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# **GRENADA NATIONAL INTEGRATED RELIEF PLAN**

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## LIST OF ACRONYMS

CARICOM	Caribbean Community
CDERA	Caribbean Disaster Emergency Response Agency
CDRU	CARICOM Disaster Response Unit
CIDA	Canadian International Development Agency
CU	CDERA Coordination Unit
ECDG	Eastern Caribbean Donor Group
NEOC	Emergency Operations Centre
MIRP	Model Integrated Relief Programme
NaDMA	National Disaster Management Agency
NaDMAC	National Disaster Management Advisory Council
NEOC	National Emergency Operations Centre
NGO	Non-government organization
NDP	National Disaster Plan
RSTS	Relief Supplies Tracking System
SAR	Search and Rescue
SCOR Model	Supply Chain Operations Reference Model
USAID	United States Agency for International Development

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## 1.0 GENERAL INFORMATION

### Introduction

A disaster-emergency condition exists, when an event attributable directly or solely, either to the operation of the forces of nature or human intervention or to both, generates the extensive damage and destruction to life or property; is accompanied by extensive social and physical disruption and overwhelms the resources of the affected community or country to provide a timely and effective response to meet the needs of the situation. The emergency aspect of such an event requires immediate attention to alleviate threats to life, pain, distress and anxiety.

This outline/format of this plan was designed by Emerald Software, consulting firm hired under the CIDA IVAN Project, and presented during the national Integrated Relief Workshop held in Grenada during August 15-17. The present document was prepared by Arturo López-Portillo, Contingency Planning Specialist from the CIDA IVAN Project. The present document still has to be circulated to key stakeholders and be adopted by the NaDMAC and the National Disaster Relief Disaster Committee.

#### 1.1. The National Disaster Plan

The National Disaster Plan<sup>1</sup> is 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.

The National Disaster Plan 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 organizations and its structures, the role and functions of Government Ministries and key departments, Public Utilities, Statutory bodies, non-governmental and other voluntary organizations;
- 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; and
- g) The post-disaster relief and rehabilitation mechanisms.

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<sup>1</sup> Grenada National Disaster Plan, Version 3.0, National Disaster Management Agency of Grenada, St. Georges, June 1, 2005.

The National Disaster Plan provides direction as to the preparation of specific subordinate plans as follows:

- a) Public Information and Education plans
- b) Damage and Needs Assessment Plans
- c) Emergency Transportation Plan
- d) Emergency Telecommunications Plan
- e) Integrated Relief Plan [the Disaster Relief Management Plan in the NDP]
- f) Public Utilities Rehabilitation Plan
- g) Disaster Security Plan
- h) Evacuation Plans

### 1.2. The Integrated Relief Plan.

The Grenada Integrated Relief Plan is the plan to conduct operations of disaster relief after disasters. The plan is the responsibility of the National Disaster Relief Management Disaster Committee.

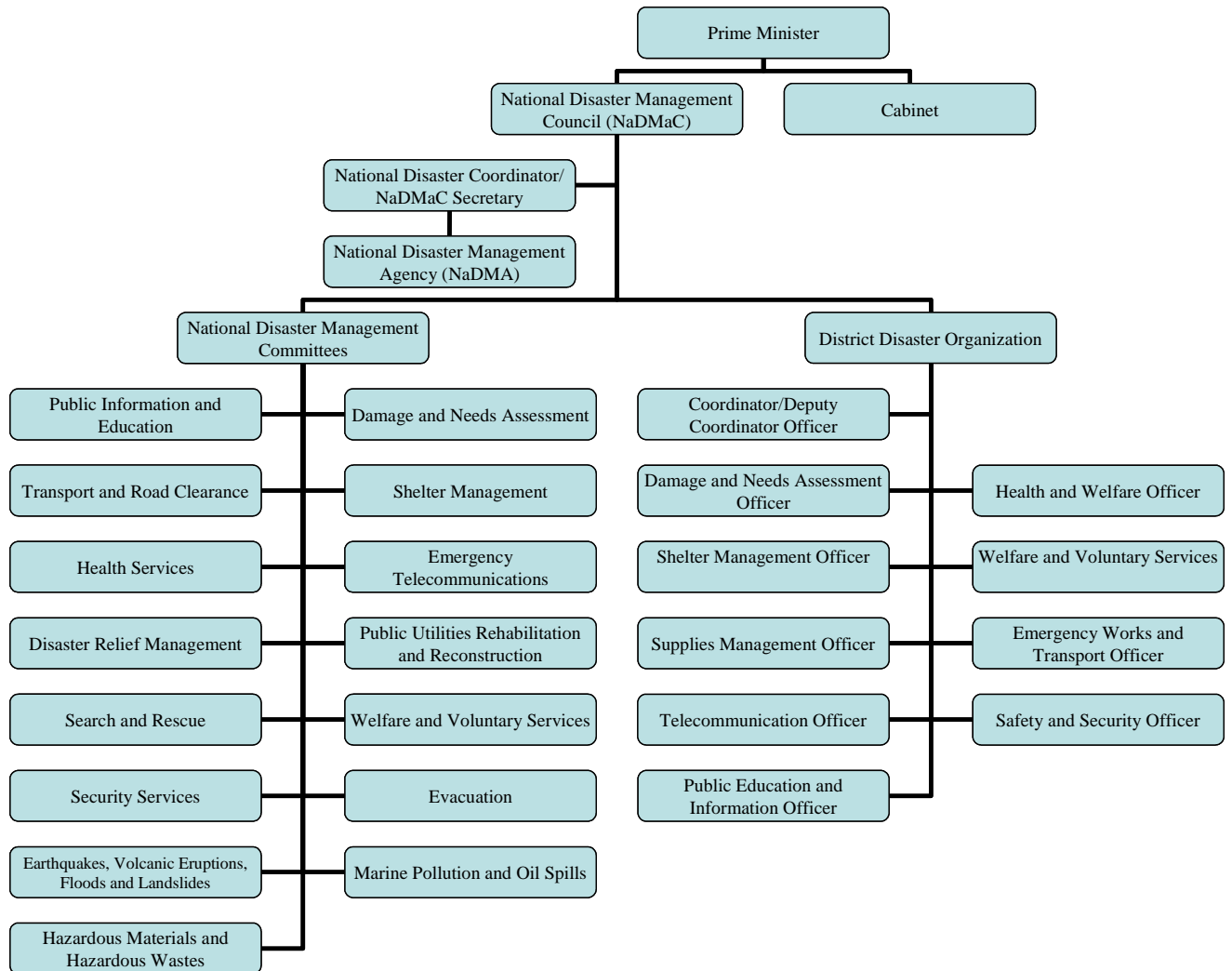
### 1.3. Relief Organizations and Affiliations.

A table is provided at Annex A listing all national, regional and international organizations and agencies that provide relief support to Grenada. The following sections describe the structure and interoperability of these organizations and agencies in provide relief support.

#### 1.3.1. National Disaster Organization.



The following chart shows the basic structure of the National Disaster Organization for Grenada.



The roles and responsibilities of the Council, the Agency, the Committees and the District Disaster organizations are provided in the National Disaster Plan.

### 1.3.2.Regional

Grenada has regional agreements for the provision of support and materials for relief operations with the following organizations:

- Caribbean Disaster Emergency Response Agency (CDERA) and Participating States
- Eastern Caribbean Donor Group (ECDP)

### 1.3.3. International.

International assistance will come through CDERA, UNDP or other international organisations and other countries through Grenada's pledge to the international community through its missions and embassies abroad.

### 1.3.4. Emergency Operations Centre (NEOC)

The EOC membership, functions, responsibilities and emergency procedures are presented in the EOC Manual, revised through the CIDA IVAN Project in September 2005. The role of the NEOC is to provide standard national coordination and control of emergency/disaster response and relief operations on a 24 hour-per-day basis if necessary.

### 1.3.5. CARICOM Disaster Response Unit (CDRU)

The role of the CARICOM Disaster Response Unit (CDRU) is to provide management and logistical support to disaster response operations in CARICOM Member States. The CDRU operates in support of CDERA and the national disaster organizations of the affected states.

### 1.3.6. NGO Response Units.

Several NGOs work in Grenada. Grenada has the Welfare and Voluntary Disaster Committee as described in the National Disaster plan and further in this plan.

## 9.1. Related Documents and References

- Grenada National Disaster Plan
- EOC Manual
- NaDMA Notification Procedure.
- Grenada Damage and Needs Assessment Plan.
- CDERA. Regional Coordination Plan.
- ECDG Operations Orders.

## 1.5. Objective

The objective of the Grenada Integrated Relief Plan is to detail the specific aspects of relief planning and execution to cover a wide variety of emergencies or disaster that may strike Grenada

## 1.6. Purpose

The purpose is to ensure the timely and effective assistance to the affected in a coordinated manner, ensuring the greatest protection of life, property and health. The Plan also defines the

administrative structure in times of disaster and ensures continuity of process between the NaDMA and its Task Force/Groups, private sector alliances and public sector affiliations

### 1.7. Scope

The Plan is the operating instructions for NaDMA and its associated support groups at the local and regional levels. The Plan addresses relief roles, responsibilities and activities associated with all natural and some man-made hazards to which the country is exposed. The Plan is designed to complement any existing plans or the work of agencies responsible for specific hazards e.g. aviation, marine or industrial events. The Plan addresses relief operations functions for which the NaDMA has primary coordination responsibility. The Plan also describes how the national plan integrates with regional and international relief plans and how relief efforts will be coordinated.

### 1.8. Concept of Operations

The Concept of Operations is based on the management of a disaster/emergency supply chain that plans, sources, assembles and delivers personnel, equipment and supplies to stricken areas. The aim is satisfy requirements identified through the assessment of local disaster sites and the correlation of request for relief support.

The scope of relief operations spans from planning and activation of response resources to the establishment of normalcy in the country. Recovery and reconstruction plans to address the longer-term impacts of the disaster are developed under a separate plan based on the further assessment once normalcy has been achieved.

#### 1.8.1. Levels of Response

The region's response will be dictated by the type and magnitude of the emergency and by the Participating State(s) capacity to respond. For this reason CDERA has identified 3 levels of emergency response.

##### **Level 1**

An incident occurring at a local level in any of the Participating States for which local resources are adequate and available. NaDMA informs CDERA Coordination Unit (CU) of the occurrence of the incident and indicates that *no regional response is required*. CDERA CU actions in response to this type of incident will include monitoring, and information sharing.

##### **Level 2**

An incident occurring at a local level in any of the Participating States for which local resources and response capacity are limited. NaDMA informs CDERA CU of the occurrence of the incident and advises of the scope of impact and *requests focussed specialized regional assistance*. A state of emergency/disaster area may or may not be declared. CDERA CU actions may include the provision of technical assistance,

specialised equipment, emergency funds and support personnel. Actions at this level may include the activation of the response mechanism of the particular Sub Region.

### **Level 3**

An impact occurring in any of the Participating States which clearly overwhelms the resources and capacity to respond by the local authorities. NaDMA informs CDERA CU of the occurrence of the impact and requests that the Regional Coordination Plan be activated. A state of emergency/national disaster may be declared. Actions at this level may include the activation of the response mechanism of the Sub Region(s) and full activation of the Plan.

#### 1.9. Phases

Relief planning and operations can be group into phases to distinguish between the different types of tasks, roles, and responsibilities. The following descriptions are particular to relief operations, but should be consistent with any other disaster or emergency planning and operations.

##### 1.9.1. Preparation/Alert

This phase includes the planning process before a disaster occurs and the process to improve and revise plans based on experience and knowledge of past disasters.

##### 1.9.2. Response

This phase includes the process of assessing relief needs and delivering goods and services.

##### 1.9.3. Recovery

This phase is the close-out of relief operations following a major disaster. During this phase relief operations are transition into the new operations as determined by the Recovery and reconstruction plans to serve the long-term goals of disaster management.

#### 1.10. National Disaster Relief Management Disaster Committee.

The Committee, as established in the National Disaster Plan, has the following members:

- 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.
- Grenada Chamber of Commerce.

#### 1.11. Tasks.

##### 1.11.1. Tasks of the Disaster Relief committee:

As stated in the National Disaster Plan:

- 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.

##### 1.11.2. National Disaster Management Agency.

The NaDMA will participate in the notification of the threat and impact of a hazard and will participate in the EOC operations. See NaDMA Notification procedure and EOC manual.

##### 1.11.3. National Emergency Operations Centre (NEOC)

The NEOC personnel must ensure a coordinated response to the crisis. Other duties include:

- To control and coordinate actions generated as result of orders from the executive.
- Provide direction and support to the disaster incident commander in the field.
- Arrange for logistic support to site personnel and
- Plan ahead to meet the requirements that will follow the disaster.

The NEOC will contain the following areas:

## **Executive Room**

The National Disaster Office will be converted to the executive room which will accommodate members of the executive committee, whose authority will give direction to the response effort.

## **Operations Room**

The main conference will be converted to the Operations Room.

## **Communications Room**

The communications room will be the room adjacent to Operations Room

## **Security Area**

This will be the entrance to Executive room

## **Rest Room**

The designated rest rooms are located in the building adjacent to the kitchen.

## **Kitchen**

The kitchen is located at the southern end of the NEOC.

## **Store Room**

The storeroom is located at the north end of the NEOC adjacent to the Communication Room.

### **1.11.4. CARICOM Disaster Response Unit (CDRU)**

The role of the CARICOM Disaster Response Unit (CDRU) is to provide management and logistical support to disaster response operations in CARICOM Member States. The CDRU operates in support of CDERA and the national disaster organizations of the affected states when a Level 3 response has been declared. The tasks of the CDRU include:

- Conducting a reconnaissance/assessment of the stricken area
- Managing the receipt, security, and dispatch of the disaster supplies from external sources
- Establish a satellite communications link to CDERA and the relevant national agencies
- Establish a controlling HQ for CARICOM Forces taking part in the humanitarian relief effort

### **1.11.5. Private Sector, NGOs and Service Clubs**

The tasks of non-government organizations and agencies are assisting in relief operations are provided in the following sections. These organizations and agencies will have additional roles for disaster management as defined in the National Disaster Plan.

### **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.

### **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

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

- Design continuity of operations and emergency response plans and procedures.
- Assist with public awareness programmes
- Assist with management of shelters
- Assist with distribution of supplies
- Provide relief supplies

### **Telecommunications.**

Private companies and organizations in the telecommunications group include Cable & Wireless, Digicel, Amateur Radio Club and Citizen Band Radio. Their relief operations tasks are as follows:

- 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.

### **Service Clubs and Youth Organisations**

Organizations in this group include, *inter alies*, Lions, Rotarians, Boys Scouts, Girl Guides, Brigades and 4-H. Their relief operations tasks include:

- Design their own emergency response plans and procedures.
- Assist with the evacuation of disaster victims and aged persons
- Assist in clearing debris
- Assist in distributing relief supplies
- Assist at emergency shelters and feeding centres

- Assist with sorting and parcelling of clothing
- Assist in record keeping
- Performing messenger service

#### 1.12. Activation.

The section describes the particular national process for activating disaster/emergency relief operations. It must be clear as to who and how disasters are declared. This may require the inclusion of legislative requirements in the plan to tie governmental powers of action to the plan.

Activation should be a step-by-step, combining assessment, analysis and decision making authority.

## **2.0. RELIEF SUPPLIES AND SERVICES.**

The following sections provide specific direction as to how supplies and services will be planned, sourced, assembled, delivered and (if required) returned.

### 2.1. Food

#### 2.1.1. Plan

The Disaster Relief Committee will revise this plan regularly. The Committee will have meetings to ensure the plan and procedures are revised, updated and tested regularly and to ensure resources are available and in good working conditions to be used in the case of an emergency or a disaster.

#### 2.1.2. Source.

##### **Suppliers/Donators/Contributors.**

The Committee will identify food suppliers in the country and abroad and to prepare a list directory indicating what type and amount of food could be provided in the case of a disaster.

The Committee will identify mechanisms for the request, receipt and distribution of food in the case of an emergency.

#### 2.1.3. Assemble.

The Committee will ensure food is sorted and loaded in trucks in ports and in warehouses to be distributed to its final destination.



#### 2.1.4. Deliver

##### **Food Distribution Plan**

A food distribution plan should be designed during a disaster and should be based on specific needs of the population after a disaster. The plan should indicate where exactly food is needed and in what quantities; also, the plan should establish priorities for distribution indicating means of transportation and priority areas. This Food Distribution Plan should be followed during a disaster.

#### 2.1.5. Return

Expired and spoiled food should not be accepted in the country and should not be distributed. In the case it is by mistake being transported, it should be taken back to the source for destruction and/or final disposal.

#### 2.1.6. Coordination

Coordination should be made with:

##### At the National level:

- Ministry of Agriculture.
- Markets and Supermarkets.
- Farms.
- Food companies.
- Food producers and distributors.
- Food organisations (farmers, exporters, fishermen).
- All members of the Disaster Relief Committee.

##### At the regional and international level:

- CDERA
- Red Cross
- UNDP
- FAO
- WFP
- NGOs

#### 2.2. Water

In Grenada the National Water and Sewerage Agency (NAWASA) is responsible for water supply. They supply water in normal times and would lead the efforts to supply water to areas without supply due to the disaster effects.

### 2.2.1. Plan.

NAWASA will participate in the Disaster Relief Committee meetings to ensure water supply mechanisms are in place during emergencies and disasters.

#### **Suppliers/Donators/ Contributors**

Donations of water will be restricted to palletized loads of bottled water or water containers. Requirements to be provided by the NEOC.

CDERA will maintain lists of bottled, containerized and bulk water inventories available from Participating States or other Governments. The Sub-regional focal point will also store set amount of water purification equipment and supplies as well as readied

### 2.2.2. Assemble

#### **Water Purification**

In the case water is contaminated in specific areas after a disaster, there would be the need to test water quality and to purify water as needed.

NAWASA in collaboration with the Ministry of Health, PAHO, CEHI and other organisations will participate in the evaluation of water quality in affected areas.

Purified water (bottled or otherwise) should be distributed to areas in need.

The population in general should be advised at all times to boil water before drinking it. Chlorinated pills could also be requested, received and distributed to areas in need.

#### **Water Points**

Water distribution points could be determined after the disaster occurred in consultation with the EOC and the Chairperson of the Disaster relief Committee.

### 2.2.3. Deliver

Water would be received through the ports as well and would be transported either specifically or along with other relief items to damaged areas.

### 2.2.4. Return

Water purification equipment, excess containers or surplus bottled water should be returned to assembly points to be re-distributed to areas in need.

### 2.2.5. Coordination

Coordination should be made during planning and during response and relief with:

- Ministry of Health.
- Saint George's University.
- Transportation Committee.
- All members of the Disaster Relief Committee.
- CDERA.
- PAHO.
- CEHI.

### 2.3. Shelters

The Shelter Management Committee is responsible for ensuring the activation, operation and deactivation of shelters in Grenada. Evacuees in shelters would have specific needs for relief items depending on the situation.

#### 2.3.1. Plan

There is not an existing shelter management plan. The Shelter Management Committee is responsible for designing this plan. The Committee should ensure that in the planning, the identification of relief needs is conducted and relief supplies are provided to shelters as needed.

#### 2.3.2. Source

##### **Suppliers/Donators/Contributors.**

The evacuees are the initial suppliers. Personnel to be sheltered should arrive to shelters with food and water for at least three days. People to be sheltered should arrive also with other items such as toiletries, blankets and utensils to be used while they remain in shelters.

The shelter management committee will identify all possible suppliers, donators and contributors of shelter management relief items such as food, blankets, utensils, toiletries, toys, chainsaws, generators, etc, and any other items that should be needed during the operations of shelters. Efforts should be made to have in stock in the shelters as many of the items mentioned before a hazard strikes.

#### 2.3.3. Assemble

Relief items for shelters will be distributed to each shelter according to specific needs. Distribution will be done from the SSU warehouse directly to shelters. The shelter management committee chairperson in the National EOC will ensure all shelters receive relief items.

Special attention will be given to unofficial shelters. They also will receive relief items. Unofficial shelters need to be identified and also considered in the relief items distribution efforts coordinated from the EOC.

#### 2.3.4. Deliver.

Delivery of relief items to shelters will be coordinated from the National EOC and through transportation provided by the Transportation Committee. All shelters should receive relief items according to their needs.

#### 2.3.5. Return

Relief items not needed in shelters should be returned or not accepted.

#### 2.3.6. Coordination

Coordination of the distribution of relief items to shelters will be done by the Shelter Management Disaster Committee Chairperson in the EOC in close collaboration with the Disaster Relief Management Committee Chairperson in the EOC.

All Shelter Management Sub-committees from the District Disaster Committees will ensure relief items are properly distributed to shelters in each District. District Disaster Committees will report to the EOC about the distribution and reception of relief items in shelters and about their needs.

#### 2.3.7. Shelter Plan.

A shelter management procedure has been designed for the representative of the Shelter Management Committee in the EOC; specific activities have been designed in the District Disaster Response Model Plan for the Shelter Management Sub-Committees. They should be followed and revised and tested regularly.

### 2.4. Transportation

#### 2.4.1. Airports and Air Travel

##### **Passengers.**

Transportation of relief workers will be made by air only when the airport and the runway are in working conditions. Relief personnel such as the CDRU personnel and members of the RNAT team will arrive to the airport as soon as possible.

##### **Cargo.**

Cargo with relief items will arrive to the airport as sent by regional and international organisations and by other countries. This cargo should contain relief items as requested by the country through the needs list produced in the EOC based on the damage and needs analysis.

The SUMA team will register all items that arrive at the airports and sent to the National Warehouse.

## 2.4.2. Seaports and Sea Travel

### **Passengers**

Relief personnel will arrive by sea too. Relief workers and security forces, if needed, from the RSS and from other neighbouring countries will arrive to the seaports. Ships from the British Navy will arrive too with personnel that would support the relief and immediate rehabilitation efforts and will bring resources such as telecommunications equipment and medical equipment and medicines.

### **Cargo**

Most of the relief items would arrive by ships to the Seaports. Containers with relief items will arrive immediately after the disaster. The CDRU and the Grenada Port Authority personnel should be there to assist in the loading down the cargoes from ships and containers.

The CDRU will ensure the containers have what is specified in the manifestos. The SUMA team will record all items arriving at the seaports and sent to the National Warehouse.

## 2.4.3. Road

Transportation will be needed from the air and seaports to the National Warehouse and from the National Warehouse to the District Warehouses for final distribution to the needy in specific areas and in shelters. The Transportation Committee should have MOUs with transportation companies to ensure that they respond immediately and go to the Air and Seaports with drivers and petrol to start the transportation of relief items as determined by the EOC based on the damage and needs assessment done.

## 2.4.4. Coordination

Coordination should exist between:

- Damage and Needs Assessment Committee: to determine what is needed and where.
- Disaster Relief Management Committee: to determine what is sent to where and how.
- Air and seaports: to ensure there is capacity to receive and load items off the containers.
- Transportation Committee: to ensure terrestrial transportation is available immediately.
- SUMA Team to ensure every relief item is registered in ports and warehouses.
- District Disaster Committees: to ensure items are received and distributed locally.
- With NGOs: to ensure there is no duplication of efforts in the distribution of relief supplies.

## 2.4.5. Customs

Customs should receive copy of the cargo manifesto and allow relief items, as determined by the NaDMA, to enter the country and be distributed immediately. Those items not determined as relief items should follow normal customs procedures.

## 2.5. Distribution

### 2.5.1. Coordination

Distribution should be determined in the EOC by the Disaster Relief Management Committee representative according to the specific needs of the country: type, amount and destination of relief items and resources. Coordination should be made at all times with District Disaster Committees to ensure items were received and distributed.

SUMA personnel in the EOC (SUMA Central) will receive reports from SUMA teams in air and seaports and in the national warehouse to ensure transparency and effectiveness in relief distribution.

The EOC Director of Operations, the Director of the NaDMA and the Executive group in the EOC will be informed regularly about the receipt, storage, transportation and distribution of relief items and resources.

Distribution operations will be fine-tuned as relief items are being distributed.

## 2.6. Warehousing and Inventory Management

### 2.6.1. National Warehouse

The National Warehouse is located in the SSU Camp in Maurice Bishop Highway. All items received from the airport and seaports as requested from the Government will be stored and sorted there. Relief goods will be then loaded in trucks and sent to the Districts where they are needed as determined by the EOC and the Disaster Relief Management Committee therein.

Again, in the National Warehouse, the SUMA team there will register all items received there and sent to the Districts.

### 2.6.2. District warehouses.

District warehouses will receive relief items as they were requested by the District Disaster Committees and their respective District EOCs. They should ensure items are distributed to villages and communities affected. Records should be kept and sent to the EOC through the District Disaster Coordinators.

### 2.6.3. Sub-Regional Warehouses

CDERA has designated four sub-regional focal points (SRFP) warehouse operations, each with a primary and alternate responsibility to support CDERA Participating States. Primary support responsibilities are as follows:

Point		Responsible for:			
<u>Trinidad &amp; Tobago</u>	<u>Grenada</u>	Guyana	Trinidad & Tobago		
Jamaica	Bahamas	Belize	Turks & Caicos	Jamaica	
Barbados	Dominica	Saint Lucia	St. Vincent	Barbados	
Antigua	Anguilla	British Virgin Islands	Montserrat	St. Kitts	Antigua & Barbuda

Base on initial assessments or reports from the Rapid Damage Assessment Team and in conjunction with the NDO, the sub-regional focal will be instructed to send equipment and/or supplies to the stricken in support of the overall relief plan. The CDRU will manage the flow of equipment and materiel into the country through coordination with the NEOC

#### 2.6.4. Inventory Management System

Describe the national inventory management is use. Explain how the national system interfaces with the regional system.

### 3.0. MEDICAL SERVICES AND SUPPLIES

There may be a need for a separate medical plan primarily to provide details for the medical community. In this section, the focus is primarily on the provisions of supplies and the movement of casualties as part of the overall relief effort.

#### 3.1. Levels of Care

##### 3.1.1. Basic First Aid – Personal.

Basic first aid should be given locally by trained personnel in the communities, villages and Districts. Personnel have been and are being trained by the Red Cross in coordination with the NaDMA. The Red Cross is training with its own resources and also with support from the CIDA IVAN Project more than 66 communities. Training includes disaster preparedness and first aid. The purpose of the first aid training is to ensure that a local response is given immediately to provide first aid so that there is no immediate need to take injured personnel with minor injuries to the hospital under disaster situations such as roads blocked that could delay attention and aggravate the situation of the injured.

##### 3.1.2. Level I – Aid Station.

For the case there are injuries that demand attention from medical centres in the Districts, the Ministry of Health should ensure that there are enough and adequate resources in them to

provide medical attention or to ensure that some gravely injured personnel are sent to the hospitals.

### 3.1.3. Level II – Hospital

The Hospitals should have specific disaster plans and should be able to provide medical attention immediately after a disaster. Provisions should be taken to ensure energy, personnel, food and other resources are available and in place to ensure the operations of the hospital during disasters.

## 3.2. Medical Supplies

### 3.2.1. Plan.

There should be a Health Sector Disaster Plan. Within the Health Sector Disaster Plan, there should be activities and procedures to adequately store, transport and use of medical supplies (equipment, materials, medicines, etc.). Particular attention must be given to prevent their damage during the impact of hazards. Special medicines requiring refrigeration must be kept in refrigerators and adequate and alternate power supply should be ensured to avoid their loss.

### 3.2.2. Source

#### **Suppliers/Donators/Contributors.**

Suppliers, donators and contributors of medical supplies should be identified within the country and abroad: different areas of the MOH, the SGU, PAHO, CEHI, British Navy, Red Cross, Churches, other countries, etc. should be contacted to identify beforehand what kind of relief resources they could provide: doctors, nurses, counsellors, medical equipment, medicines, food and others for an adequate and immediate medical attention to the affected population.

### 3.2.3. Assemble

Medical supplies should be assembled within the country in safe places within hospitals and medical centres to ensure they are safe and secure during the impact of the hazard. Adequate inventories should be kept and revised regularly, particularly immediately before the impact of tropical cyclones.

### 3.2.4. Deliver

Delivery of medical supplies and resources should be made directly in coordination with the EOC and always informing them of what was received and distributed and whereto. Medical supplies and resources should be sent directly where they are needed and could be distributed directly by the MOH, always informing the EOC about it, and the SUMA team where applicable.



### 3.2.5. Return

Expired medicines should not be received in the country or medicines in other languages which cannot be identified. Human resources should not be wasted in trying to sort or identify those medicines or for their final disposal. They just should not be requested and received.

### 3.2.6. Coordination

Coordination should be made with:

- MOH representative in the EOC: to coordinate Health Sector Disaster Activities.
- Hospitals, medical centres, home of the elderly and psychiatric hospital: to manage resources.
- Damage and Needs Assessment Committee in the EOC: to ensure health needs are identified and requested.
- District Disaster Committees and their Health Sub-Committees: to ensure needs are identified, and requested and medical attention is provided at all levels.
- Disaster Relief Management Committee in the EOC: to ensure medical supplies are distributed.
- SGU: to identify resources such as doctors, medicine students who wish to volunteer, medical facilities and equipment, storage facilities and refrigerators, etc.
- Funeral homes: to identify refrigerators and their capacity.
- Police: for security in health facilities and for administrative procedures in the case of dead people.
- PAHO and CEHI: environmental health equipment for water quality control, vector control, environmental health specialists, doctors, nurses and counsellors.
- UNICEF and Churches: to identify counsellors.

## **4.0. PERSONAL SERVICES**

### 4.1. Awareness and Preparation.

Service Groups, Churches and Red Cross, as part of the Welfare and Voluntary National Disaster Committee, play an important role during the relief phase after disasters. They should identify the resources they have and the roles they can play as volunteers during a disaster: first aid, identification of needs, distribution of relief items, provision of personnel for counselling, relief, shelter management, etc. This has to be in a specific plan. They should meet regularly and should be in coordination with the NaDMA and particularly the District Disaster Committees and their Sub-Committees: Health and Welfare, Damage and needs Assessment, Disaster Relief, etc.

These groups work permanently with the communities, so they are aware of their vulnerability and needs. They are known by the communities and this would be helpful for the flow of information and relief goods.

## 4.2. Victim Identification Programme

Initially, the needs will be identified by an aerial reconnaissance in the first 4-8 hours after the 'all clear' is given. This will give a broad assessment of the damage and related needs. A subsequent damage and needs assessment will be made within 48 hours after the 'all clear' is given. After this assessment, daily damage and needs assessment will be made and they will inform situation reports in the EOC that will be sent to regional and international organisations requesting assistance.

These assessments and the identification of victims will be made with the assistance of teams from the Damage and Needs Assessment Sub-Committees in each District and specialised teams from specific Ministries and organisations.

Identification of specific needs for the reconstruction will be made in the reconstruction phase, at the end of the relief phase, by the Agency of Reconstruction and Development.

## 4.3. Amenities and Hygiene Supplies and Services

### 4.3.1. Plan

The Welfare and Voluntary National Disaster Committee should design a specific response plan assigning specific responsibilities to each member. As part of the NaDMAC they should inform about their roles and responsibilities so that they should be inserted in the emergency planning process and in the response mechanisms for damage and needs assessment, shelter management, health and disaster relief.

### 4.3.2. Source

#### **Suppliers/Donators/Contributors.**

The Welfare and Voluntary Committee should identify all service and voluntary groups that could provide assistance during disasters within the country and abroad, some of them have chapters in other countries and at the regional and international level; some examples are: the Grenada Conference of Churched, ADRA, CARITAS, Red Cross, Rotary, Lions, etc.

### 4.3.3. Assemble

They should first identify needs in coordination with the National and District Damage and Needs Assessment Committee and Sub-Committees, so that all information is shared and relief items and personnel are requested according to the official damage and needs analysis made in the EOC. This will ensure optimization of efforts and resources. They should inform the EOC about items they would request and about items they receive and intended location for distribution.

#### 4.3.4. Deliver

Delivery of relief goods and resources must be made in coordination with the EOC, either using the Committee's own resources for transportation and delivery or by delivering the items to the Government via the EOC, which will inform them about the transportation and final delivery of the relief goods they brought to the country.

#### 4.3.5. Return

Only requested by the EOC should be brought in the country by the Welfare and Voluntary Committee. The same applies to relief personnel, only personnel needed for specific functions needed and requested by the EOC should be requested and brought in the country. Personnel not needed or without previously-assigned specific functions should be allowed in the country. Personnel coming in the country should be self sufficient in terms of their own survival items such as food, water, etc.

#### 4.3.6. Coordination

Coordination should be established during the planning process with the NaDMAC and the NaDMA, and during emergencies and disasters with the EOC.

#### 4.4. Documentation

All requests for relief items and resources should be documented and submitted to the EOC for consideration so that efforts will be added and not duplicated. Final reports should be given to the EOC so that the Disaster Relief Management Disaster Committee could prepare a final report about disaster relief.

### **5.0. ENGINEERING AND INFRASTRUCTURE**

Chairs from National Disaster Committees of Rehabilitation of Public Utilities and Reconstruction, and of Transportation/Road Clearance shall be responsible for engineering and infrastructure and the following functions identified herein: Planning, sourcing, assembling, delivering and returning.

They shall report to the NEAC through the NaDMA Secretariat during times of normalcy and to the EOC in times of emergency and disaster.

#### 5.1. Construction Materials and Services

##### 5.1.1. Plan

Before the impact of a hazard:

Baseline data: Inventory of infrastructure (housing stock, bridges, roads, hospitals, and other critical facilities) and available equipment (tractors, trucks and heavy equipment). Type and location. [Physical planning, MOW, MOHousing, GIPE, Major Contractors].

Establishing priority of critical facilities to be restored in the aftermath of a disaster. [NaDMAC]  
Identification of building materials for reconstruction. [MOW, Building material providers]

Identification of availability of building materials on the island. [Building material providers]

Inventory of available building materials and mechanisms to access/commandeer them. Identify type, location, costs, and mechanisms for supply. MOUs, form of payments, distribution, etc.

Identification of items available in the regional warehousing system in Trinidad and Tobago (regional focal point). [CDERA]

All this information will be provided to the Chair of the Rehabilitation of Public Utilities and Reconstruction National Disaster Committee, to the Chair of the Transportation/Road Clearance National Disaster Committee and then to the NaDMA Secretariat every year before June 1<sup>st</sup>.

After the impact of a hazard:

Identification of damage after the impact of the hazard. Damage assessment and needs analysis. [Damage and Needs Assessment Disaster Committee].

Needs analysis (based on what we have available).

All information goes to the EOC for decision making.

The EOC will identify what are the priority needs to inform what would be needed to be sourced.

#### 5.1.2. Source

##### **Suppliers**

Before the impact of a hazard.

Identification of suppliers (local, regional and international) for temporary bridges, communication towers, mobile hospitals, pre-fib housing, building materials and tools, heavy equipment, etc. [National Disaster Committees for Rehabilitation of Public Utilities and Reconstruction and Transportation/Road Clearance]

Telecommunications in emergencies. (Satellite Phones, cell-phones, VHF, UHF)

Systems to be put in place for procurement (MOUs, contracts, forms of payment and delivery, etc.)

Regulatory, Immigration, Port and Customs compliance for equipment and personnel.

Welfare arrangements for personnel from abroad (housing, health care, law, etc.). [Minister of National Security.]

Arrangements for receipt (wharf age), off-loading (cranes, personnel, etc.), storage, transportation and delivery of heavy equipment, materials, supplies, etc. [Port Authority, Airport.]

### **Donators**

Identification of donators (local, regional and international)

Mechanisms for receipt of donations (both requested and unsolicited) and accountability.

### **Contributors**

Identification of contributors (local, regional and international)

Mechanisms for receipt of contributions (both requested and unsolicited) and accountability.

#### 5.1.3. Assemble

##### Before the impact of a hazard:

Identify possible suitable staging areas/warehouses for storage/assembly of equipment and materials.

##### After:

Activation of warehouses and staging areas. (Security and management critical).

#### 5.1.4. Deliver

Personnel and equipment should be delivered to areas needing them as determined by the EOC with information from the Damage and Needs Assessment Committee and the Public Utilities.

Some public utilities and private sector companies have resources from other offices in the countries. They can bring resources to the country, always informing the EOC about it.

#### 5.1.5. Return

Equipment and personnel after providing assistance for relief and rehabilitation should return to their places of origin after informing the EOC.

#### 5.1.6. Coordination

Coordination should be made between the following organisations:

- EOC: for general needs.
- Ministry of Works: needs regarding transportation, engineers, heavy equipment.
- Ministry of Health: needs to immediately rehabilitate health infrastructure.
- Ministry of Education: needs to rehabilitate education sector.
- Cable and Wireless: needs to re-establish service.
- Digicel: needs to re-establish service.
- NAWASA: needs to re-establish service.
- GRENLEC: needs to re-establish service.
- GSWMA: needs for waste management.
- Private sector: needs to re-establish activities.
- CDERA: need for regional and international relief-rehabilitation resources.

## 5.2. Utilities

### 5.2.1. Coordination

Special coordination for starting the rehabilitation of public utilities immediately after disasters and to bring relief resources from the country and abroad is needed to ensure the optimal use of resources. This should be done within the Public Utilities, Rehabilitation and Reconstruction National Disaster Committee. All Public Utilities should work in coordination and share information. The Ministry of Works and the EOC play a special role in the damage and needs assessment process and also in the provision of disaster relief for the commencement of the rehabilitation of public utilities and services provided by the private sector.

## 6.0. Security and Cooperation

### 6.1. Civil/Military/Police Cooperation

Collaboration between civil and military organisations and the community is fundamental and should be established within the emergency planning process to ensure it works efficiently during response.

The District Disaster Committees have a security Sub-Committee that should ensure coordination at all times to consider security in key facilities in the districts and communities. The permanent participation of the Police within the District Committee is fundamental too to ensure an adequate planning.

### 6.2. Physical and Information Security Requirements.

The Police plan should consider activities regarding security in key vulnerable areas: air and seaports, EOCs, hospitals, warehouses, key commercial areas, key roads, key facilities from public utilities, etc.

### 6.3. Inter-Agency Cooperation.

All organisations requiring security during disasters should make this of the knowledge of the Police through the NaDMA and the NaDMAC during the emergency planning process so that this is considered in the Police Plan and its procedures.

### 6.4. Security Materials and Services

#### 6.4.1. Plan

The Police have a Police Plan. This has been revised and tested in 2005. This Plan should be shared with the NaDMA and their members to ensure all the security needs in the country are covered during emergencies and disasters.

#### 6.4.2. Source

##### **Suppliers/Donators/Contributors.**

Sources of relief equipment, personnel and materials should be identified within and outside the country. Those within the country should be protected and kept safe and secure during the impact of the hazard. If relief resources are needed from abroad they should be requested through the EOC.

In the case of military/police forces needed and coming from abroad, they should be requested according to the proper channel and agreements previously established through governments and regional organisations (CDERA, RSS, CDRU) always with respect to the sovereignty of the country.

#### 6.4.3. Assemble

Military forces and equipment coming from abroad should be provided with areas where to camp and with information about the situation and about where to deploy resources. External military forces should be under the command of the Police and the EOC.

#### 6.4.4. Deliver

Deployment/delivery of military forces and equipment could be made with their own resources (transportation) or with means provided by the EOC.

#### 6.4.5. Return

Once military personnel and equipment from foreign countries and regional forces are no longer required, they should go back to their countries of origin, always informing the Police and the EOC.

#### 6.4.6. Coordination

Coordination should be made between the Police and its special organisations: SSU, Coast Guard, Fire Service, Customs and Immigration) and with external forces arriving in the country.

### **7.0. COMMUNICATIONS AND INFORMATION MANAGEMENT**

This section describes several facets of communications for the relief operation. First is the communication plan and procedures for those engage in provide relief support.

#### 7.1. Communications and Electronic Operating Instructions

##### 7.1.1. General Instructions

The EOC has a National Communications Control Centre (NCCC) with telecommunications equipment that can communicate to and from CDERA, District Committees, radio volunteers and key stakeholders.

##### 7.1.2. Relief Operations Radio Network

The relief operations network will be operated from the NCCC during emergencies and disasters. Information about relief needs will be transmitted from there after being determined in the EOC.

Hand-held radios will be provided by the NaDMA to District Coordinators and to key response organisations.

##### 7.1.3. Satellite Communications

The NaDMA has 3 satellite phones that will be used during emergencies and disasters.

Other equipment will be brought into the country by CDERA, UNDAC team and the NGO Telecomm Sans Frontiers.

##### 7.1.4. Telephone/Land line.

The NaDMA has telecommunications by phone both by cell-phones and landlines. Cell-phones will be provided along with radios to District Disaster Coordinators and key organisations involved in the response.

##### 7.1.5. Internet and Intranet.

The EOC has internet service and it will be used also during emergencies for notification and also for receipt of information regarding damage and needs assessment, response and relief.

Telecomm Sans Frontier, as a member of the Eastern Caribbean Donor Group, will also arrive in the country, if needed, with satellite communications and internet service that will be installed in the EOC.



The UNDAC team when arriving in the country will come with satellite communications and will install them in the EOC.

## 7.2. Communication Equipment and Services

### 7.2.1. Plan

The NaDMA has a Telecommunications Plan designed through the CIDA IVAN Project in September 2005. It will be activated after an alert is given.

The Telecommunications National Disaster Committee is responsible for the updating and implementation of the Plan.

### 7.2.2. Source

#### **Suppliers/Donators/Contributors**

The Telecommunications Committee is responsible for identifying suppliers, donators and contributors of communications equipment and services in the country and abroad. This should be always done in coordination with the NaDMA.

The Committee has the participation as members of radio operators and representatives of radio clubs. They would respond during emergencies and would be in charge of communications during emergencies and disasters.

Other equipment provided by regional and international organisations (CDERA, PAHO; Telecomm Sans Frontiers) should be considered as well.

The British Navy will also arrive with telecommunications equipment and technical personnel to assist with telecommunications and to re-establish them where needed.

### 7.2.3. Assemble.

Resources coming from abroad should report immediately to the EOC and to the NCCC in the EOC to determine where they are needed.

### 7.2.4. Deliver

Resources should be deployed/installed with the assistance of the EOC.

### 7.2.5. Return

Once the emergency is over and the relief efforts have finished, telecommunication resources brought from abroad will return to their countries of origin. If some resources are still needed,

coordination with the NaDMA should be established to determine the conditions under personnel and equipment would remain and for how long.

#### 7.2.6. Coordination

Coordination with all telecommunications operators and equipment providers should be done in the EOC, to determine what is needed and where. Previous coordination is needed also during the planning process to determine what organisations, personnel and equipment would be arriving in the country:

- With CDERA: to determine what equipment and personnel would they bring.
- With UNDP: to determine what equipment would they bring including that from their office in Barbados, from the UNDAC Team and from Telecom Sans Frontiers.
- At the local level, within the works of the Telecommunications Committee, it has to be agreed with radio operators, HAM, CBERS, etc. What equipment will be used, its location, frequencies, etc.
- With all the District Disaster Committees and their Telecommunications Sub-Committees it has to be determined what communication equipment will be used. And personnel.
- With the Police and the EOC to determine if military forces coming from abroad will bring telecommunications equipment
- With the British Navy to determine what telecommunications equipment, personnel and assistance could they provide?

## **8.0. FINANCIAL MANAGEMENT AND DONATIONS**

This section summarizes the National policies and plans disaster financial management and donations. Specifics should be provided as to how relief operations are to be funded and the associated accountability and audit requirements.

### 8.1. Financial Authorities

The Ministry of Finance has the authority to commit funds to different relief activities

### 8.2. Accountability and Reporting

(To be determined by the Ministry of Finance and the NaDMA).

### 8.3. Financial Donations

Describe how financials donations are to be applied to the provision of goods and services. Donations of goods and services are covered in the previous commodity sections.

(To be determined by the Ministry of Finance and the NaDMA).

## **9.0. CONTINUOUS IMPROVEMENT PLAN**

This section outlines the process of continuous improvement that will incorporate lessons learned and best practices to further mitigate the consequences of emergencies and disasters.

### **9.1. Performance Measurement**

The role of the SUMA Team is very important to determine the transparency of the relief operations and to determine its effectiveness in terms of knowing that everything that arrived was delivered to where it was needed.

Also reports from all the members of the Relief Disaster Committee and the final report from its chairperson are important to determine the effectiveness of the relief operations.

The measurement of the performance consists in being sure after the relief operations are finished, that it is documented that everything that came was registered and that everything that came was distributed to where it was needed

### **9.2. Lessons Learned.**

After every simulation exercise and after every real event, lessons should be identified and learned by improving the status of planning and resources.

### **9.3. Annual Reviews**

The plan should be reviewed annually and the status and availability of resources should be verified. Telecommunications should be tested and inventories and stock checked.

### **9.4. Plan Revisions and Dissemination**

Every time the plan is revised and updated, its new version should be disseminated amongst all stakeholders.

## **10.0. MISCELLANEOUS**

Items not covered in the previous sections

**ANNEX A – RELIEF ORGANIZATIONS AND AGENCIES.**

(To be filled out by the Disaster relief Committee)

<b>Organization</b>	<b>Location/Contacts</b>	<b>Relief Capability</b>

## **ANNEX B - LEVELS OF MEDICAL CARE**

**(TO BE REVISED BY THE MOH).**

### Basic Level – Personal First Aid

- Cardio Pulmonary Resuscitation.
- Haemorrhage control
- Fracture immobilization
- Wound dressing and bandaging (including burns)
- Casualty transport and evacuation
- Communication and reporting

### Level I – Aid Station

- Maintenance of airway
- Ventilation
- Haemorrhage control
- Advanced life support
- Treatment of shock
- Correction of dehydration.
- Fracture immobilization
- Wound management
- Burns management
- Infection control
- Pain control
- Minor surgery
- Treatment of common/minor illness
- Stabilization for evacuation
- Evacuation

### Level II - Hospital

- Triage, Resuscitation and Stabilization.
- Life and Limb saving surgical interventions
- Anaesthesia (General & Regional)
- Advanced Life Support and Intensive Care.
- Treatment and observation of common medical conditions and infectious disease.
- Essential pharmaceutical support
- Basic dental service
- Infection control
- Basic laboratory facility
- Basic Diagnostic Radiography
- Hygiene control and prevention of disease.
- Evacuation of casualties to level III and level IV facilities