



# Government of Saint Lucia

## National Relief Distribution Plan

*Document of the Saint Lucia National Emergency Management Plan*

***Version 1: February 1, 2005***

***Revised: March 18, 2005***

*Developed by NEMO Secretariat and based upon*

*Belize National Hazard Management Plan - Structural Fire Response Plan*

*Volume 5d: National Relief and Supplies Management Plan – August 2003*

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## **SUMMARY**

The National Relief Distribution Plan is designed to guide management of supplies before, during and after a disaster as well as to guide provision of relief assistance to the affected population after a disaster in Saint Lucia.

The plan sets out procedures for procurement of food and other relief supplies, transportation and storage of these supplies and subsequent distribution. It also addresses supplies donated or procured from overseas.

Proper recording of and accounting for donations is often a requirement of receiving these donations. The Plan documents systems for recording receipt and distribution of supplies by using the computer-based system, SUMA.

The important humanitarian functions of assessing the needs of the affected population, and then caring for their physical as well as psychological needs are also addressed by this Plan.

This plan will be used by the national Supplies Management Committee as the Committee Plan.

## **GLOSSARY OF TERMS**

### **Advisory**

A formal message from a Hurricane Warning Office giving warning information together with details on tropical cyclone location, intensity and movement, and precautions that should be taken. Where

### **Assembly Point**

Command post located in evacuation zone, responsible for registering evacuees, organising transportation, despatching vehicles and updating DEOC on progress of evacuation.

### **Bulletin**

A public release from a weather office issued in the event of the occurrence or forecast occurrence of severe weather, including the developing stage of a tropical cyclone or after formal advisories on a hurricane or tropical cyclone have been discontinued.

### **Disaster:**

Any adverse event (natural or human-induced) which disrupts the basic fabric and normal functioning of a society or community, giving rise to casualties and/or damage to property, infrastructure, essential services and means of livelihood on a scale which is beyond the capacity of the affected society to cope with without assistance

### **Disaster Management :**

A collective term encompassing all aspects of planning for and responding to disaster, including policy and administrative decisions and operational activities.

**Disaster Management Cycle:**

Disaster management can be seen as a series of phases on a time continuum. "The Disaster Management Cycle". This is a six-stage system on this continuum, designed for effectively managing disasters by relying on (preventative, mitigatory) pre and post-disaster measures.

**Damage Assessment:**

The preparation of quantified estimates of physical and economic damage resulting from a disaster.

**DEOC**

The District Emergency Operations Centre – the command post at District Level from which District emergency management activities are coordinated. Reports to NEOC.

**Disaster Mitigation:**

Measures taken to reduce the loss of life, livelihood and property by hazards and disasters, either by reducing vulnerability or by modifying the hazard where possible.

**Disaster Preparedness:**

Actions taken in advance of a disaster to minimise loss of life and damage, organise temporary removal of people and property from a threatened location, and facilitate timely and effective rescue, relief rehabilitation (which would enhance response, recovery and reconstruction actions) after the disaster.

**Disaster Prevention:**

Measures taken to prevent hazards from giving rise to disasters

**Disaster Response/Relief**

Actions intended to save lives, alleviate suffering and provide basic care in the immediate aftermath of a disaster.

**Drill**

An activity that tests or maintains skill in a single emergency response procedure.

**Early Warning**

Process of monitoring vulnerable areas or in order to enable protective or preventive actions to be taken by disaster management officials

**Emergency Operations Centre**

Central command post from which emergency and/or disaster management activities are coordinated. Called National Emergency Operations Centre at national level.

**Evacuation Route**

Road or Highway designated by NEMO as a primary route for moving evacuees from threatened areas.

**Exercise**

An activity designed to promote emergency preparedness by testing and evaluating emergency plans and procedures

#### Evacuation

The removal of persons and property from a threatened area in order to safeguard life and property prior to or during an emergency or disaster

#### Hazard:

A potentially damaging phenomenon, whether natural or man-induced

#### Hazardous Substance/Materials

Any substance or material which may be classified into one of the following categories: toxic, corrosive, flammable, explosive or infectious.

#### Hurricane

A tropical cyclone with pronounced counter-clockwise rotation, low pressure centre and sustained wind speeds of 74 m.p.h. or more

#### Initial Damage Assessment (IDA):

An assessment usually carried out within the first 48 hours after the impact of a hazard, by trained evaluators, to obtain an initial evaluation of the damage.

#### Post-Disaster:

Period following a disaster event

#### Rapid-Onset Disaster/Event

A disaster or event which occurs with little or no warning

#### Reconstruction

Full restoration of all services, infrastructure, damaged structures, revitalisation of the economy and restoration of social and cultural life to conditions equal to or better than pre-disaster. May extend for months or even years after a disaster.

#### Recovery:

Medium to long-term actions for repair of physical, social and economic damage and the return of affected structures to a condition equal to or better than before the disaster. As used here, includes Rebuilding and Rehabilitation phases.

#### Refuge of Last Resort

A facility identified for temporary shelter. It is a possible safe haven for emergency workers or other persons caught in the evacuation area, and unable to leave due to dangerous outside conditions.

#### Rehabilitation:

Short-term actions such as restoration of basic services, repair, and restoration of physical, social and economic damage, undertaken after the immediate threat has passed, intended to bring life back to normal. May be completed within 10 – 12 weeks of the disaster event.

#### Risk

Expected losses from a given hazard to a given element at risk over a specified time period

**Saffir-Simpson Scale**

A scale which projects potential hurricane intensities from least damaging at Category One to most damaging at Category 5

**Shelter**

A building used for the purpose of housing persons displaced by emergencies or disasters. The facility is usually identified in advance.

**Storm Surge**

The increase in height of sea level caused by wind and pressure of the storm system and interaction with the sea-floor topography

**Tropical Storm Force Winds**

Wind speeds of 39 m.p.h or higher

**Vulnerability**

The extent to which a community's structures, services or environment are likely to be damaged or disrupted by a disaster

**STRUCTURE OF SAINT LUCIA NATIONAL EMERGENCY MANAGEMENT PLAN**

The Plan comprises several Volumes and Annexes as below:

<b>Section</b>	<b>Subsection</b>	<b>Name of section</b>
<b>00</b>		<b>Statutory Instruments</b>
<b>01</b>		<b>General</b>
<b>02</b>		<b>Policies &amp; Programs</b>
<b>03</b>		<b>National Plans</b>
<b>04</b>		<b>Sectoral Plans</b>
<b>05</b>		<b>Specific Plans</b>
<b>06</b>		<b>Strategies and Guidelines</b>
<b>07</b>		<b>Conventions</b>

**APPENDICES**

- Contact Lists
- Other supporting documents for each volume of the Plan

## **1.1 NAME OF PLAN**

The plan will be called the Relief Distribution Plan.

## **1.2 PURPOSE**

The Plan will outline measures to be taken for acquiring and distributing relief supplies before and after a disaster, and assessing needs of victims. It will assign roles and responsibilities to ministries and agencies, and set out the sequence of activities.

## **1.3 STRUCTURE**

The Plan sets out procedures related to alert, warning and activation of the Committee, as well activities for collecting and storing essential supplies. It also includes procedures for assessments of victims and for managing incoming relief supplies through SUMA.

## **1.4 MEMBERSHIP**

The Plan will engage the services of other Operational Committees, the Private Sector, District Committees, Village Councils and Departments of Government.

Membership of the Supply Management Committee comprises but is not limited to:

### **Core**

1. Cadet Corps – Chair
2. Adventist Development and Relief Agency [ADRA]
3. CARITAS Antilles
4. Chair – National Transportation Committee
5. Saint Lucia Red Cross
6. St. Johns Ambulance Brigade
7. The Salvation Army

### **General**

8. Ministry of Health: Pharmacy Department
9. Ministry of Social Transformation
10. Ministry of External Affairs
11. Saint Lucia National Council of Women's Voluntary Organizations
12. National Organization of Women
13. Rotary Club [All Clubs]
14. Rotract Club [All Clubs]
15. Lions Club [All Clubs]
16. Leo Club [All Clubs]
17. Kiwanis Club [All Clubs]
18. National Youth Council
19. Boy Scouts
20. Girl Guides
21. Path Finders
22. Poverty Reduction Fund

23. National Community Foundation
24. Chamber of Commerce
25. Council of and for Disabled Persons
26. Council of and for Older Persons / Help Age
27. Blind Welfare Association
28. LUSAVE
29. Saint Lucia Postal Service
30. Association for the Improvement of Rastafarianism
31. Education International
32. Community Services of the SDA
33. Saint Lucia Crisis Center
34. Consolidated Foods
35. LUCELEC
36. WASCO
37. Telecom Companies
38. Eighteen Supply Management Team Leaders from District Disaster Committees

Special Arrangement [Individual Trade Unions until National Grouping formed]:

39. Saint Lucia Nurses Association
40. Saint Lucia Industrial and Small Business Association
41. Saint Lucia Teachers Union
42. Saint Lucia Workers Union
43. Saint Lucia Civil Service Association
44. National Workers Union
45. Vieux Fort General and Dock Workers Union

## **1.5 SCOPE**

The Plan guides acquisition of supplies before an event with warning, sets out transportation and safe storage of these supplies, their movement and distribution afterwards. It also guides members of the Committee in assessing the needs of victims of the event and providing assistance for recovery.

## **1.6 AUTHORITY**

The plan is developed as one of the functional plans of the Saint Lucia National Emergency Management Plan

## **1.7 RESPONSIBILITY**

The responsibility for maintaining, reviewing, updating and amending the Plan lies with the Chairperson, Supplies Management Committee [SMC]. The Plan will be reviewed and updated after any real event and/or simulation exercise, and once per year prior to the start of the hurricane season.

## 1.8 ASSUMPTIONS

The Plan assumes that:

1. The GOSL will provide the necessary support to enable the Plan to be activated.
2. Once activated, the Plan will be supported by other plans as necessary.
3. All members of the Committee will be available for duty.
4. Members of the committee will be trained in the skills necessary for implementation of the Plan.

## 1.9 STANDARD OPERATING PROCEDURES

The Standard Operating Procedures for warning, activation and call-out of the Committee are set out below and in Document 0102 of the Saint Lucia National Emergency Management Plan.

### 1.10 WARNING, ALERTING AND CALL-OUT

If a hazard threatens Saint Lucia, the DIRECTOR NEMO will evaluate the threat and alert Committee Chairpersons, who will alert their members. Once the NEOC is activated, **Chairperson SMC** will call-out the committee members and activate the Committee EOC. The Committee is divided into four sub-committees or teams led by a team leader:

- Food Procurement
- Human Resources
- Supplies Management (SUMA)
- Data Collection & Analysis

The SMC shall liaise with the following National Counterpart Committees:

- Emergency Shelters
- Transport
- Stress Management

In order to save time for the call-out, the Chairperson will contact the team leaders who will in turn contact their team members. Call-out procedures will be as in Fig. 1 below.

### 1.11 ACTIVATION

The Committee EOC and this plan will be activated by the Chairperson on the instruction of the DIRECTOR NEMO, or once the NEOC is activated and it is anticipated that there will be a need for relief supplies.

### 1.12 DEACTIVATION

The Chairperson national SMC will deactivate the Plan in consultation with the NEOC Director.

The Committee EOC will be partially deactivated if there is no need for further coordination of distribution of supplies for feeding the population. A minimum EOC staff will be maintained

until all supplies are distributed and accounted for. Once all supplies are accounted for and stored or distributed, the EOC will be fully deactivated.

The Committee through the Chairman shall submit a final report on their role in the response.

### **1.13 RELATIONSHIP TO OTHER PLANS**

This functional plan will support the National Emergency Management Plan and in turn will be supported by Other Plans. Once the Plan is activated, the Chairperson will provide reports to the NEOC. The District Supplies Management Sub-Committee, through the DEOC, will provide reports on district activities to the Chairperson of the SMC.

Other documents related to this plan are:

1. The Sphere Handbook [Humanitarian Charter and Minimum Standards in Disaster Response]

#### **1.13a Reporting relationships**

An adequate and timely flow of information is essential for the smooth functioning of the duties set out in this Plan. It will require clear understanding of the reporting responsibilities and timing among the District SMC Sub-committee, the District EOC, the national SMC Committee EOC and the NEOC. These reporting requirements are set out below:

The Chair, District Supplies Management Sub-Committee will report to the National Supplies Management Committee EOC daily with a copy to the DEOC: See Appendix C.

The report will contain the following information:

- Quantum of food and other supplies at the warehouse
- Quantum of food and other supplies issued and received for the day
- Quantum of food and other supplies needed
- Places receiving food and other supplies
- Number of people receiving food or other supplies
- Number of feeding centers and distribution centers activated/operational
- Number of personnel in operation and number needed for rotation
- Date of Rotation of personnel
- Number of sessions coordinated and people assessed by the psychosocial teams
- Projected days for operations at district level

The Team Leaders of the national SMC sub-committees will report to the Chairperson of the SMC.

The Chairperson of the national SMC will report to NEOC on relief and supplies management once daily, or as requested by the NEOC.

## **1.14 ADMINISTRATIVE ASPECTS**

### **1.14a Acquisition of supplies:**

At the beginning of the hurricane season, district sub committees enter into agreements with suppliers to procure basic food and sanitation items. These supplies are for shelters. At the national level discussions are held between the SMC and major suppliers for the procurement of food and its transportation to national sites. However the agreements are not activated until NEMO gives the go ahead to access supplies. See Memorandum of Understanding, (Appendix D.)

### **1.14b Acquisition of transportation**

Arrangements are made with the national Transport Committee and private sector transportation companies for transporting goods to storage sites. (Appendix I). All financial obligations must be cleared with NEMO before executing, and must be in accordance with Government Stores Orders and Conditions for Securing Items for Feeding Centres. (Appendix L.)

### **1.14c Acquisition of warehouse space**

Many District sub committees are equipped with small warehouse space.

If warehouse space is to be accessed in the event of a disaster the Director NEMO must approve any and all expenditures.

### **1.14d Payment for supplies**

All bills incurred at District level are to be certified by the District SMC Sub-committee chairperson and forwarded to the national SMC chair. Sub committee leaders certify all bills at the national level for their respective expenses. All bills are then forwarded to the Chairperson of the national SMC who certifies and passes to the Director NEMO for payment.

## **1.15 CONCEPT OF OPERATIONS**

### **1.15a Securing of Supplies**

The GOSL is committed to supplying adequate food and other relief supplies to the affected population after an event which causes displacement and loss of ability of the population to provide for itself.

Memoranda of Understanding will be signed with private suppliers of goods and services (national and district) based on the standardized list provided at the beginning of the hurricane season. (Appendix E)

**(i) For events with warning**, such as hurricanes, the Chairperson of the national SMC Committee will instruct the Team Leader of the Food Procurement and Transport sub-committee

and instruct him to collect containers of basic food items from the suppliers, with the approval of the DIRECTOR NEMO. These will then be transported to national storage sites. (Appendix F).

After the event, the National SMC will procure seven days supply of food from the national storage sites to be delivered to local warehouses in the affected area for distribution to the population. This will supplement any supplies obtained from in-district sources.

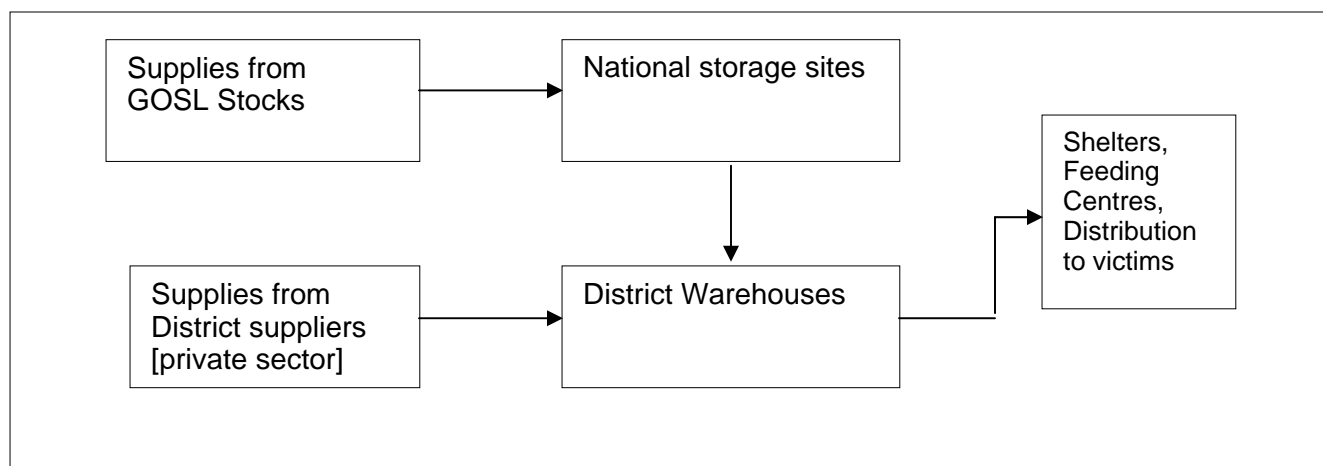
If more food is required, the National Supplies Management Committee will further supply twenty-one days supply from the national stores. All citizens will receive food as Director necessary. See flowchart at Fig. 2.

## **(ii) Relief Supplies other than food**

These will be procured after impact. District SMC Sub-Committee assessment teams will provide the list of needs to the DEOC for onward submission to the NEOC through the Chairperson of the national SMC.

In the event that supplies are procured from distributors, and the threat does not materialize, they will be returned to the distributors based on the terms of the agreement. However if it is in the height of the season August – October, the supplies may be kept at the discretion of the DIRECTOR NEMO.

**FIG. 2 -FLOWCHART FOR MOVEMENT OF RELIEF SUPPLIES PROCURED IN COUNTRY**



## **(iii) Events without warning**

For events without warning, District Committees will procure food and supplies from local suppliers on the approval of the national Supplies Management Committee. If additional food is needed which cannot be sourced within the district, the national SMC will make arrangements

for purchase of food and supplies at national level. These supplies will be sent to the affected district(s) following procedures in this plan.

Standard quantities of food for various time periods are set out at (Appendix G). District Committees are to be guided by these quantities.

#### **1.15b Assessment procedures for victims' needs.**

Two assessments are conducted. The first within 48 hours; the second is an in depth assessment conducted within two weeks of the event to determine the long term needs of the population. (Appendix H). The national DANA Committee will access information collected by the national SMC through the NEOC as set out in the *National Damage Assessment Plan - Document 0210 of the National Emergency Management Plan*.

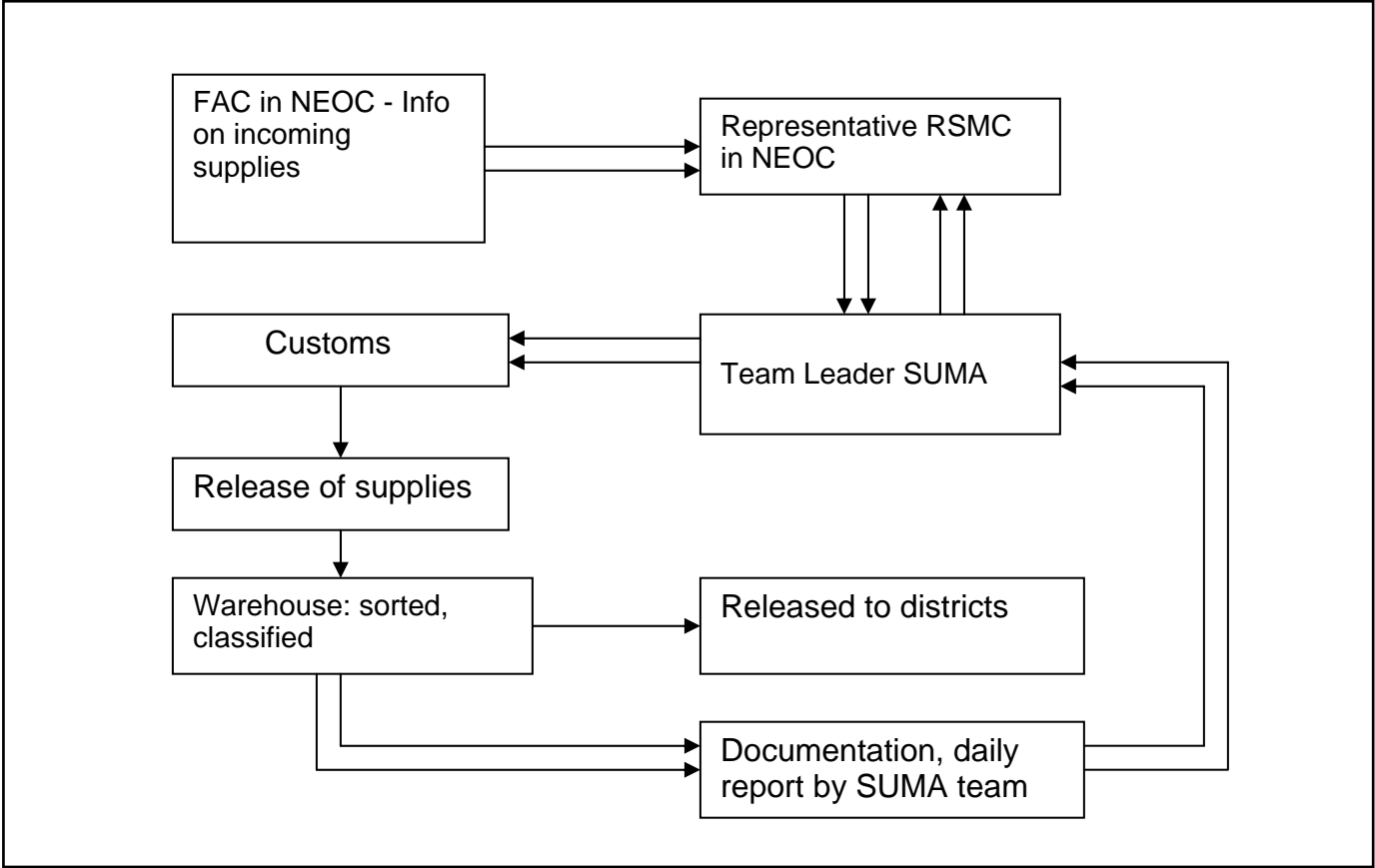
#### **1.16 Procedures for relief supplies from abroad.**

Pledges of donations of relief from abroad will be recorded in the NEOC by the Ministry of External Affairs Liaison, who will pass the information to the SMC. Pledges and donations from abroad will be tracked and managed by the SUMA Team using the Supplies Management Software SUMA (Fig. 3) and Relief Supplies Tracking System (RSTS) and in keeping with the *Donations and Importation of Relief Supplies Policies and Guidelines in Saint Lucia after Disasters Document 0201 of the Saint Lucia National Emergency Management Plan*.

Procedures are shown below.

1. NEOC (External Affairs Liaison) informs chairperson/representative national SMC of cargo coming in to any of the ports of entry.
2. Chairperson informs SUMA Team Leader.
3. SUMA Team Leader informs Customs and Immigration officials.
4. SUMA Team Leader receives cargo and presents documents to Customs.
5. Customs issues cart note and releases cargo.
6. Transport Committee arranges for transporting cargo to NEMO warehouse.
7. SUMA team sorts, classifies, records and stocks supplies using SUMA software program at the NEMO Warehouse [To be located at Biseé]
8. Upon instructions from NEOC Director to the SMC, supplies are forwarded to warehouses in Districts.
9. SUMA Team Leader provides daily reports on receipt and distribution of supplies to the Supplies Management Committee Chairperson.
10. After the disaster Custom entries are prepared based on the cart notes issued.
11. SUMA Team Leader signs custom entries on behalf of Director NEMO.

**FIG. 3**  
**FLOWCHART SHOWING MANAGEMENT OF RELIEF SUPPLIES FROM**  
**ABROAD**



Key: Single arrow denotes movement of supplies; double arrow denotes movement of documentation

## **2.0 PREPAREDNESS – LONGER TERM**

### **2.1 ACTIVITIES TO BE COMPLETED BY MAY 01**

Prior to the hurricane season:

#### **2.1.1. Supplies Management Committee will:**

##### **(i) Food Procurement**

- a. collect from the NEMO Secretariat information supplied by the Ministry of Commerce on the food manifested items in containers and compare these with the list of basic relief food items. See Appendix E for list of items. (This information gives an idea of what is in stock at any given time.)
  - i. contact the suppliers of food items and transportation and make arrangements for easy collection and transportation prior to an emergency by entering into a memorandum of agreement.
  - ii. provide a list of these suppliers, their contact information and signed agreements to committee chairperson.

##### **(ii) Liaise with Transportation to:**

- a. identify truck drivers and heavy duty operators to make firm arrangements for them to respond quickly during an impending emergency. Enter into an agreement for their timely response. See Appendix I.
- b. ensure obtain a copy of a list of all the truckers and heavy duty operators, including their addresses and telephone numbers.

##### **(iii) Storage Sites**

- a. identify storage and bulk distribution sites nationally.
- b. make contact with the owners of the storage depots to seek approval for the use of an appropriate space in their facilities for use during an impending emergency.
- c. inspect these sites and ensure their appropriateness.
- d. coordinate with Customs for the receipt of food items at these sites.

#### **2.1.2 Representative of the Ministry of Social Transformation will:**

- a. serve as Secretary to the Committee.

- b. collaborate with the NEMO Secretariat to ensure that all members are provided with a list of Committee Members to include addresses, home and office telephone numbers.
- c. provide Terms of Reference of the Committee.
- d. provide a list of Sub-Committees, their functions and make-up.
- f. keep copies of notes of all formal meetings.

**2.1.3. SUMA Team Leader will:**

- a. coordinate training for SUMA team.

**2.1.4. Stress Response Management Team will:**

- a. coordinate training for district personnel in conjunction with Ministry of Health
- b. execute their mandate as set out in The Saint Lucia Stress Management Response Management Team Plan Document 0307 of the Saint Lucia National Emergency Management Plan

**2.1.5. Data Collection Team Leader will:**

- a. coordinate the collection of data at village level on:
  - i. population/special needs population
  - ii. transport
  - iii. supplies

See Appendix JI to JIV.

**2.1.6. Emergency Shelters Committee will:**

- a. liaise with District Shelter Committee to verify shelters and capacity
- b. identify storage space.

### **3.0 PREPAREDNESS – SHORT TERM**

(Hurricane/Tropical Storm watch – 36 hours BEFORE impact)

#### **3.1 During PRELIMINARY PHASE**

3.1.1 The **Chairperson of the national Supplies Management Committee** will call a meeting immediately with members of the Working Groups to get reports on their state of readiness. These are:

- Food Procurement
- Human Resources
- Supplies Management (SUMA)
- Data Collection & Analysis

After meeting with team leaders of sub-committees:

**The Chairperson of the national Supplies Management Committee will**

- a. instruct that all SMC sub- committees meet and activate their plans.
- b. activate the Committee EOC and Plan. The following steps will then take place:

**3.1.2 The Food Procurement Team Leader will meet with his sub-committee and:**

- a. review the list of food items which are required for the emergency.
- b. compare the items on list with items at the Government Warehouse.
- c. secure items not available at the Government Warehouse from other suppliers.
- d. with the Transportation Committee identify at least ten (10) empty containers and tow-heads for transportation

#### **3.2 PHASE II**

3.2.1 **The Chairperson national SMC updates** the NEOC on actions being taken.

3.2.2 **The Food Procurement Team Leader will:**

- a. consult with the Port Authority Representative to find out if food items which are lacking or deficient from the standard list area available at the Port.
- b. contact owners of containers identified in (a) to release them and have them picked up by trucks or pickups and brought to the Saint Lucia Marketing Board Compound for transferring to the empty containers
- c. as soon as each container is full, it is to be taken immediately to national storage sites as determined by the Chairperson, national SMC until all the food required has been forwarded to the respective sites.

3.2.3. **The Royal Saint Lucia Police Force Representative and Customs Representative** will receive the containers at all designated sites will decide on the safety of parking, etc. as well as:

- a. Receive and store all food arriving at the site.

- b. Ensure that documents regarding the contents of the trailers are properly secured.

#### **4. PHASE III**

Hurricane/Storm Warning (24 hours before impact)

During this stage, the Hurricane appears likely to strike the coast of Saint Lucia within a matter of hours.

#### **The Chairperson of the national Supplies Management Committee**

- a) will ensure that all preparatory activities are completed
- b) will update the NEOC on state of completion of activities.
- c) will stand down members of the Committee who will be allowed to go to their homes

**Note: They should be prepared to respond immediately after the all clear.**

## **4.0 RESPONSE**

### **PHASE IV – ALL CLEAR**

Phase IV will be deemed to be in operation, following such a declaration by the NEOC after a Tropical Depression, Tropical Storm or Hurricane has passed, or no longer poses a threat to Saint Lucia and her coastal waters. At this time:

- a. All Team Leaders of sub-committees are expected to report to national Supplies Management Committee (SMC)
- b. All members of the sub-committees are expected to report to their respective team leader

#### **4.1 The Chairperson, national SMC**

- a. will convene the committee within six hours of the all-clear and will brief the members on the current situation as known.
- b. will attend meetings in NEOC as required
- c. will brief external agencies, visitors as required
- d. will ensure timely production of reports for NEOC
- e. will monitor reports from DEOC on need for food and supplies and obtain permission for procurement/release of additional food and supplies
- f. liaise with chairperson DANA Committee and ensure complementarity of damage data

#### **4.2 The Team Leader, Food Procurement Team together with the Transport Subcommittee will:**

- a. make arrangement for the release of food trailers from national storage sites.
- b. arrange for transfer of food trailers to all affected areas in collaboration with the transport committee.
- c. send food trailers from national storage sites to local warehouses.
- d. ensure protection and security of food stores and trailers, countrywide.

#### **4.3 Customs Department Representative will:**

- a. ensure staffing of warehouses to effect documentation, distribution and accountability.
- b. receive supplies and keep an inventory of same
- c. keep records of supplies distributed to the affected population.

#### **4.4 The District Subcommittee Chairperson will:**

- a. implement the district plan for the release of food or dry rations and feeding of shelters [or activate the MOU]
- b. monitor the rate of consumption of food supplies and provide information in this regard to the Chairperson, national SMC.
- c. open district feeding centres

- d. continue to provide food until requested to cease by the Chairperson national SMC
- e. inventory and report all unused supplies to the Chairperson, SMC.
- f. provide information on the status of utilization of supplies to DEOC and Chairperson, national SMC.
- g. ensure records are kept of receipt and distribution of supplies at all sites being utilized for distribution and feeding centers. (Appendix H IV).

**4.5 Leader of Supplies Management (SUMA) Team will:**

- a. receive all relief and supplies arriving at Hewanorra International Airport, GFL Charles Airport, Ports Castries, Port Vieux Fort, Rodney Bay Marina, and Marigot Bay. (except for the relief supplies dispatched specifically for the Red Cross society or other major NGOs).
- b. ensure moving of supplies to NEMO warehouse
- c. at the NEMO warehouse or point of entry, sort, classify, and record all supplies arriving through each entry point using SUMA software.
- d. liaise with Chairperson national SMC, regarding the forwarding of supplies to local warehouses from NEMO Warehouse.
- e. forward daily reports on receipt and distribution of supplies to chairperson National SMC

**4.6 SUMA representative at the NEOC will:**

- a. receive from Ministry of External Affairs Liaison all pledges of donations to the Government of Saint Lucia.
- b. enter using SUMA/RSTS
- c. provide reports to SUMA team leader.

**Note:** ALL Officers will remain on duty until the Chairperson announces deactivation or releases them.

**NOTE: Assistance from Abroad**

If SUMA Teams from abroad are needed, a request will be made to PAHO through the NEMO. The SUMA team leader will coordinate immigration and customs procedures and coordinate these teams.

## **5.0 ASSESSMENT OF NEEDS OF POPULATION**

### **5.1 ASSESSMENT**

Assessment of the needs of the affected population will start immediately after the event. The Saint Lucia Red Cross through the Community Disaster Response Teams [CDRT] will be in charge of monitoring the setting up of assessment teams, ensuring transportation through the Transportation Committee and timely dispatch.

The Disaster Coordinator of the Saint Lucia Red Cross will monitor the process and assist in coordination as necessary. Assessments will be carried out using Forms as in **Appendix H- J**.

#### **5.1.1 Qualification of Victims for Assistance**

Victims should meet the following criteria in order to receive benefits:

- a. current source of income was affected by the event
- b. suffered damage to homes/farms

#### **5.1.2 Priorities for Assistance**

Assistance will be according to the priority listing:

- a. special needs population – elderly without income, disabled
- b. nursing mothers
- c. single mothers
- d. children
- e. others

#### **5.1.3 Types of Assistance**

Victims may receive assistance in the form of:

- a. food/water
- b. clothing
- c. building materials
- d. household utensils
- e. sanitation supplies

Based on the assessment, a list of victims and their needs is forwarded to the NEOC. Allocations are then made through DEOCs and CDRTs.

#### **5.1.4 Documentation**

Families receiving assistance will be given a record card on which all assistance received will be recorded. They will be required to sign for assistance received. **Appendix H III**.

## **6.0 DEACTIVATION and POST RESPONSE DUTIES**

1. Committee chairperson deactivates EOC in discussion with NEOC Director
2. Chairperson receives final reports from team leaders.
3. Chairperson organizes a de-brief of event and includes district representatives.
4. Chairperson submits a report to NEMO Secretariat.

## APPENDICES

## **Appendix A**

### **CONTACT INFO SUPPLIES MANAGEMENT COMMITTEE**

*The CONTACT INFO for the SUPPLIES MANAGEMENT COMMITTEE is part of the National Emergency Response Plan and is a stand alone document.*

---

### **CONTACT INFO SUMA TEAM**

*The CONTACT INFO for the SUMA TEAME is part of the National Emergency Response Plan and is a stand alone document.*

## **Appendix B:**

The **LIST OF EMERGENCY SHELTERS PER REGION** is a stand alone document and is available from the NEMO Secretariat and at <http://www.stlucia.gov.lc>

The shelters are inspected and certified by the Ministry of Works

**Appendix C-I**

**QUANTUM OF FOOD AND SUPPLIES AT WAREHOUSE**

**DISTRICT:**\_\_\_\_\_

**DATE:**\_\_\_\_\_

Date	Item	Unit/ Description	Quantity brought forward	Quantity Received	Quantity Used	Balance Remaining

**SIGNATURE:**\_\_\_\_\_

**POST:**\_\_\_\_\_

**APPENDIX C-II**

**QUANTUM OF FOOD AND SUPPLIES NEEDED & PROJECTED DAYS OF REQUEST**

**DISTRICT:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**PROJECTED DAYS OF REQUEST:** \_\_\_\_\_  
**PROJECTED DAYS FOR OPERATIONS:** \_\_\_\_\_

Date	Item	Unit/Description	Amount at Warehouse	Population to be assisted	Amount needed

**SIGNATURE:** \_\_\_\_\_  
**POST:** \_\_\_\_\_ **APPENDIX C-III**  
**# OF FEEDING CENTERS/DISTRIBUTION CENTERS  
ACTIVATED/OPERATIONAL**

## # OF PEOPLE RECEIVING FOOD AND OTHER SUPPLIES

**DISTRICT:**\_\_\_\_\_

**DATE:** \_\_\_\_\_

[illegible]

**SIGNATURE:**\_\_\_\_\_

**POST:**\_\_\_\_\_

## APPENDIX C-IV

## # OF SESSIONS FACILITATED AND PEOPLE IMPACTED BY PSYCHOSOCIAL TEAMS

**DISTRICT:**\_\_\_\_\_

**DATE:** \_\_\_\_\_

[illegible]

**SIGNATURE:**\_\_\_\_\_

**POST:**\_\_\_\_\_

**APPENDIX C-V****NUMBER OF PERSONNEL IN OPERATION AND NUMBER NEEDED FOR ROTATION****DISTRICT:** \_\_\_\_\_**DATE:** \_\_\_\_\_

Area of work	Type of personnel	Tasks	# presently working	# needed for next rotation	Date of next rotation	Length of next rotation
EOC	-Coordinator	Coordinate smooth flow of operations				
	-Alternate Coordinator					
	-Statistician	Coordinates all data gathering and analysis				
	-Alternate Statistician					
	-Human Resource Manager	Manage human resources needs				
	-Data Entry Clerk	Enter all relevant data in computer				
Assessment	Assessors	Conduct interviews, assessment, distribution				
Warehouse	-Warehouse manager	Coordinate all incoming inventory and outgoing supplies				
	-Operation clerk	Data entry for inventory purposes				
Packaging	-Coordinator	Coordinate all activities at center				
	- Statistician	Keep records of supplies received and family packages distributed				
	-Packers/volunteers	Pack family packages				
Feeding Centers	-Cook	Prepare menu, meals and request supplies				
	-Servers	Package food				
	- Cleaners	Clean				
	- Record Keeper	Keep check of rations received and number of plates issued				

<b>Distribution</b>	<b>Assessors as per above</b>	<b>As per assessors above</b>				
<b>Psychosocial</b>	<b>-Coordinator</b>	<b>Coordinate psychosocial activities</b>				
	<b>-Counselors</b>	<b>Conduct psychosocial sessions</b>				

## Appendix D

### *Memorandum of Understanding for the Acquisition of Supplies*

This document is a response tool. Committees on behalf of NEMO negotiate for supplies in advance of the need. The agreed terms are supplied to NEMO who in turn prepares the following contract for signature.



## SAINT LUCIA

***This Agreement*** is made this day the ..... of the month ..... two thousand and .....

***Between: The National Emergency Management Organisation***, a Department of the Office of the Prime Minister and which is situated at the Red Cross Headquarters, Vigie acting herein and represented by the Director (hereinafter called ***THE CONTRACTOR***) of the one part.

And

..... (Hereinafter called ***THE SUPPLIER***) of the other part.

### ***Whereas***

(1) The ***Contractor*** is the organization with responsibilities for the preparedness, prevention, mitigation and response activities to an emergency situation on the island.

(2) In order to facilitate some of its responsibilities it is necessary and expedient for ***The Contractor*** to make arrangements for supplies on a credit basis to assist in relief and other humanitarian operations.

(3) The ***Contractor*** has requested ***The Supplier*** and ***The Supplier*** has agreed to make available to ***The Contractor*** the goods described in the schedule hereto.

***The Supplier*** at the request of ***The Contractor*** or its nominee all or any of the types of goods described in the Schedule hereto upon the terms and conditions hereinafter mentioned, that is to say:-

1. **The Supplier** will upon the written request or upon any other agreed method supply to **The Contractor** any quantity of the goods described in the schedule hereto.

2. The quantity stipulated must not exceed the agreed limit previously determined in writing by the parties.

3. **The Contractor** will be billed for the quantities supplied to **The Contractor** or its nominee at the time of delivery and will be given ninety (90) days to settle the bill submitted by **The Supplier**.

4. **The Supplier** shall not deliver any of the goods to any person except persons authorized by **The Contractor**.

5. The parties shall mutually agree to extend the nature of the goods to be supplied by an amendment to the schedule.

6. This agreement shall remain in existence for one (1) year but may be extended from year to year by an exchange of letters.

7. Either party may give to the other three months previous notice in writing to terminate this agreement, after all outstanding liabilities are settled.

**IN WITNESS WHEREOF** these presents have been signed by the parties hereto in triplicate.

Signed

-----  
**Supplier (Shop Owner)**

-----  
**Contractor (NEMO)**

-----  
**Witness**  
**(Chairman – Local Committee)**

## **SCHEDULE**

**Provide NEMO Secretariat with the following:**

- 1.Name of Shop/Company**
- 2.Name of person to sign for  
Shop/Company**
- 3.Name of Committee Chairperson**
- 4.List of items**
- 5.Price of Items**

Each page of the schedule shall be initialed by all three signatories.

## APPENDIX E:

### 25% of POPULATION TO BE FED PER DISTRICT

[illegible]

## Appendix F Quantities of Supplies for the Four (4) National Storage Sites

Items	Unit/Pkgs	NATIONAL DEMAND		SAINT LUCIA DEFENCE FORCE	ORANGE WALK (Czl & O/Walk Districts)	POLICE TRAINING ACADEMY - BMP	DEL ORO COMPOUND
				CAMP – LADYVILLE (Bze City/Bze Rural)		(Cy Dist & Bze Rural)	STANN CREEK VALLEY (Tol. & S.C Districts)
Beans R.K.	(1x100 lbs)	1,654	sacks	347.34	512.74	479.66	314.26
Flour	(1x100 lbs)	3,308	sacks	694.68	1,025.48	959.32	628.52
Powdered Milk (instant)	(6x5.5 lbs)	3,341	cases	701.61	1,035.71	968.89	634.79
Rice	(1x100 lbs)	3,308	sacks	694.68	1,025.48	959.32	628.52
Sugar	(1x112 lbs)	1,969	sacks	413.49	610.39	571.01	374.11
Water (purified)	(1x5 gal)	176,400	5-gal	37,044.00	54,684.00	51,156.00	33,516.00
Baking powder	(24x10 oz)	919	cases	192.99	284.89	266.51	174.61
Vegetable oil	(6x1 gal)	919	cases	192.99	248.89	266.51	174.61
Cups (styrofoam)	(1000x16 oz)	2,646	cases	555.66	820.26	767.34	502.74
Forks (plastic)	(1000x10 pcs)	2,646	cases	555.66	820.26	767.34	502.74
Plates (styrofoam)	(4x125 pcs)	5,292	cases	1,111.32	1,640.52	1,534.68	1,005.48
Spoon (plastic)	(100x10 pcs)	2,646	cases	555.66	820.26	767.34	502.74
Matches	(1x10 boxes)	378	packs	79.38	117.18	109.62	71.82
Ajax	(24x21 oz.)	90	cases	18.90	27.90	26.10	17.10
Dettol	(6x750 ml)	980	cases	205.80	303.80	284.20	186.20
Paper Towels	(1x30 rolls)	353	cases	74.13	109.43	102.37	67.07
Pine Oil	(12x28 oz)	1,575	cases	330.75	488.25	456.75	299.25
Liquid Bleach	(4x1 gal)	1,034	cases	217.14	320.54	299.86	196.46
Trash plastic bags	(40x30 gals)	66	packs	13.86	20.46	19.14	12.54
Trash plastic bags	(70x13 gals)	25	packs	5.25	7.75	7.25	4.75
Soap powder	(4x11 lbs)	5,011	cases	1,052.31	1,553.41	1,453.19	952.09
Steel wool	(1x16 pads)	165	cases	34.65	51.15	47.85	31.35
Sweet soap	(72x5.3)	875	cases	183.75	271.25	253.75	166.25
Toilet Paper	(1x50 rolls)	7,560	bales	1,587.60	2,343.60	2,192.40	1,436.40
Toothpaste(colgate)	(24x6.4 oz)	2,625	cases	551.25	813.75	761.25	498.75

## Appendix G

### RATIONED FOOD PER PERSON

Item	Ration/ day	Serving days	Item size	Qty/ case	Weight/ case	case/ day	case/ 1 week	case/ 2 week
Beans R.K.	3 oz	14	100 lb	1	100 lb	0.001875	0.013125	0.02625
Flour	6 oz	14	100 lb	1	100 lb	0.00375	0.02625	0.0525
Powdered Milk (instant)	2 oz	14	5.5 lb	6	33 lb	0.0037879	0.026515152	0.053030303
Rice	6 oz	14	100 lb	1	100 lb	0.00375	0.02625	0.0525
Sugar	4 oz	14	112 lb	1	112 lb	0.0022321	0.015625	0.03125
Water (purified)	1 gal	14	1 gal	5	5 gal	0.2	1.4	2.8
Baking powder	0.25 oz	14	10 oz	24	15 lb	0.0010417	0.007291667	0.014583333

Shortening	2 oz	14	50 lb	1	50 lb	0.0025	0.0175	0.035
Vegetable oil	0.8 oz	14	1 gal	6	768 oz	0.0010417	0.007291667	0.014583333
cups (styrofoam)	3 cups	14	16 oz	1000	1000 pcs	0.003	0.021	0.042
Forks (plastic)	3 forks	14	10	100	1000 pcs	0.003	0.021	0.042
plates (styrofoam)	3 plates	14	125	4	500 pcs	0.006	0.042	0.084
Spoon (plastic)	3 spoons	14	10	100	1000 pcs	0.003	0.021	0.042
Matches	0.193 sticks	14	1 box	10	10 box	0.0004289	0.003002222	0.006004444
Paper Towels	3 pcs	14	1 roll	30	7500 sheets	0.0004	0.0028	0.0056
Pine Oil	0.6 oz	14	28 oz	12	336 oz	0.0017857	0.0125	0.025
Liquid Bleach	0.6 oz	14	128 oz	4	512 oz	0.0011719	0.008203125	0.01640625
Thrash plastic bags	0.003 bags	14	30 gal	40	40 bags	0.000075	0.000525	0.00105
Thrash plastic bags	0.002 bags	14	13 gal	70	70 bags	0.000028	0.000196	0.000392
Soap powder	4 oz	14	11 lb	4	44 lb	0.0056818	0.039772727	0.079545455
Steel wool	0.003 pad	14	1 pad	16	16 pads	0.0001875	0.0013125	0.002625
Sweet soap	1 bar	1	5.3 oz	72	72 bars	0.0138889	0.013888889	0.013888889

**Appendix H-I**

**ASSESSMENT FORM (48 HOURS)**

**GEOGRAPHICAL AREA:** \_\_\_\_\_

**AFFECTED POPULATION:** \_\_\_\_\_

**ECONOMIC ACTIVITY OF POPULATION:** \_\_\_\_\_

**ETHNICITY:** \_\_\_\_\_

**TYPE OF ASSISTANCE:** \_\_\_\_\_

**DURATION OF ASSISTANCE:** \_\_\_\_\_

**JUSTIFICATION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**REMARKS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Appendix H-II**

**National Emergency Management Organization  
Food and Material Distribution Committee  
Assessment Form (Two Weeks)**

**(A) BioData**

Date \_\_\_\_\_ Assessment No. \_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Status: S M CL

Address \_\_\_\_\_ Occupation \_\_\_\_\_

Current Address \_\_\_\_\_

Number of family units in this household \_\_\_\_\_ Rental Owner \_\_\_\_\_  
Insured yes no

Name	M/F	Age	Health Status	Type of Employment	Special Needs	Current Status

Is anyone in household breastfeeding? \_\_\_\_\_ Name \_\_\_\_\_

**(B) Psycho/Social Assessment**

Were you here during the incident? \_\_\_\_\_

What happened? \_\_\_\_\_

How did you feel? \_\_\_\_\_

How did the children react? \_\_\_\_\_

How are the children now? \_\_\_\_\_

What did the children lose? \_\_\_\_\_

What was your reaction to the disaster? \_\_\_\_\_

What did you do? \_\_\_\_\_

Is any person in your family experiencing the following:-

Recurring dreams \_\_\_\_\_

Changes in sleep patterns \_\_\_\_\_

Changes in eating patterns \_\_\_\_\_

Changes in general behavior \_\_\_\_\_

**(C) Damage**

Type of Damage	Minimal	Extensive	Needs
Roof			
Water			
Walls			
Mud			

*Crop/Animal*

Type	Total Acreage/Head	Total Acreage/Head/Lost

Other major items lost or completely damaged \_\_\_\_\_

\_\_\_\_\_

**(D) Evacuation**

Would you like to evacuate? \_\_\_\_\_ Number of people to evacuate \_\_\_\_\_

Contact Name \_\_\_\_\_ Address to evacuate to \_\_\_\_\_

District \_\_\_\_\_ Telephone \_\_\_\_\_

Other needs: Circle.      Blankets                      Bedding                      Animal Feed                      Clothing  
                                  Water Containers      Seeds   Stove   Pampers                      Formula

Other Comments \_\_\_\_\_

Will be reassessed in \_\_\_\_\_ weeks.

**APPENDIX H III** - Client Distribution Card:  
FRONT

<b>A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>A</b>
<b>B</b>	Name:							<b>B</b>
<b>C</b>	Address							<b>C</b>
<b>D</b>								<b>D</b>
<b>E</b>	Signature:							<b>E</b>
<b>F</b>								<b>F</b>
<b>G</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>G</b>

BACK

<b>A</b>	Hygiene Kit
<b>B</b>	Bedding
<b>C</b>	Clothes
<b>D</b>	Roofing Material
<b>E</b>	Medicine
<b>F</b>	Food
<b>G</b>	Other [state what]:
<b>CREDIT Saint Lucia Red Cross Society</b>	

## APPENDIX H IV

## National Emergency Management Organization Food and Material Distribution Record

[illegible]

[illegible]

## APPENDIX H VI

### **GUIDELINES FOR COMPLETING QUESTIONNAIRES**

#### ***GENERAL***

Go to every house no matter how it looks, for better homes may act as make shift shelters for other families.

Mark on the map the lots covered and leave those where people were not at home or not available.

Complete the entire form do not leave any area blank. if you have other concerns please make a note at the end of questionnaire.

Complete one form per family unit if there are three families in one house. Do a form for each family.

The questionnaire is divided into six areas:

- (A) Bio-Data
- (B) Psycho/social assessment
- (C) Damage
- (D) Evacuation
- (E) Environmental Health
- (F) Ration cards

#### **(A) Bio-Data**

This information is from the person interviewed. As far as possible try to interview the head of households or an adult in the family.

Items	Rationale
Number of families in the household	To determine crowding or the doubling or tripling of families.
Rental/Owner	To determine responsibility for repairs to structure.
Insured	For reporting impact of disaster.
Chart	Complete chart for everyone in the family unit.
Employed	To determine extent of need.
Health Status	Current physical health.
Special Needs	Disability; medical; mental health, blind.
Current Residence	To determine the number of persons that left the area and on the situation of separated families due to the disaster.

### ***(B) Psycho/Social Assessment***

Open conversation with the interviewee to get an idea of the social impact on their lives. Let him/her speak. The question should be used as a guide. Then jot down the information that was important to the interviewee. Ask the questions regarding change in behaviour and jot down the name of person affected.

### ***(C) Damage***

In this area tick the relevant box and explain in as much detail the needs, stating number of sheets of zinc etc.

In the area on agriculture state the type of animal or crop, the number of acreage or head, the number lost and the estimated cost of the loss.

Under other major items lost or damaged name items such as vehicles, farm equipment, motors, boats, etc.

**(D) *Evacuation***

This area is to assist those that would like assistance to leave the area. The number of people that would like to leave is important and the area to evacuate to is important for planning.

## APPENDIX H VII

### *Computation Table for Shelter Needs*

Shelters are places of refuge and must not result in disaster to the occupants. Care must be taken to minimize overcrowding and occurrences of unhealthy environments. The following guidelines are provided to ensure basic levels of comfort and safety:

#### **Sleeping Accommodation**

- The occupancy load for the building and each floor should be obtained and must never be exceeded.
- Minimum floor space of 3.5 sq. metres (40 sq. Ft.) per person.
- Minimum distance of 75 cm (2.5 ft.) between beds.
- The number of persons to be supported by the shelter must be determined from the occupancy load and the minimum floor space.

#### **Washing Facilities**

- Privies for male and female must be separate.
- 1 water closet per 25 females.
- 1 water closet and 1 urinal per 35 males.
- Toilets should be at a maximum distance of 50m (150 ft.) from building.
- One (1) hand wash basin per 10 persons.
- One (1) shower per 30 persons
- Local public health authority requirements may be more stringent and would therefore supersede these guidelines.

#### **Water requirements (per day)**

- 30 litres (7 gals) per person for feeding centers.
- 20 litres (4 gals) per person for shelters/camps.
- 35 litres (8 gals) per person for washing/cleansing purposes.

**APPENDIX I - Sample Report from Ministry of Commerce on Stock Levels**

Government of Saint Lucia

Ministry of Commerce, Investment and Consumer Affairs

From : Permanent Secretary, Ministry of Commerce, Investment and Consumer Affairs

To : Director – NEMO

Date : June 09, 2004

Subject : **STOCK**

In keeping with our commitment to provide valuable information with respect to supplies of flour, sugar and rice that are needed for disaster preparedness, the Ministry is pleased to submit the following closing stock as at June 8, 2004.

COMMODITY	QUANTITY	REMARKS
Brown Sugar	1,740 bags	3,500 bags expected to be taken to the w/house from vessel port.
Refined Sugar	1,505 bags [55 lbs]	4 and 3 containers [880 bags each] due 11/06/04 and 18/06/04 respectively
White Flour	2,089 bags	7 containers [3,500 bags] due 16/06/04
Whole wheat flour	235 bags	1 container due 28/06/04
Parboiled Rice	797 bags	2 and 3 containers due 14/06/04 and 16/06/04 respectively
White Rice	40 bags	1 container due 16/06/04

In the event that donations are required for the fire victims requests should be forwarded to the Permanent Secretary, Ministry of Commerce, Investment and Consumer Affairs.

*P. Emmanuel*

For Ben Emmanuel  
Permanent Secretary

Shelter Resources List -	District
--------------------------	----------

Name/Owner/Contact – name of building (if it has one) and the person in charge of the building to be used as a shelter  
Phone – phone number of the person in charge of the building  
Address – address of the building  
Capacity – the total number of people that the owner or contact person will allow to stay there  
Reserved– the number of people that are already staying there in case of a disaster

Check the following columns if available:  
B – bathroom area inside building  
K – kitchen area inside building

[illegible]

**APPENDIX JII: DISTRICT SUPPLIES AVAILABLE****Disaster Preparedness**

\_\_\_\_\_ **Supply Resources Totals -** \_\_\_\_\_ **District**

Please list each supply item, quantities available, and which stores will provide it. See the examples. Some items are listed for you. Use another sheet if necessary.

Supply item	Quantities	Stores
Ex. Zinc	50 sheets	Chuc Lumber, Steve's Shop
Ex. Flour	350 lbs	Sharon's Shop, Steve's Shop, Red Grocery
Water		
Flour		
Rice		
Beans		
Sugar		
Baking Powder		
Milk Powder		
Cooking oil		
Shortening		
Tinned meat		
Sardines/mackerel		
Custard		
Infant Formula		
Kool-aid/Squash		
Soap		
Toilet Paper		
Chlorine		
Mosquito Coils		
Zinc		
Nails		
Plywood		
Batteries		
Gas		
Diesel		
2 cycle oil		

**Supplies Resources List - \_\_\_\_\_ District**

Name/type – put the shop's name and list the type of store *if* it's not obvious by the name (E.g. Ma Titi's Grocery)

Supplies Guaranteed – Record the minimum supplies of basic items the shop is willing to store for emergency *sales* (not to give away). Ex. 150 lbs. flour, case AA batteries, ½ case baking powder, 5 gal kerosene. Use a next line if necessary.

[illegible]

**Transport Resources List - \_\_\_\_\_ District**

People and materials will need to be transported in times of emergency and in the recovery from the disaster. The community needs to identify what forms of transportation are available locally to best serve the needs of the people. Below are some definitions of different forms of transport. List the different forms available to the community. Be sure to include the maximum number of people the vehicle can transport safely. Also make sure to mark what type of fuel the vehicle runs on (B – butane, G – gas, D – diesel, M – mixed gas/oil).

Dory – a watercraft that cannot accept a motor.

Truck – a non-pickup vehicle that can transport material. If the truck’s cargo area keeps the weather out, list it as *Covered* in the Description category

Bus – any vehicle that has seating for 10 or more people.

Car – list these if you do not have any pickups, trucks or buses.

[illegible]

**Appendix K****EMERGENCY SUPPLIES****FOR SUMA**

1 Container of supplies – (For 60 Persons)

Toilet Paper	-	1 bale
Paper Towel	-	1 bale
Padlocks for Containers	-	1 doz
Hurricane Lamps	-	5
Matches	-	1pk
Pine Oil	-	5 bottles
Deck Brooms	-	4
Batteries/Flash Lights	-	6 with corresponding batteries
Waybill Books	-	What is available
Carbon Paper	-	What is available
Generator	-	1
Phone/radios	-	3
Fax	-	1
Fax paper	-	1 box
Water	-	10 (5 gal.)
Sugar	-	10 lbs
Computers & Printer	-	3
Clipboards	-	6
Stapler	-	2
Staples	-	2 boxes
Tables	-	3
Chairs	-	6
Typing paper	-	6 pks (8 ½ x 11), 6 pks (8 1/2 x 14)
Pens	-	1 pk
Calculator	-	5
Treasury tags	-	1 box
File folders	-	1 box

- Duct tape - 10 rolls
- Garbage bags - 3 rolls

### **Transport Needs**

Trolleys

Forklift

Trucks/Boats

Transportation for workers

## **APPENDIX L I**

### **CONDITIONS FOR SECURING ITEMS FOR FEEDING CENTRES**

1. Non expendable stores must be clearly engraved with NEMO's logo or serial number.
2. Government purchases and stores are governed by the Stores Orders. This Order requires that all stores be placed on inventory
3. The stores should be placed under the control of the Ministry of Human Development, Local Government and Labour
4. Periodic checks should be made to ensure that the stores are in order.

## **APPENDIX L II**

### ***Procurement and Stores Regulations, 1997, No. 37***

#### **PART II**

### **Responsibility for the Care and Custody of Stores**

#### ***Duties of Accounting Officer***

3. (1) Every accounting officer shall be responsible for -----
- (a) the care and custody of all stores received, held or disposal of by or on behalf of his or her department; and
  - (b) the proper accounting for all receipts and issues of stores in his or her Department
- (2) Every accounting officer shall ensure that regular checks are made for the verification of physical stocks and ledger balances of stores under his or her control.
- (3) Every accounting officer shall ensure that stores under his or her control are inspected regularly and reports made to him or her with respect to the sufficiency and security of storage and the general conditions of stores and storage facilities.
- (4) At least once every year an accounting officer shall cause all weights, measures, and scales used in his or her Department to be examined in accordance with the Weights and Measures Ordinance (Cap 192).

#### **Storage facilities**

4. Accounting Officers shall ensure that adequate storage facilities are provided in order that they may carry out their duties in accordance with these Regulations.

#### **Duties of storekeeper.**

5. (1) Every storekeeper shall in respect of stores under his or her control perform the following duties:
- (a) checking, handling and storage of stores received by him or her;
  - (b) checking, packing and dispatch of stores issued from stocks;
  - (c) ensuring the correctness of stock balances
  - (d) preventing occurrence of losses, deterioration, wastage or irregular issues;
  - (e) securing allocated or unallocated stores.
- (2) Every storekeeper shall carry out monthly checks of stores on hand against the stores ledger or bin cards and shall report to the accounting officer any surpluses, shortages, deterioration, wastage, damage, unserviceability or obsolescence of stores under his or her control.

- (3) Every storekeeper shall ensure that stocks are maintained to the required level and shall not permit any shortages or excesses to occur.
- (4) Every storekeeper shall ensure that storerooms are kept clean, properly ventilated and secure from fire and unauthorised entry.

**Stores accountant.**

- 6. (1) Every accounting officer shall designate a suitable officer to perform the duties of stores accountant.
- (2) A stores accountant shall be responsible for -----
  - (a) maintaining proper records of receipts and issues of stores;
  - (b) ensuring that procurement of goods is in accordance with these Regulations;
  - (c) reconciling stocks on hand with financial records;
  - (d) assist in the annual survey of stores and the verification of stock balances
  - (e) exercising general control over the rate of consumption of expendable stores; and
  - (f) preparing documents and performing accounting functions for the procurement of goods.

**Key holders.**

- 7. (1) Accounting officers shall nominate in writing officers who will be responsible for holding keys to storage areas.
- (2) Store keys, when not in use, shall be against unauthorised use by any other person.
- (3) Duplicate keys to storerooms shall be secured by the responsible accounting officer.
- (4) A key holder shall be responsible for any loss from a storage area due to the loss of a key or to any failure on his or her part to comply with these Regulations.

**Other officers.**

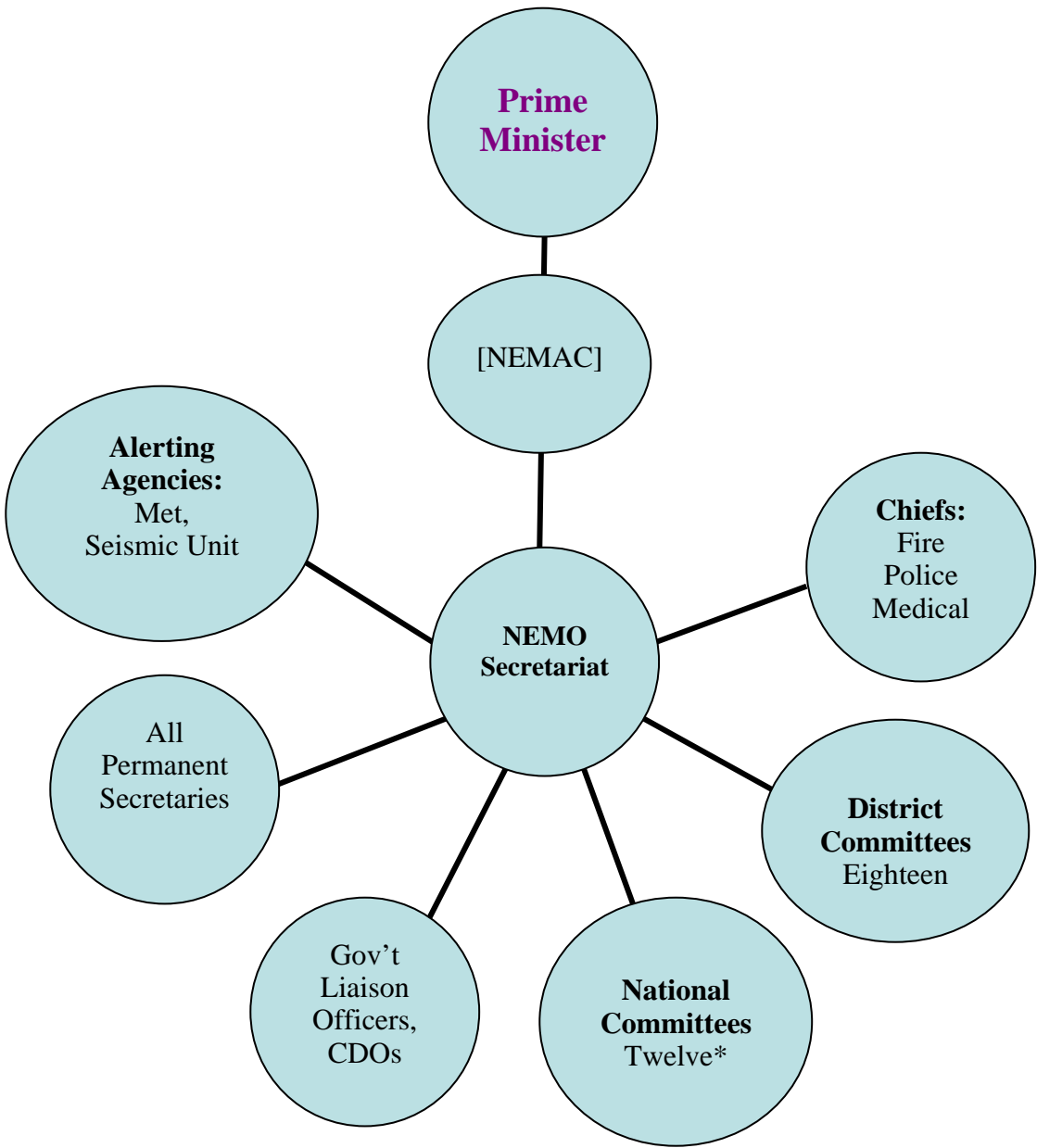
- 8. Every officer is responsible for stores under his or her control or custody.

## **APPENDIX L III**

### **Donations Policy**

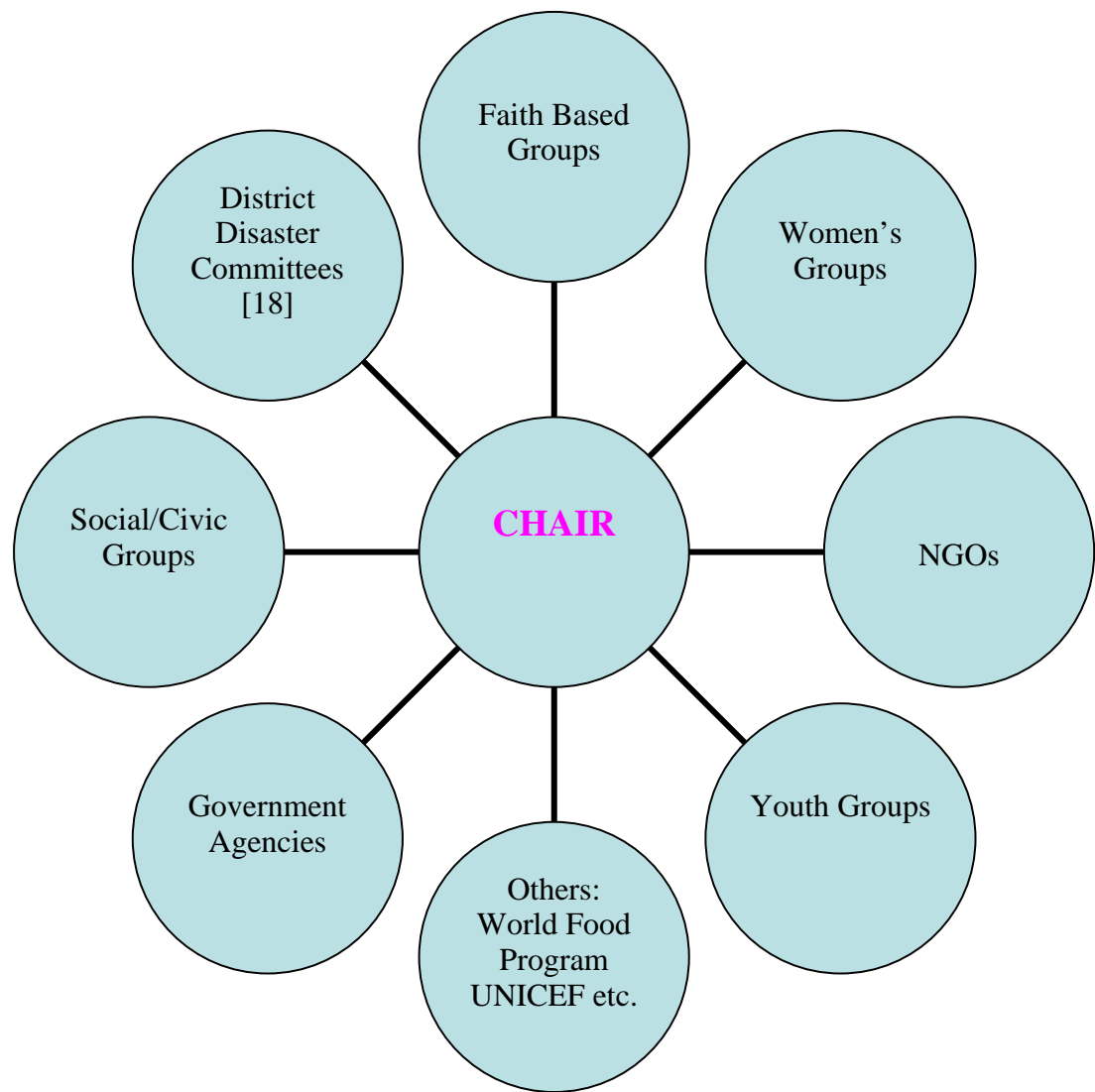
The lead agency for the Donations Policy is the NEMO Secretariat. *The Donations and Importation of Relief Supplies Policies and Guidelines in Saint Lucia after Disasters Document 0201 of the Saint Lucia National Emergency Management Plan* and is a stand – alone Volume.

NEMO Organizational Structure  
*Updated March 20, 2005*

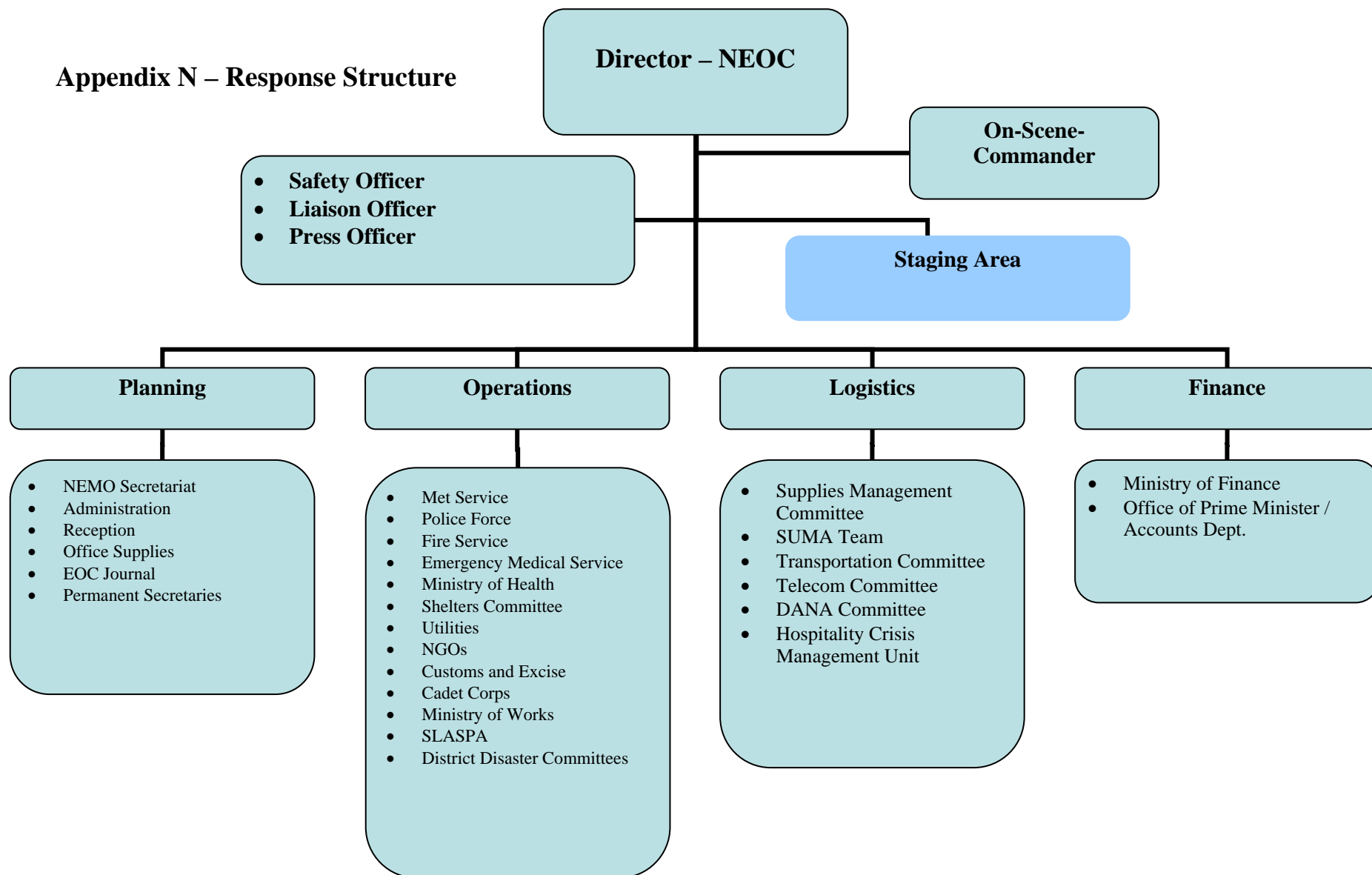


\*1 - DANA, 2 -SUMA, 3 - Transport, 4 - Telecom, 5 - Welfare, 6 - Shelters, 7 - Works, 8 - Oil Spill, 9 – Health, 10 – Information, 11 – Hospitality, 12 – Mitigation Council

**APPENDIX MI: Committee Structure**



## Appendix N – Response Structure



## Appendix N - Levels of Regional Response

The extent of CDERA's involvement in disaster response operations in Participating States depends on the severity of the situation and the type of assistance required by affected States. Three levels of regional response have been defined:

LEVELS OF REGIONAL RESPONSE TO DISASTERS			
Level	Description	Extent of Regional Involvement	Examples
<b>I</b>	Local incidents within a Participating State are dealt with in the regular operating mode of the emergency services. The local national focal point is required to submit, on a timely basis, information on the emergency event for the purposes of consolidating regional disaster records.	No regional response required	Victoria Hospital Fire [1996]
<b>II</b>	Disasters taking place at the national level which does not overwhelm the socio-economic structure or capacity to respond within the affected state. In such cases, the primary assistance at the regional level will be limited to providing technical expertise to National Disaster Organizations or facilitating their access to specific resources which may be required due to the particular disaster event.  The whole operation is still managed by the national disaster focal point.	Limited or specialized	Tropical Storm Debby [1994]
<b>III</b>	Disasters which overwhelm the capacity of the affected state(s) to respond. In such instances the Regional Response Mechanism is activated. This includes the activation of the Caribbean Disaster Relief Unit (CDRU) which is the operational arm of the Regional Response Mechanism. The CDRU comprises representatives from the military forces within CARICOM and its main responsibility is logistical support for the receipt and dispatch of relief supplies.	Full activation	Hurricane Ivan [2004]

**Appendix O - Coordinates of Playing Fields**  
**To be used in Relief Distribution**

	AREA	DIMENSION	AREA	1	2	3	4	5
	<b>GROS ISLET</b>							
	CORINTH	400' X 300'	120000 SQ FT	005-11-663E	005-11-664E	005-11-595E	005-11-596E	
				015-52-594N	015-52-689N	015-52-698N	015-52-607N	
	GROS ISLET	350' X 370'	129500 SQ FT	005-12-372E	005-13-290E	005-13-301E	005-13-371E	
				015-56-591N	015-56-592N	015-56-677N	015-56-685N	
	BEAUSEJOUR			005--15-229E	005-15-472E	005-15-490E	005-15-322E	
				015-55-229N	015-55-213N	015-55-414N	015-55-420N	
	GRAND RIVIERE NORTH			005-13-167E	05-13-096E	005-13-078E	005-13-131E	
				015-51-386N	015-48-390N	015-51-321N	015-51-304N	

	<b>BABONNEAU</b>							
	BABONNEAU	300' X 250'	75000 SQ FT	005-14-058E	005-14-016E	005-14-022E	005-14-061E	
				015-48-172N	015-48-202N	015-48-279N	015-48-287N	
	<b>CASTRIES</b>							
	MARIGOT			005-06-381E	005-06-418E	005-06-360E	005-05-799E	
				015-43-137N	015-43-230N	015-43-253N	015-20-566N	
	BEXON	450' X 350'	157500 SQ FT	005-10-678E	005-10-700E	005-10-616E	005-10-590E	
				015-42-314N	015-42-384N	015-42-419N	015-42-353N	
	MARCHARD GROUNDS			005-09-598E	005-09-666E	005-09-630E	005-09-557E	
				015-48-088N	015-48-069N	015-47-952N	015-47-979N	
	MINDOO PHILLIP			005-09-653E	005-09-733E	005-09-779E	005-09-696E	
				015-47-940N	015-47-908N	015-48-023N	015-48-030N	

	LA CLERY	330' X 203'		005-09-810E	005-09-867E	005-09-844E	005-09-781E	
				015-49-580N	015-49-595N	015-49-692N	015-49-671N	
	VIGIE			005-08-897-E	005-08-979E	005-08-982E	005-08-861E	
				015-49-596N	015-49-579N	015-49-710N	015-49-668N	
	MORNE			005-08-556E	005-08-474E	005-08-414E	005-08-474E	
				015-47-272N	015-47-373N	015-47-341N	015-47-266N	
	<b>DENNERY</b>							
	DENNERY CRICKET			005-19-688E	005-19-789E	005-19-819E	005-19-736E	005-19-671E
				015-37-511N	015-37-507N	015-37-576N	015-37-615N	015-37-570N
	DENNERY FOOTBALL			005-19-827E	005-19-868E	005-19-775E	005-19-740E	
				015-37-583N	015-37-644N	015-37-693N	015-37-631N	
	GRANDE RIVIERRE (new)			005-15-862E	005-15-897E	005-15-950E	005-15-932E	

				015-40-035N	015-39-935N	015-39-948N	015-40-052N	
	LA RESSOURCE	235' X 365'	85795 SQ FT	005-17-207E	005-17-223E	005-17-291E	005-17-258E	
				015-41-341N	015-41-422N	015-41-413N	015-41-324N	
	<b>ANSE LA RAYE</b>							
	ANSE LA RAYE	270' X 260'	702000 SQ FT	005-03-546E	005-03-547E	005-03-611E	005-03-612E	
				015-40-940N	015-40-865N	015-40-850N	015-40-938N	
	<b>CANARIES</b>							
	CANARIES	208' X 320'	66560 SQ FT	005-00-868E	005-00-913E	005-00-976E	005-00-925E	
				015-36-765N	015-36-729N	015-36-795N	015-36-834N	
	<b>MICOUD</b>							
	MICOUD	282' X 342'	96444 SQ FT	005-18-877E	005-18-872E	005-18-768E	005-18-799E	
				015-27-591N	015-27-676N	015-27-669N	015-27-574N	

	MON REPOS ( NEW)	400 X 235'	130000 SQ FT	005-19-247E	005-19-235E	005-19-094E	005-19-095E	
				015-32-647N	015-32-443N	015-32-417N	015-32-341N	
	ANSE GER	236' X 300'	70800 SQ FT	005-17-262E	005-17-307E	005-17-334E	005-17-282E	
				015-25-132N	015-25-124N	015-25-202N	015-25-210N	
	<b>VIEUX FORT</b>							
	BELLE VUE	150' X 242'	36300 SQ FT	005-12-932E	005-12-918E	005-12-875E	005-12-899E	
				015-24-545N	015-24-588N	015-24-577N	015-24-519N	
	PHILLIP MARCELLIN	448' X 300'	1344000 SQ FT	005-13-544E	005-13-549E	005-13-447E	005-13-418E	
				015-17-464N	015-17-634N	015-17-637N	015-17-482N	
	BEAUSEJOUR STADIUM			005-14-177E	005-14-174E	005-14-332E	005-14-299E	
				015-20-307N	015-20-443N	015-20-413N	015-20-249N	
	LA RESSOURCE V/F			005-11-914E	005-11-846E	005-11-925E	005-11-978E	

				015-19-647N	015-19-673N	015-19-836N	015-19-800N	
	AUGIER			005-10-086E	005-10-127E	005-10-192E	005-10-171E	
				015-19-459N	015-19-554N	015-19-537N	015-19-440N	
	PIAYE			005-05-747E	005-05-679E	005-05-743E	005-05-799E	
				015-20-520N	015-20-602N	015-20-643E	015-20-566N	
	PIERROT			005-14-429E	005-14-501E	005-14-485E	005-14-405E	
				015-21-516N	015-21-523N	015-21-598N	015-21-591N	
	PRASLIN			005-19-398E	005-19-411E	005-19-353E	005-19-372E	
				015-33-801N	015-33-771N	015-33-747N	015-33-725N	
	<b>LABORIE</b>							
	LABORIE	350' X 340'	119000 SQ FT	005-08-195E	005-08-213E	005-08-301E	0058-08-293E	
				015-20-061N	015-20-122N	015-20-117N	015-20-051N	

	<b>CHOISEUL</b>							
	LA FARGUE	400' X 334'	1336000 SQ FT	005-03-441E	005-03-344E	005-03-302E	005-03-398E	
				015-22-142N	015-22- 087N	015-22-158N	015-22-219N	
	<b>SOUFRIERE</b>							
	SOUFRIERE A	316' X 560'	176960 SQ FT	005-02-029E	005-02-179E	005-02-181E	005-02-027E	
				015-31-652N	015--31- 616N	015-31-711N	015-31-737N	