



Government of Saint Lucia

Volume 1: Standing Operating Procedures for the Agencies of the National Emergency Management Organisation

DISTRICT COMMITTEES

INITIAL DAMAGE ASSESSMENT [IDA]

GENERAL RESPONSIBILITIES / Chairman is to:

1. Ensure that there is a Liaison Officer assigned to the National Damage Assessment and Needs Analysis [DANA] Committee
2. Review and update the District's disaster plan annually and submit revised plan to the NEMO Secretariat by 31 March of each year.
3. Encourage members to receive training in disaster preparedness and mitigation;

PRE-DISASTER:

1. Maintain database of Evaluators
2. Maintain database of persons trained in IDA

ALERT

1. Chair of District Committee activates disaster plan
2. In the case of a Storm attend the pre strike meeting as called by the Chair of District Committee

RESPONSE:

1. Within 8 hours of it being safe to conduct an assessment, provide NEMO Secretariat with an Initial Situation Overview [ISO]
2. Within 24 hours of it being safe to conduct an assessment, provide NEMO Secretariat with an Initial Damage Assessment [IDA]

RELATED DOCUMENTS

This SOP is a "stand alone" procedure that may be activated to support hazard management plans. Other documents related to this procedure are:

1. District Disaster Plan [to be done/completed]
2. National Damage Assessment Policy [to be completed]
3. National Damage Assessment Plan [to be completed]

END OF PROCEDURE

TRANSPORTATION

GENERAL RESPONSIBILITIES / Chairman is to:

1. Ensure that there is a Liaison Officer assigned to the National Transportation Committee
2. Review and update the District's disaster plan annually and submit revised plan to the NEMO Secretariat by 31 March of each year.
3. Encourage members to receive training in disaster preparedness and mitigation;

PRE-DISASTER:

1. Maintain a list of available Land, Sea and Air transport resources from the public and private sectors;
2. Identify playing field free of crossing wires, for use by helicopters.
3. Develop memorandum of understanding with transport societies in order to facilitate access to their resources;
4. Maintain links with the transport groups / individuals;
5. Confirm that government vehicles are made available to the Police Station;

ALERT

1. Chair of District Committee activates disaster plan
2. In the case of a Storm attend the pre strike meeting as called by the Chair of District Committee

RESPONSE:

1. Mobilise and manage all transportation resources;
2. Liaise with other Sub-Committees in order to respond to their transport needs;
3. Keep playing field/helipad free for landing.

RELATED DOCUMENTS

This SOP is a "stand alone" procedure that may be activated to support hazard management plans.

Other documents related to this procedure are:

1. District Disaster Plan [to be done/completed]
2. National Transport Plan [to be completed]

END OF PROCEDURE

SUPPLIES MANAGEMENT

GENERAL RESPONSIBILITIES / Chairman is to:

1. Ensure that there is a Liaison Officer assigned to the National Supplies Management Committee
2. Review and update the District's disaster plan annually and submit revised plan to the NEMO Secretariat by 31 March of each year.
3. Encourage members to receive training in disaster preparedness and mitigation;

PRE-DISASTER:

1. Ensure personnel trained in the SUMA/RSTS system are known to the committee;
2. Confirm stocks in District warehouses;
3. Maintain an updated list of emergency supplies (location and quantity);
4. Maintain links with relief distribution network;
5. Develop memorandum of understanding with grocery shops in order to facilitate access to their resources;

ALERT

1. Chair of District Committee activates disaster plan
2. In the case of a Storm attend the pre strike meeting as called by the Chair of District Committee

RESPONSE

1. Upon request of Director NEMO, Chair National Supplies Management Committee or SUMA Team Leader mobilise and manage SUMA/RSTS;
2. Maintain a permanently available list of all received relief supplies;
3. Manage relief supplies at the warehouses including accountability of supplies;
4. Manage relief supplies allocation to distribution network;
5. Monitor the rate of consumption of food supplies and provide information in this regard to the Chairperson, National SMC.
6. Upon request of Director NEMO or Chair National Supplies Management Committee pen district feeding centres
7. Continue to provide food until requested to cease by the Chairperson national SMC
8. Inventory and report all unused supplies to the Chairperson, SMC.
9. Provide information on the status of utilization of supplies to DEOC and Chairperson, National SMC.
10. Ensure records are kept of receipt and distribution of supplies at all sites being utilized for distribution and feeding centers.

RELATED DOCUMENTS

This SOP is a "stand alone" procedure that may be activated to support hazard management plans. Other documents related to this procedure are:

1. District Disaster Plan [to be done/completed]
2. National Supplies Management Policy [to be approved by NEMAC]
3. National Supplies Management Plan [to be approved by NEMAC]

END OF PROCEDURE

IMMEDIATE WORKS

GENERAL RESPONSIBILITIES / Chairman is to:

1. Ensure that there is a Liaison Officer assigned to the National Works Committee
2. Review and update the District's disaster plan annually and submit revised plan to the NEMO Secretariat by 31 March of each year.
3. Encourage members to receive training in disaster preparedness and mitigation;

PRE-DISASTER:

1. Maintain a list of all necessary light and heavy equipment (from chain saw to bulldozer);
2. Maintain a list of all voluntary personnel for immediate post impact action;
3. Maintain close contact with WASCO, LUCELEC, Ministry of Works Depot, Town and Village Councils as well as main private contractors;

ALERT

1. Chair of District Committee activates disaster plan
2. In the case of a Storm attend the pre strike meeting as called by the Chair of District Committee

RESPONSE

1. Ensure the prompt reopening of roads / paths to allow for response [Ministry of Works will address major works]
2. Participate in rehabilitation/reconstruction process;

RELATED DOCUMENTS

This SOP is a "stand alone" procedure that may be activated to support hazard management plans. Other documents related to this procedure are:

1. District Disaster Plan [to be done/completed]

END OF PROCEDURE

WELFARE SERVICES

GENERAL RESPONSIBILITIES / Chairman is to:

1. Ensure that there is a Liaison Officer assigned to the National Welfare Committee
2. Review and update the District's disaster plan annually and submit revised plan to the NEMO Secretariat by 31 March of each year.
3. Encourage members to receive training in disaster preparedness and mitigation;

PRE-DISASTER

1. Maintain a level of readiness to respond to an event;
2. With the District Nurse maintain a database on the elderly, pregnant and handicapped persons in the community

ALERT

1. Chair of District Committee activates disaster plan
2. In the case of a Storm attend the pre strike meeting as called by the Chair of District Committee

RESPONSE

1. Assist the local committees in shelter management;
2. Maintain a list of people in shelters;
3. Participate in the evaluation of population's welfare needs;
4. Cater to welfare needs of volunteers;
5. Assist in food distribution;
6. Supervise all welfare activities;

RELATED DOCUMENTS

This SOP is a "stand alone" procedure that may be activated to support hazard management plans. Other documents related to this procedure are:

1. District Disaster Plan [to be done/completed]
2. National Welfare Plan [to be completed]

END OF PROCEDURE

INFORMATION

GENERAL RESPONSIBILITIES / Chairman is to:

1. Ensure that there is a Liaison Officer assigned to the National Information Committee
2. Review and update the District's disaster plan annually and submit revised plan to the NEMO Secretariat by 31 March of each year.
3. Encourage members to receive training in disaster preparedness and mitigation;

PRE-DISASTER

1. Together with NEMO Secretariat develop and distribute messages for public information/education;
2. Arrange for community talks and presentations;
3. Assist in Hurricane warning/alert procedures;

ALERT

1. Chair of District Committee activates disaster plan
2. In the case of a Storm attend the pre strike meeting as called by the Chair of District Committee

RESPONSE

1. Maintain and update the situation board at the District EOC;
2. Maintain and update list of needs;
3. Keep the NEMO informed of damage and needs;
4. In liaison with the Supplies Management Sub-Committee maintain a list of all relief supplies received;
5. In coordination with the NEMO provide all pertinent information to the public;

RELATED DOCUMENTS

This SOP is a "stand alone" procedure that may be activated to support hazard management plans. Other documents related to this procedure are:

1. District Disaster Plan [to be done/completed]
2. National Information Plan [to be completed]

END OF PROCEDURE

TELECOMMUNICATIONS

GENERAL RESPONSIBILITIES / Chairman is to:

1. Ensure that there is a Liaison Officer assigned to the National Telecom Committee
2. Review and update the District's disaster plan annually and submit revised plan to the NEMO Secretariat by 31 March of each year.
3. Encourage members to receive training in disaster preparedness and mitigation;

PRE-DISASTER

1. Maintain a list of radio operators ;
2. Maintain a level of readiness;
3. Conduct call out on a regular basis

ALERT

1. Chair of District Committee activates disaster plan
2. In the case of a Storm attend the pre strike meeting as called by the Chair of District Committee

RESPONSE

1. Radio team to report to the Local EOC;
2. Manage all emergency telecommunications;
3. Assist in the management of the telecommunications network;

RELATED DOCUMENTS

This SOP is a "stand alone" procedure that may be activated to support hazard management plans. Other documents related to this procedure are:

1. District Disaster Plan [to be done/completed]
2. National Telecom Procedures [First Adopted in 1996 now under review]
3. National Telecom Plan [to be completed]

END OF PROCEDURE

FUND RAISING

GENERAL RESPONSIBILITIES / Chairman is to:

1. Ensure that every member is also assigned to one of the other Sub-Committees.
2. Review and update the District's disaster plan annually and submit revised plan to the NEMO Secretariat by 31 March of each year.
3. Encourage members to receive training in disaster preparedness and mitigation;

PRE-DISASTER

1. Conduct activities year round that will gather monies to assist the Committee in the execution of its duties;
2. Present to the General Committee in January of each year, for approval a list of activities for that year;
3. Deposit the monies with a reputable financial institution;
4. Ensure that there are three signatures on the account with any two to sign and disburse funds;
5. That the three signatures shall be the Chairman of the Executive, the Secretary of the Executive and the Chairman of the Fund Raising Committee;
6. Maintain a record of the disbursement of funds;
7. Keep an account of the monies received and spent;
8. Monitor the monthly statement of the account and be ready to present a report on the request of the Chairman of the Executive;
9. Provide the Chairman and general committee with an annual account of the financial status of the Committee at the end of each year;
10. All members are to maintain general membership in one other sub-committee (It is not necessary for the entire committee to be a member of the same alternate sub-committee. Members may separate into other sub-committees);

ALERT

1. Chair of District Committee activates disaster plan
2. In the case of a Storm attend the pre strike meeting as called by the Chair of District Committee

RESPONSE

1. Report for duty to the relevant sub-committee;
2. The Chairman - Fundraising is to be available for the disbursement of funds if needed;

RELATED DOCUMENTS

This SOP is a "stand alone" procedure that may be activated to support hazard management plans. Other documents related to this procedure are:

1. District Disaster Plan [to be done/completed]
2. Government of Saint Lucia Financial Regulations

END OF PROCEDURE