

## IMPORTANT

Your personal responsibilities in case of disaster are described in the Action Card that has been attributed to you in Appendix #1.

Notes: This document is meaningful only if staff has the willingness to implement it. This document is a draft and will continually need to be improved and updated. Suggestions are most welcomed and should be addressed to the Administrative Officer.

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## INTRODUCTION

Barbados, like other Caribbean countries, is prone to natural and man-made disasters. Potential disasters which may affect Barbados are:

- (i) **Natural:** Hurricanes, floods, epidemics and earthquakes.
- (ii) **Man-made:** Fires, mass casualty incidents (accidents on air, land and sea), chemical spills/accidents, mass food poisoning.

The office of the Caribbean Program Co-ordinator (C.P.C.) is situated at Dayrell's Road and Navy Gardens, Christ Church, Barbados. It is a large, mainly wooden and concrete, three-story building (basement, ground and top floors). Vulnerability studies have indicated that the C.P.C. office building is vulnerable to hurricanes and earthquakes as well as to internal fires.

## PURPOSE

The purpose of this manual is to provide guidelines for action by C.P.C. office staff in the event of a disaster affecting Barbados as a whole, countries within C.P.C area, and/or the C.P.C. office itself.

## GENERAL PROCEDURES

### 1. INTERNAL DISASTER

#### 1.1. Fire

In the event of a fire occurring on any floor in the C.P.C. office:-

- The first person detecting the fire rings the alarm bell.
- As soon as the fire alert is raised the following actions will be taken:-
- Operator/staff member will dial 113 and notify the Fire Department stating location, size and possible cause.
- Staff on the floor with fire will fight fire, using available fire extinguishers until the Fire Brigade arrives. (One person and alternate for each floor).
- Contain the fire by keeping doors and windows closed.
- Evacuate building. Use fire escape if other exits are blocked.
- Ensure that all staff members are accounted for.
- Use restricted parking areas.

## **2. NATIONAL DISASTER**

### **2.1 Hurricane**

The following action will be taken in anticipation of a hurricane within 48 hours.

#### **A. Pre-Disaster**

##### **(i) Communication/Information**

- Meeting of all staff to update information on the situation, review emergency procedures and responsibilities of staff.
- Monitoring of meteorological conditions on radio and television, and tracking of hurricane on chart.
- Periodic issue of memos/information to advise staff on situation. (C.P.C./PED)
- Establishment and maintenance of communication with Washington (C.P.C.).
- Review of travel plans of staff members and restriction of travel as appropriate (C.P.C.).
- Contact all staff on duty travel and their families in Barbados and advise on situation (A.O.).
- Collaborate with UNDP and other international and regional agencies for information sharing (C.P.C.).
- Contact Ministry of Health in Barbados and collaborate on disaster management (C.P.C./PED).
- Each staff member should have a "family plan" to deal with emergencies. (See Appendix III (a) and III (b)).

**(ii) Building/Equipment**

- Ensure security of building as far as practicable.
- Doors and windows must be securely closed. Hurricane shutters fitted (A.O). Glass window panes taped (All staff).
- Emergency power supply (generators) checked to ensure proper functioning (A.O).
- All computers, typewriters, fax machines, photo copiers to be covered with plastic sheeting (All staff).
- Storage of diskettes in locked plastic containers then in filing cabinets (All staff).
- Storage of equipment, supplies, documents, furniture in a safe place as far as practicable (All staff).
- Ensure security coverage is maintained during and after disaster (A.O).
- Ensure that all valuable material is lifted twelve (12) inches above the floor.
- Ensure that the main electric power supply is disconnected before hurricane strikes (A.O).

**(iii) Supplies**

- Fill water containers with adequate water for drinking, flushing toilets and general hygiene.
- Each staff member will make provision for their own non-perishable food items (See list at Appendix V).
- Check flashlights, batteries, radios, televisions, fire extinguishers to ensure proper functioning (A.O.).
- Disaster response team members check their emergency kits (D.R.T).



**(iv) Compound**

- Park all cars only in the designated areas. Avoid parking under trees.
- Secure/store items which could be blown away - e.g. plants, garbage pails (A.O.).
- Ensure that all PAHO/WHO official vehicles are filled with petrol (A.O.).

If hurricane is anticipated in 24 hours, in addition to the above:

- Advise all staff to:-
- Listen to the radio for information on impending hurricane;
- Secure their homes and make preparations for themselves and families;
- Remain indoors.

**B. Immediate Post-Disaster**

- The C.P.C. and A.O. will assess extent of damage to C.P.C. office. PED will open communication (Imarstat) (PED/Williams).
- Turn on power supply (A.O.).
- C.P.C./PED will set up command centre where appropriate.
- Collaborate with Ministry of Health in national damage/needs assessment (D.R.T).
- Report by all staff to C.P.C. as soon possible.
- Check on welfare of all office staff not reporting (A.O.).
- Receive information on damage to property of personnel (A.O.).
- Monitor radio and meteorological reports (All staff).

- Collaborate with UNDP and other international and regional agencies in sharing information (C.P.C./PED).
- Briefing of international and regional on PAHO activities for assistance and the health situation as seen by the organization (C.P.C.).
- C.P.C. will activate the Disaster Response Team.
- Monitor status of disaster threat/impact on other Caribbean countries (PED).

## **2.2 Earthquakes**

An earthquake is a sudden shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface. It cannot be precisely predicted when an earthquake will occur.

### **A. GENERAL PROCEDURES FOR OFFICE STAFF**

**If the earthquake occurs during office hours:**

- Get under the nearest desk or table or stand in a wood framed doorway. Keep away from glass windows.
- Try to remain calm and stay under the desk, table or in the doorway until the earthquake has passed.
- Electricity may be disrupted. Do not use matches or candles.
- Do not use the telephone.
- Be prepared for after shocks.
- Pick up something to hold over your head, leave the building and proceed to the round-a-bout in the front of the building. Walk, do not run.
- Check that all staff are accounted for.
- Check for any injuries to staff.

**Directions for proceeding from office to yard:-**

Staff on basement floor	Exit basement back door
Staff on middle floor	Exit back door
Staff on top floor	Exit main entrance

On your way home travel with care. Watch for downed electrical wires and other hazards. If you are in a moving vehicle and after shocks occur stop as quickly as safety permits and remain in the vehicle. Avoid stopping near or under buildings or trees. After tremors proceed cautiously avoiding structures which may be damaged by the quake.

## **B. TECHNICAL CO-OPERATION**

The C.P.C./PWR-Barbados will contact the Ministry of Health as soon as possible and collaborate on damage/needs assessment and relief co-ordination.

**If the earthquake occurs after working hours:**

Staff will remain at home and monitor the situation by listening to radio and television reports.

Depending on the situation, the C.P.C., Emergency Preparedness Advisor and Administrative Officer will meet at the PAHO office as soon as possible to set up the Command Center. Additional staff, as required, will be called out. See "What to do after an Earthquake" at Appendix IV.

### 2.3 OTHER DISASTERS

Other national disaster may affect Barbados such as airplane crash, technological accident, civil unrest etc.

For airplane crashes and technological accidents most of the actions will be undertaken by C.P.C., A.O. and Disaster Preparedness Advisor, other staff will receive instructions accordingly.

For civil disturbance, please refer to the UNDP security plan.

### **3. DISASTER IN CARIBBEAN COUNTRIES COVERED BY C.P.C. OFFICE**

In the event of a disaster affecting a Caribbean country covered by the C.P.C. office a determination will be made depending on the nature and complexity of the disaster to send one or more members of the disaster response team to the affected country(ies). (See list of names of members of Disaster Response Team at Appendix II).

There are written guidelines for the functioning of the Disaster Response Team which will be put into effect. (See Guidelines for post disaster needs assessment PAHO Disaster Response Team Caribbean Region).

#### 4. COMMUNICATIONS

##### 4.1 VHS Radio Equipment

In the event that telephone services are disrupted there are no alternative means of communication between the C.P.C. office and national authorities/agencies. There are six VHS Radios in the C.P.C. office.

##### 4.2 Inmarsat Equipment

Communication outside of Barbados will be established and maintained through the PAHO/PED portable satellite telecommunication equipment providing one telephone line and one facsimile line.

## **ACTION CARDS FOR KEY PERSONNEL**

The following action cards outline the specific actions of staff members in the C.P.C. office in the event of a hurricane affecting Barbados. Since action cards cannot cover all eventualities, it is expected that actions will be modified in the light of specific needs.

### **IMPORTANT**

**Your personal responsibilities of disaster are described in the Action Card that has been attributed to you in Appendix #1.**



## **ACTION CARD #1**

### **CARIBBEAN PROGRAM COORDINATOR/PWR-BARBADOS**

#### **(i) Pre-Disaster**

Call meeting of all office staff to provide update on situation, review emergency procedures and areas of responsibility.

Monitor radio, television and meteorological reports on situation.

Direct liaison with Minister of Health and the highest national political level in relation to disaster situation.

Provision of information and consultation with headquarters.

Coordination/supervision of activities of professional staff in C.P.C. office and D.R.T.

#### **(ii) Post-disaster**

Visit C.P.C. office to assess damage.

Set up command center.

Liaison with international and regional agencies: CDERA/CARICOM, UNDP, CIDA, USAID, EEC, BDD, etc.

Brief agency representatives on PAHO activities for assistance, and the health situation from the organization's perspective. Attend UNDP meeting.

Liaison/consultation with Emergency Preparedness Advisor on damage/needs assessment and relief coordination.

## ACTION CARD # 2

### HEALTH ADVISOR IN EMERGENCY PREPAREDNESS

#### (i) Pre-Disaster

Liaise with C.P.C. in updating staff on disaster situation, review of emergency procedures and areas of responsibility.

Monitor meteorological reports, radio and television reports.

Keep track of hurricane and plot on hurricane chart.

Issue periodic memos to all staff on disaster situation.

Establish and maintain communication with PED/Washington.

Monitor hurricane threat to neighboring territories.

Collaborate with Ministry of Health on procedures for disaster management.

Collaborate with C.P.C. on information sharing.

Alert SUMA and Disaster Response Team (D.R.T.) members in and outside of CPC office.

Check personal emergency kit and replenish as necessary.

Ensure generators, radios, flashlights, satellite equipment are functional.

(ii) **Post-disaster**

Establish communication with Inmarsat portable equipment.

Depending on situation deploy members of D.R.T.

Join UNDP Team in the survey to assess damage.

Provide information to CPC and PED/Washington on damage/needs assessment.

Collaborate with PWR-Barbados to ensure that assistance requested by the health sector, or provided, is appropriate and reflects the needs and priorities of the country.

Coordinate technical cooperation provided by the D.R.T. to the Ministry of Health in:-

- . Health/medical care;
- . Medical supplies management;
- . Environmental health;
- . Structural engineering;
- . Disease prevention and control;
- . Nutrition;
- . Information management.

Develop, in collaboration with PWR and C.P.C. staff, preliminary project proposals for rehabilitation/re-construction.

Evaluate the functioning of the D.R.T.

Document, through preparation of a narrative report compilation of statistical data, photographs, slides and other means, the needs assessment and lessons learnt from the disaster relief effort.

### ACTION CARD # 3

#### ADMINISTRATIVE OFFICER

##### (i) Pre-Disaster

Ensure that all measures for the safety of the building are carried out. Doors and windows closed, hurricane shutters in place, glass window panes taped.

Ensure that staff in each work area carry out responsibilities for safety of rooms, equipment and supplies.

Ensure that portable equipment, supplies, valuable documents and furniture are stored in a safe place twelve inches above floor level.

Check emergency power supply to ensure proper functioning.

Ensure that main power supply is discontinued when hurricane threat is imminent (6 hours before).

Ensure that adequate water is stored.

Ensure drivers, security guards and gardeners carry out their assigned tasks.

##### (ii) Post-disaster

Visit C.P.C. office when possible to assess damage.

Turn on power supply or, if disrupted, turn to alternate source.

Assist in setting up command center in C.P.C. office.

Check on staff not reporting for duty.

Assist with procurement of immediate supplies needed.

Supervise clean up and repair of C.P.C. office if damaged.

In case of fire, ensure that the whole building is evacuated.

## ACTION CARD # 4

### TECHNICAL STAFF

#### (i) Pre-disaster

Monitor meteorological reports, radio and television reports.

Assist in ensuring the security of work area, equipment, supplies, documents, files...

Liaise with Emergency Preparedness Advisor and provide support as indicated.

#### (ii) Post-disaster

Report to C.P.C. office as soon as possible.

Co-ordinate with C.P.C., Emergency Preparedness Advisor, D.R.T. and participate in :

- information management,
- damage/needs assessment,
- providing technical assistance to national authorities,
- developing preliminary project proposals for rehabilitation reconstruction,
- keeping key documentation of experiences and lessons learnt.

**ACTION CARD # 5**

**(i) Pre-disaster**

Protect all books, documents, computers, typewriters etc., with plastic sheeting and store at least twelve inches above floor level.

Ensure back-up copies are made of all major files.

Lock all diskettes in plastic containers and store in filing cabinet.

Keep to hand updated list of names, fax and telephone numbers of Donor agencies, national health coordinators, disaster response team members and C.P.C. office staff.

**(ii) Post-disaster**

Report for duty as soon as possible.

Be prepared to work extra hours.

Volunteer to assist with office clean up and repair of office damage.

## ACTION CARD # 6

In the event of fire call 113.

When staff members have evacuated the building check to ensure that all are accounted for.

(i) **Pre-disaster**

Keep to hand updated list of names and telephone numbers of all C.P.C. office staff.

In the event of a hurricane warning, and on instructions from the C.P.C., A.O. or Emergency Preparedness Advisor, call staff members on duty travel as well as their families in Barbados and advise them of disaster situation.

(ii) **Post-disaster**

Keep information on the situation of staff members.

**ACTION CARD # 7**

**(i) Pre-disaster**

Ensure that all cars in compound are removed and official cars are parked away from trees.

Ensure that PAHO/WHO official vehicles are filled with petrol.

If hurricane warning, assist in making building secure - doors and windows closed, hurricane shutters fitted, glass window panes taped.

**(ii) Post-disaster**

Report for duty as soon as possible.

Assist with clean up and repair of office damage.



## **ACTION CARD # 8**

### **(i) Pre-disaster**

Fill water containers with water supply for drinking, flushing toilets and general hygiene.

Check existing supply of kitchen utensils, bathroom supplies, and replenish as necessary.

Tape door of refrigerator.

### **ii) Post-disaster**

Report for duty as soon as possible.

Assist with clean up and repair of office damage.

ACTION CARD # 9

SECURITY GUARD

(i) Pre-disaster

In the event of fire after working hours call 113 and report location, size and possible cause.

Keep handy, home telephone numbers of C.P.C., A.O. and Emergency Preparedness Advisor.

If hurricane warnings, assist in making building secure - doors and windows closed, hurricane shutters fitted glass window panes taped.

Ensure that security coverage is maintained during hurricane. Remain in building.

(ii) Post-disaster

Handle radio communication. Contact C.P.C., Administrative Officer or Emergency Preparedness Advisor as soon as possible and report situation.

Assist with clean up and repair of office damage.

## **ACTION CARD # 10**

### **(i) Pre-disaster**

Put items which could be blown away e.g., plants, garbage cans in a safe place.

Check all trees for extended limbs and request pruning as appropriate.

Assist with making the building secure and moving furniture, place hurricane shutters and move equipment and supplies as instructed by A.O.

### **(ii) Post-disaster**

Report for duty as soon as possible.

Assist with clean up with emphasis on access to the office and repair of office damage.

ACTION CARD # 11

FLOOR WARDEN

In the case of fire ensure that everyone has left the rooms on your floor.

## **ACTION CARD # 12**

### **COMMUNICATION AND POWER SUPPLY**

**(i) Pre-disaster**

Check the generator and communication equipment.

**(ii) Post-disaster**

Assist with setting up Inmarsat satellite equipment as described in D.R.T. Manual.

**ACTION CARD # 13**

**DISASTER RESPONSE TEAM MEMBERS**

**(i) Pre-disaster**

Maintain Disaster Response kit.

Check Disaster Response manual frequently.

**(ii) Post-disaster**

Follow instructions as described in D.R.T. Manual.

# APPENDIX I

## LIST OF NAMES, ADDRESSES, TELEPHONE AND ACTION CARD

### NUMBERS FOR C.P.C. STAFF

#### (BARBADOS, LEEWARDS AND WINDWARDS)

Address: 'Albergeldie'  
Dayrells Road & Navy Gardens  
Christ Church  
Barbados

Telephone: (809) 426-3860

Telex: OFSANPAN 2336 WB

Fax No.: (809) 436-9779

Radio: UNDP and PAHO Net

Action Card Number	Name, Nationality Arrival Date	Title of Post	Home Address and Telephone Number
1	SEALEY, Karen 01-03-93	Caribbean Program Coordinator	
5,11	ARMSTRONG, Tessa (Barbados) 01-05-86	Senior Secretary	Easy Hall St. Joseph 433-1263
4	BARKER, Maria (St. Kitts) 12-07-78	Nurse Adviser	7 Barracks Hill Christ Church 437-0953
5	BLENMAN, Heidy (Barbados) 01-03-80	Office Clerk	9 Arch Cot Terrace Brittons + Road St. Michael
6	BOYCE, Cheryl (Barbados) 03-11-79	Receptionist/ Switchboard Operator	Boscobelle St. Peter

1,13	BORDONADO, J.L. (France) 28-07-92	Disaster Preparedness Officer	
4	BRANDON, Patricia (Guyana) 20-01-86	Health Education Specialist	Garden Gap 1 Worthing, Christ Church 435-7206
4	BRICE, Max (Canadian) 01-10-91	Aids Management	Green Acre: Cottage South Road Sandy Lane St. James 432-0213
10	BOXILL, Marlene (Barbados) 29-10-90	Gardener	Long Gap Spooners Hill St. Michael 424-8609
4	CHONG, H. Tjon Jaw (Suriname) 04-10-90	Health Planner	14 Barclay Terrace St. Michael
5	CHRISTIAN, Shirlene (Barbados) -09-93	Office Assistant	
5	CUMBERBATCH, A. (Barbados) 01-06-92	Messenger	Mount Brevitor St. Peter 439-9169
4	DEYAL, Anthony (Trinidad & Tobago) 13-11-92	Media Specialist	#202 Rockley Sur Browns Gap Hastings Christ Church 437-7410
5	FENTY, Keith	Handyman	48 Goodland Gardens Christ Church BARBADOS TEL: 428-3879
5,11	FONTENELLE, Wanda (Barbados) 15-01-92	Secretary	Greenwich Villa St. James
5	FORDE, Marise (Barbados) 01-03-77	Documentation/ Information Assistant	Foul Bay St. Philip



5	FOSTER, Kim (Barbados) 13-12-92	Office Assistant	'Kimberly' 98 Mangrove Terrace St. Philip 435-4309
7	GIBSON, Fynester (Barbados) 13-09-82	Driver/Messenger	3B Silver Hill Drive Silver Hill Christ Church 428-6959
3	GOMEZ, Jose (Honduras) 15-02-90	Administrative Officer	115 Rock Dundo St. Michael 425-5387
4	GONZALEZ, Ana Rita (U.S.A.) 01-10-91	Hospital Administration Advisor	#1 Margate Gardens Hastings Christ Church 427-0072
	GREAVES, Antoinette (Barbados) 01-07-92	Clerk/Typist	16 Kingsland Gardens Kingsland Christ Church 420-9207
5	GREAVES, Sheila (Barbados) 01-04-70	Office Assistant II	Canewood Road Jackson St. Michael
5,11	GREENIDGE, Vicky (Barbados) 01-10-92	Secretary	Drax Hall Hope St. George 433-5304
5	HARRIS, Annie	Secretary	
5	HARDING-WATSON, E. (Barbados) 23-08-82	Telex Operator	St. Stephen's Hill Black Rock St. Michael
5,11	HEADLEY-GRIFFITH, S. (Barbados) 01-11-81	Secretary	No. 91 Eden Lodge St. Michael 424-2777
5	HILL, Heather (Barbados) 01-07-79	Secretary	Casarina Cottage 11 Warren's Crescent St. Thomas

5	HOYTE, Earle (Barbados) 01-07-80	Office Assistant II	'Coomara' Ealing Grove Christ Church 428-1453
5	IFILL, Dale	Information Officer	
5	ISRAEL, Kathleen (St. Vincent) 20-08-92	Public Health	#12 West Road Clearpark Apt. A St. Michael 424-1587 (Blackman's)
5	LASHLEY, Brenda	Programmer	
5	MCCOLLIN, Hazael (Barbados) 12-03-90	Accounting Technician	Hilton Road Maxwell Christ Church
5	MCCONNEY, Stephanie (Barbados) 01-02-87	Secretary II	Drax Hall St. George 423-2152
4	MOLLEL, Emmanuel (Tanzania) 20-08-90	Sanitary Engineer (UNV)	92 Cherry Drive Oxnards St. James 424-8357
8	MULLIN, Eustine (Barbados) 13-12-82	Maid	Waterford Housing Area St. Michael
4,13	NATHAN, Michael (U.K.) 05-06-88	Scientist/ Entomologist	Pine Plantation Road St. Michael  427-0356
5	OUTRAM, Peter	Programmer	
4,11	PILE, Michael (Barbados) 01-05-86	Program Assistant	No.4 Little Ridge Bagatelle St. James 421-6880
2,13	PONCELET, Jean-Luc (Belgium) 22-04-91	Emergency Preparedness Advisor	20-21 Wilcox Hill Christ Church 428-4881

5	REID, Antoinette (Barbados) 15-09-75	Office Assistant II	Lot 3A Rowans Agric. Dev. St. George 437-9452
4	REID, Una (Canada) 01-04-86	Health Manpower Dev. Adviser (Nursing)	5 Southridge Christ Church 437-1996
4	RODRIGUES, Roberto (Brazil) 20-01-91	Health Information Officer	25 Bluewater Apt. C Rockley Christ Church 435-8312
5,11	SHOREY, Rodricka (Barbados) 15-04-81	Secretary	86 Daisy Drive Wanstead Heights Cave Hill St. Michael
5	SKEETE, Ina (Barbados) 13-12-69	Central Registry	Appleby Gardens St. James 432-1633
5	SORHAINDO, Cecelia	Programmer	
10	ST. HILL, Deighton (Barbados) 01-09-82 04-02-91	Gardener	Parish Land St. Joseph 433-3809
5	ST. JOHN, Salome (Barbados) 13-03-81	Office Assistant III	Pilgrim Road Christ Church 428-2562
4	SAINT-VICTOR, R. (Trinidad & Tobago) 01-09-87	Family Life Education Specialist	33 Warrens Crescent St. Thomas 421-6195
4	VAN WEST-CHARLES, R. (Guyana) 07-10-90	Program Officer	5 Grand View Shop Hill St. Thomas 425-2759
4,13	VLUGMAN, Adrianus (Netherlands) 15-10-90	Sanitary Engineer	"Wycherley" No.2 Balmoral Gap Christ Church 426-4261

4,13	VOCKE, Tilman (German) 01-02-93	Associate Professional Officer	
5	WATERS, Noelle (Barbados) 15-05-91	Secretary	Apt 4 #1 Chancery Lane Christ Church 420-4160
7,12,13	WILLIAMS, Andrew (Barbados) 07-09-87	Driver/Messenger	69 Hoytes Terrace St. James 421-7024
4	WILLIAMS, John (United States) 01-03-91	Rodent Control Advisor	#39 Seascape Development Inch Marlow Christ Church 428-6279

## APPENDIX II

### LIST OF NAMES, TELEPHONE NUMBERS AND ADDRESSES OF MEMBERS OF THE DISASTER RESPONSE TEAM

#### HOME

#### OFFICE

#### I. EPIDEMIOLOGIST

Dr. C. J. Hospedales  
20 Terracita Drive  
Lady Chancellor Hill  
Port of Spain  
TRINIDAD, W.I.

TEL: 624-4783

Caribbean Epidemiology Center  
(CAREC)  
16-18 Jamaica Blvd  
P.O. Box 164  
Port of Spain, TRINIDAD, W.I.

TEL: 622-1008  
TLX: 0291-22398  
FAX: (809) 622-2792

#### Alternate Member

Dr. Bernadette Theodore-Ghandi  
31 Perseverance Road  
Haleland Park  
Maraval  
TRINIDAD, W.I.

TEL: 632-2801  
629-3224

CAREC Office (See above)

TEL: 622-1008

## HOME

### II. MEDICAL SUPPLY

Mr. Rino Meyers

### III. NURSE

Ms. Maria Barker  
#7 Town House  
Barrack Hill  
Christ Church  
BARBADOS, W.I.

TEL: 437-0953

### IV. NUTRITIONIST

Dr. Curtis McIntosh  
18 Tumpuna Court  
St. Augustine  
TRINIDAD, W.I.

TEL: 667-1946

### Alternate Member

Ms. Patricia Manchew  
3 Mora Street  
Trincity  
TRINIDAD, W.I.

## OFFICE

OPS/OMS

No. 295 Avenue John Brown  
Port-au-Prince Haiti

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FAX: (509) 45-1732

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PAHO/WHO

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P.O. Box 508

Bridgetown, BARBADOS, W.I.

TEL: 426-3860/3865

TLX: 0392-2336

FAX: (809) 436-9779

Caribbean Food & Nutrition  
Institute (CFNI)  
University of the West Indies  
TRINIDAD, W.I.

TEL: 663-1544

TLX:

FAX: 63-9686

CFNI Office (See above)

## HOME

### V. SANITARY ENGINEER

Eng. Anthony Vlugman  
"Wyckerley"  
Balmoral Gap  
Christ Church  
BARBADOS, W.I.

TEL: 426-4261

### Alternate Member

Eng. Terrence Thompson  
74 Ellerslie Park  
St. Clair  
TRINIDAD, W.I.

TEL: 622-7035

### VI. VECTOR CONTROL

Dr. Michael Nathan  
Pine Plantation Road  
St. Michael, BARBADOS, W.I.

TEL: 427-0356

## OFFICE

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TEL: 426-3860/3865  
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Port of Spain  
TRINIDAD, W.I.

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TLX: 22398  
FAX: 624-5643

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P.O. Box 508  
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**HOME**

**VII. HEALTH FACILITIES**

Mr. David Taylor  
18 Blythwood Drive  
Kinston 6,  
JAMAICA, W.I.

TEL: 978-2706

**VIII. TEAM COORDINATOR**

Dr. Jean-Luc Poncelet  
Wilcox Hill 2021  
Christ Church  
BARBADOS W.I.

TEL: 428-4881

**Assistant**

Dr. Tilman Vocke

**OFFICE**

PAHO/WHO  
Imperial Life Building  
60 Knutsford Blvd  
P.O. Box 384  
Kingston  
JAMAICA, W.I.

TEL: 926-1990/926-1991/9261992  
TLX:  
FAX: 929-1182

CPC Office  
PAHO/WHO  
P.O. Box 508  
Bridgetown, BARBADOS, W.I.

TEL: 426-3860  
426-6448 (Direct)  
TLX: 0392-2336  
FAX: 436-6447/9779

CPC Office (See above)



**HOME**

Mr. Timothy James

**OFFICE**

National Disaster Coordinator  
P.O. Box 1517  
Red Cross Building  
Castries  
ST. LUCIA

TEL: 452-3802 (W)  
452-1716 (H)  
FAX: 453-2152

**IX. CARIBBEAN PROGRAM COORDINATOR**

Dr. Karen Sealey

Caribbean Program Coordinator  
PAHO/WHO  
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**X. TCS 9200 Volunteers**

Mr. Lawrence Brathwaite  
62 Haynesville  
St. James

ID #910801  
TEL: 438-3155

Barbados Defence Force  
St. Ann's Fort  
The Garrison  
St. Michael

Communications PABX 436-6185

Mr. Calvert Herbert  
Hinkson Land  
#1 Whitehall  
St. Michael  
BARBADOS

ID #910802  
TEL: 424-8904

Barbados Defence Force  
(See above)

## HOME

Mr. Richard Burke  
#23 St. Ann's Road  
Pinelands  
St. Michael  
BARBADOS, W.I.

ID #910803  
TEL: 436-4193

Mr. Andrew Williams  
Radio Contact  
69 Hoytes Terrace  
St. James  
BARBADOS, W.I.

ID #910304  
TEL: 421-7024

Mr. Keith Fenty  
48 Goodlands Gardens  
Christ Church  
BARBADOS, W.I.

TEL: 428-3879

## MEMBERS OF SUMA TEAM

Ms. Shirley Holder  
Hawkins Gap  
Westbury Road  
St. Michael  
BARBADOS, W.I.

## OFFICE

Barbados Defence Force  
(See above)

CPC Office  
PAHO/WHO  
Dayrells Road  
Christ Church  
BARBADOS, W.I.

TEL: (809) 426-3860  
TLX: 0392-2336  
FAX: (809) 436-9779

CPC Office (See above)

Barbados Defence Force  
(See above)

## What to do before a hurricane

1. Know the advisories issued by forecasters, which describe the location, strength and movement of the hurricane:

- A *hurricane watch* is set up when hurricane conditions pose a possible threat to your area. It does not necessarily mean a hurricane will strike.
- A *hurricane warning* means hurricane conditions are expected in your area within 24 hours. Areas subject to storm surge and flooding may be evacuated on the advice of your local authorities. The warnings also may include an assessment of flood danger, small craft warnings, gale warnings for the storm's periphery and recommended emergency procedures from local authorities.

2. Explore the need for flood insurance by talking to your insurance agent or local Government. Much of the damage caused by hurricanes comes from flooding. If you need coverage, purchase insurance well in advance — there is normally a five-day waiting period before a policy becomes effective.

3. Be prepared for possible evacuation; review the *Evacuation* chapter for important information.

## What to do during a hurricane threat

1. Listen for hurricane warnings, updates and preparedness instructions on radio or television newscasts.

2. When your area receives a hurricane warning, you should:

- Follow the instructions issued by local officials.
- Cover small and large windows with boards, storm shutters or heavy tape. Wind-thrown debris and wind pressure can break windows.
- Secure outdoor objects or bring them indoors.
- Fuel your car. Service stations may be closed after the storm, especially if the electricity is out.
- Ready a "family safety kit" containing first-aid items, special medication, important papers, blankets, cooking equipment and a portable radio with extra batteries. See *Checklists* chapters for important information.

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■ Secure several days' supply of water, food and clothing for everyone in the family. Water is especially important — after a storm, water systems may be contaminated or damaged by the storm. Fill the bathtub to ensure a supply of safe water.

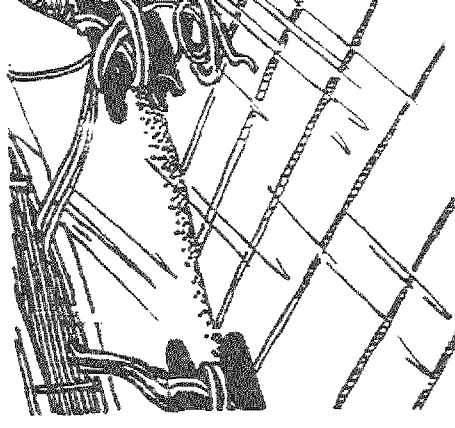
Refer to the *Shelter* and *Checklists* chapters for important information.

■ Stay away from coastal areas, river banks and streams until all potential flooding is past.

3. If you have a boat and your area receives a hurricane watch, moor it securely and then return to a safe place on land before the storm arrives.

4. Be prepared to evacuate if:

- Local authorities announce an evacuation.
- You live in a mobile home or temporary structure — they are particularly hazardous during hurricanes.
- You live on the coast, on a flood plain or near a river or inland waterway.



if you have a boat and your area receives a hurricane watch, moor it securely then go to a safe place on land.

## What to do after an earthquake

1. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Call for help immediately.

2. If the victim is unconscious or has head or facial injuries and you are reasonably certain there is no spinal cord injury, raise the person's head and shoulders slightly. Be sure the head and upper back are supported, and clear the airway so that he or she will not choke.

3. Maintain body temperature with blankets. Be sure the victim does not become overheated. Never try to feed liquids to an unconscious person.

4. Stay out of severely damaged buildings. Return to your home only when authorities have said it is safe.

5. Wear sturdy shoes in areas covered with fallen debris and broken glass.

6. If possible, clean up spilled medicines, bleaches, gasoline and other flammable liquids inside buildings. Evacuate the building if gasoline fumes are heavy and the building is not well ventilated.

5. Visually inspect utility lines, chimneys and appliances for damage.

6. If you smell gas, open windows and shut off the main gas valve. Leave the building immediately and report the leak to the gas company. Never search for gas leaks with a match! Stay out of the building until the authorities say that it is safe to reenter.

7. Do not use electrical switches or appliances if gas leaks are suspected. One spark can ignite gas from broken lines.

8. Switch off all electrical power at the main box.

9. If you can see that water pipes are damaged, shut off the water supply at the main valve.

10. Do not switch on gas or electricity until the power company has checked your home.

11. After the initial stage of the emergency has passed, find out from local emergency officials whether sewage lines are intact before flushing toilets. Plug all bathtub and sink drains to prevent sewage backup.

12. Check chimneys for cracks and damage. The initial check should be made from a distance. Approach chimneys with great caution. Have a professional inspect the chimney for internal damage that could lead to fire.

6. Check food and water supplies. If water is cut off, use water from water heaters.

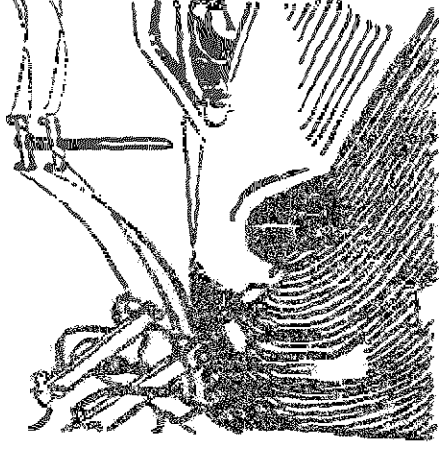
7. Check the contents of closets and cupboards. Open doors cautiously. Beware of objects that may tumble off shelves.

8. Stay off the telephone, except to report an emergency.

9. Turn on your battery-operated radio (or plug in your radio or television if you still have electricity) to get the latest emergency information.

10. Stay off the streets, but if you must go out, travel with care. Watch for hazards created by the earthquake, such as fallen objects, downed electrical wires, or undermined or cracked bridges, roads and sidewalks.

11. Stay away from damaged areas, unless your assistance has been specifically requested by police, fire or relief organizations.



If you must go out after an earthquake, travel with care. Watch for downed electrical wires and other hazards.

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5. When you are advised to evacuate or decide to do so on your own:

- Travel with care, whether you are walking or driving.
- Leave early enough to avoid being marooned by such hazards as flooded roads and fallen trees.

■ See Evacuation chapter for important information.

6. If authorities do not recommend evacuation, stay indoors during the hurricane and stay away from windows. Do not be fooled if there is a lull, it could be the eye of the storm and winds will pick up again. Listen to the radio or television for information.

7. Avoid using the phone except for urgent emergencies. Local authorities need first priority on telephone lines.

### What to do after a hurricane

1. Remain in your shelter, until informed by local authorities that it is safe to leave.

2. Keep tuned to your local radio or television stations for advice and instructions from your local government about:

- Medical help.
- Emergency housing, clothing or food assistance.
- Ways to help yourself and your community recover.

3. Stay away from disaster areas — sightseers should not interrupt crucial rescue and recovery work.

4. Drive only when necessary, and be especially careful. The streets will be filled with debris and downed power lines. Roads may be undermined and collapse under the weight of a car.

5. Avoid loose or dangling power wires and report them immediately to the power company, police or fire department.

6. Report broken gas, sewer or water mains.

7. Prevent fires. Municipal water pressure may be low, making fire fighting more difficult.

8. Check refrigerated food for spoilage. Follow instructions from the local health department or agricultural extension agency.

9. Stay away from river banks and streams until all potential flooding is passed.

## For more information

Contact your local civil defense or emergency management office or the Federal Emergency Management Agency, P.O. Box 70724, Washington, D.C. 20072, ATTN: Publications, for the following publications. (Single copy requests only.)

**Big Bird Gets Ready For Hurricane Kit.** This kit is designed to help children understand and prepare for possible hurricanes.

**Coping with Children's Reactions to Hurricanes and Other Disasters (FEMA-1849 Spanish Edition (FEMA-185))** This pamphlet is designed to help parents deal with children's fears and anxiety following a disaster.

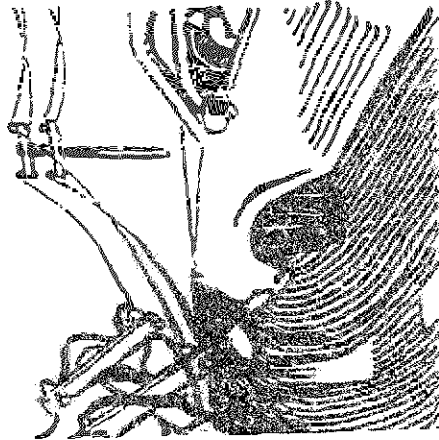
**Hurricane Awareness-Action Guidelines for Senior Citizens.** Provides hurricane safety tips with the needs of seniors in mind.

**Hurricane-Safety Tips for Homes** (IL-105). Leaflet providing information on hurricane preparedness and warnings.

**Emergency Preparedness Checklist (IL-154).** Also available in Braille and recorded versions. This pamphlet provides general information for personal and family preparedness for a variety of natural and man made disasters.

The following are available by writing to the National Weather Service, 1325 East West Highway, Silver Spring, MD 20910, (301) 427-7622

**Survival in a Hurricane** (wall chart), #70027. (Spanish version #70028.)



After a hurricane, avoid loose or dangling power lines and report them immediately to the power company, police or fire department.

## APPENDIX V

### LIST OF NON-PERISHABLE FOOD ITEMS AND OTHER SUPPLIES

1. Coffee
2. Tea
3. Milk
4. Crackers - Ryvita, Crix, Wholewheat (and container for storage)
5. Bottled water - gallon containers
6. Lucozade
7. Soft drinks - mixed: soda water, coke, 7-up
8. Fruit juices : tomato, apple, grapefruit
9. Canned fish: tuna, sardines, salmon
10. Non-salted nuts

### OTHER SUPPLIES

1. Camp cots or sleeping bags
2. Water purification tablets
3. Can opener
4. Flashlights
5. Batteries
6. Battery operated radios
7. Toilet paper
8. Paper towels
9. Soap

**APPENDIX VI**  
**PENDING ISSUES**

Instructions to be provided by C.P.C. to the STAFF

1. Floor plans with evacuation routes.
2. Fire management 1 - position of fire extinguishers
  - annual checks of fire extinguishers
  - training on the use of fire extinguishers
  - fire drills simulation exercises
  - exit signs
3. Building vulnerability - Action taken on vulnerability studies of C.P.C. Office.
4. Training/orientation of staff to emergency plan and procedures, staff responsibilities.
5. Review of Action Cards by each staff member.
6. Restricted parking areas.
7. Water storage.