

INSTRUCTIONS FOR SHELTER WARDENS

Appointment

The Chief Education Officer is responsible for the appointment of the Senior Warden and in cases where the Senior Warden does not reside in the immediate neighbourhood of the Shelter, of an Emergency Senior Warden to substitute for the Senior Warden before his arrival at the shelter. The Chairman of the District Emergency Organisation, in consultation with the Senior Warden, is responsible for selecting a team of reliable persons who are familiar with the district in which the shelter is located to assist with the running of the shelter in the event of a disaster.

Identification

2. All wardens should obtain identification cards from the Chairman of their District Emergency Organisations in order to facilitate their entry to shelters.

Duties: Before the Hurricane Season

3. The duties of the Senior Warden include the following:

- (a) to be responsible for the Shelter before, during and after a disaster;
- (b) to become thoroughly familiar with the instructions of the Ministry of Education and the Central Emergency Relief Organisation (CERO);
- (c) to ensure that the Emergency Senior Warden, the deputy Senior Warden and other assistants are fully conversant with the instructions in this manual;
- (d) to maintain and update the list of all Shelter Wardens and other personnel attached to the shelter with their addresses and telephone numbers, if any, and keep copies of the list at the shelter as well as at home;

- (e) to set up a register of equipment and supplies for use at the shelter, including the following items: lanterns, buckets, first-aid box, blankets, towels, registration record forms, requisition forms (food and other supplies), message forms;
- (f) to keep a list of officers of the District Emergency Organisation showing addresses and telephone numbers, etc.
- (g) to obtain and keep a list of substitute shelters in the area as arranged by the D.E.O in case the recognized shelter is destroyed by a hurricane or other disaster so as to give all assistance possible at other or substitute shelters;
- (h) to inspect the shelter in order to report on its condition to the appropriate authority not later than 31st May;
- (i) to make plans in advance of the hurricane season for the registration of persons seeking shelter along the lines set out in Appendix 1;
- (j) to contact Leader of Boy Scouts, Girl Guides, AYPAs, CLBs, BCBRA as well as members of service clubs and other voluntary agencies in the vicinity in order to arrange for their assistance.

Food Supplies

4. The Ministry of Agriculture is responsible for the food supply depots and the Chief Agricultural Officer is responsible for the distribution of food supplies. Since food supplies will not be stored in the shelters before the disasters, persons seeking shelter should be encouraged to bring with them emergency supplies for their own use. In some areas it may not be possible for suppliers from the depot to reach the shelter without some delay.

Other Supplies

5. The Ministry of Education is responsible for the distribution of buckets and lanterns and the Ministry of

Health for sanitary materials and advising on the content of first-aid boxes. Forms for requisitions, shelter records and registration and message pads will be supplied by CERO through the Ministry of Education. It is the responsibility of the Senior Warden to ensure that the shelter is supplied with these materials and when necessary, to requisition them from the appropriate Ministry, copying the requisition to the Chairman of the District Emergency Organisation.

Weather words

6. Shelter Wardens should be familiar with the weather words used by the Government Meteorological Service as follows:

Bulletin
Advisory
Watch
Warning

7. Wardens should arrange to report to shelters as soon as possible after receiving notice or hearing of the issue of a Hurricane Advisory but at any rate not later than on the announcement of a hurricane Watch.

Duties: Hurricane Advisory/Watch

8. Shelter Wardens are expected to carry out the following:

- (a) secure all loose material that may be in the vicinity of the shelter;
- (b) place all furniture and equipment in one section of the shelter with the exception of such items as may be of use to evacuees;
- (c) check hurricane lanterns to see that they are filled with oil and in serviceable condition and that there is a supply of matches;
- (d) paste strips of paper over glass windows, particularly if there are no shutters, as to strengthen the glass and minimise splintering;

- (e) shut fast and barricade all windows and doors, leaving one door on the side of the building not likely to be under severe attack;
- (f) make ready shelter lists for recording the names and addresses of families and individuals admitted to the shelter as soon as possible after admission;
- (g) check on the availability of other supplies listed for the operation of the shelter;
- (h) arrange for the shelter to be open to receive persons seeking shelter immediately before onset;
- (i) allocate evacuees arriving at the shelters to an area of accommodation, trying to accommodate together evacuees who are from the same family.

Registration of Evacuees

9. It is likely that evacuees will arrive in a fairly steady stream during the hurricane warning. The Chief Warden should have assembled his team of registration workers who would take such information as name, address and special needs of each evacuee as set out in Appendix 1. One card could be used to register all members of one family who have the same last name but individual cards will still be necessary.

10. If evacuees are arriving too quickly, it may be possible that registration will have to be delayed. In this event, it would be advantageous to use index cards supplied beforehand by CERO with the information which will be required set out in a manner that the cards could be filled out under group instructions, if necessary.

Emergency Feeding

11. Feeding will be provided for those persons without food and/or without means of preparing it in time of disaster. In the event of a delay in the arrival of emergency food supplies the Warden should notify evacuees early of the delay in such a manner as to avoid panic. CERO at an early stage will be advising persons about the supplies they should take to the shelter.

12. At each shelter, space should be allocated for both food preparation and food service. If there is an existing kitchen in the building chosen as a centre, this area should be used for preparation. If there are no kitchen facilities e.g. a church, about 200 sq.ft. of space should be allocated for an improvised kitchen. If this arrangement is not workable because there are too many evacuees already at the shelter, consideration could be given to the preparation of hot beverages and infant formulae in surrounding houses and delivered to the shelter as required.

13. The first feeding demands may well be encountered as soon as evacuees start arriving at shelters. However it will hardly be possible for CERO to send food supplies before the 'all-clear'. This should be made clear to all persons. After the 'all-clear', if it becomes necessary for the shelter to continue to be occupied the emergency feeding area should be set up according to previous plans and essential equipment and supplies obtained as soon as possible.

14. The operator in charge of each shelter kitchen will obtain the food, supplementary equipment and other supplies needed for operation through the Shelter Warden. If the need for group feeding becomes excessive, School Meals vans will be despatched with supplies to those shelters where communications and roads have not been dislocated.

Water Service

15. Only water can be regarded as essential for survival during the first few days of an emergency. For infants, it is a critical need within a few hours. One litre of water per person per day should be available under all circumstances. It is important for Shelter Wardens to know the capacity of their shelters and collect enough fresh water in clean containers when the hurricane alert has been given. Special consideration should be given to infants, the elderly, expectant and nursing mothers, the injured and people on special diets - e.g. diabetics.

Wardens should remember the need to boil water as directed by the Ministry of Health during a disaster.

16. Varying conditions for feeding or catering with respect to work, fuel, water and equipment, as well as the basic requirements of individuals, families or groups make it unrealistic to specify precise menus or methods. The important thing to emphasise is that safe water and some kind of food are critical necessities for the preservation of life.

Clothing

17. Evacuees might be inappropriately attired when they reach the shelters. In order to prevent loss of life from exposure, those requiring immediate emergency covering should be given a blanket to protect them from the elements. The primary task in the first day or two would be the procurement and distribution of new and used clothing to evacuees.

18. If evacuation continues over a prolonged period, requisitions for clothing should be submitted to the Chief Welfare Officer.

First Aid and Medical Services

19. The Ministry of Health assisted by the St. John Ambulance Brigade and the Red Cross is responsible for the administration of First-aid arrangements. Members of these services will be posted to hurricane shelters or, if this is not possible, they will tour the shelters immediately after the hurricane to see if their services are required. It is desirable that every shelter warden be trained in first-aid.

Medical Attention

20. The immediate concern, when the hurricane has passed is for the injured. Those requiring more treatment than the First-Aid Officer can give should go or be taken to the nearest Health Centre, Polyclinic or Hospital. If

an injured person is too seriously hurt to be moved, inform the nearest Health Centre, Polyclinic, Hospital or the nearest Police Station and ask for assistance. Encourage those who have not been innoculated against tetanus to be innoculated. Report any deaths at the nearest Police Station giving as much information regarding identity as you can.

21. Whenever necessary, the Warden should check among the evacuees for trained First Aiders, Nurses and paramedical persons. This will assist in alleviating problems which may be created by delays in the arrival of medical personnel. The usage of these persons in this area will also assist in stopping any duplication of persons requested, where hospital care is not necessary.

Relief Goods

Distribution

22. The Social Welfare Department is responsible for distribution of all gifts in kind received. The articles received are likely to be clothing, bedding, foodstuffs, household utensils and furnishings. Clothing and bedding will be distributed as quickly as possible. Non-perishable foodstuffs and household goods will probably not be issued until such time as evacuees have left the shelters and are back in their homes. However, exceptional cases of need will always be considered.

Requisitions

23. Senior Wardens and/or their Deputies should make direct application to the appropriate Distribution Centres for clothing and bedding required for shelters. Care should be taken to avoid duplication or wastage. Requisition should be made in writing and signed by the Senior Warden or his Deputy. Only bulk supplies (within the quantities available) will be given from Distribution Centres. No individual gifts can be made in the period immediately following the hurricane. Applications from Senior Wardens and Clergy of all denominations will be met as quickly as possible. Applicants will be asked to sign for quantities taken away.

Communication

24. Members of the Boy Scouts, Girl Guides, A.Y.P.A. C.L. Brigade and the Duke of Edinburgh Award Scheme in each District have been requested to put themselves and their troops at the disposal of the Authorities. Arrangements will be made for Wardens to communicate by messenger where telephone communications have broken down.

25. Members of the Brabados Citizen Band Radio Association and other C.B'ers have also promised to assist with communications at the shelters.

After the Hurricane

26. Wait until the All Clear has sounded before venturing out, for a sudden calm does not mean the end of the storm but that winds may blow again from the opposite direction.

27. See that people do not congregate in the road and thoroughfares and do not crowd around relief centres needlessly.

28. Do not use your car unless you have a job of work to do.

29. Assist the members of the Central Emergency Relief Organisation as much as possible when asked to do so.

30. Issue a warning to the inmates of the shelter not to drink water without boiling and, if possible, filtering it, until the authorities have declared it safe to drink.

31. Encourage the able-bodied to assist by removing debris from the roads, and thus ease the work of the organisation responsible for opening up communications and for dealing with major obstructions.

32. Wardens should encourage refugees from each family to go to their homes and make them habitable so that the whole family may return home as soon as possible and reduce

numbers in the shelters, stressing that repair teams organised by the refugees themselves will save time by their corporate effort.

Rehabilitation

33. Evacuation centres must also have some plan for coping with evacuees over a long period of time. These evacuees face many long-term problems such as separation of close relatives, loss of personal property, homes and employment.

34. Many personal and emotional problems can develop and shelter wardens will need to engage in a rehabilitation programme to assist with these problems.

35. It is imperative therefore to encourage evacuees to become involved in the running of the shelter so that it has the appearance of a self-governing unit. Thus it may well be useful to set up working parties or committees which would each include some of those persons in shelters along with an assistant Warden. These committees would be concerned with such objectives among others, as the following: .

1. Cultural activity and entertainment.
2. Education and vocational skills.
3. Meditation and prayer groups.
4. Nursery care for children.
5. Counselling and Rehabilitation.
6. Public Relations and Discipline.
7. Food and water sterilisation..
8. First-aid and medical care.
9. Shelter structure maintenance.
10. Clean up and damage repairs.

36. The last five of these committees may be needed regardless of the length of the period of evacuation. In some cases it will be possible or even necessary to combine some of these committees.

37. If the services of those who are idle can be utilized as efficiently as possible this can prevent complicated problems such as emotional tensions from developing.

38. It would also be useful if games such as cards, dominoes, football and cricket could be introduced to help relieve some of the trauma attached to evacuation.

39. Special attention should be given to the needs of children and teenagers.

40. Shelter Wardens are therefore encouraged to plan for the hurricane season and hold regular meetings with their helpers to ensure that they are fully in tune with the instructions in this booklet.

Useful Information

41. It would be helpful if Senior Wardens were to keep in their shelters a list showing the name, address and telephone number of the following:

- i) Chief Education Officer
- ii) Chief Welfare Officer
- iii) Chairmen, District Emergency Organisations
- iv) Supervisor, District First-aid Station
- v) Senior Public Health Inspector.

EMERGENCY SHELTER REGULATIONS

1. The Senior Shelter Warden is the supreme authority in the shelter and his/her decision is final.
2. The Emergency Shelter Warden or other Shelter Warden designated by the Senior Shelter Warden will be responsible for the shelter in the absence of the Senior Shelter Warden.
3. The Warden is entitled to call upon any inmate of the shelter to assist in its operation and every inmate is expected to cooperate to the best of his ability.
4. If a State of Emergency is proclaimed at any time under the Emergency Powers Act all persons within the shelter will be subject to the Orders made under the Act and will be liable for such penalties as may be imposed for failure to comply.
5. The Senior Shelter Warden and all assistants are forbidden to accept responsibility for any item of personal property of any inmate of the shelter.
6. C.E.R.O. will not be liable for any damage to or loss of any property belonging to any inmate.
7. Any person who is seen defacing or in any way damaging the shelter or any item of its furniture or equipment will be prosecuted.
8. Unseemly, indecent or unsocial behaviour such as the use of violence, profane language or drunkenness will not be tolerated and will result in prosecution where any such offence is contrary to the law.

SHELTER.....

Name:.....
(Surname)

Age:.....yrs.months. Sex..... Tel.No.....

Address:.....

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Next of Kin:.....

Address:.....

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N.B. The above to be completed as soon after entering
as possible.

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Part 2: To be completed if person remains in shelter
after disaster.

Occupation:

Other skills.....

Family information:.....

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Medical Notes:.....

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Date/Time:

Registrar's Signature.....