recovery plans and the number of men and equipment needed over that which is available
- Advise the President to declare a National Disaster or State of Emergency if the situation warrants
- Maintain contact with the appropriate departments of government, and receive update situation reports.

**5.6.2 NDC****PRE-DISASTER**

- Advise the Prime Minister on disaster Prevention, Mitigation, Preparedness, Response and Recovery activities
- Be responsible to the Prime Minister for the coordination and adequacy of counter-disaster measures.
- Prior to, during or subsequent to the occurrence of an emergency, act on the instructions of the Executive, and ensure that those instructions are transmitted and carried out by the bodies to whom they are directed.
- Recommend requests for appropriate assistance if considered necessary.
- Assist in the production of the National Disaster Plan
- Formulate SOPs for the NEOC
- Provide support for the preparation of all agency plans and ensure that they are recorded at the Office of Disaster Management
- Be responsible for the preparation, testing, revision and update of the National Disaster Plan.
- Form specialist task forces to conduct planning and response functions before, during and after a disaster
- Sit or be represented on all task forces of the NEPO executive, and provide advice on disaster management issues when necessary
- Coordinate all national emergency services
- Maintain regular liaison CDERA
- Sit on CDERA Board of Directors as the National representative
- Provide information on the operation of the ODM, or other information pertaining to national disaster management procedures as requested by government authorities.
- Prepare an annual report of the activities undertaken and present to the NEPO advisory committee meeting at the beginning of the hurricane season.
- Follow-up requests by District Emergency Committees
- Be available on a 24 hour basis

- Manage the daily functioning of the ODM
- Identify the training needs of disaster preparedness personnel and create or utilize all opportunities for such training
- Plan practice exercises for the organization.
- Prepare, participate in and assess joint annual exercises with all response NEPO services and submit after action reports to the Prime Minister.
- Convene Committee meetings as directed by the NEPO Chairman
- Maintain the national response mechanism, ensuring that all response services are in a state of readiness, and that the Country's level of preparedness and response is capable of providing post-impact relief to victims of a disaster for a minimum of 36 hours.
- Implement and maintain a public awareness programme in association with the GIS
- Identify hazard prone areas and advise on mitigation strategies to avoid or limit the development and use of these areas
- Ensure that the NEOC can be fully activated within 12 hours of a disaster
- Maintain communications linkages with the various ministries and departments as well as with the private sector, service clubs and voluntary and other organizations on continuing emergency planning.
- Make arrangements with Customs and Immigration for the speedy clearance of relief supplies and personnel in the event of a disaster
- Prepare an annual work programme.

#### **ALERT**

- Advise Prime Minister on activation of the NEOC
- Keep the Prime Minister informed of the situation.
- Request that the Prime Minister make appropriate announcements to the public over broadcast facilities, as necessary and available
- Request Prime Minister to make contact with other external agencies including the West Indian Guard Ship (WIGS)
- Check deployment of disaster response personnel to Forward Command Posts
- Check with Public Works on the pre-deployment of heavy duty equipment
- Check the deployment of manpower, vehicles and equipment of the various utility and industrial organizations and their availability for operational assignments
- Monitor specific hazard alert procedures
- Establish communications with CDERA.
- Review with CDERA, the availability of military assistance.
- Check on alternate NEOC communications equipment and shuttering
- Make contact with all District Emergency Committee Chairmen and instruct them to activate their District plans, and ensure that the District information system is activated (bells, flags, loudspeakers, etc.)

#### **RESPONSE**

- Assess the extent of the disaster
- Refer to the Prime Minister all problems that require the exercise of emergency powers or changes to, and interpretation of policy
- Monitor hazard response procedures

- Advise the Ministry of Finance on the likelihood of additional resources being required above and beyond those committed
- Coordinate all emergency services
- Arrange daily or 'as needed' press briefings at the NEOC
- Scale down operations and deactivate the NEOC.
- Ensure that information on the event is properly documented
- Compile after action reports

### 5.6.3 PERMANENT SECRETARIES

#### PRE-DISASTER

- Review and update agency disaster plans annually and submit revised plans to the ODM by 31 March of each year
- Elect and appoint Departmental Liaison Officers who must be sufficiently senior so as to be able to make decisions on disaster related matters on behalf of their departments. Appoint the Head of Dept. as the Disaster Liaison Officer where the department is not sufficiently large to allow another member to perform this function.
- Provide the necessary resources for disaster preparedness activities
- Ensure that Departmental Liaison Officers are adequately trained by the ODM
- **Ensure that all job descriptions include disaster responsibilities**

#### ALERT

- Permanent Secretary - Office of the Prime Minister reports to the NEOC as NEEC member

#### RESPONSE

- Provide resources to facilitate speedy response and recovery

### 5.6.4 GOVT. DEPT. LIAISON OFFICER

#### PRE-DISASTER

- Develop and document relevant departmental disaster plans to interface with national disaster plans.
- Conduct training and annual preparedness exercises in association with the ODM to improve the levels of efficiency and preparedness within the Dept.
- Identify, establish and maintain a dynamic inventory of human and material disaster resources within the Dept.
- Inspect and report to the PS on the physical security of buildings on charge by the end of March each year.

#### ALERT

- Activate departmental disaster plans.
- Send home non-essential staff and encourage them to join volunteer organizations in response

#### RESPONSE

- Ensure the efficient operation of departmental disaster plans



- Advise the NEOC of Departmental requirements and responses.

### 5.6.5 SENIOR INFORMATION OFFICER - GIS

#### PRE-DISASTER

- Advise the ODM on media related matters
- **Keeping the public informed about disaster prevention, mitigation and preparedness**
- **Arranging with the local media for broadcasts, talks and publication of information on disaster prevention, mitigation, preparedness and response**

#### ALERT

- Report to the NEOC as NEEC member
- Apply alternative methods of public information in the event that "mass" media is not available. (e.g. loud hailers, etc.)
- Develop methods for authenticating the source of information before broadcast or publication
- Brief the Executive on procedures:
  - ◊ By which decisions and guidelines for public information purposes will be issued from the Executive authority; and
  - ◊ for the staff to follow in answering inquiries or issuing public statements and news releases
- Liaise with the management and staff of the news media (newspaper, radio and television stations) to review emergency public information plans and procedures
- After securing approval from the executive, issue news releases announcing preliminary steps the government is taking for increasing preparedness and readiness including:
  - ◊ Individual and family protective measures
  - ◊ Available public shelters
  - ◊ Recommended routes to public shelters and other traffic control arrangements
  - ◊ Ways to improve private shelters or improvise shelters where none exist
  - ◊ Supplies which individuals should take to public and private shelters and how supplies can be obtained.
  - ◊ Other relevant information

#### RESPONSE

- Gather facts on the crisis and prepare for dissemination of safety bulletins/clips to the media and public
- Prepare news release to the public and include:
  - ◊ What happened (cause and effect)
  - ◊ A request for people to stay away from the emergency/disaster area
  - ◊ Any other relevant information
- Ensure the monitoring of print and electronic media coverage of the event
- **Assisting the Public Information & Education task force in controlling the dissemination of information during the response and recovery stages of a disaster**

## 5.6.6 PERMANENT SECRETARY - MINISTRY OF PLANNING

### PRE-DISASTER

- Use the hazard and risk assessments of the Country as special planning tools
- Liaise with the ODM for hazard specific information prior to the approval of physical development projects.

### RESPONSE

- Working with the damage assessment task force, assist in preparing damage estimates for the NEOC

## 5.6.7 DISTRICT EMERGENCY COMMITTEE CHAIRMAN

### PRE-DISASTER

- Act as executive officer to the District with respect to counter-disaster operations and:
  - ◊ Nominate suitable persons to be registered as volunteers.
  - ◊ Nominate suitable persons for attendance at counter-disaster training courses.
  - ◊ Advise officers of the District in respect of such facilities as may be required for effective operation of the local emergency service.
  - ◊ Exercise such other powers and perform such other functions and duties as are prescribed, or as determined by the NDC.
- Act as officer-in-charge of local emergency services in the District.
- Provide support and leadership for District Emergency Committee
- Prepare a District Disaster Plan.
- Ensure that District plans are available from the District concerned. Copies of these plans are to be held at District and National Headquarters and at appropriate Police Stations and the headquarters of other emergency, essential, or voluntary organizations in the District.
- Develop job functions for officials of the District Emergency Committee
- Ensure that the District has adequate response plans in place
- Be aware of preparatory arrangements being made in the District
- Assesses potential requirements for assistance
- Represents the District at national meetings
- Keeps the NDC advised of the situation and conditions in the District
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.
- Complete District Return Form annually and deliver to the NDC ODM by end March each year.
- Be responsible to the NDC for the care and maintenance of such equipment as is made available to the District by the ODM.
- Advise and assist all officers of the District or with respect to counter-disaster functions.

### ALERT

- Activate the DEOC
- Ensure that communications between NEOC, DEOC, and response agencies are established

**RESPONSE**

- Act as liaison between the District and the NEOC
- Assist the District in its attempts to return to normalcy
- Coordinate relief services and material to the District

**5.7 NON-GOVERNMENTAL ORGANIZATIONS****5.7.1 DARC/DARES AND CITIZEN BAND RADIO CLUB****Primary Responsibilities:**

- Emergency Communications

**RESPONSE**

- **Assist with operation of telecommunications stations keeping with directions of emergency communications task force**

**5.7.2 DOMINICA ASSOCIATION OF LOCAL AUTHORITIES**

- **Liaise with member community authorities and the ODM**

**5.7.3 DOMINICA CONSERVATION ASSOCIATION**

- **Liaise with appropriate Governmental and other interest in the drive to ensure the preservation of local flora, fauna and other relevant national and historical landmarks**

**5.7.4 YOUTH COUNCIL**

- **Assist with evacuation of victims and aged persons with the evacuation task force:**
- **Assist with distribution of educational material with the public information task force**
- **Assist in clearing debris with the transport, evacuation & equipment task force**
- **Perform messenger services for EOC's**

**5.7.5 SOCIAL CENTRE****Working through the welfare task force:**

- **Provide relief supplies**

**5.7.6 NATIONAL COUNCIL OF WOMEN**

- **Assist with rehabilitation**

**5.7.7 R.E.A.C.H.****Working through the welfare task force:**

- **Assist with distribution of relief supplies**

## 5.7.8 DOMSAVE

- **Report details of relief supplies provided to the Ministry of Trade to the NEOC**

## 5.7.9 ADRA

- **Report details of relief supplies distributed, to the Chief Welfare Officer**

## 5.7.10 SERVICE CLUBS

**General Responsibilities:**

- Evacuation assistance
- Relief distribution assistance
- Transport assistance
- Welfare and rehabilitation of victims

## 5.7.11 JAYCEES

**Working through the Transport, Evacuation and Equipment task force:**

- **Assist with evacuation of disaster victims and persons**

## 5.7.12 LIONS CLUB

**Working through the Welfare task force:**

- **Assist with relief supplies**

## 5.7.13 KIWANIS

- **Assist with public awareness programme through the public information task force**

## 5.7.14 ROTARY CLUB

- **Assist with rehabilitation**

## 5.7.15 CADETS AND BOY SCOUTS

- **Assist district disaster preparedness committees**

## 5.7.16 GIRL GUIDES

- **Provide messenger services for EOC's**

## 5.7.17 BOYS' BRIGADE

- **Assist in distribution of education material through public information task force**
- **Assist at emergency shelters and feeding centers through shelter task force**

- Assist with sorting and parceling of clothing through welfare task force
- Assist with record keeping at EOC's
- Assist in clearing debris through transport, evacuation and Equipment task force

#### 5.7.18 DAIC

Working through the food and general supplies task force:

- Monitor availability of critical supplies
- Identify and provide warehousing
- Ensure availability of essential emergency supplies

#### 5.7.19 TAXI ASSOCIATION

##### **General Responsibility:**

- Assist the Police in transporting victims to and from shelters under the direction of the transport task force and District Emergency Committees.

#### 5.7.20 TELECOMMUNICATIONS OF DOMINICA

##### **Primary responsibility:**

- Telephone Communications

##### **Support responsibility:**

- Damage assessment

#### **PRE-DISASTER**

- Assist in emergency communications planning
- Assist in preparing, participating in and assessing joint annual exercises with all NEPO response services and submit after action reports to the ODM.

#### **RESPONSE**

- Restore telephone services as soon as possible after a disaster
- Provide cellular and satellite phones to the ODM for emergency telecommunications
- Provide priority telephone services at national and district EOC's, at shelters and other essential points

#### 5.7.21 RED CROSS

##### **Support responsibilities:**

- Communication
- Public information/education
- Public service announcements
- Search and rescue
- Emergency shelter/Mass care relief
- Emergency Health care/Public Health
- Logistic administrative support

- Tracking and clearance of incoming relief
- Coordination of Volunteers
- Liaison with overseas missions
- Damage assessment/Data gathering
- Rehabilitation

#### **General Responsibilities:**

- **Assist with first aid training**
- **Provide relief supplies**
- **Assist with distribution of relief supplies**
- **Assist with first aid and nursing duties, where possible, at medical centers and emergency shelters**
- **Run feeding programmes at feeding centers**
- **Provide humanitarian and welfare services, as provided in the International Red Cross Convention**

#### **PRE-DISASTER**

- Assist the ODM with first aid and other disaster management training

#### **ALERT**

- Send representative to the NEOC

#### **RESPONSE**

- Assess needs and report to the NEOC
- Provide tracing services
- Provide first aid to disaster victims and aged persons in association with the NEOC
- Provide, manage and distribute relief supplies, storage, requisitions, etc. during and after a disaster in association with the ODM/NEOC
- Coordinate medical and first aid assistance with voluntary organizations as required.
- Provide counseling and other disaster mental health services for victims, EOC staff and emergency workers

#### 5.7.22 DOMINICA CHRISTIAN COUNCIL

- **Assist with distribution of relief supplies through welfare task force**
- **Provide relief supplies through food and general supplies task force**

#### 5.7.23 DOMINICA EVANGELICAL ASSOCIATION

- **Assist with rehabilitation**
- **Assist in public awareness programmes through public information task force**
- **Assist with management of shelters through shelter task force**

#### 5.7.24 CDRU TEAM (if deployed)

**RESPONSE**

- Assist and complement the Police to:
  - ◊ Provide communications, medical, construction, search and rescue, debris removal and any other response function as required by the NEOC.
  - ◊ Receive, sort and document relief supplies and donations at ports of entry
  - ◊ Coordinate, distribute and document relief supplies and donations
  - ◊ Other duties as required

**5.7.25 SUMA TEAM (if deployed)****RESPONSE**

- Document relief supplies and donations at ports of entry
- Document relief supplies and donations distributed

**6.0 COMM AND & COMMUNICATIONS****6.1 COMMAND AUTHORITIES**

In an emergency/disaster situation on site command will be exercised by the appropriate primary or lead agency.

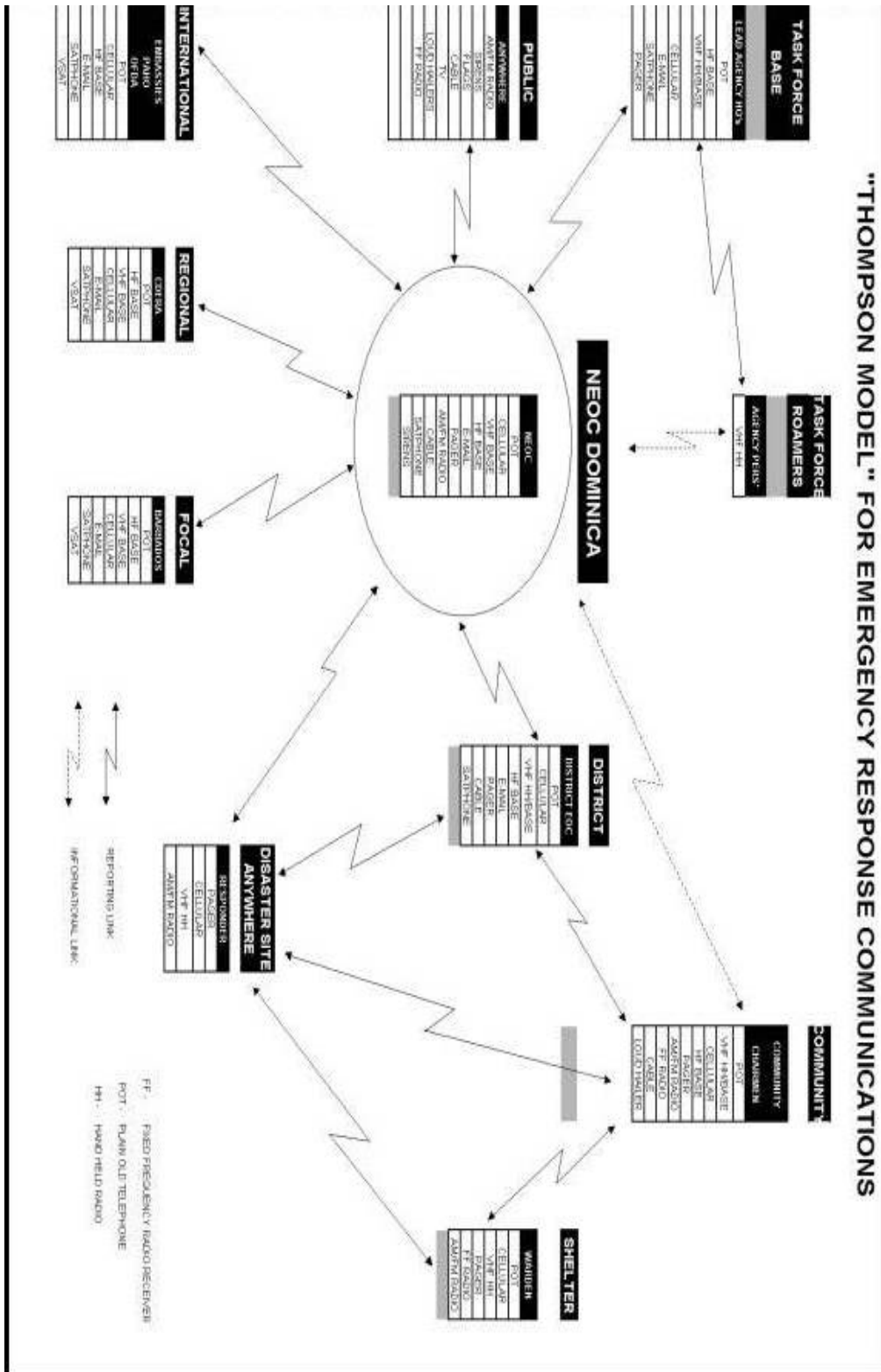
In most situations command will rest with the senior on-scene police officer; however, in some instances command may be more appropriately placed with one of the other specialized lead agencies (e.g. command of a fire fighting problem should normally rest with the senior on-scene fire officer).

Under this plan, primary agencies (or lead agencies) will provide first response and on-scene organization and control of the relief effort. Agency plans must be made and regularly rehearsed to this effect.

Secondary agencies will act as back up to primary/lead agencies, and assist in the rapid response to and organization of the disaster site. Agency plans must be made and regularly rehearsed to this effect.

Support agencies will each have a role to play in response to the specific disaster, and must each therefore make and rehearse plans for the eventuality.

Figure 1 Emergency Communications Network





**Table 1 Emergency Communications Requirements**

| <b>EXISTING SERVICE PROVIDERS</b> | <b>NEOC</b> | <b>TASK FORCE</b> | <b>DISTRIC T</b> | <b>COMMUNIT Y</b> | <b>SHELTER R</b> | <b>TOTALS</b> |
|-----------------------------------|-------------|-------------------|------------------|-------------------|------------------|---------------|
| <b>NUMBER OF LOCATIONS</b>        | <b>1</b>    | <b>15</b>         | <b>7</b>         | <b>80</b>         | <b>214</b>       |               |
| <b>TELEPHONE LINES (POT)</b>      | 10          | 60                |                  |                   |                  | 70            |
| <b>ODM HF BASE</b>                | 1           |                   |                  |                   |                  | 1             |
| <b>ODM VHF BASE</b>               | 1           |                   | 7                |                   |                  | 8             |
| <b>ODM VHF HH</b>                 | 10          | 60                | 7                |                   |                  | 77            |
| <b>ODM CELL PHONES</b>            | 10          | 60                |                  |                   |                  | 70            |
| <b>ODM PAGERS</b>                 | 10          | 30                |                  |                   |                  | 40            |
| <b>ODM SATPHONE</b>               | 3           |                   |                  |                   |                  | 3             |
| <b>DARC/DARES HF BASE</b>         | 1           |                   | 7                | 80                |                  | 88            |
| <b>DARC/DARES VHF BASE</b>        | 1           |                   | 7                | 80                |                  | 88            |
| <b>DARC/DARES VHF HH</b>          |             |                   |                  |                   | 214              | <b>214</b>    |
| <b>C &amp; W CELL PHONES</b>      |             | 15                | 7                |                   |                  | 22            |

Figure 1 above outlines the configuration of the emergency communications network, while table 1 indicates the deployment of radio equipment for this network.

The National Emergency Communications Centre will be located in the NEOC. A direct link will be set up between Police Headquarters and the Emergency Operations Centre.

**Points will be established in the NEOC for the installation of equipment of the Amateur Radio Club, Citizens Band Radio and other radio operators likely to be used during a disaster.**

**In the event of a disaster or major emergency, the Chairman of the Emergency Telecommunications task force will contact the Amateur Radio Club and other operators regarding to assistance in telecommunications.**

**AMATEUR RADIO AND CITIZENS BAND OPERATORS**

**In the event of an emergency and when so requested, the Amateur Radio and Citizens Band Clubs will make available to NEPO such equipment and operators as may be necessary for providing communications between the Emergency Telecommunications Centre and the respective areas to which they may be assigned.**

**The Clubs will assign equipment and operators to the various areas identified by the Chairman of the Emergency Telecommunications task force.**

**The Amateur Radio and Citizens' Band Clubs should draw up their own internal disaster plans for submission to the National Disaster Coordinator for inclusion in the National Disaster Plan.**

**Telecommunications of Dominica will provide emergency links between the EOC, Police Headquarters and other key areas are required.**

**The procedures to be adopted by the operators of the Emergency Telecommunication Centre, are specified in the National Emergency Telecommunications Procedures and Guidelines, attached at Appendix 6.2.**

**APPENDICES:**

9. Glossary
10. Country Information
11. Vulnerability assessment
12. NEOC SOP's
13. Hazard Plans
  - 5.15 Volcanic Eruption
  - 5.16 Hurricane
  - 5.17 Fires
  - 5.18 Landslides
  - 5.19 Floods
  - 5.20 Drought
  - 5.21 Oil Spill
  - 5.22 Major transport (Road & marine) accident
  - 5.23 Aircraft accident
  - 5.24 HAZMAT spill
  - 5.25 Epidemic outbreak
  - 5.26 Civil Unrest
  - 5.27 Tsunami
  - 5.28 Terrorist activity
14. Sector (Task Force) Plans
  - 6.17 Shelter Policy and Plan
  - 6.18 Emergency Telecommunications Plan
  - 6.19 Welfare Plan
  - 6.20 Damage Assessment Plan
  - 6.21 Search & Rescue Plan
  - 6.22 Public Information & Education Plan
  - 6.23 Emergency Health Plan
  - 6.24 Public Utilities Plan
  - 6.25 Food & General Supplies Plan
  - 6.26 Transport, Evacuation & Equipment Plan
  - 6.27 Environmental Protection Plan
  - 6.28 Records Protection Plan
  - 6.29 Foreign Assistance Plan
  - 6.30 Recovery Plan
  - 6.31 Economic Stability Plan
  - 6.32 National Security Plan
15. Register of Plans
16. Guidelines for drafting emergency plans

