

MINISTRY OF HEALTH HURRICANE PREPAREDNESS PLAN

PREPARED

BY

THE HEALTH SECTOR HURRICANE DISASTER MANAGEMENT COMMITTEE

JUNE - 1991

PREAMBLE:-

Belize has long known to be particularly vulnerable to hurricanes which in many cases result in damages to property, injuries and loss of lives. These problems not only drain the scarce resources of our Country, but impact greatly on the health and well-being of the population. In view of this, the Ministry of Health recognized the need to develop a plan that will address the situation.

This plan consists of the following:

- (A) Committee and terms of reference.
- (B) Roles and responsibilities of committee members.
- (C) Emergency procedures and activities.

## GENERAL OBJECTIVES OF THE HURRICANE

### PLAN

The Plan will

1. Allow the Ministry of Health to respond effectively in the event of a hurricane.
2. Coordinate the Health Sectors' Hurricane Preparedness Plans.
3. Function as a guideline for continued development of M.O.H's Hurricane Preparedness Plans.
4. Coordinate the M.O.H's Hurricane Preparedness Plan with those of other Ministries.

A. BELIZE HEALTH SECTOR DISASTER MANAGEMENT COMMITTEE

COMMITTEE MEMBERS:

DIRECTOR OF HEALTH SERVICES - CHAIRPERSON  
HOSPITAL ADMINISTRATOR - DEPUTY CHAIRPERSON 1  
MEDICAL CHIEF OF STAFF - DEPUTY CHAIRPERSON 11  
PRINCIPAL NURSING OFFICER  
DIRECTOR, PRIMARY HEALTH CARE  
MATRON GRADE 1  
SUPPLIES OFFICER  
PRINCIPAL PUBLIC HEALTH OFFICER  
SANITARY ENGINEER  
DIRECTOR, H E C O P A B  
DIRECTOR GENERAL, BELIZE RED CROSS

TERMS OF REFERENCE

1. Develop National Health Sector Plan for Hurricane Disaster Management in Belize.
2. Collaborate with the Central Emergency Organization to ensure that the Health Sector Plan is incorporated into the National Disaster Management Plan.
3. Integrate the sub-sector plans into the overall Health Sector Plan for Hurricanes Disaster Management.
4. Make and update inventory of resources nationally.  
(Pharmaceuticals, Food, Supplies, Equipment).
5. Ensure that the sub-sector plans are developed, tested, evaluated on a regular basis and reformulated as appropriate.
6. Develop policies and procedures for Hurricanes Disaster Management in the Health Sector.
7. Coordinate activities within the Health Sector, as well as with other key response sectors and international agencies.
8. Support implementations and evaluation of education/training programmes for the personnel.
9. Supervise and control activities of all sub-sectors in health providing necessary support and assistance.
10. Liaise with damage/needs assesment teams and advise Central Emergency Organization on requests for international assistance.
11. Document activities and experiences at command centre for use in improvement of disaster Management Program.

The Committee will meet in January, March and May of each year to evaluate the existing plan. During the Hurricane Season, the committee will meet as often as necessary.

**B. ROLE AND RESPONSIBILITIES OF COMMITTEE MEMBERS:**

- |                                |  |
|--------------------------------|--|
| DIRECTOR OF<br>HEALTH SERVICES | <ul style="list-style-type: none"> <li>- Chairperson of Committee</li> <li>- Liaise with Central Emergency Organization</li> <li>- Activates the Hurricane Disaster Preparedness Plan Committee: Ministry of Health (MOH)</li> <li>- Liaise with other sectors/agencies. Eg. BDF/ British Forces/Public Works Dept., Belize City Council, etc.</li> <li>- Activates District Disaster Committee</li> </ul>   |
| HOSPITAL<br>ADMINISTRATOR      | <ul style="list-style-type: none"> <li>- Deputy Chairperson 1</li> <li>- Assume responsibilities of Chairperson in absence of Director of Health Services.</li> <li>- Activates all plans under his/her portfolio.</li> <li>- Responsible for relocation and evacuation of Belize City Hospital to emergency sites.</li> <li>- Responsible for transportation of patients and Supplies to Belmopan and Orange Walk Hospitals.</li> </ul>   |
| MEDICAL CHIEF<br>OF STAFF      | <ul style="list-style-type: none"> <li>- Deputy Chairperson 11</li> <li>- Assume Deputy Chairperson's 1 responsibilities when Hospital Administrator's role changes.</li> <li>- Responsible for activating Plan of Action " Medical Disaster Plan ".</li> <li style="padding-left: 40px;">- Prepares the Roster for deployment of Medical Practitioners.</li> <li style="padding-left: 40px;">- Inform Specialists to carry out discharge rounds</li> <li>- Responsible for relocation and evacuation of Belize City Hospital to emergency sites.</li> </ul> |
| PRINCIPAL<br>NURSING OFFICER   | <ul style="list-style-type: none"> <li>- Direct all activities pertaining to Nurses and Nursing in the event of Hurricanes.</li> <li>- Deployment of Nursing Emergency Team.</li> <li>- Alert Principal Tutor and Supervisor of Public Health Nurses and Sisters-In-Charge of district hospitals.</li> <li>- Assesses Nursing situation at emergency hospitals and shelters.</li> </ul>  |

RESPONSIBILITIES OF COMMITTEE MEMBERS (Cont'd):

- |  |   |
|--|---|
| MATRON 1                               | <ul style="list-style-type: none"><li>- Prepare Roster for development of Nurses to Hurricane shelters and emergency hospitals, Orange Walk and Belmopan Hospitals.</li><li>- Alert Belize City Hospital Nursing Staff.</li><li>- Responsible for activation of Nursing Plan.</li><li>- Assist in the assessment of Emergency Hospital after the storm.</li><li>- Assess Nursing Situation at emergency hospital and shelters.</li></ul>  |
| SUPPLIES OFFICER                       | <ul style="list-style-type: none"><li>- Alert Staff</li><li>- Activate Hurricane Disaster Plan</li><li>- Make and update inventory of resources (eg. Pharmaceuticals, Food, Supplies, Equipments).</li></ul>  |
| PRINCIPAL PUBLIC HEALTH OFFICER        | <ul style="list-style-type: none"><li>- Prepare Roster for Officers</li><li>- Alert Staff Countrywide</li><li>- Activate Environmental Health Disaster Plan</li><li>- Deployment of Public Health personnel</li><li>- Liaise with Belize City Council and Water and Sewerage Authority (WASA); with respect to prevention of diseases</li><li>- Liaise with Committee responsibilities for identification and disposal of dead.</li></ul> |
| SANITARY ENGINEER                      | <ul style="list-style-type: none"><li>- Liaise with WASA - with respect to Water Supply and sewerage disposal.</li><li>- Liaise with Belize City Council for solid and hazardous waste management</li><li>- Responsible for acquisition and distribution of portable toilets.</li></ul>   |
| DIRECTOR OF (H E C O P A B)            | <ul style="list-style-type: none"><li>- Alert Staff Countrywide</li><li>- Activate H E C O P A B Disaster Plan</li><li>- Documents activities and experiences at Command Centre for use in improvement of Hurricane Disaster Management Plan.</li></ul>   |
| DIRECTOR PRIMARY HEALTH CARE           | <ul style="list-style-type: none"><li>- Alert all District Medical Officers (D.M.O.s) to Hurricane Preparedness Plan</li><li>- Coordinate with allied health personnel in the Districts</li><li>- Ensure that all D.M.O.s submit their hurricane Disaster Plans.</li></ul>  |
| DIRECTOR GENERAL OF BELIZE RED CROSS - |   |

C. EMERGENCY PROCEDURES AND ACTIVITIES

THE COMMAND CENTRE

At the declaration of the preliminary stage of the hurricane alert and the M.O.H. plan being implemented, members of the "Hurricane Disaster Management Committee" will meet at the Command Centre, at the Administrative building, R.C.H.

This move will officially signal the setting up of the Command Centre, and thereafter M.O.H. preparedness activities will be directed from this centre.

The members of the Committee will together undertake an assessment of the situation with a view to making tactical decisions in the light of the approaching hurricane, and in keeping with the Hurricane Emergency Plan.

The Command Centre will be the central coordinating point for the hurricane preparedness activities, which will be undertaken by the M.O.H. during the first three (3) phases of the hurricane emergency.

The Centre will have:

- 1 Doctor
- 1 Nurse (Public Health)
- 2 Other Nurses
- 1 Dispenser
- 1 Maid
- 1 Records Clerk



## COMMUNICATION BETWEEN COMMAND CENTRE AND EMERGENCY HOSPITALS

Requirements: 5 CB Radios  
4 Messengers  
4 Bells  
4 Megaphones

## TRANSPORTATION: BELIZE CITY

Requirements: 3 Ambulances  
1 Truck

## MATERIAL RESOURCES

### Operating Theatre:-

Operating table  
Operating light (portable)  
Suction Unit  
Anaesthetic Machine  
Trolleys  
Cylinders: oxygen, and nitrous oxide  
Pharmaceutical Supplies  
Set of Instruments  
Autoclave  
Small Refrigerator  
Sink or Basin  
Garbage Bags  
Sterile Disposable Packs (Linens, Gowns, etc).  
Sterile Gloves - assorted sizes  
B/P Apparatus  
Stethoscope

### General Wards:-

20 Folding Beds  
1 Wind Up Bed  
Hurricane Lanterns  
Flourescent Lights  
Water buckets  
Wheel chairs  
Stretchers  
Flash Light - *BATTERY*  
Suction Machines  
Mackintoshes  
Bed Pans  
Urinals  
Water containers  
Small gloves  
Portable toilets  
B/P Apparatus  
Stethoscope

**Maternity Section:-**

Delivery table

Baby Basinets

Incubator

Buckets

Garbage Bags

Basins

Delivery Packs

Sterile cord clamp

Portable toilets

Toilet paper

Sanitary pads

Bandages

Disinfectant

Chlorax

**Sterile gloves - assorted sizes**

**B/P Apparatus**

**Stethoscope**

## BELIZE CITY SHELTERS

### NORTHSIDE

1. St. Joseph School - Simon Lamb Street
2. Nazarene High School - Princess Margaret Drive
3. Belize Teachers College - Princess Margaret Drive
4. Belize City Hall - North Front Street
5. Belize Technical College - (New Building) Freetown Road
6. University Centre - Princess Margaret Drive
7. Y.W.C.A. Building - Freetown Road
8. Vocational Training Centre - St. Thomas Street

### SOUTHSIDE

1. St. John's Primary School(Old St. Michael's) Amara Avenue
2. Grace Chapel School - Amara Avenue
3. St. Ignatius School - Eupharates Avenue
4. Kingdom Hall - Regent Street
5. Wesley Primary School - Albert Street
6. Gospel Missionary Church - Fairweather Street
7. St. John's Primary - Queen's Square
8. Wesley School - Lake Independence
9. Belize Junior Secondary School No.2(One Building) - Cemetery Road
10. Excelsior High School - Fabers Road
11. Anglican Cathedral College(Old St. Hilda's) - Regent Street
12. Anglican Cathedral College(Old St. John's Infant) - Albert Street
13. Roger's Stadium - Cemetery Road
14. Salvation Army Building - Cemetery Road
15. Roman Catholic School - Lake Independence

### HURRICANE SHELTER CONSIGNMENT

These items are basic to each Hurricane Emergency Box - One  
(1) box to each Shelter and Emergency Hospitals.

- |                      |         |                              |
|----------------------|---------|------------------------------|
| 1. Instruments Trays | (2)     | 41. Immodium                 |
| 2. Lotion Bowls      | (4)     | 42. Delivery Kit (2)         |
| 3. Kidney Dishes     | (6)     | 43. Valium Inj.              |
| 4. Nail Brush        | (3)     | 44. Valium Tabs.             |
| 5. Needle Holders    | (2)     | 45. Razor/Set (1)            |
| 6. Tissue Forceps    | (2)     | 46. Ergometrine              |
| 7. Scissors          | (4)     | 47. Dextrose 5%              |
| 8. Spencer Wells     |         | 48. I.V. Normal Saline       |
| 9. Artery Forceps    | (8)     | 49. Syringes 10cc (50)       |
| 9. Mosquito Forceps  | (2)     | 50. Syringes 5cc (50)        |
| 10. Porringer        | (2)     | 51. Insulin Syringes (50)    |
| 11. Jug (water)      | (2)     | 52. Needles 22G (50)         |
| 12. Lanterns         | (2)     | 53. Needles 25G (50)         |
| 13. Flashlights      | (4)     | 54. Inj. Xylotox (Lidocaine) |
| 14. Toilet Tissue    | (1 ctn) | 55. Torniquet (2)            |
| 15. Cotton Wool      | (1 lb)  | 56. Sol. Acriflavine in Spt. |
| 16. Gauze            | (1 lb)  | 57. Sol. Acriflavine in Sal. |
| 17. Bandage          | 12x12   | 58. Spt. Ammon Aromat        |
| 18. Sofra Tulle      | 2 x 100 | 59. Alcohol                  |
| 19. Adhesive Tape    | 6 rolls | 60. Tabs. Tylenol Adult/Inf  |
| 20. Crepe Bandage    | 24 only | 61. Tabs. Ventolin 4mgs      |
| 21. Sterile Glove    | 24 each | 62. Tabs. Codeine            |
| 7 - 7 1/2            |         |                              |
| 22. Exam. Gloves     | 2x100   | 63. Mist. Magtrisil          |
| 7 - 7 1/2            |         |                              |
| 23. Thermos (2) Etna | (1)     | 64. Planket (1)              |
| 24. Matches          | 1 pk    | 65.9 Cot (1)                 |
| 25. Mackintosh       | 4 yds   | 66. Inj. Aminophylline       |
| 26. Air Way          | 2 Adult | 67. Calamine Lotion          |
| 27. Air Way          | 2 Child | 68. Hibitane                 |
| 28. Kerosene         | 2 Gal.  | 69. Inj. Adrenaline          |
| 29. Plastic          | 4 yds   | 70. Inj. Tetanos Tor         |
| 30. Kettle           | 2       | 71. Inj. Phenergan           |
| 31. Pot              | 2       | 72. Inj. Hydrocortisone      |
| 32. Shop Paper       | 1 lb    | 73. Tropical Hydrocortisone  |
| 33. Stethoscope      | 1       | 74. Liquid Soap (1 gal)      |
| 34. B/P Apparatus    | 1       | 75. Paper Towels (2)         |
| 35. Thermometer      | 12      | 76. Triangular Bandage (12)  |
| 36. N/G Tube 3.5     | 2       | 77. Splints (12)             |
| 37. N/G Tube 8       | 2       | 78. Safety Pins (12)         |
| 38. N/G Tube 12      | 2       | 79. Cord Clamp (sterile) 10  |
| 39. Tab. Lasix 40mg  | (Oral)  | 80. Iodine                   |
| 40. O.R.S.           |         | 81. Sanitary pads (1)        |

MEDICAL PRACTITIONERS - BELIZE CITY  
HURRICANE PREPAREDNESS PLAN

The Medical Chief of Staff will activate the plan.

1. Summon all specialists to conduct discharge rounds.
2. Medical practitioners will assist in evacuating Belize City Hospital and assist in setting up the two emergency hospitals.
3. Medical practitioners will accompany patients to Belmopan and Orange Walk Hospitals if necessary.
4. See rota below for assignment of Medical Practitioners from "Phase 2 to All Clear".

Hospital Northside

Surgeon 1  
Physician 1  
Ophthalmologist  
Radiologist  
Casualty Officer 1  
Medical Officer(Gynae) 1  
Medical Officer(Paeds) 1

Triage Center Northside

Medical Officer - from Cleopatra White Health Center

Hospital Southside

Gynaecologist 1  
Paediatrician 1  
Casualty Officer 11  
Medical Officer(Surgical) 1  
Medical Officer(Medicine) 1

Triage Center(Southside)

Medical Officer - from Matron Roberts Health Center

Day 1 - after All Clear

Hospital Northside

Surgeon 11  
Gynaecologist 11  
Paediatrician 11  
Anaesthetist 1  
Casualty Officer 111  
Medical Officer(Medicine) 11

Triage Center Northside

Medical Officer from Out Patient Department, Belize City Hospital.

Hospital Southside

Physician 11  
Anaesthetist 11  
Medical Officer(Surgery) 11  
Medical Officer(Gynae) 11  
Medical Officer(Casualty)11

Triage Center Southside

- Medical Officer(Paediatrics) 11

Day 11

1. Return to Belize City Hospital and resume normal services as much as possible(specialist services).
2. Return to Health Centers as soon as possible.

BELIZE CITY HOSPITAL NURSING HURRICANE PLAN  
MATRON 1 - RESPONSIBLE FOR ACTIVATING PLAN

1. Following Doctor's Discharge rounds, patients are categorized in three (3) groups:-
  - (a) Those that can be discharged without assistance, tag bed with WHITE tag.
  - (b) Those that can go home but need assistance to go home; eg. transportation. Tag bed with GREEN tag.
  - (c) Those that must be taken to either Belmopan or Orange Walk Hospitals, tag bed with RED tag. (Tags are in Nursing Office).
2. Make list names and addresses of strecher patients and forward same to Nursing Office.
3. Pack in large box (from each ward):-

Blankets	Mackintosh
Sheets	Bed Pans
Pillow Cases	Urinal (Male Ward)
Pillows	Lanterns and Flash Lights
Basins	
4. Mattresses from Female Medical and Maternity Wards will be taken to Emergency Hospitals.
5. All items that can be taken off the lower floor of the Hospital should be removed to the upper floor.
6. All dangerous drugs must be handed in at the dispensary.  
Please remember to sign for same.
7. All patients being sent to Orange Walk or Belmopan must be sent with docketts. Make sure list is submitted to Nursing Officer.

FROM EACH PANTRY

Collect cups, tumblers, plates, spoons, forks and water container to be used at Emergency Hospitals.

### NURSING STAFF

All Nurses who are not assigned to shelters remember the Emergency Hospitals have to be set up. Listen to Radio and T.V. announcements for staff to report to duty.

Check hurricane list to see where you are assigned. If you have not been assigned to a shelter, district or emergency hospital, kindly check the Nursing Officer.

Operating Theatre Staff and Maternity Staff are responsible for the collection and packing of supplies and equipment for their respective areas.



BELIZE CITY HOSPITAL- DOMESTIC (WARDMAIDS)

(approximately 37)

DISASTER PREPAREDNESS PLAN

In the event of an impending disaster such as a hurricane, fire or a accident of major proportion the following shall serve as effective measures carried out by the Ward Maids.

Preliminary Stages

- A. All Domestic staff shall be alerted and asked to report for duty.
- B. All Domestic staff shall proceed to pack and label all domestic belongings.(on confirmed instructions) D.S.
- C. All Ward staff shall be divided and assigned to designated emergency hospitals. A Senior WardMaid shall be made responsible for each area shall inturn assist and liaise with the Domestic Supervisor and all Nursing Personnel(D.S.)

Red 1 Phase

- A. Staff awaiting check all items, have itemize list(amount of boxes) inform evacuation crew.(M.O.) Ready to proceed on confirmed instructions.(H.A.)
- B. Domestic Supervisor check designated areas for staffs, emergency Hospitals.

Red 11 Phase

- A. Staff positioned in emergency hospitals. Proceed with normal duties.
- B. Domestic Supervisor check emergency hospitals to ensure everything is operational.(domestic areas)

BELIZE CITY HOSPITAL LAUNDRY DEPARTMENT

Laundresses approximately (8)

Disaster Preparedness Plan

For Laundresses Disaster Preparedness Plan, kindly refer to Ward Maids Disaster Preparedness Plan. The same process shall be applied as in preliminary stages, Red 1 phase and Red 11 phase.

BELIZE CITY HOSPITAL SEAMSTRESSES (approx. 5)

DISASTER PREPAREDNESS PLAN

Seamstresses shall follow same plan as (Domestic) WardMaids Preliminary stages.

- A. Be alerted
- B. Pack and label all small items and records to be secured above water level.
- C. Sewing Machines secured above water level (move from original area)
- D. Take inventory on all linen materials, to be move to secured area and above water level.

Hoping that this Disaster Preparedness plan help to assist you and Parties concerned with the preparation on the overall Disaster Preparedness Plan for the Country.

If you should need further assistance please feel free to ask. I will be much oblige.

FOOD SERVICE DEPARTMENT, BELIZE CITY HOSPITAL HURRICANE PLAN

HOSPITAL ADMINISTRATOR - WILL ACTIVATE PLAN

1. The Nutritionist/Food Service Supervisor will alert and summon the Dietary Staff to report on duty.
2. In the event of a hurricane, the Nutritionist will be responsible for the acquisition and storage of Food Supplies.
3. The Dietary Staff will pack the necessary Equipment and Supplies which will be transported to the School of Nursing ( School of Nursing's Vehicle will be used.)
4. Following the hurricane, the Nutritionist will be responsible for the preparation and distribution of food to the Emergency Hospitals and triage centers.
- o
5. Meals will be prepared and distributed to the Emergency Hospitals and triage centers for patients and staff.

## X-RAY DEPARTMENT HURRICANE PLAN

### HOSPITAL ADMINISTRATOR - RESPONSIBLE FOR ACTIVATING PLAN

1. The Senior Radiographer will alert staff members.
2. All Staff will report to X-Ray Department to secure Equipment Supplies and the Department.
3. Equipment and Supplies will be transported to the Emergency Hospital (Holy Redeemer School).
4. The Radiographer on call will report to the Emergency Hospital, set up the Emergency X-Ray Department and remain on duty until the storm is passed.
5. On declaration of all clear, all other X-Ray Staff will report immediately to the Emergency Hospital.

## PHARMACY - BELIZE CITY HOSPITAL HURRICANE PLAN

### HOSPITAL ADMINISTRATOR - RESPONSIBLE FOR ACTIVATING PLAN

The following steps will immediately come into effect upon activation of plan.

1. The Chief Pharmacist will alert all Pharmacy Staff.
2. Designated Staff will prepare Emergency Boxes which will be transferred to the Emergency Hospitals and triage centers.
3. The Chief Pharmacist will deploy Pharmacy Staff to Emergency Hospitals and Triage Centers.
4. Pharmacy Staff will be responsible for recovering and storing Pharmaceuticals and other supplies stored on the wards.
5. After the all clear, Pharmacy Staff will relocate supplies back to the Belize City Hospital.
6. Rearrange the Belize City Hospital Pharmacy.

RECORDS OFFICE - BELIZE CITY HOSPITAL HURRICANE PLAN

THE HOSPITAL ADMINISTRATOR-WILL ACTIVATE PLAN

1. The Records Officer will alert Staff.
2. Staff will prepare office supplies for the Emergency Hospitals and triage centers.
3. Staff will secure remaining files, supplies and equipment from clinics, admissions and discharge office and records office.
4. Staff will assist in securing the Records Office.

STATISTICS DEPARTMENT AND MEDICAL LIBRARY HURRICANE PREPAREDNESS  
PLAN

THE HOSPITAL ADMINISTRATOR WILL ACTIVATE THE PLAN

1. The Statistical Officer will alert the staff to report for duty.
2. The Staff will secure equipment, books and important documents.
3. All the above will be transferred to the upper flat of the Administration Building.
4. The Staff will secure building.
5. On the all clear, all staff will report to the command center for further assignment.



MEDICAL DEPARTMENT - ENGINEERING SECTION - HURRICANE PLAN

The Hospital Administrator will activate the plan.

1. The Hospital Engineer will alert all staff to report to the department.
2. Staff will remove all movable equipment above flood level.
3. Staff will assist in securing department buildings and inventory.
4. Staff will assist in transporting medical equipment to the emergency hospitals and setting up of these hospitals.
5. The Hospital Engineer will coordinate with the Transport Section the transporting of hospital equipment to emergency areas.
6. The staff will assist with Hospital evacuation exercise through ensuring that all electrical switches are turned off once the Hospital is evacuated.
7. After the all clear, staff will report to command centre for further assignment (which will include assessment of the Belize City Hospital).

MEDICAL DEPARTMENT - MECHANICAL SECTION - HURRICANE PLAN

The Hospital Administrator will activate the plan.

1. The Chief Mechanic will alert all staff of the Mechanical Section to mobilize during the emergency.
2. Staff will secure all tools and equipment at the garage.
3. Staff will secure the garage building.
4. Staff will assist the other sections involved in hospital evacuation exercises.
5. Staff will assist in the setting up of emergency hospitals.
6. Staff will assist the Engineering and Maintenance sections in relocating equipment above flood level.
7. After the all clear, staff will report to the command centre for further assignment.

## MEDICAL DEPARTMENT - TRANSPORT SECTION - HURRICANE PLAN

The Hospital Administrator will activate the plan.

1. The Transport Officer will alert all drivers to report to the Belize City Hospital.
2. The Transport Officer will arrange for all Belize City Hospital/ Medical Department vehicles to mobilize in response to the emergency alert.
3. Drivers will transport patients, staff and medical supplies to Belmopan and Orange Walk Hospitals.
4. Drivers will transport supplies and equipment to emergency hospitals, triage centres and School of Nursing(vehicle from School of Nursing used for transportation of kitchen supplies and equipment).
5. Drivers will transport Rockview patients and staff to San Ignacio Hospital.
6. Drivers will transport Hurricane Emergency boxes to shelters in Belize City.
7. The Transport Officer will coordinate the movement of medical department vehicles with the respective sections requiring their use during the emergency alert.
8. The Transport Officer will coordinate the movement of vehicles from other Ministries/Departments that will be assisting the Medical Department in response to the emergency alert.
9. The Transport Officer will arrange for the safety/security of all medical vehicles(Ladyville).
10. After the all clear, all drivers will report to the command center.

BELIZE VOLUNTEER BLOOD DONOR SERVICE HURRICANE PLAN  
PRESIDENT - RESPONSIBLE FOR ACTIVATING PLAN

This includes the following:-

1. In the event of a Hurricane threatening Belize, the following procedures shall be implemented:-

(a) Upon the declaration of phase 1 by the National Hurricane Emergency Committee, the Executive Committee of the Belize Volunteer Blood Donor Service, shall convene. They will be informed of the true situation and will remain on call.

(b) The Technician-in-charge or Phlebotomist shall check the quantity of units of blood on Hand to determine if more units are necessary.

(c) If more units are necessary, they shall start informing Donors of this need and the possibility of their being called at very short notice.

1.1 Upon declaration of Phase 1, the Executive Committee shall reconvene to discuss the implementation of the Plan.

1.2 In the event the Storm threatens Belize District, the following Procedures will be put into effect by the President:-

(a) Six hours before the Hurricane strikes, Donors shall be called to make up the deficiency in units at the Blood Bank.

(b) Four hours before the Hurricane strikes the Technician-in-charge, the Phlebotomist and the President are responsible for Vital Equipment, Blood units on hand and Records Removed to the Emergency Hospital(Northside), and the Blood Mobile (together with half (1/2) the available units of Blood on Hand), shall proceed to Belmopan.

1.3 One hour after all clear, the Executive Committee of the Belize Volunteer Blood Donor Service, shall convene at the Emergency Hospital, assess the situation and render assistance in general.

1.4 If Blood units in Blood Mobile are required urgently, but Road into Belize City are impassable, the BDF/BFB will be requested to air lift same to the Emergency Hospital, or wherever required.

1.5 As soon as the road to Belize City is passable, the Blood Mobile shall return.

**Hurricane Preparedness Plan for the Government Laboratory.  
Hospital Administrator will Activate the Plan.**

**"Preliminary Stage"**

- i. Hospital Administrator will alert Senior lab tech.
- ii Senior lab tech will alert staff to report to duty.
- iii Assigned laboratory staff will cover emergency laboratories (Senior Lab tech),
- IV Disconnect electrical equipment, except those necessary for tests.
- V Staff will prepare equipment, reagent and supplies for the emergency laboratories.
- VI Belize City Hospital lab staff will pack and secure records ~~supplies~~ and equipment for transportation to the Central lab to be stored along the corridor on 1st Floor of central lab.
- VII Messenger will fill all water containers and reservoirs.
- VIII Senior lab tech will prepare roster for the emergency hospitals.

**Red I**

- i Recheck completion of Preliminary stage (1-8)
- ii Transport laboratory supplies, reagents and equipment to central and emergency lab. LT/SLT,
- iii Transport 50% Blood Units to Belmopan and 25% to each emergency hospital. (Blood Donor Service/Phlebotomist),
- IV Install equipment and do quality control test.
- V Recheck duties of roster.
- VI Secure building, and windows with storm shutters.
- VIII Release non-appointed staff.

**Red II Phase**

- i Recheck for the completeness of Red I.
- ii Recheck emergency laboratories readiness (SLT).

**Green Phase**

- i Staff relief at emergency laboratories .
- ii Assess working conditions at the Belize City Hospital, Central and District laboratories (if affected by storm).

## DISTRICT LABORATORY HURRICANE PLAN

1. At the commencement of the Hurricane Season the District Technologist will:-

- (i) Check laboratory supplies and reagents check list.
- (ii) Request additional supplies and reagents to complete list.
- (iii) Liason with and report, to D.M.O/SMT, any concerns regarding performance of duty in event of a Hurricane threat.

## 2. PRELIMINARY STAFF ACTIVITIES

- (1) On notification of preliminary stage, the Emergency Laboratory tests will be the same as 5 (1) of Laboratory Disaster Plan.
- (ii) Report for duty on notification by D.M.O or SMT.
- (iii) Disconnect all electrical equipment and move them to designated site.
- (iv) Remove all reagents, records, and supplies to designated Site.
- (v) Install needed equipment and do quality control.
- (vi) Fill all water containers.
- (vii) Review Supplies Check list.

### RED 1

- (i) Re-check supplies and reagent list
- (ii) Ensure adequate supply of blood(20 units)  
(liase with Phlebotomist Belize City Hospital)

### RED 11 Re-check equipment and supplies

Green: Assess working condition of laboratory and report to D.M.O/SMT

Return and install laboratory equipment reagents and supplies to respective laboratories.

( if not affected by Storm)

HURRICANE PREPAREDNESS PLAN  
HEALTH EDUCATION & COMMUNITY  
PARTICIPATION BUREAU(HECOPAB)

Director of HECOPAB - Responsible for Activating Plan

In complying with its role to impact on the health behaviour and practices of the individual or groups of individuals, Hecopab shall continue to promote health through the following Plan of Action, in the event of a hurricane.

Firstly it's important to appreciate the staff limitations of the Bureau which predisposes the intended interventions. Concretely the Bureau can be best utilized in the design and implementation of a mass media public awareness plan before and after the storm.

The Bureau shall be responsible for five basic functions:

- The development, coordination and implementation of a mass media public awareness campaign.
- The design and distribution of mass media materials
- The coordination with other relevant bodies(WASA,PHB etc) for the dissemination of appropriate technical informations
- Carrying out relevant duties assigned by the Central Command Station (the Director is a member of said station)
- The implementation of the prepared Plan of Action.

PLAN OF ACTION

Hecopab's role shall require it's participation to commence simultaneously with the opening of the hurricane season in June. This preparatory phase shall precede the official Phase activities.

1. Introductory Forums
2. Coordination with GIS
3. Development of Mass Media Health Plan

Phase 1 (Preliminary - one red flag) 21°N 80°W

- Alert all members of staff.
- volunteer staff shall participate accordingly.
- Report to Central Command Station.
- Activate Work Schedule for staff members.
- Activate Mass Media Health Plan.
- Introduce Disaster Line of Command.

Phase 11 (Red 1 red flag black with circle)

- Secure physical area and equipment for visual aides officer (Director's office or possibly command center).
- Initiate packaging and storage of equipment with inventory
- Review work schedule for after storm.
- Distribution of Mass Media materials.
- Prepare list of employees addresses and telephone numbers.
- Secure windows and doors and disconnect power source.
- Hecopab's vehicle goes to ladyville.

Phase 111 (Red 11 two red flags with black circles)

- Members of staff seek shelter in homes or other designated shelter.
- List of employees is secured with Director.

Green Flag (all clear)

- Within 8-24 hrs. members of staff shall report to Hecopab's office.
- Director shall report to command center.
- Post Disaster Plan is activated.

- a. Risk Assessment
- b. Risk Management



SCHOOL OF NURSING HURRICANE DISASTER PLAN

PRINCIPAL TUTOR - RESPONSIBLE FOR ACTIVATING PLAN

The Plan will include the following:-

A) Mobilization of Students and Staff.

At the beginning of each school year students will be sensitized to their responsibilities in the event of a Hurricane. The Principal Tutor prepares a list of students and assign duties accordingly after consultation with the Principal Nursing Officer (P.N.O.)

B) Securing the Institution.

NOTE: In the case of Belize City Hospital Kitchen being destroyed, then food will be prepared at the School of Nursing's Kitchen for the emergency hospitals. Consequently, extra rations will be stored at the School of Nursing.

## HURRICANE PREPAREDNESS PLAN FOR HEALTH CENTERS, BELIZE CITY

### THE PRINCIPAL NURSING OFFICER WILL ACTIVATE THE PLAN

1. The Supervisor Public Health Nurses will alert staff to report for duty.
2. Staff will secure equipment and supplies and re-locate on upper floor.
3. Vaccines will be packed in sealed containers and carried to shelters by Public Health Nurses. The bulk of the vaccines will be sent to Belmopan and or Orange Walk Hospitals for proper storage.
4. Upon completion of their assignment, all MCH Vehicles will be parked at the International Airport.

It is the responsibility of all drivers to ensure that their Vehicles are properly filled with fuel and roadworthy before parking. Drivers must make themselves available so that they can be reached at short notice for immediate reassignment.

5. In the case of Port Layola Health Center, records, equipment and supplies will be packed and transported to the upper floor Matron Roberts Health Center.
6. Upon completion of the relevant duties, staff members will report to designated shelters. Those who have not been assigned, after the all clear, will report to the command center for future instructions.

## AIDS HURRICANE DISASTER PLAN - 1991

### OVERALL OBJECTIVE

- To control the spread of HIV infection and to prevent sexual HIV transmission within the disaster shelters.

### GUIDING PRINCIPLE

- To respect and involve shelter leaders with our programme on prevention of sexually transmitted HIV/AIDS within the shelters.

### PLAN OF ACTION

All shelters must display AIDS Posters on their walls with the following messages:

- a) Mode of transmission
  - i.e. - sexual transmission
  - contaminated needles
  - perinatal transmission
- b) Prevention methods
- c) Ways the virus cannot be transmitted

Shelter leader and/or nurses must be given instruction on how to deal with and AIDS victim:

- a) disposal of faecal matter
- b) wounds care
- c) disposal of blood spillage

Shelters will be equipped with the following supplies:

- condoms
- sterile gloves
- disinfectants

## VECTOR CONTROL HURRICANE DISASTER PLAN

PERSON RESPONSIBLE: Director of the Vector Control Program

### PHASE I

#### A INVENTORY

Insecticides  
Records  
Drugs  
Stationeries and Stores  
Equipments  
Vehicles - (boats, pick-ups, motorcycles)

#### B RESOURCES

Vector Control Personnel which sum up to 100 persons

Available transports:

- Corozal : 2 pickups
- Belize : 2 pickups
- Cayo : 1 truck
- Stann Creek : 1 truck and 2 pickups

### PHASE II ALLOCATION FOR MOVEMENT

All personnel should report to Vector Control offices as soon as Phase II is declared and implement the necessary movements.

#### MOVEMENT OF INSECTICIDE

Cayo sprayteam and all available male personnel will load insecticide from warehouse (Customs department), and proceed to Vector Control Compound, Cayo. The Malathion drums will go to the Orange Walk Hospital Compound.

#### MOVEMENT OF DRUGS, RECORDS, STATIONERIES AND STORES

Pickup B-620 and B-429 will transport all drugs, records, stationeries and other stores to the Vector Control Compound at San Ignacio.

#### EQUIPMENT

This includes the computer, office machines and microscopes which will also be transported to San Ignacio.

All Vector Control vehicles upon completion of the assignments will be parked at the Medical compound at San

Ignacio, Belmopan or Corozal. It is the responsibility of all drivers to ensure that their vehicles are properly filled with fuel and road-worthy before parking. Drivers must make themselves available so that they can be reached at short notice for immediate reassignment. Recall will be done by telephone, radios, Police, BDF, and British Forces Belize transmitters.

Unserviceable vehicles and boats will be parked at the Hospital compound, Orange Walk.

#### ULV MACHINE AND VEHICLES

ULV machine posted in Corozal will be parked at Orange Walk Hospital Compound while Belize and Stann Creek ULV machines will be parked at the Hospital compound in Belmopan.

#### PHASE III

By the time phase III has been declared all vehicles will have been parked, and personnel will be at their shelters.

#### PHASE IV

##### ALL CLEAR

##### Recall of personnel to duty

All Vector Control personnel must report for duty as stipulated in the Hurricane Disaster Preparedness Plan Page 16 Chapter 9.15 for assignment of duty.

- a) Assessment of environment with relation to the programme.
- b) Deployment of staff to affected areas

## ENVIRONMENTAL HEALTH HURRICANE PLAN

### PRINCIPAL PUBLIC HEALTH OFFICER - RESPONSIBLE FOR ACTIVATING PLAN

The Plan will include the following:-

#### Priliminary Phase: (PHASE I):

- Initiate contract for the acquisition of supplies and accessories.

#### PHASE II:

- Aquire water purification tablets, tents, body bags, portable crematorium and accessories.
- Summon staff to assemble at the Public Health Bureau (Environmental Health) and activate Plan.
- Secure building, relocate records, equipment and supplies at the government Medical Laboratory.
- Inform staff of thier assignments.

#### PHASE III:

- HURRICANE

#### PHASE IV:

- Assess damages related to Environmental Health.
- Deploy staff to affected areas.
- Set up crematorium if need at Port Loyola Sporting Complex.

N.B. If swing bridges are inpassable, then an additional crematorium will be set up at the New Hospital Site/National Stadium.

- Bodies will be kept for a maximum of 24 hours for identification prior to cremation.

#### SOLID WASTE:

- Will be disposed of by burning at the cremation sites.

FOOD:

- In the event of food for human consumption being damaged, it will be condemned, seized and destroyed to the satisfaction of the Public Health Bureau at disposal sites.

WATER SUPPLY:

- Monitor and Treat

Mass disinfection - WASA

Small household containers - Public Health Bureau

## ROCKVIEW HOSPITAL HURRICANE PLAN

### DIRECTOR OF MENTAL HEALTH ; SUPERVISOR OF ROCKVIEW - EITHER WILL ACTIVATE PLAN

The Plan will include the following:-

On the declaration of phase one:-

1. All staff will be summoned to assemble at the Beliz City Hospital. This includes staff on leave, staff on all shifts and those on days off.
2. Staff will be transported from Belize City Hospital to Rockview Hospital.
3. Relative who wish to take their patients until after emergency will be allowed to do so, providing the patients are stable at the time.

#### 4.\* PSYCHIATRIC TEAM IN BELIZE CITY

4. These individuals (5 in number) will be divided between the two emergency hospitals, Holy Redeemer and St. Ignatius as follows:-

Two - St. Ignatius

Two - Holy Redeemer

One for rotation between both areas.

5. The Psychiatric Clinic Team will secure the records of the out-patient clinic at the upper flat of the Cleopatra White Health Centre.

6. Patients will then be transferred to the San Ignacio Hospital along with personnel.

- 4.\* Supervisor Rockview to liaise with DMO San Ignacio regarding transfer of patients and staff to San Ignacio Hospital.