

**National Disaster Management Advisory Council.  
NaDMAC.**

**National Disaster Management Agency of Grenada. NaDMA.**



**National Disaster Plan.**

Version 3.1 September 7<sup>th</sup> 2005.

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## **Introduction to the 2005 National Disaster Plan.**

The National Disaster Plan was revised during the Grenada Disaster Preparedness Workshop held the 19<sup>th</sup> of May 2005 in St. George's Grenada.

The Workshop was organized by the National Disaster Management Organisation of Grenada; the facilitator was provided by the CDERA CIDA IVAN Project.

The workshop had the participation of the following organisations:

Ministry of Legal Affairs, Ministry of Works, Ministry of Health, Community Health Services, Royal Grenada Police Force, Head Physical Planning Unit, Grenada Ports Authority, GIS, Met Office, Grenada Solid Waste Management Authority, NAWASA, Grenlec, NaDMA, Grenada Red Cross, Rotary Club of Grenada, Texaco, Cable and Wireless, DIGICEL, Cingular Wireless, Grenada Cablevision, Saint George's University and the Agency for Reconstruction and Development.

Recommendations from the workshop were put together by the NaDMA and a new draft version was circulated amongst key stakeholders. Comments were received and this Version number 3 of the plan was prepared for the 2005 hurricane season.

Responsibilities and composition of the National Emergency Advisory Council (NEAC) and the National Disaster Management Committees were revised. The new name of National Disaster Management Council was suggested for the NEAC. The functions and activities of governmental organisations, the private sector, NGOs and service clubs were revised.

This 2005 version of the National Disaster Plan will be the main planning tool for the 2005 hurricane season. From it and from the responsibilities assigned in it, specific plans and procedures will be designed. The committees, their responsibilities and functions presented in this plan are not only for the response against tropical cyclones, but are also applicable to other natural hazards such as earthquakes, volcanic eruption, floods and landslides.

This emergency planning effort has shown again that disaster management and emergency response can be achieved through a permanent planning process that involves all stakeholders.

September 1<sup>st</sup> 2005.

## **PREFACE TO THE 1985 PLAN**

Within the last fifteen (15) years Government has been actively involved with the monitoring of natural disasters and the means of warning and protection against them. This involvement has now increased and has promoted the preparing of a National Disaster Preparedness Plan.

Grenada, Carriacou and Petite Martinique always made the boast of being outside of the hurricane belt. However, the nation was shocked to reality on 22<sup>nd</sup> September 1955, by Hurricane Janet, which will long be remembered. Recorded in our history also are the Great Floods of 1921 and 1938.

Most recent are the man-made disasters of October 1983, and several motor accidents including the most recent of May 1985.

Earthquakes including tremors as a result of volcanic activity are only one of other types of disasters that can affect this country, as we were reminded recently by the unusual rumblings of Mt. St. Catherine.

It is with these considerations foremost in one's mind that this manual is compiled. It is a working document intended to guide activity in the event of a disaster. It comprises components of disaster preparedness and relief coordinated by the Office of the Prime Minister along with a working committee of officials from the Ministries of Health, Education, Construction, the Police, Fire and Coast Guard Services and the Red Cross Society. It is ably assisted by Mr. Roy Ward, Consultant of the Pan Caribbean Disaster Preparedness and Protection Project/UNDO.

The management of a disaster is beyond question an inter-sector activity. Co-operative action is essential. To maximise the effect of such action each sector must be prepared to undertake at its highest level of performance the functional role designated by its terms of reference.

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## **INTRODUCTION TO THE 1985 PLAN.**

The countries and nations of the Earth share many concerns and responsibilities for their respective populations. One such mutual concern and responsibility is the effect of a disaster, be it domestic, civil or natural in occurrence. It is also necessary for the country to be aware of the types of disasters that affect the country. Once these have been identified, adequate protective preventative mechanisms can be instituted. This protective mechanism must be augmented by thorough preparedness and preventative planning. All national organisations must participate in developing a preparedness and preventative National Plan by first identify their existing emergency services, which are established for normal circumstances.

*Health Service, Fire and Rescue services, Police and Para-Military Services, the Coast Guard and the Voluntary Organisations*

Under normal circumstances each of these agencies has specific functions and defined rules of operation. During national emergencies, these agencies will fall under the control of the National Emergency Organisation. This will of necessity require a new managerial approach to the emergency situation and it is against this background that the 1985 National Plan amendments allow a system, which is best suited to the needs of the country and its people. It also allows for the introduction of a new management system, which has created the components required for effective deployment of all emergency services, either on a sectoral or national basis.

The plan provides for the following:

**Pre-disaster**

- The carrying out of preparedness exercise
- Implementation of a national public awareness programme
- The development of a comprehensive disaster preparedness training programme in all levels of disaster management.
- The monitoring of relief supplies
- Detailing of evacuation plans, identification of Emergency Shelters and personnel
- Full examination of relevant laws
- The re-development of the District Organisation
- The establishment of the following management committees:
  - Public Information and Education
  - Damage assessment
  - Emergency Works & Transport
  - Supplies Management
  - Emergency Communications
  - Shelter Management
  - National Response Team (Oil Spill)
  - Earthquake and landslide Management

\*The plan will also provide for the complete restructuring of the National Emergency Operations Center and the establishment of the District Emergency Operations Center.

The plan also provides the post disaster management phase to include:

- Emergency Transport
- Evacuation, house repair and house relocation
- Pumping off of flood waters and fire control
- Restoration of essential services
- Examination of public health Hazards
- Erection of alternatives shelters
- Collection of damage assessment information and the presentation of financial estimates
- Co-ordination of international and regional offers of assistance

- Conclusion

By expressing the desire to re-examine the Grenada National Plan, the Government and people have charged the National Organisation with the following dual responsibility.

- (a) Ensuring that the populace is always in a stated of preparedness. This can be referred to include:

### **Knowledge of First Aid**

Knowledge of possible personnel and domestic emergencies, e.g. house fires, drowning, automobiles accidents and sickness, hurricane preparation techniques, hurricane shelters, identification of shelter personnel and the correct interpretation of warning bulletins.

It is charged with the responsibility of ensuring that directives issued by the government of Grenada are carried out and that those agencies designated specific duties and functions are performed at peak capacity and with maximum efficiency.

The role of the Grenada National Emergency Relief Organisation should be viewed as the "life blood" in any recovery programme. Its first function is one of co-ordination of all national services. Its powers are usually defined by the respective governments, but its responsibility is first to the country ensuring that adequate protective mechanism are in place.



## **1.- CHAPTER 1. DISASTER PREPAREDNESS.**

### **1.1.- Disaster Preparedness.**

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

The role of the National Disaster Organisation must not be seen simply as that of rendering "help after the storm or eruption". Instead, its role is one of activating the response organisations and the community on a country wide basis to deal with any type of disaster. The function of the National Disaster Organisation with respect to emergencies can conveniently, be divided into five categories :

- **Informing** - the development and dissemination of information which will enhance the capability of the individual or the private organisation to cope with emergencies, to get help when needed.
- **Warning** - the analysis and forecasting of the nature of potential emergencies and the development and operation of systems designed to maximize warning time and precision for the benefit of both victims and helpers
- **Co-ordination** - the development of systems to enable resources to be effectively applied to emergencies and disasters.
- **Providing** - the provision and maintenance, when necessary, of extra-ordinary resources as well as the diversion of normal resources to meet emergency or disaster needs.
- **Evaluating** - the review of the performance of the Organisation with a view to its improvement.

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

It is, therefore the responsibility of every responder at the national and local level to become familiar with this National Disaster Plan and to be so versed in the roles, which he/she is expected to play in the event of a disaster that, should action be necessary, the response would be instinctively orderly rather than merely a panic-stricken reaction. Everyone must see himself as a disaster worker.

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### **1.2.-Types of Hazards.**

This document not only concentrates on procedures to be followed in the event of a hurricane, but also identifies measures to be taken in the event of other hazards that are likely to threaten Grenada. Disasters can be divided into two categories :

### **Natural**

hurricanes, fires, earthquakes, landslides, floods, droughts, tidal waves, tsunami, storm surges, volcanic eruptions

### **Man-made**

pollution, power failure, civil strife, epidemic, invasion, shipwreck, strikes, air crash, oil spills, explosion, nuclear accidents or spills, construction failures, major road accidents, hazardous material spills, mass poisoning, toxic chemical spills, terrorism, massive displacement of population and mass immigration.

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### **1.3.- Hurricanes**

The official hurricane season in the Gulf of Mexico, the Caribbean Sea and the North Atlantic Ocean runs from 1<sup>st</sup> June to 30<sup>th</sup> November. However, the record shows that hurricanes have occurred outside of this period. It is important that the public 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 and in the aftermath of any such disaster.

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### **1.4.- Consequences of Disaster**

loss of life, personal injury, hopelessness, physical damage to property, impact on social and economic development, impact on social and political organisations

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## **CHAPTER 2 NATIONAL DISASTER PLAN**

### **2.1.- National Disaster Plan.**

The National Disaster Plan (NDP) involves the mobilization of human and material resources of the country in planning, training and managing the various aspects of a disaster or major emergency in order to return the country to a state of normality as quickly as possible. It includes:

- (a) the establishment of national and local disaster management organisations and its structures, the role and functions of Government Ministries and key departments, Public Utilities, Statutory bodies, non-governmental and other voluntary organisations.
- (b) classification and cataloguing of resources at all levels.
- (c) the role and functions of all agencies before, during and after a disaster.
- (d) the need for emergency telecommunications network.
- (e) the need for the assessment of loss.
- (f) the co-ordination between the various committees within the operation.
- (g) the post-disaster relief and rehabilitation mechanisms.

### **2.2.- Pre-disaster Planning**

The main function of the National Disaster Organisation is to ensure that the country is in a state of preparedness at all times to deal effectively with any disaster, which may occur. Its areas of planning include:

- Co-ordination of comprehensive disaster management activities in the country.
- Collaboration with regional and international disaster management organisations (CDERA, ECDG, etc.)
- Warning systems, warning dissemination, responsibility and control of broadcasting.
- Anticipatory orders under the Emergency Powers Act.
- Storage and control of reserve equipment, fuel, drugs medical equipment, food, radios and other relief supplies.
- Public information and press briefings.
- Evacuation plans, shelter and refuge areas, including promulgation of the plans.
- Arrangements for relief aircraft and ships, including customs and visa clearance for relief supplies and personnel.
- Transport and equipment requirements.
- Direction of labour.

- Entry control of non-essential visitors.
- Post-disaster reconnaissance and reports.
- Post-disaster demolition and repair.

The successful implementation of the National Disaster Plan depends on public awareness of the disasters, which are likely to affect the country, and the roles, which everyone is expected to play in the event of the country being threatened or hit by a hazard.

## **CHAPTER 3. National Disaster Management Organisations.**

### **3.1.- National Disaster Management Advisory Council (NaDMAC).**

The Organisation's general direction control and the development of policy will reside with the Honorable Prime Minister of Grenada.

The Organisation Structure has been developed to ensure the effective functioning of the National Plan.

The membership is as follows:

- Honourable Prime Minister – Chairman.
- Permanent Secretary, Office of the Prime Minister - Deputy Chairman.
- Minister of National Security.
- National Security Advisor.
- Permanent Secretary Ministry of Foreign Affairs.
- Permanent Secretary, Ministry of Finance.
- Permanent Secretary Ministry of Tourism.
- Commissioner of Police.
- Chief Educational Officer, Ministry of Education.
- Chief Medical Officer, Ministry of Health.
- Chief Technical Officer, Ministry of Communication & Works.
- Chief Technical Officer, Ministry of Agriculture.
- Chief Meteorologist, Point Salines International Airport.
- Director of Information. GIS.
- Representative, Point Salines International Airport.
- Representative, Grenada Ports Authority.
- Representative, Grenlec.
- Representative, National Water & Sewage Authority.
- Representative, Cable & Wireless.
- Representative, Digicel.
- Director General, Grenada Red Cross Society.
- Representative, Customs & Excise Department.
- Representative, National Telecommunications Regulatory Commission.
- Representative, Grenada Solid Waste Management Authority.
- Representative, Grenada Private Sector Organisation.
- Representative Grenada Hotel and Tourism Association.
- Representative, Texaco.
- Representative, Shell.
- Saint George's University.
- Representative, Conference of Churches Grenada.
- Representative, Service Clubs – Rotary & Salvation Army.
- Representative, Marketing & National Importing Board.
- Representative, Trades Union Council.
- Representative, National Youth Council.
- Representative, IAGDO.

- Representative Grenada Hotel and Tourism Association.

The National Disaster Co-ordinator will be the Secretary to the NaDMAC and will attend, either in person or by proxy, meetings of all Management Committees established by the Council. The Co-ordinator will also be responsible for the administrative secretariat of the NaDMAC as established by the Government of Grenada.

### **3.2.- Duties and Responsibilities.**

#### **National Disaster Management Advisory Council.**

The following duties and responsibilities have been developed for the Advisory Council:

- (a) To ensure that all disasters and emergency preparedness processes and resources are adequate.
- (b) To mobilise, direct and co-ordinate preventative, mitigative, preparedness, response, rescue and relief mechanisms for all hazards and emergency situations.
- (c) To promote preventative mechanisms and activities and rapid response techniques by all organisations and agencies with disaster functions or services especially Police, Fire, Health Services, etc.
- (d) To prepare for approval by Cabinet, guidelines and administrative policy for all sections of the National Disaster Organisation.
- (e) To ensure the acquisition and dissemination of adequate public information and to promote and approve educational and training activities on emergency situations.

The Council shall meet at least once per month, and as necessary during cases of emergency.

#### **All correspondence concerning the Organisation should be addressed to:**

The National Disaster Co-ordinator,  
National Disaster Management Agency. NaDMA.  
Fort Frederick,  
St. George's,  
Grenada.

### **3.3.- National Disaster Management Committees.**

Public Information and Education  
Damage and Needs Assessment  
Transport and Road Clearance  
Shelter Management  
Health Services  
Emergency Telecommunications  
Disaster Relief Management  
Public Utilities, Rehabilitation and Reconstruction  
Search and Rescue - Land and Sea

Welfare and Voluntary Services  
Security Services  
Evacuation  
Earthquakes, Volcanic Eruptions, Floods and Landslides  
Marine Pollution and Oil Spills  
Hazardous Materials and Hazardous Wastes

### **3.4 National Disaster Management Committees Membership.**

The membership of the Committees include:

#### **3.4.1.- Public Information and Education**

- Director of Information. GIS. – Chairman.
- Chief Education Officer or Nominee.
- Chief Medical Officer or Nominee.
- Representative, Sports, Community Development & Co-operatives.
- Representative, Social Development.
- Representatives, All Radio Stations.
- Representatives, All Printed Media.
- Representatives, All TV networks.
- Representative, Grenada Red Cross Society.
- Representative, Voluntary Organisations.
- Representative, Meteorological Service.

#### **3.4.2.- Damage and Needs Assessment**

- Director of Statistics.
- Director of Budget and Planning.
- Representative, Ministry of Agriculture.
- Representative, Ministry of Health.
- Representative, Ministry of Education - (shelters).
- Representative, Public Works - Public Utilities.
- Representative, Grenada Housing Authority.
- Representative, Ministry of Finance.
- Chamber of Commerce.
- Grenada Association of Professional Engineers.

#### **3.4.3.- Transport and Road Clearance**

- Chief Technical Officer, Ministry of Communications & Works – Chairman.
- Manager, Grenada Port Authority.
- Airport Authority.
- Grenada Solid Waste Management Authority.
- Grenada Chamber of Commerce.
- Representative, Office of the Commissioner of Police.
- Representative, Grenada Taxi Association.

- National Bus Association.
- Private Construction Companies.

#### **3.4.4.- Shelter Management**

- Chief Educational Officer, Chairman.
- Senior Education Officer, Chief Shelters Warden.
- Chief Welfare Officer.
- Representative, Ministry of Communication & Works- Technical Division.
- Representative, Ministry of Health - Public Health.
- Representative, Grenada Housing Authority.
- Representative, Grenada Red Cross Society.
- Representative, Grenada Conference of Churches.
- Representative, Grenada Voluntary Organisations.

#### **3.4.5.- Health Services**

- Permanent Secretary, Ministry of Health – Chairman.
- Chief Medical Officer, Deputy Chairman.
- Chief Public Health Inspector (Environmental Health).
- Hospital Administrator.
- Principal Nursing Officer.
- Medical Storekeeper (Supplies requisition and distribution).
- Representative, Grenada Red Cross Society.
- Representative, Grenada St. John's Ambulance Brigade.
- Representative, Grenada Chamber of Commerce (Pharmacy Group).
- Grenada Solid Waste Management Authority.
- NAWASA.
- Private hospitals.
- Saint George's University Health Services.

#### **3.4.6.- Emergency Telecommunications**

- National Telecommunication Regulatory Commission. Chairperson.
- Representative, Cable & Wireless.
- Representative, Cingular.
- Telecommunication Officer, Office of the Commissioner of Police.
- Representative, Grenada Amateur Radio Society.
- Representative, Grenada Citizen Band Operators (CB'ers).
- Representative, Mariners.

#### **3.4.7.- Disaster Relief Management**

- Marketing Board Director (Chairperson).
- Chief Technical Officer, Ministry of Communication & Works.
- Representative, Police.
- Representative, Grenada Port Authority.



- Representative, PSIA International Airport
- Fisheries Officer, Ministry of Agriculture.
- Representative, Ministry of Health.
- Representative, Ministry of Education.
- Comptroller of Customs.
- Representative, Conference of Churches.
- Representative, Grenada Red Cross Society.
- Representatives, Voluntary organisations.
- Representative IAGDO
- Grenada Chamber of Commerce.

#### **3.4.8.- Public Utilities, Rehabilitation and Reconstruction**

- Permanent Secretary, Ministry of Communication & Works – Chairman.
- Deputy Permanent Secretary, Ministry of Finance. (Deputy Chairperson).
- Chief Technical Officer, Public Works Department.
- Representative, Physical Planning.
- Manager, Cable & Wireless.
- Manager, Digicel.
- Manager, GRENLEC.
- Manager, NAWASA.
- Manager, Grenada Ports Authority.
- Manager, Point Salines International Airport.
- Manager Grenada Solid Waste Management Authority.
- Grenada Association of Professional Engineers.
- Manager, National Housing Authority.
- Representative, Public Utilities Department.
- Representative, Public Health Department.
- Representative, Ministry of Finance.
- Representative, Ministry of Agriculture.
- Representative, Grenada Conference of Churches/Ministry of Ecclesiastical Affairs.
- Representative, Grenada Chamber of Commerce.
- Representative, Texaco.
- Representative, Shell.
- Police.
- Private Sector.
- NGOs.

#### **3.4.9.-Welfare and Voluntary Services**

- Chief Community Development and Social Extension Officer – Chairman.
- National Council of the Disabled.
- Representative, Grenada Red Cross Society.
- Representative, Grenada St. John's Ambulance Brigade.
- Representative, Grenada Conference of Churches.
- Ministry of Ecclesiastic Affairs.
- Representative, Grenada Service Clubs.

- Police Boys Brigade.
- Representative, Lions.
- Representative, Rotary.
- Ministry of Ecclesiastical Affairs.
- Representative, Grenada St. John's Ambulance Brigade.
- Representative, Youth Organisation.
- Representative, Boys Scout & Girl Guide Association.
- Interagency Group of Development Organisation.
- Duke of Edinburgh Organisation.
- Peace Corps.

#### **3.4.10.- Search & Rescue - Land & Sea**

- Commissioner of Police – Chairman.
- Commander, Grenada Coast Guard (Deputy Chairperson).
- Chief Fire Officer.
- Manager, Point Saline International Airport.
- Manager, Grenada Port Authority.
- Chief Medical Officer or Nominee.
- Chief Fisheries Officer.
- Associations of Fishermen.
- Search and Rescue Associations.
- Marine and Yacht Association of Grenada.
- Coast Guard Auxiliary.
- Saint George's University.

#### **3.4.11.-Security Services**

- Commissioner of Police.
- Private Security Companies.
- Saint George's University Security.

#### **3.4.12.- Evacuation**

- Commissioner of Police (Chairperson).
- Chief Technical Officer, Ministry of Works.
- Representative, Ministry of Health.
- Representative, Ministry of Education.
- Representative, Red Cross.

#### **3.4.13.- Marine Pollution & Oil Spills**

- Chairman of the National Science & Technology Council - Chairman
- Director Maritime Office /Ports Authority.
- Representative, Ministry of Legal Affairs.
- Representative, Ministry of Health - Environmental Division.

- Representative, Ministry of Tourism.
- Representative, Ministry of Finance.
- Representative, Physical Planning.
- Representative, Fire Service.
- Representative, Police Department.
- Representative, Grenada Coast Guard.
- Representative, Grenada Chamber of Commerce - Shipping Group.
- Representative Wildlife Foundation.
- Grenlec
- Shell
- Texaco.

#### **3.4.14.- Earthquakes, Volcanic Eruptions, Floods and Landslides**

- P.S. Ministry of Works (Chairperson).
- Chief Education Officer.
- Land Use Officer.
- Supervisor of Forestry or Nominee.
- Representative from Health.
- Representative from Police Department.
- Soil & Water Conservation Officer.
- Land Resource Officer.
- Chamber of Commerce.
- Operations Officer Police.

#### **3.4.15.- Hazardous Materials & Hazardous Waste**

- Chief Fire Officer – Chairman.
- Deputy Chief Fire Officer - Deputy Chairman.
- NAWASA.
- Representative, Grenada Coast Guard.
- Representative, Science & Technology Council.
- Representative, Police Department.
- Representative, Ministry of Health -Environment Department.
- Representative, Ministry of Agriculture.
- Chief Fisheries Officer.
- Representative, Ports Authority.
- Representative, P.S.I.A.
- Grenada Solid Waste Management Authority.

Other Committees for specific response functions and/or specific hazards may be created by the NaDMAC depending on specific priorities. The NaDMAC should ensure all committees are working regularly and revising their emergency plans periodically.

## **CHAPTER 4.- RESPONSIBILITIES AND FUNCTIONS OF THE NATIONAL DISASTER MANAGEMENT COMMITTEES.**

The national committees as have been presented in Chapter 3 have been developed by the Grenada National Disaster Management Agency (NaDMA) to facilitate a better distribution of services and as a method of streamlining and co-coordinating all services within the country.

The national disaster management committee's primary responsibility will be that of ensuring that the required preparedness and preventative measures have been instituted, in order to minimise loss of life and reduce property damage where possible.

The committees are all designed to function and carry their duties and responsibilities before the event so that an adequate level of preparedness can be achieved that ensures an adequate and effective response. Their role is one of pre-disaster planning, establishing management systems for implementation of an adequate response and responding if an emergency or a disaster occurs.

The committees have not been presented in any specific order, as they are all of equal importance and do not take precedence over each other. Their duties are defined against the background of the sectoral and specific needs of the country.

### **4.1.- Public Information & Education**

- Design an emergency public information and education plan.
- Development and organisation of ongoing public awareness and education programmes on all types of disasters as well as preventative measures to be taken.
- The dissemination of information before, during and after any type of emergency or disaster situations.
- Alerting the population on any impending disaster and the precautionary measures to be taken.

### **4.2.-Damage and Needs Assessment**

- Design a specific damage and needs assessment plan.
- Ensure the committee and its members are prepared to assess damage and needs at the national and local levels if a disaster occurs.
- Assign specific responsibilities to committee members to assess damage and needs to different sectors: housing, health services, agriculture, utilities, etc.
- If a hazard strikes, co-ordinating assessments in disaster areas to determine number of deaths, casualties, damages to property and relief requirements (food, shelter, medical attention).
- Conducting assessment of damages to public utilities (water-supplies, sewage and drainage facilities, telephone electricity, cable) and assisting where possible with the other utilities.
- Co-ordinating assessment of damages to agriculture and livestock.

- Co-ordination surveys of roads, bridges, ports and other infrastructure to determine extent of damage.
- Supplying information to the Emergency Operations Centre and to the Disaster Relief Management and the Public Utilities and Rehabilitation and Reconstruction Committees, as necessary, and providing initial financial evaluations and estimates to the relevant ministries and departments as required.
- Conduct assessments of damages to private sector including tourism, distribution, retailers, etc.
- Co-ordinate, within the EOC, with regional and international organisations conducting damage and needs assessment in the case of a disaster.
- Up-date assessments periodically until the disaster is finished.

#### **4.3.- Transport & Road Clearance**

- Develop MOUs with private construction companies.
- Developing a resource list of all transport (including boats and other marine craft) chain saw and heavy equipment that would be available for use in a disaster.
- Arranging for the release of privately owned vehicles, equipment and boats and other marine craft and where necessary and if available aircraft.
- Developing an emergency plan to cope with transportation requirements at national and sectoral level to include traffic control.
- Arranging for relief drivers to assist in road clearance and transportation
- Arranging for the release of all vehicles from any department to be use as emergency ambulances and other emergency purposes.
- Arranging for clearing of main roads and movement of emergency personnel and relief supplies as soon as possible after a disaster.
- To co-ordinate standardised road passes, identification cards and vehicle passes.
- Collaborate with evacuation and the distribution of relief goods always in co-ordination with the EOC.

#### **4.4.- Shelter Management.**

- Selection of suitably safe buildings for use as emergency shelters including private buildings.
- To determine that shelters are structurally sound and located in safe areas.
- General education programme on management of informal shelters
- Identification of emergency shelters through the relevant Government departments.
- Arranging for the proper maintenance of emergency shelters through the relevant Government departments.
- Staffing and administration of emergency shelters.
- Maintaining a list of all approved emergency shelters with locations, ownership, capacity facilities as well as contact persons, addresses and telephone numbers, where possible.
- Training of shelter management personnel on an annual basis to maintain the standards of management.

#### **4.5.- Health Services**

- Co-ordination of medical and first-aid assistance with the relevant public/private health related voluntary organisations.
- Requisitioning of medical supplies through the relevant departments as necessary.
- Proper identification of health service workers and first aid personnel and First-Aid stations for information of field personnel and the public.
- Co-ordinating arrangements with Transport sub-committee for the use of additional vehicles to augment existing ambulance service where necessary.
- To co-ordinate with Search and Rescue – L & S subcommittees
- Training of health service workers and emergency First-Aid personnel and operation at all emergency shelters and other First-Aid Stations established in the Districts.
- Provision of environmental health services at emergency shelters and the development of plans for quick deployment of health personnel to all pre-determined points.
- Preparing a list of all health facilities including pharmacies, in the State, which can be used in the event of a disaster.
- Ensure counselling is provided to population affected in the case of a disaster.

#### **4.6.- Emergency Telecommunications**

- Identify emergency telecommunications needs.
- Make inventories of available telecommunications equipment
- Design a national emergency telecommunications plan.
- The establishment of a training programme for all radio operations, to be conducted annually.
- The establishment of contact with the regional emergency communication system.
- Co-ordination of the availability of telecommunications by the NTRC.
- Conducting simulation exercises on a regular basis to test the effectiveness of the telecommunication system.

#### **4.7.- Disaster Relief Management.**

- Design a specific disaster relief management plan and mechanisms.
- Arranging for suitable buildings for the storage of food, clothing, building material and other emergency supplies.
- Arranging for other safe areas for storage of non-perishable emergency supplies.
- Establishing distribution centres for bulk distribution of emergency supplies.
- Arranging for staff to package and distribute emergency supplies.
- Arranging for the transportation of emergency supplies to storage at all predetermined points.
- Arranging for security of areas where emergency supplies are stored.
- Determining the quantity and type of assistance required with information of the damage and needs assessment committee.
- Maintaining proper records of emergency supplies received and distributed.
- To co-ordinate NGOs supplies from arrival to distribution.

#### **4.8.- Search and Rescue (Land and Sea)**

- To train, orient and drill individuals in emergency procedures, and the development of a rapid deployment procedure.
- Rescuing trapped or dislocated persons and animals in post-disaster operations and the preparation and issuing of reports to the Executive Committee within 48 hours.

#### **4.9.- Public Utilities, Rehabilitation and Reconstruction**

- Design specific plans for the rehabilitation of public utilities after a disaster.
- Maintenance of alternative backup services for use in disaster situations.
- To identify damage to public utilities including information from the damage and needs assessment.
- Restoring services as soon as possible after disaster.
- To co-ordinate supply of labour – local and external.
- Repair and reconstruction of buildings and infrastructure to permit population to revert to normal activity in the shortest possible time.
- Determining suitability for resettlement in formerly hazardous areas.
- Determining the need for land use/ownership policy.
- To procure and subsequently availability of building supplies.
- Transfer of population from high-risk areas.
- Identification of hazardous industries before the disaster.
- To adhere to building codes and maintain prices.
- Liaise with the NaDMA
- Plan/co-ordinate /liaise with external assistance for rehabilitation and reconstruction.

#### **4.10.- Welfare and Voluntary Services**

- Arranging for the movement and care of the aged, disabled and incapacitated to safe areas if evacuation is needed.
- Providing special emergency needs (medicines, food, etc.) to the aged, disabled and incapacitated.
- Arranging for the delivery of emergency supplies to institutions.
- Assisting in the management of emergency shelters.
- Providing messenger and stretcher-bearer services.
- Assist in providing psychological support and counselling
- To co-ordinate with NGOs and develop resource lists.

#### **4.11.- Security Services**

- To design a specific disaster security plan.
- To immediately deploy resources to key places for security and safety before, during or after a hazard.
- To be responsible for the identification of personnel
- To plan and organise simulation exercise

- To advise the National Disaster Management Council on all emergency security matters
- To manage crowd control and barriers
- To manage traffic control
- To manage for supply of special equipment

#### **4.12.- Evacuation.**

- To design specific evacuation plans for specific vulnerable areas involving information about shelters and considering emergency transportation available.

#### **4.13.- Marine Pollution & Oil Spills**

- To design/redesign a national oil spill plan according to regional and international guidelines and international conventions.
- To plan for and co-ordinate all action to deal with any oil spill which may affect the State.
- Training of persons to deal with oil spill contingencies and other forms of marine pollution.
- Prevention of oil spills (mitigation).
- To alleviate the effects on wildlife as soon as possible.

#### **4.14.- Earthquake Volcanic Eruptions, Floods and Landslide.**

- To maintain contact with academic and research institutions that study these specific natural hazards.
- To ensure hazard, vulnerability and risk assessments are conducted to determine the possible magnitude, cope of impact and probability of occurrence of these hazards.
- To promote the design of specific disaster scenarios for specific hazards and specific vulnerable areas.
- To ensure dissemination of information to persons in the danger areas.

#### **4.15.- Hazardous material and Hazardous Wastes and Fires.**

- To identify hazardous materials used in the country.
- To identify the method of storage, handling, transfer, movement, transportation and disposal of such materials.
- Training of personnel to identify, handle and dispose of hazardous material and toxic waste.
- To design specific regulations for the management of hazardous materials.
- To design specific hazardous materials emergency plan for the response to specific types of accidents involving hazardous materials.



## **CHAPTER 5.- Responsibilities of Government Agencies**

All Government Agencies and Ministries are responsible for designing their own continuity of operations and emergency response plans. These plans must provide for security of the organisations' facilities, materials, information, vehicles, equipment, uniforms and personnel as well as to determine emergency response procedures to provide assistance to the population according to the specific organisations' role during emergencies and disasters.

All plans and revisions must be submitted to the National Disaster Co-ordinator. Of the NaDMA not later than 30<sup>th</sup> April of each year for submission to the National Emergency Disaster Management Council within one week of receipt of document.

As a general rule, Government agencies and officers will continue to exercise their normal functions during a disaster, but in some cases, special additional responsibilities will be assigned.

It is important to note the following:

1. In case where a Department or Statutory Body is assigned specific responsibilities in this document, ultimate responsibility rests with the Permanent Secretary of the Ministry concerned. The Permanent Secretary must ensure that all members of staff involved are familiar with the plan.
2. Where more than one agency is involved with the same area of activity, it is the responsibility of the first listed Permanent Secretary or Head of Department, unless otherwise indicated herein, to arrange meetings to arrive at a common line of action.
3. Where an agency has to liaise with another organisation it must make sure that inter-communication is well established, e.g. by exchange of telephone numbers of relevant personnel and a code for recognition.

Some of the actions, which will be required to be performed, and which should be detailed in individual disaster plans are as follows:

### ***5.1.- Office of the Prime Minister.***

- Chair the National Disaster Management Council.
- Co-ordinate all response. Relief and rehabilitation activities from the EOC during emergencies and disasters.
- Declare a National Disaster when necessary.
- Co-ordinate all the reconstruction activities.

### ***5.2.- Ministry of Finance, Planning & Development***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures.
- organise post-disaster damage and needs assessments
- Collect, collate and maintain damage statistics

- Estimate amounts of financial and other relief and rehabilitation requirements
- Assist with co-ordination of supplies and other assistance received by government and non-governmental organisations
- Provide budgetary support for emergency expenditure

### ***5.3.- Police***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures.
- Protection of public property, and prevention of looting/vandalism.
- Traffic control to and from Emergency areas and hospitals
- Crowd Control
- Evacuation procedures
- Security of essential services and vulnerable points
- Co-ordination of Telecommunication system

### ***5.4.- Fire Service***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures
- Hazardous material and hazardous waste handling.
- All fire-fighting operations
- Assistance in fires at sea
- Assistance in evacuation
- Pumping of flood water
- Airport fire and rescue

### ***5.5.- Grenada Coast Guard***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures for land and maritime search and rescue.
- Search and Rescue - from any part of the island; including Carriacou and Petite Martinique
- Law Enforcement - in contact with other vessels carrying Arms and Ammunition.
- Marine Safety - Distress, saving lives and property
- Pollution Control - oily substances into the sea from other ships and from land into the sea
- National Security - Along the coastline etc.
- Evacuation - assistance when required

### ***5.6.- Ministry of Education***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures
- Ensure selection and maintenance of government and non-governmental buildings considered as shelters is carried out.

- Staffing of shelter in collaboration with the Ministry of Public Works, which will be used as emergency shelters should be done in co-operation with Emergency Committees as required.
- Liaise with Ministry of Health review on Sanitary Services for shelters
- Preparation of and the annual review of the operations administrative manual for shelter wardens
- Requisitioning relief food and other essential supplies for shelter occupants
- Training of shelter staff
- Collaborating with Voluntary services Sub-Committee in distribution of supplies and other material

#### ***5.7.- Ministry of Health***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures (including hospitals plans and procedures for other health facilities)
- Training of personnel
- Caring for injured, old persons and children/treatment of mass casualties
- Education of the public in matters concerning public health
- Arranging for mass immunization, if required
- Investigating the quality of water supply
- Ensuring that hospital and health centres make and practice disaster plans
- Arranging for the prevention and /or control of any outbreak of disease resulting from a disaster
- Preparation of a manual for First-Aid stations and personnel
- Providing sanitary services for shelters
- Establishing procedures for collaboration with the Red Cross Society and St. John's Ambulance Brigade
- Arranging for sanitary inspection of relief food supplies
- Recording, tagging, identifying and burying the dead to ensure an adequate disposal of the dead by delivering the dead to their next of kin. (write MOUs with funeral homes).
- Manning ambulance services
- Monitor, assort, store and distribute relief medical supplies
- Participate in assimilated drill on airport, accidents in co-operation with fire service and airport authority

#### ***5.8.- Ministry of Works, Public Utilities and Transport***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures
- Road clearance
- Assistance in rescue work in collaboration with Fire Officers
- Provision of emergency transport service
- Co-ordination with the Grenada Solid Waste Management Authority for debris management after clearance.
- Maintenance of telecommunication system

- Supply generators and motorcar batteries as directed by E.O.C.
- Demolition of unsafe buildings
- Evacuation operators as necessary
- Erection of temporary bridges
- Provision of protective materials, maintenance and repair to Government buildings
- Maintenance and purification of National Water Service
- The supply of emergency water service to key areas in association with NAWASA
- Immediate of electricity services to key areas re emergency operation centre, health and security centres.
- Restoring of telephone and telexes services to the Emergency Operation Centre and other key areas.
- Co-ordination with GSWMA for the restoration of municipal solid waste collection and disposal services.

#### ***5.9.- Community Development Division***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures
- In collaboration with the relevant government departments assist in the possible identification of suitable buildings, within their scope of authority, other than school which may be used as alternative emergency shelters.
- Assist with registration of evacuees at shelters
- Supplying of additional manpower if required by the senior shelter manager
- Assist with the transfer and relocation of evacuees
- Assist with information on possible numbers of evacuees and their district of organisations
- Assist with the distribution of food and other supplies
- Assist in the development of a register of all youth organisations as a resource manual for manpower support.
- Assist with unsupervised children and senior citizens

#### ***5.10.- Government Information Service***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures
- To ensure all members of the media design, update, test and evaluate continuity of operations and emergency response plans and procedures
- Keep the public informed about disaster preparedness by the publication of special leaflets
- Control the dissemination of information during and after a disaster.
- Inform the public of the whereabouts of emergency shelters and first-aid post
- Provide liaison between the public and the National Emergency Advisory Council on emergency preparedness matters
- Arrange with the local media for broadcasts, talks and publication of information on disaster preparedness and prevention

#### ***5.11.- Ministry of Legal Affairs***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures
- Review and the development of rules and regulation for shelter administration in collaboration with the Ministry of Education
- Examine and update relevant sections of the Insurance Act for public liability
- Examine and revise relevant sections under the Emergency Powers Act, to provide additional supervisory authority, through legislation, when required by the National Emergency Relief Organisation in order to guarantee full delivery of relief services.

#### ***5.12.- Ministry of Agriculture***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures
- Identification possible sources of food that can be used if a disaster occur.
- Maintenance of adequate food centres throughout the country
- Assignment of personnel to work in these centres in the event of an emergency
- Co-ordination with the Ministry of Works and Communication to arrange adequate transport service for the distribution of food
- Assist Food and Nutrition Council in the designing of rationing systems.

#### ***5.13.- Marketing and National Import Board***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures
- Maintenance of adequate stocks of food during the hurricane season
- In collaboration with the Ministry of Agriculture and assignment of MNIB personnel to work in Food Centres

#### ***5.14.- Ministry of Social Development***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures
- Distribution of welfare supplies (other than food)
- Maintenance of adequate stocks of blankets, beds, feeding utensils, lanterns, torch lights, etc. during hurricane season

#### ***5.15.- Department of Customs & Excise - Finance***

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures
- Speedy handling of document in order too facilitate the inflow of relief supplies

**5.16.- Ports Authority.**

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures.
- Collaborate in the receipt and storage of disaster relief goods.
- Oil Spills and Coastal Zone Monitoring
- Advise Ministry of Fisheries of safe methods of guarding the Fishing Fleet.
- Informing and advising ships in the harbour of impending disaster.
- Advising small boat owners on safety of their boats.

**5.17.- Ministry of Foreign Affairs**

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures
- Informing Missions abroad of impending disaster
- Establish contact with International Organisation and Agencies
- Provide protocol services for visiting diplomats

## **CHAPTER 6 ROLE OF PRIVATE SECTOR, NON-GOVERNMENTAL ORGANISATIONS AND SERVICE CLUBS**

### **6.1.- Chamber of Commerce**

- Ensure its members design continuity of operations and emergency response plans.
- Identify and provide resources from the private sector to be used in emergencies and disasters.
- Identify needs from the private sector to increase its level of preparedness.
- To ensure availability and distribution of essential emergency supplies that could be provided by the private sector.
- To provide damage assessment of the private sector during emergencies and disasters.

### **6.2.- Red Cross Society**

- To design, update, test and evaluate continuity of operations and emergency response plans and procedures.
- Assist with First-Aid training
- Provide relief supplies
- Assist with distribution of relief supplies
- Assist with Emergency Shelters
- Co-ordinate activities of voluntary organisations
- International tracing
- Assist in search and rescue
- Education water and sanitation
- Liaise with health services re: health issues/risks following disasters
- Psychological support and counselling

### **6.3.- Conference of Churches/Ministry of Ecclesiastical Affairs.**

- Design continuity of operations and emergency response plans and procedures.
- Assist with the identification specific vulnerable areas and communities.
- Assist with rehabilitation
- Assist with public awareness programmes
- Assist with management of shelters
- Assist with distribution of supplies
- Provide relief supplies

### **6.4.- Telecommunications.**

#### **-Cable & Wireless**

#### **-Digicel**

#### **-Singular**

#### **-Amateur Radio Club**

#### **-C.B. Radio**

- Participate in the National Telecommunications Committee.
- Participate in the design of the national telecommunications plan.

- Assist with telecommunications at essential points in keeping with directions of the Telecommunications committee
- Provide emergency telecommunications at the Emergency Operations Center
- Restore telephone services as soon as possible.

#### **6.5.- Service Clubs and Youth Organisations**

**-Lions**

**-Rotarians**

**-Boys Scouts**

**-Girl Guides**

**-Brigades**

**-4-H**

- Design their own emergency response plans and procedures.
- Participate in the National Disaster Management Committees
- Participate in the District Disaster Committees
- Assist with public awareness programmes
- Assist with the distribution of educational material
- Assist with the evacuation of disaster victims
- Assist with evacuation of victims and aged persons
- Assist in clearing debris
- Assist in distributing relief supplies
- Assist local disaster preparedness Committees
- Assist at emergency shelters and feeding centres
- Assist with sorting and parcelling of clothing
- Assist in record keeping
- Performing messenger service



## **CHAPTER 7 DISTRICT DISASTER COMMITTEES**

The value of advanced planning of effective action in emergencies has often been proved to be the best method of maintaining and achieving efficiency.

Through advanced and effective organisational systems, before, during and after the emergency situation and the key factor in coping with disasters and initiating their effects. In respect of national planning, the involvement of the community ensures the widest level of co-operation. The District Emergency Committee will provide the essential link between the National Organisation and the community, which they represent.

### **7.1.- Objectives**

- Selection and appointment of members of the sub-committee
- Development of an organisational plan for each district
- Selection and training of volunteer personnel for field operations
- Participation in the overall planning of disaster preparedness operations in the district
- Co-ordination of operational plan of all emergency services at district level.
- Development of job functions for members of the district organisation
- Supplying half yearly reports to the Executive Committee on all disaster preparedness activities.

The District Organisation should provide for the development of the following management structures and services:

- District Disaster Coordinator
- Deputy Disaster Co-ordinator
- District Shelter Management Officer
- District Health and Welfare Officer
- District Damage and Needs Assessment Officer
- District Emergency Works and Transport Officer
- District Supplies Management Officer.
- District Telecommunications Officer
- District Safety and Security Officer
- District Public Education and Information Officer

### **7.2.- Services**

- District Shelter Service
- Selection of, in collaboration with, the Ministry of Education and Ministry of Public Works, suitable community buildings for Emergency Shelters
- Implementation of all Government directives and procedures
- Assisting with staffing at Emergency Shelters
- Co-ordination of District Shelter Plans with the National Emergency Organisation
- Ensuring continuous service by developing a shift for staff if required

- Providing the National Organisation and the District Chairman with periodic reports on the situation

### **7.3.- Emergency Feeding Service**

- Establishing centres for distribution of supplies
- Supplying staff and provide a briefing on the operation of the centre
- Assisting with transportation of food supplies from Official depots to district distribution centres
- Maintaining records on all supplies received and distributed in the area.

### **7.4.- Emergency Medical Service**

The Ministry of Health is responsible for all medical services. The District Organisation can provide the following supportive services:

- Identification of, in collaboration with the Ministry of Health, Emergency First-Aid Stations
- Providing a rescue service for severely injured persons in the transportation of all injured personnel
- Provision of supervisory support for injured, elderly and unsupervised children
- Selecting persons to be stretcher bearers
- Requesting medical supplies for First-Aid stations as required
- Co-ordination of the District Medical rescue and First-Aid service with the Ministry of Health, the Health Services Committee and the National Organisation.

### **7.5.- Functions.**

#### **Pre-Emergency During the Emergency**

- Liaise with group leaders evacuation operations
- Nomination of working rescue of persons from endangered areas
- Committee chairman
- Development of operational plans
- Developing an information and education Programme
- Developing training programmes
- Securing of emergency equipment
- Conducting simulation exercises
- Maintaining co-ordination of services at National and the district levels

#### **Post Emergency**

- Mobilisation of services
- Damage assessment
- Implementation of the district plan for the following:

- Shelters, welfare, rescue of trapped persons, transport, First-Aid, road clearance, building repairs, communication systems and operators
- The district Organisation will require the assistance and co-operation of the security services; the organisation should therefore establish contact and involve the N.C.O., in charge of the District Police Station.

## **CHAPTER 8 TELECOMMUNICATIONS**

### **8.1.- Emergency Telecommunications Centre.**

The Emergency Telecommunications Center is located in the Emergency Operations Centre in Fort Frederick in the NaDMA headquarters.

Points will be established in the Telecommunications Center for the installation equipment of Amateur Radio, Citizen Band 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 Sub-Committee will contact the Amateur Radio and other operations with regard to assistance in telecommunications.

The telecommunications committee will ensure that there is communication to and from the EOC with all the key response organisations.

### **8.2.- Amateur Radio & C.B. Operators**

In the event of an emergency and when so requested, the Amateur Radio and Citizen Band Operators will make available to the National Disaster Organisation such equipment and operators as may be necessary for providing communications between the Emergency Telecommunication Center in the EOC 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 Telecommunications Committee.

The Amateur Radio & Citizens Band Clubs should draw up their own internal disaster plans for submission to the National Disaster Co-ordinator for inclusion in the National Plan.

Cable & Wireless, Digicel and Cingular will assist in providing emergency links between the Emergency Operations Center, Police Headquarters and other areas as required.

## **CHAPTER 9 EMERGENCY SHELTERS**

The Chief Education Officer, as Chief Shelter Warden, will maintain a list of buildings, which have been identified as shelters for use in an emergency.

The list of Emergency Committee will arrange for the wide publicity of shelters in its area through churches, school voluntary organisations and community groups.

The Chief Education Officer in collaboration with the Chief Community Development Officer and the District Disaster Committees will ensure that the manager of every emergency shelter open and ready to receive evacuees when necessary.

The Chief Education Officer will ensure the appointment of suitably qualified staff to manage emergency shelters. Specific procedures should be developed for each member of a shelter organisation.

The Chief Education Officer will collaborate with the District Committees and the Chief Community Development Officer and the Public Works Department to ensure the proper maintenance of emergency shelters.

Where tents are used as emergency shelters they will be under the control of the Department responsible for such equipment.

Internal Emergency procedures sectoral Plan will be developed and presented to the National Disaster Organisation. The guidelines as outlined in the preceding paragraphs provide the foundation for the management of all shelters in Grenada.

## **Appendices.**

### **Appendix 1: DRAWING UP OF A DISASTER PLAN**

#### **Specific Plans.**

The preceding chapters outline some of the main responsibilities of various agencies, and these must provide for individual plans. Bear in mind that the aims of any disaster plan must ensure the following:

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

#### **Leadership**

Although there will be a main co-ordinating body - the Emergency Operation Center - it will be necessary to form your own central point of communication etc.

#### **Public Information**

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

#### **Action Checklist**

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

#### **Maps**

Preparation of maps before hand is essential. These maps should show key areas, reporting points, etc. coloured pins are helpful in showing locations of shelters, centers communications points etc.

#### **Organisational Charts**

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

#### **Identification Cards**

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

### **Resource Data**

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

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

- Fire
- Earthquake
- Bomb threat
- Oil Spills

### **Hurricane & Emergency Supplies**

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

### **Food**

Stock items that do not require cooking and provide food supplies for your family for at least ten days. In case of a hurricane, public feeding with hot meals is unlikely until day five - except injured, infants and young children.

- Corned beef
- Sardines
- Luncheon meat
- Jam/jelly/honey
- Biscuits
- Salt-body needs daily salt to avoid cramp
- Fruit juice
- Raisins/currants/dates -dried
- Rolled oats
- Chocolate bars/barley sugar
- Condensed milk, sugar
- Toilet paper

### **First Aid Kit**

- Band-aids

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

### **Tools**

- Waterproof Flashlight - spare batteries/bulbs
- Hurricane Lantern - Kerosine oil spare
- Other safe lighting (NOT candles)
- Matches - waterproof container/plastic bag
- Hammer - professional with claw
- Wood saw - 3ft cutting edge
- Nails - 2 lb 2", 2 lb 4", 2 lb galvanise drive-nails
- Waterproof Plastic - 12'x12'
- Cutlass/axe
- Rope - nylon - about 50'x1/4'
- Pen-knife (heavy duty)

### **Miscellaneous**

- Transistor Radio - spare batteries
- Note Book - pencils/pens
- Map of Grenada - Topographical
- Stove - Oil, Gas - Camp type
- Metal cup/plate/spoon/cooking pot
- Needle, thread, button, etc.

### **Clothes**

- Raincoat and Rain Hat
- Umbrella
- Tennis shoes/Rubber boots



## **Appendix 2: EMERGENCY DISASTER DISTRICT ZONE CLASSIFICATION**

### **ST. ANDREW'S**

#### **St. Andrew's South East**

- Crochu
- Walker
- Mt. Cassell
- Union
- Mama Cannes
- Canal Road
- Hope
- Soubise
- Lower Mt. Carmel
- Telescope
- Tulleries
- Marquis
- Post Royal
- Felix Park
- Cafe
- Grand Bacolet
- Cuma

#### **St. Andrew's South West**

- Upper Mt. Carmel
- Lower Capital
- Lower Mt. Carmel
- Harford Village
- Bamboo
- Munich
- Tuilleries
- Walker
- Post Royal
- De Blando
- Plaisance
- Union
- Richmond
- Chutz
- La Digue
- Belle Vue Land
- St. James
- Upper Capital
- Birchgrove
- Holy Innocents
- Grand Bras

- Canal Road
- Caruth
- Forde
- Mt. St. Ervans
- Cook Hill
- Dunmore

**St. Andrew's North East**

- Simon
- Paradise
- Dunfermline
- Upper Pearls
- Paraclete
- Lower Pearls
- Blaize
- Upper St. John's
- Carriere
- Lower St. John's
- Tivoli
- Belair
- Pearls/Moyah
- Upper Conference
- La Poterie
- Lower Conference
- Belmont

**St. Andrew's North West**

- La Force
- Balthazar
- Adelphi
- Windsor
- Chantille
- Simon
- Morne Longue
- Dunfermline
- St. Clouds
- Mt. Horne
- Bylands
- Springs
- Mirabeau
- Paraclete
- Columbe
- Paradise
- Beauregard
- La Fillette

- Boulogne

### **St. George's**

- Town of St. George's
- Tanteen
- River Road

### **St. George's South**

- Belmont/Mt. Pandy
- Jean Anglais
- Grand Anse
- Morne Tout
- Grand Anse Valley
- The Limes
- Morne Rouge
- Calliste
- Frequente
- Point Salines
- True Blue
- Upper Woburn
- Lance Aux Epines
- Lower Woburn
- Woodlands
- Calivigny
- Fort Jeudy
- Confer
- Springs

### **St. George's South East**

- Morne Jaloux
- Morne Delice
- Richmond Hill
- Creighton
- La. Borie
- St. Paul's
- Lower St. Paul's
- Mt. Airy
- Cobo Town
- Hope Vale
- Paddock
- Lowther's Lane

### **St. George's North East**

- Radix
- Willis
- Mt. Gay
- Annadale
- Mt. Parnassus
- Ravine
- Tempe
- Sung Corner
- Lower Mardigras
- Belle Vue
- La Mode
- Mt. Dor
- St. George's Estate
- New Hampshire
- Boca
- Vendomme
- Beaulieu
- Constantine

### **St. George's North West**

- Cherry Hill
- Grenville
- Vale
- Fontenoy
- Grand Mal
- Mt. Moritz
- Molinierre
- Happy Hill
- Beausejour
- Shende
- Brizan
- Perseverance
- Darbeau

### **ST. JOHN'S**

- Gouyave
- Douglaston
- Central Palmiste
- Grand Roy
- Waterloo
- Mt. Plasair
- Florida
- Marigot

- Clozier
- Concord
- Belvidere
- Black Bay
- Brothers
- Woodford
- Loretto

#### **ST. MARKS**

- Union/Duquesne
- River Sallee
- Industry & Duquesne Coast Guard
- Diego
- Piece
- Victoria
- Fountain
- La Source/Gross Point
- Waltham
- Maran

#### **ST.PATRICK'S EAST**

- Belmont
- Points Field
- Upper Hermitage
- Rose Hill
- Lower Hermitage
- Plains
- Mt. Reuil
- River Sallee
- Mt. Rich
- La Taste
- River Antoine
- Mt. Fendue
- Mt. Rose
- Snell Hall

#### **St. Patrick's West**

- La Fortune
- Mt. Rodney
- Levera
- Mt. Craven
- Madeys
- Prospect/Davie
- Caleste

- Mt. Williams
- La Mode
- Chantimelle
- Upper & Lower Marli
- Samaritan
- Sauteurs
- Red Mud

## **ST. DAVID'S**

- Morne Delice
- Upper Mardigras
- Perdmontemps
- Windsor Forest
- Vincennes
- Laura
- Bailes Bacolet
- Beaton Place
- La Femme
- Charlotte Vale
- Barwoe
- Petite Bacaye
- New Westerhall
- Old Westerhall
- Corinth
- Syracuse
- Dudmar
- Providence
- Thebaide
- Apres Toute
- Belle Vue
- Belle Isle
- Requin
- La Sagesse
- Content
- Maulty
- Central St. David's
- Retreat
- Mt. Agnes
- Pomme Rose
- Marlmont
- La Tante

## **CARRIACOU & PETITE MARTINIQUE**

- Hillsborough
- Belair

- Beausejour
- Windward
- Lauriston
- Petite Carenage
- L'esterre
- Bogles
- Belmont
- Cherry Hill
- Dumfries
- Craigston
- Grand Bay
- Petite Martinique
- La Resource

### **Appendix 3: METEOROLOGICAL INFORMATION.**

**Alert:** A formal message issued from the Meteorological Office giving warning information along with details on tropical depression, storm or hurricane location, intensity and movement.

**Watch:** Issued when once it is established that a storm or hurricane conditions are expected within 36 hours. Keep listening attentively.

**Alert -** Issued at regular interval when a tropical storm or hurricane is first detected in the area of south of 20 degrees latitude and between 40 and 65 degrees West longitude.

**Warning:** Issued when once it is established that a storm or hurricane conditions are expected within 24hours. Action to protect life and property should be rushed to completion immediately.

**Tropical Depression:** An area of low pressure in the tropics with a circulation, but with winds of less than 39 miles per hour (mph).

**Tropical Storm:** An area of low pressure in the tropics with a circulation with maximum sustained winds of (39-74) mph; (34-64) knots.

**Hurricane:** An intense area of low pressure in the tropics with a circulation with maximum sustained winds greater than 74 mph (64 knots).

**Storm Surge:** Abnormal use of water above the predicted astronomical tide generated by the strong winds and low pressure associated with the storm or hurricane.

**Eye -** The relatively calm area near the center around which the strongest winds blow. As the eye passes, light winds rapidly give way to very severe winds from the opposite direction.

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