

**TUVALU**

*NATIONAL DISASTER  
MANAGEMENT  
PLAN*

(1997)

Produced by the National Disaster Preparedness Working Group  
with the Assistance of the

**South Pacific Disaster Reduction Programme**

***AMENDMENT PAGE***

Proposals for amendment or addition to the contents of this plan are to be forwarded to:

Chairperson  
Tuvalu, National Disaster Committee  
Prime Minister's Department  
Funafuti, Tuvalu

<b>Amendment Number</b>	<b>Date of Amendment</b>	<b>Amended By (Signature)</b>	<b>Date Amended</b>

**TABLE OF CONTENTS**

	<b>AMENDMENT PAGE</b>	ii
	<b>TABLE OF CONTENTS</b>	iii
<b>1.</b>	<b>INTRODUCTION</b>	1
1.1	Background	1
1.2	Aim	1
1.3	Scope of the Plan	1
1.4	Responsibility for the Plan	1
1.5	Definitions	2
1.6	Abbreviations	4
<b>2.</b>	<b>ORGANISATION</b>	5
2.1	Organisational Structure	5
2.2	National Disaster Committee (NDC)	6
2.2.1	Functions of the NDC	6
2.3	Island Disaster Committee	7
2.3.1	Functions of the IDC	7
2.4	National Disaster Preparedness Working Group	8
2.4.1	Functions of the NDPWG	8
2.5	Responsibilities of Key Personnel	9
2.5.1	Secretary to Government	9
2.5.2	NDC Secretary	9
2.5.3	Secretary for Works, Communications and Energy	9
2.5.4	Commissioner of Police	9
2.5.5	Secretary for Health & Human Resources Development	10
2.5.6	Secretary for Natural Resources & Environment	10
2.5.7	Secretary for Finance & Economic Planing	10
2.5.8	Secretary for Home Affairs and Rural Development	10
2.5.9	Secretary for Tourism, Commerce and Industry	10
2.5.10	Secretary for Foreign Affairs	10

## National Disaster Management Plan

---

<b>3.</b>	<b>MITIGATION AND PREPAREDNESS</b>	11
3.1	Responsibility	11
3.1.1	Disaster Preparedness and Mitigation	11
3.1.2	Disaster Planning	11
3.1.3	Training	12
3.1.4	Education and Awareness	12
<b>4.</b>	<b>RESPONSE</b>	13
4.1	Disaster Controller	13
4.2	National Co-ordination Centre	13
4.3	Island Operations Centres	13
4.4	Communication Networks	14
4.5	National Activation System	15
4.5.1	Stage One: Readiness	15
4.5.2	Stage Two: Standby	15
4.5.3	Stage Three: Activation	15
4.5.4	Stage Four: Stand Down	15
<b>5.</b>	<b>RECOVERY</b>	16
5.1	Survey and Damage Assessment	16
5.1.1	NDC Responsibilities	16
5.2	International Assistance	16
5.3	Damage Assessment Report	16
5.4	Post Disaster Review	17
5.4.1	Debriefings	17
5.4.2	Review of Plans and Procedures	17
5.5	Continuity of Relief Effort	17

## National Disaster Management Plan

---

<b>6.</b>	<b>NATIONAL CYCLONE RESPONSE PLAN</b>	18
6.1	Meteorological Warning System	18
6.1.1	Cyclone Alert	18
6.1.2	Cyclone Warning: Gale Force Winds	18
6.1.3	Cyclone Warning: Storm Force Winds	18
6.1.4	Cyclone Warning: Hurricane Force Winds	18
6.2	Duties of Meteorological Service	18
6.3	NDC Responsibilities	19
6.3.1	Pre Cyclone Season	19
6.4	Stages of Activation for Cyclone Warnings	19
6.4.1	Stage One: Readiness	19
6.4.2	Stage Two: Standby	20
6.4.3	Stage Three: Activation	20
6.5	Post Impact: Disaster Relief Phase	21
6.6	Recovery Phase	21
6.7	Radio Broadcasts	21
6.8	Community Alerting Systems	22
6.9	Closure of Schools	22
<b>7.</b>	<b>Emergency Contact List</b>	23
<b>8.</b>	<b>Annexes</b>	24
8.1	Guidelines to Developing Organisational Response and Preparedness Plans	25
8.2	An Example of an Island Disaster Plan	28

# 1. INTRODUCTION

## **1.1 Background**

This plan incorporates the national disaster management arrangements together with the cyclone response procedures for the whole of Tuvalu. The content for this revised plan is drawn from the 1978 National Disaster Management Plan, and the 1991 (Draft) National Disaster Management Plan for Cyclones which was produced at an NGO Disaster Preparedness Workshop.

Whilst the major emphasis has been placed on cyclone response, the plan will also serve as a guiding mechanism for all major disaster or emergency situations which may *impact* upon all or part of Tuvalu.

## **1.2 Aim**

The aim of this plan is to provide an organisation and procedures for effective disaster management programming, and for responding to the threat of disasters.

## **1.3 Scope of the Plan**

The plan covers the area of authority of each island council as well as that of the central government.

## **1.4 Responsibility for Plan**

The Secretary to Government is responsible for ensuring that the plan is reviewed and updated annually as well as after a cyclone or other major operations. The Secretary to Government will also arrange for amendments to be issued to plan holders following review sessions.

## **1.5 Definitions**

The following are the key definitions as they apply to disaster management in Tuvalu:

### **Disaster**

A situation created by geophysical, weather related, biological or human activity that adversely impacts on the health, property, environment, land, goods and services of a community that requires the full local coping capacity. Disaster can also be classified as the possible outcome of a hazard striking a community.

### **National Disaster**

A disaster within Tuvalu where the local community do not have the capacity to provide an adequate response, and request the assistance of the government at a national level. Where appropriate they in turn may request international assistance.

### **Disaster Management**

Ongoing disaster reduction programmes activities associated with mitigation, preparedness, response and recovery. It includes hazard and vulnerability research and information systems. Disaster management focuses upon establishing and developing, and differs to operational response in that the latter implements plans, procedures and other systems which are developed within disaster management programmes.

### **Impact**

The effects of a disaster on the social, economic, physical, mental and cultural well being of a community.

### **Man-Made Disaster**

A disaster created by human activity including technological, environmental and toxic hazards.

### **Mitigation**

The reduction of the potential adverse effects of a disaster on the well being of a community, through various preventative measures.

**Natural Disaster**

A disaster situation which results from a natural hazard impact.

**Natural Hazard**

Includes those hazards which evolve as a result of the natural environment and include cyclones, tsunamis, drought and storm surge. Also classified as the potential causes of a disaster situation.

**Preparedness**

A state of readiness in a community for the occurrence of a disaster that includes an alert or warning plan, an understanding of effective measures to reduce the impact of the disaster.

**Risk**

The likelihood that a certain disaster will occur in a certain geographical location or population.

**Response**

The development of operational procedures and systems which can be implemented immediately before, during and after a hazard impact.

**Vulnerability**

The probable degree of severity of adverse effects resulting from the occurrence of a certain disaster in a particular community.



## 1.6 ABBREVIATIONS

IDC	Island Disaster Committee
IOC	Island Operations Centre
MET	Meteorological Department
NCC	National Co-ordination Centre
NDC	National Disaster Committee
NDMP	National Disaster Management Plan
NDPWG	National Disaster Preparedness Working Group
NGO	Non-Government Organisation
TANGO	Tuvalu Association of Non-Government Organisations

## 2. ORGANISATION

### 2.1 Organisational Structure

The disaster management organisational structure operates on two levels, one for *Normal Operations* and one which only comes into practice during times of disaster (*Emergency Operations*). Diagrams one and two (below) depict these levels.

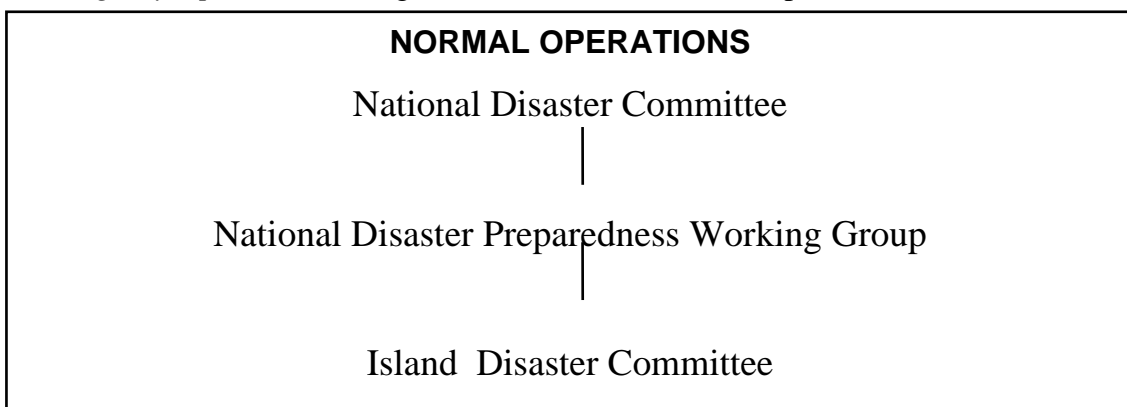


Diagram One

During Normal Operations the NDC is responsible for policy development and implementation while the NDPWG work on mitigation and preparedness programs on behalf of the NDC. The NDPWG is responsible for ensuring that the IDC's have adequate information regarding developments in Disaster Preparedness and are trained and resourced to carry out their work.

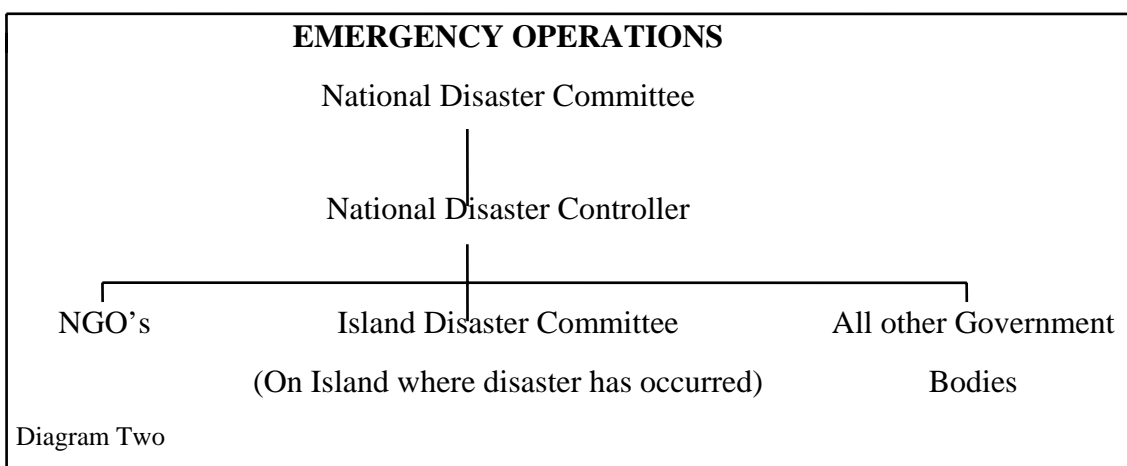


Diagram Two

The Emergency Operations structure is to be used whenever the National Activation System (see Section 4.5) comes into effect, until stand down. During times of disaster the Secretary to Government, or a suitable delegate, becomes the Disaster Controller, working under the NDC. The NGO's, the IDC on which the disaster has occurred and other appropriate government bodies all come under the direction of the Disaster Controller. The National Disaster Controller may also call on other IDC to provide resources or information to assist in the response.

## **2.2 National Disaster Committee (NDC)**

At central government level the NDC is responsible for the policy level implementation of disaster management programmes and activities. The composition of this committee is as follows: Other members may be co-opted as the need arise.

- Secretary to Government (Chair)
- Secretary for Works, Energy and Communications
- Secretary for Finance and Economic Planning
- Commissioner of Police
- Secretary for Tourism, Commerce and Industry
- Secretary for Health and Human Resource Development
- Secretary for Natural Resources & Environment
- Secretary for Home Affairs and Rural Development
- Secretary for Foreign Affairs
- Assistant Secretary - General Administration (Secretariat of Committee)

### **2.2.1 Functions of the NDC**

The NDC is responsible to cabinet for:

- Co-ordinating the activities of Ministries, divisions and other authorities in respect to disaster management programming and policy development.
- Appointing a NDPWG to design, development and implement effective disaster mitigation, preparedness programmes and activities.
- Developing and when necessary, implementing operational procedures to facilitate effective response, including information systems to keep the community informed of threats and managing of relief supplies.
- Upon activation of stage two of the national activation system, the NDC will serve as the control and the co-ordination body during operations.
- Acting as the Island Disaster Committee for Funafuti.

### **2.3 Island Disaster Committee**

Each island will establish an Island Disaster Committee. Except for Funafuti, the committee will consist of the following:

- The President of the Island Council (Chairperson)
- Member to the House of Parliament (Vice Chairperson)
- Island Executive Officer (Secretary)
- The Island Dresser or Nurse
- The Manager of the local Fusi
- A Red Cross Representative
- A Police Officer
- Radio Operator
- The Headmaster of any local schools
- The Island Agricultural Officer (where present)
- A TANGO Representative

#### **2.3.1 Functions of Island Disaster Committee**

The functions of the IDC will be similar to that of the NDC, acting as the bridge between the NDC and the outer island communities during disasters, and will adapt the role of the NDC when communications with Funafuti are cut. The IDC will also co-ordinate disaster management programmes and public education programmes for their respective islands, under the guidance of the NDPWG. In particular, the IDC will be responsible for:

- Co-ordinating disaster response and recovery operations
- Co-ordinating the island disaster management programme activities
- Implementing specific island disaster mitigation and preparedness programmes
- Developing and testing an Island Disaster Plan (Guidelines attached in Annex Two)

## **2.4 National Disaster Preparedness Working Group**

The NDPWG is appointed by the NDC to carry out certain functions on behalf of the NDC. The Chairperson of the Working Group will normally be the Assistant Secretary - General Administration. The composition of the NDPWG is as follows:

- Assistant Secretary - General Administration (Chair)
- Plus representatives of the following organisations:
- Department of Health
- Department of Meteorology
- Department of Public Works
- Police
- TANGO
- Tuvalu National Red Cross
- Department of Broadcasting & Information

### **2.4.1 Functions of the NDPWG**

Through out the year the NDPWG will be responsible for the design, development and implementation of disaster mitigation and preparedness programmes and activities. Specific responsibilities include:

- Ensuring that there are trained personnel who can conduct training in disaster preparedness and management.
- Co-ordinating the annual training program in disaster preparedness and mitigation and providing training to an appropriate cross section of the community, including government personnel, island disaster committees and NGO's.
- Conducting community education and awareness programs.

## **2.5. Responsibilities of Key Personnel**

The following disaster management responsibilities will be assigned:

### **2.5.1 Secretary to Government**

- Disaster Controller during operations.
- Convening the NDC.
- Activating the national disaster response systems.
- Reporting the NDC programme activities and recommendations to Cabinet.
- Ensuring the currency of the NDMP.
- Ensuring that all Ministries, Departments, Divisions, Public Corporations and NGOs have developed internal preparedness and response procedures for all known hazards.
- Ensuring that the Cyclone Response Plan is tested and reviewed at least annually.

### **2.5.2 NDC Secretary**

- Recording and maintaining the minutes of the NDC.
- Assisting the Chairperson and other duties as required.

### **2.5.3 Secretary for Works, Communications and Energy**

Develop the national communications plan for use during times of national disaster.

Maintain an organisational plan for the activities during a disaster for the following:

- Department of Public Works
- Department of Marine & Ports Services
- Tuvalu Electricity Corporation
- Meteorology Department
- Department of Civil Aviation
- Telecommunications Corporation

### **2.5.4 Commissioner of Police**

- Managing the National Co-ordination Centre.
- Maintaining effective communications between National and Island Operation Centres, fire, ambulance, and heavy rescue services.
- Maintaining Civil Order.

### **2.5.5 Secretary for Health & Human Resources Development**

Maintain an organisational plan for the activities during a disaster for the following :

- Department of Health
- Island Medical services
- Medical Response Teams
- The Princess Margaret Hospital
- Department of Education
- National Red Cross

### **2.5.6 Secretary for Natural Resources & Environment**

Maintain an organisational plan for the activities associated with operational responses from :

- Department of Agriculture
- Department of Fisheries
- Department of Environment

### **2.5.7 Secretary for Finance & Economic Planning**

- Controlling emergency relief funding, including that provided by external donors and relief agencies
- Co-ordinating government policy on compensation claims for damages sustained during a National Disaster

### **2.5.8 Secretary for Home Affairs and Rural Development**

- Assisting disaster relief and recovery operations
- Maintain an organisational plan for the distribution of emergency supplies

### **2.5.9 Secretary for Tourism, Commerce & Industry**

- Maintain an organisational plan for the availability and storage of emergency supplies

### **2.5.10 Secretary for Foreign Affairs**

- Liase and negotiate with international bodies for external assistance.

## **3. MITIGATION AND PREPAREDNESS**

### **3.1 Responsibility**

The NDC has appointed the NDPWG to design, develop and implement disaster mitigation and preparedness programmes and activities.

#### **3.1.1 Disaster Mitigation and Preparedness**

The crucial factor affecting the impact of hazards is preparedness and mitigation. The main emphasis is within disaster preparedness activities will be associated with *Planning, Training and Education and Awareness*.

#### **3.1.2 Planning**

The Secretary to Government, or a person nominated by the Secretary, shall be responsible for the maintenance and upkeep of this **National Disaster Management Plan**. The cyclone response procedures (Section Six) are to be updated and tested by November each year, with the outcome being reported to the cabinet or Minister responsible by December each year. Other Organisational and Island Disaster Plans may be tested less often, but at least one other plan should be tested each year.

Organisational plans (for Government, NGO and Private sectors) are to be produced and used as the guiding mechanism for the testing of the disaster response procedures. Such plans are to be framed upon the National Disaster Management Plan stages (Section Four), and are to include both, preparedness measures for the protection of assets and staff, and response measures to facilitate the effective execution of disaster management roles and responsibilities. Guidelines to the production of Organisational Plans and Island Disaster Plans are attached in Annexes One and Two.

Organisational plans are to be submitted to the NDPWG who will incorporate them into their preparedness activities.



### **3.1.3 Training**

Co-ordination of professional and skills training activities in support of disaster management programmes is the responsibility of the NDPWG, who shall report to the NDC for policy advice and guidance on all matters. The following general training responsibilities have been identified:

Red Cross	First Aid Training
Police Force	National Co-ordination Centre Familiarisation
PWD	Appropriate Building Structures
Agriculture	Care of Commercial Plantations Care of Home Gardens
Fisheries	Care of Fishing Equipment
TANGO & Red Cross	Disaster Management Training for NGO's
MET	Training in Meteorological Events
Civil Aviation	Aerodrome Equipment
Telecom	Communications

### **3.1.4 Education and Awareness**

Education and awareness programmes associated with the disaster threat will be co-ordinated by the NDPWG. Material and programmes should include, but not be limited to, the following issues:

- The national activation and community alerting system
- Preparedness measures associated with each phase of the alerting system
- Meteorological terminology (laymen's terms)
- The broadcasting service and Tuvalu Echoes will be used regularly to disseminate information to the community. This will be supplemented by NGOs information networks.
- The important element is that education and awareness programmes should be targeted at specific audiences, and should be a continuous process and not a once off event when a hazard is threatening.

## **4. RESPONSE**

### **4.1 Disaster Control**

The Secretary to Government, or their delegate, will take up the role of Disaster Controller when directed by the Cabinet to do so, or when stage two of the national activation system is enforced. Key responsibilities include:

- Dissemination of information to the NDC members and public
- Briefing Island Disaster Committees on the situation
- Advising the Commissioner of Police, as the Manager of the National Co-ordination Centre, including information on the staffing of positions.
- Activating the Government, NGO and Private sectors in response to the threat
- Co-ordinating the post impact response activities including damage assessment, evacuations and relief assistance.
- Recommending to the NDC on when to stand-down the response operations.

### **4.2 National Co-ordination Centre**

The NCC has been designed to serve as the central control focal point for all major operations which occur within Tuvalu. The NCC will be activated on a gradual basis with full manning be reached upon the enforcement of stage three of the national activation system.

Contact Details:

Telephone: 20728

Facsimile: 20149

Radio:(including frequencies):

VHF	Primary	Ch 19
	Secondary	Ch 18
HF	Primary	4576
	Secondary	8247

### **4.3 Island Operation Centres**

The Chair of the IDC is in command of the Island Operations Centre. The Radio Operator is responsible for re-establishing communications where radio communications between the NCC and the Island Operations Centres are lost. In this situation the Chair of the IDC takes over the role of Disaster Controller until communications have been restored.

## **4.5 Communications Networks**

The Secretary for Works, Energy and Communications will be responsible for maintaining the following communication links:

- Aircraft and Meteorological links with Nadi
- Commercial communication with Suva (Telephone, Facsimile and Telex)
- Maritime links to ships and coastal stations
- Voice links to aircraft and Nadi Air Traffic Control
- Inter Island communications
- Emergency links with any international support systems.

Other Links:

In addition to government communications and the broadcasting of information on

Radio Tuvalu, the following links are available:

- The USP link with Suva
- Ham Radio Operators
- Fisheries Department

## **4.5 National Activation System**

The implementation of procedures under this plan will depend on the effective reaction by participating organisations. The following stages of activation are designed to achieve this goal through a graduated and controlled mechanism which when utilised correctly will ensure that the level of preparedness will be appropriate to the level of threat being posed.

This maximum protection - minimum disruption process will avoid over response, and serve as an effective means of regulating action through ongoing and informed dialogue. The stages of activation will also serve as the official guide to departments and organisations in the development of internal response and preparedness plans.

The outline of action within these stages is listed below:

### **4.5.1 Stage One: Readiness**

Comes into effect when some form of information is received which indicates that the provisions of this plan, and/or associated plans, may be invoked. The NDC will declare this stage in force and alert appropriate organisations of such action when a cyclone warning is issued and Gale Force winds are expected within the next 48 Hours.

### **4.5.2 Stage Two: Standby**

Comes into effect when it is established that a threat exists to all or part of the island chain. It requires that all relevant organisations and personnel are placed on standby to begin operations or actions under this plan immediately they are called upon.

In some circumstances there may be no warning or insufficient warning of an impending threat and therefore it may not be possible to progress through stages one and two in a normal fashion. Thus authorities need to be prepared to proceed directly to the activation stage without warning.

### **4.5.3 Stage Three: Activation**

Comes into effect when the threat is imminent; or in an impact situation where a disaster or emergency has already occurred. The National Disaster Controller will activate this stage and call upon participating organisations to take action in accordance with planned procedures and /or as directed.

### **4.5.4 Stage Four: Stand down**

The order for organisations to stand down will be given by the National Disaster Controller once a full assessment has been made, the threat has abated, and/or disaster relief operations are well advanced. This will be a gradual process with organisations which have limited involvement in the operations being stood down in the first instance.

## 5. RECOVERY

### 5.1 *Survey and Damage Assessment*

National and Island Disaster Committees will be responsible for co-ordinating comprehensive surveys of damage. Sectoral surveys will be assessed by appropriate Ministries who will report findings to the National Disaster Committee.

#### 5.1.1 NDC Responsibilities

- During the post impact recovery period, the NDC will be specifically responsible for:
- Prioritising recovery operations
- Co-ordinating recovery and relief operations
- Identifying and managing international support requirements
- Identifying elements of the recovery and relief programme that can be supported by NGOs
- Keeping the public informed on issues related to relief and recovery operations
- Encouraging the public to participate in self help programmes.

### 5.2 *International Assistance*

The Cabinet will, at the recommendation of the NDC, determine what international assistance will be required, and through the Minister for Foreign Affairs, issue a formal request for international assistance.

### 5.3 *Damage Assessment Report*

The NDC is responsible for providing a full report on the impact of the disaster to the Cabinet as soon as possible after the event. The Island Disaster Committees are to assist this process by providing assessment reports to the NDC. Reports to the NDC should include the following information:

Persons killed or injured

Shelter requirements (people homeless)

General situation with regard to food supplies, water, medical requirements and other essential services.

Damage to: Residential, Offices, business premises, government buildings  
Communication systems

Roads and Airstrips

Power and other utilities

Ships, aircraft and other vessels.

Agricultural Impact. (crops, local food supplies etc.)

## **5.4 Post Disaster Review**

The NDC is responsible for ensuring that a thorough and accurate review of the operation and procedures used throughout, is conducted to ensure that the experiences gained and lessons learnt can be applied towards improving future mitigation, preparedness, response and recovery procedures and programmes.

### **5.4.1 Debriefings**

Operational debriefings should be conducted as soon as possible after the event. These should be conducted in two stages:

Firstly, Internal Organisational Review of operating procedures and to allow staff to submit their views on the operation.

Secondly, Inter Agency with all organisations that actively participated in the operation.

### **5.4.2 Review of Plans and Procedures**

The NDC is to review the findings of the debriefing and consider amendments or action to improve the disaster management arrangements for Tuvalu. Such action may include:

Amendment to plans and procedures

Restructuring of the disaster organisation

Amending organisational roles and responsibilities

Arranging and promoting more comprehensive public education and awareness within communities.

## **5.5 Continuity of Relief Effort**

The NDC is responsible for monitoring the requirement for disaster relief during the recovery period. In many cases this process is overlooked once the initial relief operations have been completed, and therefore the continuity of relief efforts must be assured to those communities in need.

## **6.1 Meteorological Warning System**

The Meteorological Service will issue tropical cyclone advice as appropriate to the given threat, ranging from a tropical cyclone alert for the initial information stage to tropical cyclone warning for the highest state of threat. More specific details of each message are as follows:

### **6.1.1 Cyclone Alert (issued every six hours) (Public Forecast & Marine Forecast – 20 – 34 Knots)**

Issued when a developing depression or tropical cyclone is close to the Tuvalu Islands. Gale force winds are not expected within 24 hours but may occur within 48 hours

### **6.1.2 Cyclone Warning: Gale Force Winds (issued every three hours)**

Issued when mean wind speeds are expected to reach gale force intensity (34 - 47) Knots within the next 24 hours.

### **6.1.3 Cyclone Warning: Storm Force Winds (issued every three hours)**

Issued when mean wind speeds are expected to reach storm force intensity (48 - 63) Knots within the next 24 hours.

### **6.1.4 Cyclone Warning: Hurricane Force Winds (issued every hour)**

Issued when mean wind speeds are expected to exceed 63 Knots within the next 12 hours.

**NOTE:** Due to the unpredictability of cyclones are such that the direction of movement and speed of onset may alter dramatically without warning. It may not be possible to progress through these stages in a normal fashion.

## **6.2 Duties of Meteorological Service**

On receipt of cyclone alert or warning messages, the MET should immediately notify the Secretary to Government, Disaster Coordinator, Commissioner of Police, Director of Marine, Republic of China (ROC), Tuvalu Media Corporation and Tuvalu Telecommunication. and continuously dispatch regular updates.





## **6.3 NDC RESPONSIBILITIES**

### **6.3.1 Pre Cyclone Season**

To be completed by mid November each year :

- National Disaster Management Plan and Departmental Response and Preparedness Plans reviewed and updated
- Education and Awareness programs reviewed and or developed. This includes visits, pre-recorded tapes and public awareness week activities
- Formal briefing sessions for Government, NGO, and Private Industry on planning and operational procedural arrangements conducted
- Safety shelters identified, documented and disseminated to key officials
- Mechanisms for community alerting, damage assessment and relief co-ordination established.
- Outer island preparedness reports received from Island Disaster Committees

## **6.4 Stages of Activation for Cyclone Warnings**

### **6.4.1 Stage One - Readiness (linked to Gale Force Winds)**

Procedures to implement action should be developed at National and Island level as appropriate:

- Disseminate Meteorological message to Island Disaster Committees, supported by either verbal or written comments to provide more information and clarification which will lead to more effective and appropriate decision making
- Conduct NDC meeting and provide briefing on current situation and prognosis for future development - Implement readiness stage
- Island Disaster Committees to brief Government and NGO organisations on outer islands
- Establish schedule for ongoing meetings of the NDC if required
- Maintain ongoing liaison with the Meteorological Department
- Increase frequency of pre-recorded education tapes.

**6.4.2 Stage Two - Standby (linked to Storm Force winds)**

Conduct meeting of NDC

- Activate the Disaster Control mechanism - determine meeting schedule
- Implement the Standby Phase
- Check on preparedness of departments
- Instigate verbal/written briefing for Island Disaster Committees
- Maintain frequency of broadcast of pre-recorded education tapes.
- Commence radio interviews (1 - 2 daily)
- Review situation with regard to the closure of schools (if applicable)
- Ensure damage assessment teams have been identified
- Gauge necessity for safety shelters- place shelter managers on standby

**6.4.3 Stage Three - Activation (linked to Hurricane Force winds)**

- NDC briefing - Implement Activation Phase
- Brief Island Disaster Committees - obtain preparedness status for outer islands
- Close Government Offices (if applicable)
- Increase radio interviews (2 -3 daily)
- Ensure relocation to safe shelters is completed
- Issue situation report on preparedness status to UNDHA - SPPO for redistribution to key organisations and missions.

**Note** Careful consideration of prevailing weather conditions should be taken when deciding on the closure of schools and opening of safety shelters. Release of government employees should be gradually implemented to enable them to make preparations at their own homes. Most essential personnel only should be left on duty until final closure of the offices.

## **6.5 Post Impact - Disaster Relief Phase**

- Activate damage assessment teams
- Establish contact with outer islands
- Continue with radio broadcasts to ensure the communities remain calm and are aware of what action they can take to assist authorities
- Obtain preliminary assessment of situation on affected outer islands
- Issue situation report to Minister and Cabinet
- Issue situation report to Ministry of Foreign Affairs, UNDHA -SPPO for redistribution to donors, missions and aid agencies.
- NDC meeting - briefing with all departments, NGO's and missions
- Assessment of disaster relief needs
- Determine requirement for international assistance
- Maintain liaison with Island Disaster Committees and co-ordinate assistance as determined necessary
- NDC and Island Disaster Committees to establish relief co-ordination system to facilitate effective receipt, recording and distribution of relief supplies where necessary.

## **6.6 Recovery Phase**

- NDC prepare damage report and submit to Government
- Conduct recovery operation in accordance with normal Government procedures.

## **6.7 Radio Broadcasts**

Information regarding the progress of any storm or cyclone will be broadcast from Radio Tuvalu on receipt from the Meteorological Service, and repeated at least hourly once stage two of the plan has been activated.

Radio Tuvalu will remain on air and broadcast information on a 24 hour basis once stage two of the plan had been activated, or as determined by the Disaster Controller. Frequencies for receipt of information are 621 Khz, 483 Medium Wave and FM Radio 100.1 MHz.

Only operational information authorised by the disaster controller can be broadcast once stage three of the plan has been activated.



**EMERGENCY CONTACT LIST**

Funafuti	Secretary to Government	
	NCC	
	Police Emergency Number	
Outer Islands	Chair Island Disaster Committee	
	Police Station	

## **ANNEXES**

***Annex One*** - ***Guidelines to Developing Organisational Response and Preparedness Plans***

***Annex Two*** ***Example of an Island Disaster Plan***

## **A GUIDE TO DEVELOPING ORGANISATIONAL RESPONSE AND PREPAREDNESS PLAN**

The success of any response operation will depend greatly on the ability of Departments and Organisations to undertake timely and effective action. Such action should be directed towards; 1) protecting important assets within the Departments and offices; 2) ensuring the safety of employees and; 3) providing personnel and resources in accordance with their disaster management roles and responsibilities.

For this to occur, pre-planned and documented procedures must be developed and made known to all key officials within the establishment. These guidelines therefore provide some suggestions on action which may be required at each stage of readiness in order to achieve appropriate and timely responses.

It is essential that these plans are developed in a format which will compliment the stages of readiness which will be used by the disaster officials - they being; Readiness, Standby, Activation and Stand Down.

Response and preparedness plans need not be bulky documents. A simple point form or list may be just as effective. The key is to identify all the tasks that are required to be completed for both response and preparedness measures, in addition to the people who will have specific responsibility for either doing or supervising each task.

The next step is to determine when (in what stage) each of these tasks must be completed in order to meet the full activation requirements when called upon. Remember, the stages listed refer to a worst case scenario involving a direct threat to the capital - therefore when outer islands are threatened, action from the NDC may only involve establishing contact with the effected island to ensure that preparedness measures are underway.

It should be remembered that these suggestions are only a guide to the type of action which may assist departments in preparing for and responding to the threat of a disaster. There will obviously be a number of tasks which must be performed depending on the nature and complexity of each department, however the essential criteria is that all factors are catered for.

Prevailing weather conditions should be used as a guide for the implementation of the various steps - a word of caution is that such conditions can change very quickly and usually without much warning. Heads of Departments should therefore be mindful of this and be prepared to implement independent action to protect assets and staff, but at all times keeping the disaster authorities aware of their intended action.

**READINESS/PREPAREDNESS STAGE - PRE DISASTER**

<b>TASK</b>	<b>OFFICIAL</b>
<b>RESPONSE ACTIVITIES:</b>	
Update telephone numbers and resource lists	
Brief staff on departmental disaster roles and possible requirements for action	
Check availability and condition of equipment and other resources which may be required to assist in responsive activities e.g. assessment	
If appropriate, attend NDPWG meetings and provide an update on Departments progress	
Ensure officers situated on outer islands are aware of their disaster management roles and responsibilities	
<b>PREPAREDNESS ACTIVITIES:</b>	
Prepare a roster to facilitate a gradual release of staff should the need arise	
Investigate appropriate staff training e.g. first aid, fire fighting	
Prune nearby trees and clear guttering	
Purchase a supply of tape for windows and plastic bags for covering computers and other major assets	
Participate in education and awareness programs	
Check emergency power and availability of fuel supplies	
Locate cyclone shutters and check for maintenance requirements	
Identify staff evacuation and safe areas	

**STANDBY STAGE - DISASTER DEVELOPMENT**

<b>TASK</b>	<b>OFFICIAL</b>
<b>RESPONSE ACTIVITIES:</b>	
Alert staff and conduct briefing as necessary	
Identify persons to form assessment teams and ensure that they are aware of their responsibilities - outer island personnel should be included in this process	
Final check of equipment	
Ensure outer island staff are briefed and aware of situation	
Report Departments state of readiness to Disaster Controller at the NCC	
<b>PREPAREDNESS ACTIVITIES:</b>	
Commence securing important assets - cover and store those assets which will not disrupt essential operations, protect other assets as threat increases	
Complete outstanding pre disaster activities	
Refuel all vehicles and emergency power supplies	



### National Disaster Management Plan

Place shutters near windows for placement - tape may be applied to windows as threat increases	
Commence gradual release of non essential staff	
Commence closer monitoring of Disasters development (e.g. radio and advice released from NCC)	
Ensure adequate food and drink supplies for emergency shift staff	

### ACTIVATION STAGE

TASK	OFFICIAL
<b>RESPONSE ACTIVITY:</b>	
Final briefing for key officers	
Activate departmental response in accordance with assigned roles and responsibilities and as directed by the NDC	
Provide information on the post impact recall arrangements for the key staff	
<b>PREPAREDNESS ACTIVITIES:</b>	
Secure remaining assets and important papers	
Release remaining non essential staff	
Secure Offices	

### STAND DOWN STAGE - POST DISASTER

TASK	OFFICIAL
<b>RESPONSE ACTIVITIES:</b>	
Begin to recall staff	
Brief staff on situation and assign roles and responsibilities during clean up/rehabilitation period	
Return assets such as computers to normal operations as soon as possible	
Conduct a staff debrief	
<b>PREPAREDNESS ACTIVITIES:</b>	
Begin assessment of damage to property and goods	
Begin repairs to property that can be handled within the Department	
Inform government assessment team of other damages that may require assistance outside in repairing	

**FRAMEWORK FOR THE DEVELOPMENT  
OF  
ISLAND ACTION PLANS**

The following framework has been designed as a guide only. The important factor is to ensure that the plans compliment the national operational procedures, and consider national policy issues.

• **An Example Only**

**Plan Outline**

1. **Island:**
2. **Number of people on this Island:**
3. **Name of Island Chief:**
4. **Other important persons:**
  1. **Council of Chiefs**
  2. **Community Leaders**
  3. **Pastor/s**
5. **Name of person in charge during emergencies:**

Island Council President
6. **This person can be contacted by:**
  - Telephone Number
  - Radio Frequency:
  - Facsimile:
  - Other:
7. **The main types of hazards that can affect this Island are:**
  - Cyclone
  - Storm Surge or High Surf
  - Drought
  - Earthquake
  - Flood
  - Other (Please Name)
8. **The people responsible for telling other members of the community about these hazards are:**
  - The Island Disaster Committee
  - 
  - 
  - 
  -
9. **The person(s) responsible for making sure that the community is aware that a warning has been issued and of what action to take is:**
  - Chairperson of the Island Disaster Committee
  - 
  -
10. **The resources which are available during an emergency situation are (Examples only):**
  - Clinic or Nursing Post

- Police
  - Bus
- 11. The strongest buildings in which to protect village members during a cyclone or other emergency are:**
- - 
  -
- 12. When village members come to these shelters they must bring with them their own: (examples only)**
- Food
  - Bedding
  - 
  -
- 13. When a cyclone alert is issued the following action will be taken: (examples only)**
- Regular Radio Updates
  - 
  - 
  -
- 14. After a cyclone the following people are responsible for conducting a damage assessment:**
- The Island Disaster Committee
  - 
  - 
  -
- 15. The following areas will be assessed for damage: (examples only)**
- The power supply
  - The water supply
  - The gardens
  - The need for shelter
  - The need for medical assistance
  - Food Supplies
  - Clothing Supplies
  - 
  -
- 16. The following people will be in charge of handing out relief supplies**
- The Island Disaster Committee
  - 
  - 
  -
- 17. Please complete National Disaster Assessment Form after every Disaster**
-

- - 
  -
- 18. The person responsible for keeping this plan up to date is:**
- The Chairperson of the Island Disaster Committee
  -