

# HURRICANE HINTS



Central Emergency Relief Organisation

Prime Minister's Office

Barbados

1981

- Report deaths at the Police Station;
- See that the injured even those slightly injured are inoculated against tetanus,
- Assist by removing the smaller pieces of debris from outside houses and particularly if you live in the Bridgetown area or on the main road.

DO NOT touch fallen electric wires.

DO NOT congregate in roads and thoroughfares

DO NOT throw garbage, waste food or dead animals in the street. Help to protect the health of your community

DO NOT use a car unless there is an urgent job to be done.

DO NOT overcrowd relief centres needlessly.

DO NOT go sightseeing

DO NOT drink water without first boiling it unless the HEALTH AUTHORITIES have declared the water supply restored to normal.

DO NOT waste water.



## WEATHER WORDS

- Bulletin** -- issued when a significant weather system is detected in the area;
- Advisory** -- issued at regular intervals when a tropical storm or hurricane is first detected in the area;
- Watch** -- issued when the hurricane continues its advance and hurricane conditions are a real possibility; it does not mean that they are imminent;
- Warning** -- issued when once it is established that hurricane conditions are expected within 24 hours.

### What to do before the Hurricane Season

**Windows and doors.** Make sure that all fasteners for outside doors and windows are in order; Wherever possible, windows should be reinforced with shutters and doors with bars

**The Roof.** Make sure that roof covering is properly fixed to the rafters. Roof sheetings must be properly fixed to supports, preferably with long drive screws. Spaces between the roof and the supports should be sealed off during hurricane periods. A high wind will lift a roof if it gets into the air space between the roof and the supports

**Frames of Wooden Houses.** Wooden corner posts of houses should be secured to stone blocks by fixing stakes to the posts and driving them well into the ground. If the posts are resting on concrete blocks they should be firmly fixed to the blocks with iron strips embedded in the concrete. Houses should be protected against

wood ants. Houses infected by these termites very often collapse in a hurricane.

**Useful Supplies.** Try to ensure that there is a reserve supply of tinned milk and other tinned food as emergency rations in the home. Keep one or two hurricane lanterns filled with kerosene. Keep matches in readiness also. A small quantity of first-aid supplies may be useful. Keep supplies of clean drinking water to hand. Make sure that any open drinking water tanks are kept securely covered. Have a can opener.

**Trees.** Any trees or branches which hang directly over a house or which look as if they might damage it in a hurricane should be trimmed.

**Shelter.** Know where your Emergency Shelter is located.

#### **What to do on the approach of a Hurricane**

##### **On hearing 'hurricane advisory'**

- listen carefully for other messages which follow the advisory.

##### **On hearing 'hurricane watch'**

- continue normal activities, but stay tuned to radio or television for further messages.

##### **On hearing 'hurricane warning'**

- see that all livestock have plenty of water and food, and fasten them securely in suitable buildings, if not leave them untethered,
- fill as many clean receptacles as possible with drinking water;
- shut, fasten and barricade all windows and outside doors;
- if possible, prepare buckets of sand for use in case a fire breaks out;

take cover in as secure a shelter as possible. Certain churches, schools and public buildings will be opened for those needing to shelter in them. It would be wise to take a small supply of food to the shelter; Take your medication with you.

if shelter is taken in a house that shows signs of collapsing, then the best place to take cover is under the stairs or under a stout table or bedstead.

All fishing boats should be drawn up well above high water mark.

#### **WHAT TO DO DURING THE HURRICANE**

- DO NOT leave your house or shelter during the hurricane.
- DO NOT open windows and barricades until hurricane has passed
- DO NOT go outside during the hurricane.
- DO NOT shelter in gullies or low-lying areas that are likely to flood
- DO NOT leave the shelter if there is a sudden lull in the hurricane. This may be the centre of the hurricane, and the wind will start up again very violently from the opposite direction.

#### **AFTER THE HURRICANE**

Assist the members of the Emergency Relief Organisation as much as possible if asked to do so,

- Help to take the injured requiring treatment who are the immediate concern to the nearest First Aid Post or District Hospital;

BARBADOS

---

CENTRAL  
EMERGENCY RELIEF  
ORGANISATION

---

PRIME MINISTER'S OFFICE

1981

## AMENDMENTS

### THE CENTRAL EMERGENCY RELIEF ORGANISATION 1981

1. 3.7 p.2 should read as follows:

(d) Ministry of Communications and Works

- to trim trees
- to keep wells in good order
- to clear roads
- to monitor telecommunications systems
- to demolish unsafe buildings.

2. Place items deleted from 3.7 p.2 at 10.2 under MCW

3. 9.1. Replace P.S.Finance in Team 2 by Dep. C. of Customs.

Interchange Ch. Com. Dev. (Officer) and Dep. C.El.O.  
(Teams 2 and 3)

4. 12.2 Replace Bridge Police Station Area 2 by Ursuline Convent.

Replace Ursuline Convent Area 3 by Community College.

## C O N T E N T S

- Part 1: Disaster Preparedness
- 2: The Central Emergency Relief Organisation
- 3: Pre-Disaster Planning
- 4: Public Utility Services
- 5: Role of Voluntary Agencies and Service Clubs
- 6: Emergency Alert System
- 7: Phase II: Watch
- 8: Phase IIIA: Warning
- Phase IIIB: Two hours before hurricane strikes
- 9: The Emergency Operations Centre
- 10: During and immediately after the hurricane
- 11: Communications
- 12: Responsibilities of the District Emergency Organisations
- 13: Drawing up of a Disaster Plan
- 14: Hurricane Advisories and Warnings
- 15: Governor-General and Cabinet
- Appendix A: Emergency Powers Act
- B: Telephone Network
- C: Communications Network at Police Headquarters
- D: Hurricane Supplies
- E: Links between D.E.O. and C.E.R.O.



## FOREWORD

*Experience derived from Hurricane Allen in 1980 has been used to bring about an improved Plan for 1981. There is always room for improvement in the structure and operations of any Organisation. The Central Emergency Relief Organisation is no exception.*

*If you have any queries about any aspect of the structure or operation of CERO, if you have any criticisms or suggestions to make about the Organisation, please do not hesitate to write to the Chairman, Central Emergency Relief Organisation, Prime Minister's Office, Government Headquarters or telephone 62814, 78513 or 60970 Ext.221.*

PART I  
DISASTER PREPAREDNESS

1.1. Disaster preparedness means preparing the community to react promptly to save lives and protect property if it is threatened or hit by a disaster or major emergency of any kind. In order to do this, planning must be done before there is even the threat of an emergency. This involves the assignment of responsibilities, classification and cataloguing of resources, practice drills and evaluation of experiences.

1.2. The role of the Central Emergency Relief Organisation in Barbados is not seen simply as that of rendering "salvation after the storm". Instead, its role is one of activating the community to be prepared to deal with any type of disaster. The function of the Central Emergency Relief Organisation with respect to emergencies can conveniently be divided into the following categories:

Informing - the development and dissemination of information which will enhance the capability of the individual or the private organisation to avoid or reduce risk, to cope with emergencies or to get help when needed.

Warning - the analysis and forecasting of the nature of potential emergencies and the development and operation of systems designed to maximize warning time and precision for the benefit of both victims and helpers.

Co-ordinating - the development of systems to enable resources to be effectively applied to emergencies.

Providing - the provision and maintenance, when necessary, of extraordinary resources as well as the diversion of normal resources to meet emergency needs and thus to promote the rehabilitation of any area affected by disaster.

Evaluating - the review of the performance of the Organisation with a view to its improvement.

1.3. Disaster preparedness is a continuous exercise - it is a year round pre-occupation not only for members of CERO, but also for every citizen. Government agencies and private organisations alike are required to prepare their own internal disaster plans and these must be reviewed every year in order that they may be kept up-to-date.

1.4. It is therefore the responsibility of every citizen to become familiar with CERO and to be so versed in the roles which he is expected to play in the event of a disaster that, should action be necessary, the response would be instinctively orderly rather than merely a panic-stricken reaction. Everyone must be involved in increasing the country's degree of preparedness. Everyone must see himself as a disaster worker.

#### *Types of Disaster*

1.5. This booklet concentrates mainly on procedures to be followed in the event of a hurricane, since hurricanes every year pose the most likely threat to Barbados. There are however, several types of disasters which occur, and as Barbados becomes more and more built-up the degree of risks increases. These can be categorised as follows:

*Natural:* Earthquake, drought, hurricane, landslide, flood, epidemic and tidal wave.

*Man-made:* Fire, explosion, pollution, power failure, civil strife, invasion, nuclear fallout and aircraft accident.

1.6. CERO does not ignore the less frequent and less familiar disasters. However, since all disasters have much in common in their resulting needs for shelter, warmth, food, medical attention and first aid, passable roads and transport, preparing a community to cope with the more familiar types will help it to adopt emergency procedures which will be useful in dealing with other types.

1.7. It is to be noted here that, in keeping with international requirements, a well developed plan for coping

with aircraft accidents is maintained at Grantley Adams International Airport under the direct responsibility of the Technical Director, Civil Aviation. All measures to deal with aviation accidents and emergencies (e.g. unlawful interference with aircraft, bomb threats against aircraft) are provided for in accordance with the Barbados Search and Rescue Manual. The resources of CERO are available in whole or in part as necessary to assist in the event of any such occurrence.

### *Hurricane*

1.8. The official hurricane season in the Gulf of Mexico, the Caribbean Sea and the Atlantic Ocean runs from June to November. However, the record shows that hurricanes have occurred outside of this period. It is important that the public should be well advised of precautions to be taken before the actual hurricane season as well as measures to be taken during the occurrence of a hurricane or in the after-math of any such disaster. Above all, CERO bases its activities on the belief that self-help is the best help and the quickest as well.

## PART 2

## THE CENTRAL EMERGENCY RELIEF ORGANISATION

2.1. The general direction and control of the organisation resides with the Prime Minister.

*Coordinating Advisory Council* This Council is responsible for ensuring that the functions of the Organisation as a whole are effectively and efficiently carried out.

2.2. Membership of the Council is as follows:

P.S. Prime Minister's Office - Chairman  
P.S./MAFCA (Special Assignments) Deputy Chairman  
Commissioner of Police  
Chief Fire Officer  
Chief Technical Officer, M.C.W.  
Chief Information Officer  
Chief Education Officer  
Chief Welfare Officer  
Chief Agricultural Officer  
Chief Medical Officer  
Chief Community Development Officer  
Chief of Staff, Defence Force  
Director, Meteorological Services  
Technical Director, Aviation and/or Airport Manager  
General Manager, Port Authority  
*Representative of*  
Chamber of Commerce  
Disaster Emergency Relief & Welfare/CCC (DERAW)  
St. John Ambulance Brigade  
B'dos Red Cross Society

2.3. The Supervisor of Emergency Services will be Secretary to the Advisory Council and will attend, either in person or by proxy, meetings of all committees.

2.4. All correspondence concerning the Organisation should be addressed to the Chairman, or the Secretary, C.E.R.O., Prime Minister's Office.

2.5. The Council will normally carry out its supervisory functions through the Executive of the Organisation, i.e. the Chairman, Deputy Chairman and the Secretary.

2.6. Much of the work will be done through the following Standing Committees:

<i>Public Media</i>		<i>Public Awareness</i>	
	CIO/GIS*	G.I.S.*	B.U.T.
C.B.C.	Rediffusion	Met. Dept.	Red Cross
CANA	Advocate-News	St. John Amb.	D.E.O's
Met. Dept.	Nation	C. of Commerce	M/Education
<i>Telecommunications</i>		<i>Damage Statistics</i>	
R.B.P.F.*	M.C.W.	D/SS*	C.El. O.
A.R.S.B.	Transport Bd.	D/O&M	C.o.Valuations
C.B.C.	Rediffusion	D.P.D.	N.H.C.
C & W	C.Bers	C.T.P.	C.P.H.O.
<i>Health Services</i>		<i>First Aid Training</i>	
C.M.O.*	Private Hosp's	Coordinator*	Red Cross
Red Cross	St. John Amb.	Dep. Coord.	St. John Amb.
			B.R.N.A.
<i>Welfare</i>		<i>Food and General Supplies</i>	
C.W.O.*	Red Cross	C.A.O.*	C. of Commerce
DERAW	Salvation Army	Com. Merchants	M/Trade
SDA Church	Vol. Orgs.	Prov. Merchants	M/AFCA
<i>Public Utilities</i>		<i>Tree Trimming and Road Clearance</i>	
CTO/MCW*	Light & Power Co.	M.C.W.*	Light & Power Co.
Tele Co.	Nat. Gas Corp.	Tele. Co.	Nat. Gas Corp.
WW Dept.	Transport Board	BDF	Rediffusion

2.7. \*The Chairmen of these committees are appointed by the Secretariat of CERO and they have powers to coopt.

2.8. The Chief Information Officer or his nominee will be the Chairman of the Public Awareness Committee and the Chief Technical Officer, M.C.W. or his nominee will be the Chairman of the Tree trimming and road clearance Committee. The Commissioner of Police will nominate the Chairman of the Telecommunications Committee.

## PART 3

## PRE-DISASTER PLANNING

3.1. The main function of the Central Emergency Relief Organisation is to ensure that the community is in a state of preparedness at all times. Its areas of planning will therefore include:-

- Collaboration with the United Nations Disaster Relief Organisation (UNDRO) and similar bodies, whether regional or national.
- Coordination of the Central and the District Emergency Relief Organisations.
- Arrangements for relief aircraft and ships, including customs and visa clearance for relief supplies and personnel.
- Storage and control of reserve equipment, fuel, drugs, medical equipment, food, radios and other relief supplies.
- Public information and press briefings.
- Warning systems, warning dissemination, responsibility for and control of broadcasting.
- Evacuation plans, shelter and refugee areas, including promulgation of these plans.
- Transport and equipment requirements.
- Direction of Labour.
- Entry control of non-essential visitors.
- Anticipatory orders under the Emergency Powers Act.
- Post-disaster reconnaissance and reports.
- Post-disaster demolition and repair.

*Responsibilities of Government Agencies*

3.2. Each Government agency is responsible for drawing up its own internal disaster manual. These manuals must provide for the security of the department as well as service to the public.

3.3. All plans must be submitted to the Chairman of CERO not later than 30th May.

3.4. Guidelines to assist in drawing up a disaster plan are given at Part 13.

3.5. As a general rule, government agencies and officers will continue to exercise their normal functions during a disaster, but in some cases, special additional responsibilities will be assigned.

3.6. It is important to note the following:

- (1) In cases where a Department or Statutory Body is assigned specific responsibilities in this booklet, ultimate responsibility rests with the Permanent Secretary of the Ministry concerned. The Permanent Secretary must ensure that all members of staff involved are familiar with the national and departmental plan.
- (2) Where more than one agency is involved in the same area of activity, it is the responsibility of the first listed Permanent Secretary or Head of Department, unless otherwise indicated herein, to arrange meetings to arrive at a common line of action.
- (3) Where an agency has to liaise with another organisation it must make sure that inter-communication is well established e.g. by exchange of telephone numbers of relevant personnel and a code word for recognition.



3.7. Some of the actions which will be required to be required to be performed and which should be detailed in departmental disaster plans are as follows:

*(a) Police Department*

- to protect property and prevent vandalism;
- to control traffic to and from emergency areas and hospitals;
- to control crowds;
- to supervise evacuation of buildings where necessary;
- to see after warning stations and warning flags (v. Part 15)
- to provide emergency telecommunications;
- to coordinate operations of the Amateur Radio Society of Barbados and the Barbados Citizens Band Radio Association;
- to protect food stores and other emergency centres.

*(b) Fire Service*

- to manage all fire-fighting operations;
- to assist in rescue work;
- to pump off flood waters.

*(c) Barbados Defence Force*

- to assist with telecommunications;
- to provide task forces;
- to maintain security of shores;
- to assist police in provision of security forces;
- to establish with the collaboration of private boat owners a service to provide small boats when necessary.

(d) *Ministry of Communications & Works*

- to clear roads;
- to assist in rescue work - in collaboration with Fire Service, Barbados Defence Force etc.;
- to provide emergency transport services;
- to monitor telecommunications systems;
- to demolish unsafe buildings;
- to excavate as required by Emergency Control Officer;
- to assist with the distribution of emergency supplies.

(e) *Transport Board*

- to make arrangements for emergency transport between shelters, clinics, food depots etc.

(f) *Ministry of Education*

- to select shelters and appoint their staff in areas where the local organisations are unable to do so. (N.B. Where the District Emergency Officer is responsible, the Senior Shelter Warden nevertheless must be approved by the Chief Education Officer who is the Chief Shelter Warden.)
- to review every year the manual for shelter wardens;
- to train shelter staff;
- to assist the District Emergency Organisations where necessary with selection of assistant shelter wardens;
- to collaborate with Welfare Department in distribution of supplies;
- to assist District Emergency Organisations in ensuring that First Aid boxes are delivered to Emergency Shelters.

(g) *Ministry of Health*

- to equip first-aid stations (excluding emergency shelters) with first-aid boxes and other medical supplies;
- to assist the District Emergency Organisations in obtaining first aid training and in any other matter affecting health or safety;
- to care for the injured;
- to maintain a proper ambulance service;
- to educate the public in matters concerning public health;
- to arrange for prevention and/or control of any outbreak of disease resulting from the disaster;
- to investigate the potability of water supplies;
- to arrange that hospitals and health centres make and practise disaster plans;
- to establish procedures for collaboration with the Red Cross Society, St. John Ambulance Brigade and private hospitals.

(h) *Ministry of Agriculture*

- to maintain adequate food centres throughout the country;
- to assign personnel to work in these centres in the event of an emergency;
- to collaborate with Provision Merchants and Commission Merchants in the maintenance of adequate stocks of food etc. during the hurricane season;
- to coordinate with M.C.W. and Transport Board an adequate transport service for distribution of food;
- to arrange for Fisheries Department to safeguard fishing fleet;

*Ministry of Agriculture (Contd)*

- to design rationing systems;
- to take measures for the safety of livestock.

*(i) Ministry of Trade*

- bulk supplies - including reception and storage in the event of an emergency.

*(j) Government Information Service*

- to arrange with C.B.C., Rediffusion, Advocate-News, the Nation, CANA and the Director Meteorological Services for keeping the public informed about disaster preparedness;
- control the dissemination of information during a disaster;
- to ensure that the whereabouts of Emergency Shelters and first aid clinics are well known by the public.

*(k) Welfare Department*

- to oversee the distribution of welfare supplies (other than food);
- to maintain adequate stocks of blankets, beds, feeding utensils, lanterns, torch lights, etc. during the hurricane season.

*(l) Central Purchasing Department*

- to assist the Welfare Department in maintaining stocks of emergency supplies (other than food).

*(m) Statistical Services Department*

- to arrange in collaboration with the Data Processing Department and the Organisation and Management Division, systems for -
  - (1) collecting and maintaining damage statistics;

*Statistical Services Department (contd)*

- (2) estimating the amount of funds needed for rehabilitation; and
- (3) processing of data about the disaster.

*(n) Civil Aviation*

- to make arrangements through collaboration of airport authorities and the Director Meteorological Services and after consultation with the Chairman, CERO, for -
  - (a) closure and reopening of airport at appropriate time;
  - (b) emergency telecommunications;
  - (c) disaster relief arrangements at airport; and
  - (d) emergency operation procedures.

*(O) Fisheries Department*

- to alert fishing community by C.B.C. and Rediffusion and request to stay at their normal anchorage;
- to ask crews to stay on the alert in the vicinity and to make sure that their boats are supplied with fuel, water and a good supply of rope;
- to give tractors an extra service to make sure that they are fully operational;
- to fuel tractors fully and provide extra fuel at suitable points;
- to call on tractor drivers to stand-by for duty and if possible provide back-up drivers;
- to ask Manager, Port Authority to ensure that boat-lifting facilities are available at the shallow-draft harbour.

## PART 4

### PUBLIC UTILITY SERVICES

Responsibilities of the Public Utility Companies and Organisations are as follows:-

- arrangements to interrupt or discontinue services to all or any given areas when considered to be necessary in the interest of public safety;
- provision of emergency supplies of public utilities where necessary and where practicable, e.g. emergency lighting, emergency water supplies etc.
- removal of debris, trees etc. which may pose danger to houses or to utility poles or wires;
- restoring use of utility services as soon as possible after the disaster.

(a) *Barbados Light & Power Company*

- endeavour to maintain the electricity supply for as long as possible during the watch and warning periods;
- maintain contact with CERO through a designated officer who will advise on action which the Company will be taking as the hurricane progresses;
- shut down the Spring Garden Steam Station as the hurricane approaches the island in order to take the necessary precautions to protect the plant;
- progressively trip feeders as wind speed increases and public safety requires it. Shut down the remainder of the Spring Garden Plant at this stage;
- thereafter the Company will endeavour to maintain supply to the Queen Elizabeth Hospital and the Belle Pumping Station with limited generation from the Garrison Hill plant for as long as possible;

- in the event that total generation has to be shut down for safety reasons, supply will be restored to the Queen Elizabeth Hospital as soon as the all-clear has been given and the Barbados Light & Power equipment can be made operational;
- priority in restoring supply will be given to the Bridgetown Harbour and BICO Cold Storage as soon as possible after any disaster;
- supply will be restored progressively to other areas as soon as generation and distribution feeders can be repaired.

(b) *Barbados Telephone Company*

- Hurricane Bars, if not already in existence, must be provided for all exchanges. People working at outside exchanges must ensure that the bars are fitted before leaving the building each day.
- Stores Drill for fitting skylight covers to the back of the stores should be carried out immediately to ensure that bolts are not rusted and covers are in-tact.
- Any problems with bars or skylight covers should be reported to the designated officer for corrective action to be taken.
- In the event of hurricane warning arrangements have been made to man the following stations:
  - Liaison Officer to the Government
  - Windsor Lodge Exchange
  - Windsor Lodge Test Desk
  - Windsor Lodge Stores and Transport
  - Windsor Lodge Transport
  - Christ Church Exchange
  - Grazettes Exchange
  - St. Philip Exchange
  - St. John Exchange
  - St. James Exchange
  - Speightstown Exchange
  - St. Lucy Exchange

- Personnel assigned will attend to open manholes, tents etc. and work in progress.
- All Supervisors with transport will report to Windsor Lodge to be assigned to jobs as required.
- Off duty staff should call in for instructions. All other staff are asked to report as soon as possible to their various stations, the designated heads there being responsible for the adequate staffing of stations.
- Should it become necessary, volunteers for extra miscellaneous duties would be most welcome.
- No employee will be expected to follow the above instructions at the risk of his own safety or that of his dependents.
- If an emergency occurs during regular working hours, employees are asked to remain at work. An employee not performing emergency work may be released from duty at the discretion of the Plant Manager or supervisor to whom he reports.
- If the emergency warrants, management personnel will make every effort to notify employees personally. However, should all means of communication fail, the employee must use his own judgement in reporting to his assigned location and duty.

*(c) Natural Gas Corporation*

- Woodbourne operators will be asked to turn off supplies to the Transmission System (Woodbourne to Belle), after consultation with CERO.
- Gregg Farm operators will close off their supply.
- All members of the Technical staff will be allowed to see to their families needs having rendered work sites as safe as possible by the removal of loose equipment (e.g. drums, signs etc.).
- All vehicles will be returned to their stations after having been topped up.
- Any member of staff who is unable to get home is welcome to remain on the premises.
- All Electrical Main Switches at main stations will be turned off.



- Hurricane provisions and equipment for Gregg Farm should be sent up and the key handed over to designated officers.
- When the all clear has been sounded all members of the technical staff SHALL REPORT OR RETURN TO WORK as soon as possible.
- All overland lines shall be checked as soon as supplies are restored.
  - (1) Woodbourne to Belle Line
  - (2) Belle to Gregg Farm "
  - (3) Glendairy "
  - (4) Adams Castle "
  - (5) Graeme Hall "
- All leaks reported must be attended to promptly.
- All members of the Technical staff must be prepared to work until normal service has been restored.
- Any provisions used will be replenished by stores.
- In preparation for the hurricane season -
  - Equipment boxes are to be checked and updated.
  - Provisions boxes are to be checked and updated.
  - All radio sets are to be checked and updated.
  - All buried Valves are to be checked and updated.
  - An adequate supply of batteries is to be kept in stock.

*(d) Waterworks Department*

- Each Engineer or Superintendent assisted by a Foreman, is responsible for a section of the island under the overall control of the Chief Engineer.
- Stocks of pipes, fittings and equipment for repairs are held at key locations (16) on an island-wide basis.
- Extra stocks of chlorine are held during the hurricane season.
- Certain large pumping stations (4) have installed in them on a permanent basis diesel generators which are to be used in case of prolonged power cuts from the

power company, especially during a hurricane when it is anticipated that the normal power will be switched off.

The diesel alternators at these stations can carry the load of the station and are fed by underground diesel tanks.

During the hurricane it is a duty to make sure that these tanks are kept filled. There are also two large portable diesel alternators.

- Key staff are provided with kits which easily measure the chlorine content (hence the purity of the water). This information is fed back to the Chief Engineer who decides whether the water in that area is fit for drinking or not, and whether it should be shut off.
- The Chief Medical Officer of Health has overall responsibility for the purity of the water. The Chief Engineer liaises very closely with him in informing the public of the quality of the water and whether it needs to be purified by boiling.
- The Department owns two water tankers and arrangements have been made with Barbados Sugar Producers Association to have six of their molasses tankers thoroughly cleaned at the end of the crop season, and kept in readiness for use by Waterworks in taking tank water to all sections of the island.
- The expenses of keeping these six tankers in readiness during the crop season is borne by the Sugar Producers Association as a public gesture.
- This Department is one of ten in the Caribbean which has agreed to a more or less informal mutual assistance programme in case of emergencies.

*(e) Transport Board*

- The Emergency Plan Committee, comprising of the General Manager, Chief Engineer, Workshop Foreman, Traffic Staff, Receptionist Foreman, shall be responsible for the formulation of procedures and the execution of such procedures to ensure -
  - The safety of the Board's fleet, stores, equipment, material and other property.

- The allocation and parking of buses at safe locations identified for this purpose.
- The security of units parked at sites other than the Board's Depots.
- The organisation of task force to ensure effective transportation between clinics, shelters and food depots.
- The quick return to normal schedule services after the emergency.
- The Committee will ensure that all personnel are ready to implement plans, that buses and other units are allocated to predetermined safe sites, and crews are made aware of emergency functions.
- Each operational head will meet with emergency personnel to complete final arrangements, for evacuation of depots subjected to flooding, to ensure that emergency lighting is provided for, seeing that all units are refuelled, those not in working order, removed to Mangrove Depot. Workshop equipment at Weymouth secured from flooding, shutters and other protective implements are ready to be put into use.
- All units not in service to be removed to safe sites and secured; stocks, equipment and materials removed from Weymouth to Mangrove. Complete removal of all units not in service from Weymouth to Mangrove. Erection of storm shutters. For the safety of the fleet and passengers it will be necessary at some point before the onset of a hurricane to suspend normal bus services. This step will be taken by the General Manager after consultation with the Permanent Secretary, Ministry of Communications & Works who will have obtained up to date information from the Chief Meteorological Officer and/or Chairman, CERO.
- Final instructions to crews concerning the predetermined sites where buses should be taken when general services are withdrawn. Provision of transportation for crews from sites at Combermere School, Drill Hall and other Depots.

- Buses to be used in Emergency Transportation Programme will be held at -
  - Mangrove Depot - St. Philip
  - District "C" Police Station - St. Philip
  - Chance Hall Depot (M.C.W.) - St. Lucy
  - District "E" Police Station
  - Garrison Parade Square - St. Michael.

*(f) Cable & Wireless*

- arrangements for emergency communications with outside world.

## PART 5

## ROLE OF VOLUNTARY AGENCIES AND SERVICE CLUBS

- Junior Jaycees - assist CERO Secretariat with collating papers, identification cards, distribution of booklets, posters and leaflets, preparing packages for D.E. Organisations etc.
- Jaycees ) - assist D.E. Organisations.
- Lions )
- Rotarians ) - assist public awareness programmes.
- S.D.A. Church - assist with first-aid, relief supplies.
- Salvation Army - provide relief meals and supplies.
- DERAW/CCC - provide relief supplies.
- assist with rehabilitation.
- Red Cross - assist with first-aid training and relief supplies.
- assign first-aiders to stations and shelters.
- St. John Ambulance - assist with first-aid and first-aid training.
- B.R.N.A. - assist with first aid training.
- A.R.S.B. - assist with telecommunications at essential service points. See Part.11
- B.C.B.R.A. - assist with field communications.
- B.A.P.E. - assist with survey of shelters.
- Boy Scouts ) provide messengerial services between
- Girl Guides ) areas and shelters
- A.Y.P.A. ) -
- C.L.B. ) - give assistance at shelters and first-aid posts.
- ) - meet D.E. Organisations to settle details before hurricane season.

## PART 6

## EMERGENCY ALERT SYSTEM

6.1. The Emergency Alert System will be activated by the Director of Meteorological Services. On detecting that a hurricane is in the area he will prepare the text of an "Advisory" press release and will call the Chairman of CERO for approval before broadcast.

## PHASE I : - ADVISORY

- |  |  |
|--|--|
| Chairman,<br>CERO                                      | - will put the Organisation on ALERT by initiating the chain of calls set out in Appendix B.   |
| CIO/GIS  | - Monitor press announcements with a view to ensuring that the public is accurately informed and not driven to panic.                            |
| Amateur Radio<br>Society                               | - Stand by.<br>- Check assignments of members.   |
| Citizens Band<br>Association                           | - Tune transceivers to channel 9 for information on progress of hurricane.<br>- Check assignments of members.                                    |
| Perm.Secs.<br>Heads of Depts.<br>Heads/Stat.<br>Boards | - Ensure that all personnel are ready to implement emergency operations plan with a minimum of delay, should this be necessary.                  |
| Private<br>Sector                                      | - Managers are advised to ensure that their emergency plans can be implemented without delay and to be alert for public announcements from CERO. |

## PART 7

## PHASE II :- WATCH

- |                   |   |
|-------------------|---|
| Chairman, CERO    | - maintain contact with Meteorological  |
| Deputy Chairman,  | Department.   |
| CERO              | - ensure that members of Emergency Operations Team I have all been alerted.   |
| Ch. Medical O.    | - ensure that all emergency first-aid stations, excluding Emergency shelters, are prepared and ready to function if needed. |
|                   | - ensure that all staff assigned to Health Centres, Clinics and first-aid stations have been alerted.                       |
|                   | - collaborate with the D.E. Organisations.  |
|                   | - coordinate activities with Red Cross, St. John Ambulance and St. Joseph Hospital.   |
| Hospital Director | - ensure that emergency medical supplies are in order.  |
|                   | - ensure that Emergency Ambulance service is on the alert.  |
|                   | - ensure that hospital personnel are ready to respond, in event of disaster, in accordance with the hospital disaster plan. |
| P.S./Education    | - check emergency shelters for safety conditions.   |
| Ch. Education O.  | - ensure that personnel assigned to man emergency shelters have been alerted.   |
|                   | - prepare to issue directive to Head teachers to close or open schools as necessary.  |
| Ch. Welfare O.    | - Check adequacy of emergency (non-food) supplies.  |
|                   | - cooperate with Ministry of Education on preparation of shelters.  |
| P.S./Trade        | - ensure that imported food supplies are available.   |

- P.S./M.A.F.C.A. - ensure that local foods are available and to arrange for distribution of food to food depots and shelters.
- P.S./M.C.W. - arrange with Manager, Transport Board that the emergency transport services are in readiness.
- P.S./Labour - standby to advise on opening of shops as necessary. Assist with the recruitment of emergency casual labour.
- Ch. Electoral Officer - maintain contact with D.E. Organisations.
- Ch. C. D. O. - maintain contact with Voluntary organisations.
- Airport Manager  
Tech. Director  
(Aviation) - Brief airlines, government and other agencies at the airport on possible closure of the airport, ensuring that all units complete their preparations.
- Heads of Depts. - note that it is at this stage that all services should stand by to put disaster plans into action with a minimum of delay if necessary, including -
- (i) securing the building, its furniture, equipment and materials at risk;
  - (ii) alerting of all personnel;
  - (iii) ensuring that key personnel are conversant with what is required;
  - (iv) checking stocks of emergency supplies.
  - (v) keeping in touch with progress of hurricane through CBC or Rediffusion.
- Fisheries Officer - advise via radio west coast fishermen to proceed to the shallow draft harbour and the Careenage and to leave fishing gear on land at a position well away from sea;



- see that boats in the Careenage be taken to the point farthest from the sea (Inner Basin) and ask fishermen to refrain from cooking or smoking on board the tightly packed vessels in order to reduce the danger from fire.
- in the shallow draft harbour see that as many boats as possible be lifted from the water and distributed within the Port area with the help of the Port Authority;
- see that East coast boats are hauled from the water as high up as possible;
- advise fishermen to remove pots and nets from the sea.

Private Sector

- Managers are advised to follow directions given to Heads of Government Departments.