



# Government of Saint Lucia

## National Plan for Transportation in Disasters

*Document of the Saint Lucia National Emergency Management Plan  
Rev. January 5, 2005 / April 29, 2005*

*Modelled on the  
National Transportation Plan of  
The Office of Disaster Preparedness and Emergency Management (ODPEM) – Jamaica  
Date Unknown*

*[sgd] Dorothy Agard*

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*Approved by  
[Transportation Committee]*

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*August 25, 2005  
[Date of Approval]*

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*Approved by  
[NEMAC]*

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*October 20, 2005  
[Date of Approval]*



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## GLOSSARY

MCWT&PU	Ministry of Communication Works Transportation and Public Utilities
MoF	Ministry of Finance
MoH	Ministry of Health
NEMAC	National Emergency Management Advisory Committee
NEMO	National Emergency Management Organisation
NEMO-Sec	National Emergency Management Organization Secretariat
NEOC	National Emergency Operations Centre
NPC	National Printing Corporation
NTC	National Transport Committee
SLASPA	Saint Lucia Air and Sea ports Authority

## 1.0 BACKGROUND

The National Emergency Management Organization (NEMO) has been mandated *to develop, test and implement adequate measures to protect the population of Saint Lucia from the physical, social, environmental and economic effects of both natural and man-made disasters. Its responsibility is to ensure the efficient functioning of preparedness, prevention, mitigation and response actions.*

Transportation is seen as critical to all aspects of response, hence the need to identify all means of transportation which will be available for response at national, parish and community levels.

### 1.1. OBJECTIVE

The objective is to ensure provision of transportation in support of activities undertaken in emergencies.

This Plan will detail arrangements designed to ensure that certain critical activities, which require transportation, can be undertaken in times of emergencies.

- It will address air, land and sea transportation.
- It will detail how to access transportation in times of emergencies

### 1.2. DEFINITION OF TRANSPORTATION

Transportation is the means of conveyance by land, sea or air of goods, services and personnel

## 2.0. THE PLAN

The name of the Plan will be the National Transportation Plan. It will be a Sub Plan of the National Emergency Response Plan, with roles and responsibilities of agencies and standard operating procedures remaining the same as outlined in the various SOPs.

This Emergency Response Plan is a guide for the National Transportation Committee into the way members will handle a disaster.

Every Member is to be aware of the existence of this plan and is to be fully knowledgeable of their roles and responsibilities in any disaster as set out in the Standing Operating Procedures [SOP].

### 3. LIMITATIONS

This plan is limited to the coordination of disasters requiring Transportation rescues responses to actual or potential major events, and is not activated to be the only responder. The National Emergency Management Organization [NEMO] must be notified of all MAJOR activations. This is necessary to allow for the rapid coordination of resources should the incident escalate to a level requiring National mobilization.

### 4. DISASTER CYCLE

The Disaster Cycle comprises of the following elements:

#### BEFORE

- Prevention
- Mitigation
- Preparedness

#### DURING

- DISASTER OCCURS

#### AFTER

- Response
- Reconstruction / Recovery
- Rehabilitation / Rebuilding

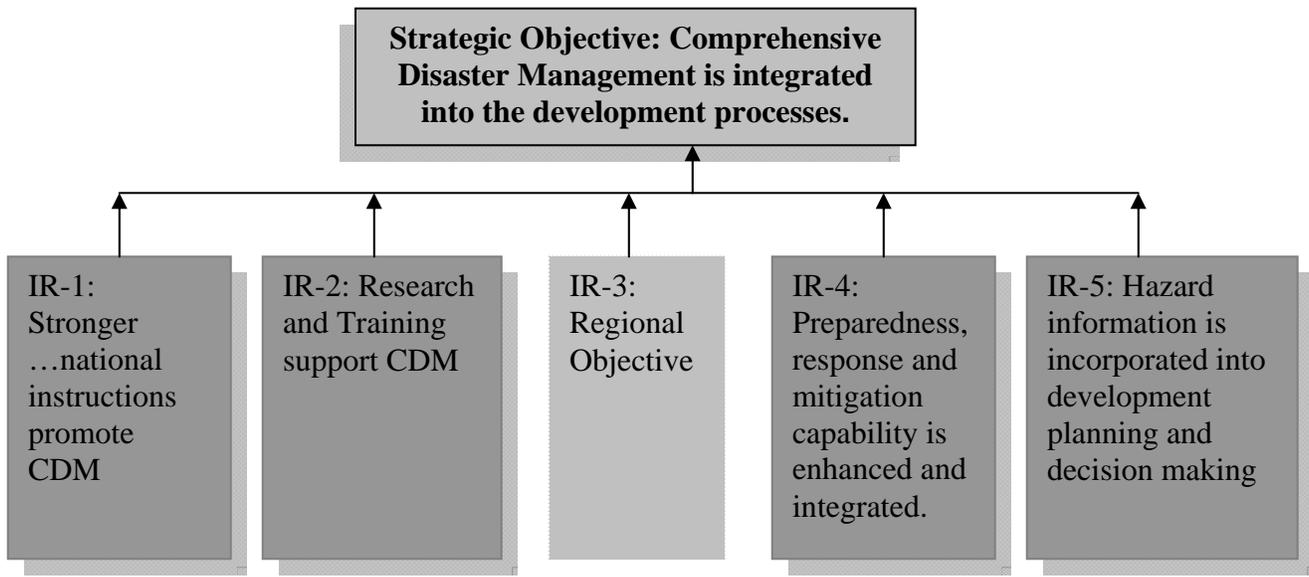


### 5. COMPREHENSIVE DISASTER MANAGEMENT

It is understood that the disaster cycle lends itself to a comprehensive approach to disaster management, whether within the Committee or at a National Level.

Comprehensive Disaster Management [CDM] was conceptualized by the Caribbean Disaster Emergency Response Agency [CDERA] as a new direction for disaster management for the 21st century. It moves away from the relief and response mode to a comprehensive approach which takes disaster and mitigation considerations into account during the planning and development stages. It also expands the partners to include economic, social, and environmental planners, architects, engineers, and health professionals among others. [CDERA Press Release of Feb 27, 2004]

With the main objective being to integrate Comprehensive Disaster Management into the development planning process, it is this committee's intension to weave Comprehensive Disaster Management into the Corporate Life through the recommended Intermediate Results [IR]



## 6. ST. GEORGES DECLARATION OF PRINCIPLES

It is understood that to as a tool to achievement of the CDM Strategy it is GOSLS's undertaking to support Principle Nine of the St. Georges Declaration of Principles for Environmental Sustainability in the OECS.

Where each member state agrees to:

- a. Establish at the community, national and regional level appropriate and relevant integrated frameworks to prevent, prepare for, respond to, recover from and mitigate the causes and impacts of natural phenomena on the environment and to prevent man made disasters;
- b. Exchange information with each other, relating to the experiences and lessons to be learnt from the causes and impacts of natural and man made hazards and phenomena on its environment.

## 7. SITUATION

Hazard analysis and experience have confirmed that Saint Lucia is at risk from numerous hazards, both natural and technological:

- Meteorological Hazard: Hurricanes, Tropical Wave, Tropical Storm, Storm Surge, Flooding, Land Slides, Drought
- Seismic/Volcanic Hazard: Volcanic Eruption, Earthquake, Tsunami [marine & land based]
- Technological: Fire, Explosion, Hazardous Material Spill, Mass Poisoning, Pollution, Civil Unrest
- Other: Plague, Mass Causality, Epidemic Outbreak, Dam Failure

## 8. ADMINISTRATIVE ASPECTS

### 8.1.0 MEMBERSHIP

Membership of the Transport Committee includes but is not limited to:

#### Core Group

1. Chair
2. Deputy Chairperson - Ground Transport
3. Coordinator – Hospitality Crisis Management Unit
4. Coast Guard Commander – Marine Unit
5. Chief Fire Officer - Saint Lucia Fire Service
6. Chief Pilot, Air and Sea Port Authority
7. Representative – Saint Lucia Cadet Corps
8. Chair – Supplies Management Committee

#### Main Body

9. Representative - Air Transport
10. Representative - Shipping
11. Officer in Charge - Traffic Department of the Royal Saint Lucia Police Force
12. Officer in Charge – Motor Pool of the Royal Saint Lucia Police Force
13. General Manager - Saint Lucia Marine Terminal
14. General Manager - Saint Lucia Helicopters
15. President - National Mini Bus Association
16. President – National Taxi Union
17. General Manager – SOL [EC] Ltd.
18. General Manager – Texaco
19. President – Marine Industries Association of Saint Lucia
20. Chief Engineer – Ministry of Works
21. Deputy Permanent Secretary – Ministry of Health
22. Deputy Permanent Secretary – Ministry of Education
23. Deputy Permanent Secretary – Ministry of External Affairs
24. Deputy Permanent Secretary – Ministry of Planning
25. Deputy Permanent Secretary – Ministry of Agriculture, Fisheries and Forestry
26. Chief Engineer - Transport Board
27. Chief Fisheries Officer – Department of Fisheries
28. Representative – SLASPA Disaster Management Committee
29. Representative - Hackshaw Boating
30. Eighteen Transportation Team Leaders from District Disaster Committees

**Disaster Management is a 24 hour vocation and members may be called upon without notice to render service.**

### **8.1.1 SCOPE**

This plan will detail preparedness and response measures relating to steps to be taken at the National level to access transportation in times of disasters.

### **8.1.2 AUTHORITY AND RESPONSIBILITY**

NEMO Secretariat together with NEMO Member Agencies will be responsible for the coordination of all preparedness and response activities as it relates to the provision of transportation in times of disasters.

### **8.1.3 PURPOSE**

The purpose of the Plan will be to:

- a) Identify transportation resources
- b) Assign specific responsibility for dispatch of transportation resources
- c) Coordinate national transport response
- d) Detail and coordinate preparedness activities
- e) Post emergency transport needs.

### **8.1.4. ASSUMPTIONS**

Development of this Plan is based on the following assumptions:

- a) That the National Transport Committee is the lead Responder to situations that require transport resources.
- b) A large scale emergency will result in increased demands on Transportation personnel at the Transport Division of various Ministries and the Private Sector.
- c) That the Government of Saint Lucia shall respond to a National Disaster.
- d) That Emergencies in Saint Lucia may be categorized in two ways:
  - i. Those that are preceded by a build-up [slow onset] period, which can provide NEMO with advance warnings, which is used to facilitate timely and effective activation of national arrangements
  - ii. Other emergencies occur with little or no advance warning thus requiring mobilization and almost instant commitment of resources, with prompt support from the Government of Saint Lucia just prior to or after the onset of such emergencies
- e) That a National Disaster will result in dislocation requiring transportation to carry out the following activities: -
  - i. Transportation of victims to medical care facilities
  - ii. Clearance of debris from roadway
  - iii. Clearance of gullies and drains
  - iv. Evacuation of victims to shelters/safe areas

- v. Rescue of trapped victims
- vi. Assisting in the Welfare of victims
- vii. Movement of response teams and relief items

## **8.2 OPERATIONAL ASPECTS**

### **8.2.1 OPERATION OF COORDINATION CENTRES FOR GROUND TRANSPORTATION**

- These Coordination Centers will accommodate large fleet of vehicles and heavy duty equipment which on request from the National Emergency Operation Centre [NEOC] will be dispatched as required.
- The Coordination Centre will be manned by the Royal Saint Lucia Police Force with the National Transport Committee. The purpose of these Centers is to provide a central point from which all transport request can be addressed

### **COORDINATION CENTRES**

**NORTH** : Coordination Centre will be located at the NEMO Headquarters at Biseé

**SOUTH** : Coordination Centre will be located at Fire Station at Vieux Fort

**WEST** : Coordination Centre will be located at the Soufriere Comprehensive School

**EAST** : Coordination Centre will be located at the Fire Station at Dennery

### **8.2.2 DUTY OF THE COMMITTEE**

- To maintain log of all equipment at Centers
- Maintain Resources listing of equipment publicly or privately held elsewhere
- Maintain Resource Listing of specialized vehicles/equipment e.g. ambulances (private or publicly held)
- Develop Roster system for all personnel at Centers
- Register donated vehicles/equipment and dispatch as needed
- Ensure arrangements are in place to fuel vehicles/ equipment donated or held elsewhere (coupon availability)
- Ensure arrangements are in place for the fuelling of the vehicles/equipment held at Coordination Centre
- Ensure that all welfare needs of personnel at centers are addressed i.e. food, comfort items
- Ensure security arrangements are in place at the centre
- Ensure that all request from the NEOC for vehicles/equipment are speedily addressed
- Provide timely reports on activities of the centre
- Ensure the establishment of the centre
- Ensure the establishment of Communication Centre

**8.2.3 COMMUNICATION CENTRE**

The Communications Centre shall be established at each Coordination Centre by the National Telecoms Committee. This Centre should have capability of transmitting between the NEOC- Coordination Centre as well as to areas in order to source vehicles or equipment not housed at the Coordination Centre.

The Radio operators at this centre will take the message from the NEOC with request for vehicles/equipment which will be passed to the Coordinator of the Coordination Centre for action.

**8.2.4 AIR AND SEA TRANSPORTATION**

The National Transportation Committee [NTC] shall be responsible for coordinating all air and sea transportation requests from the NEOC.

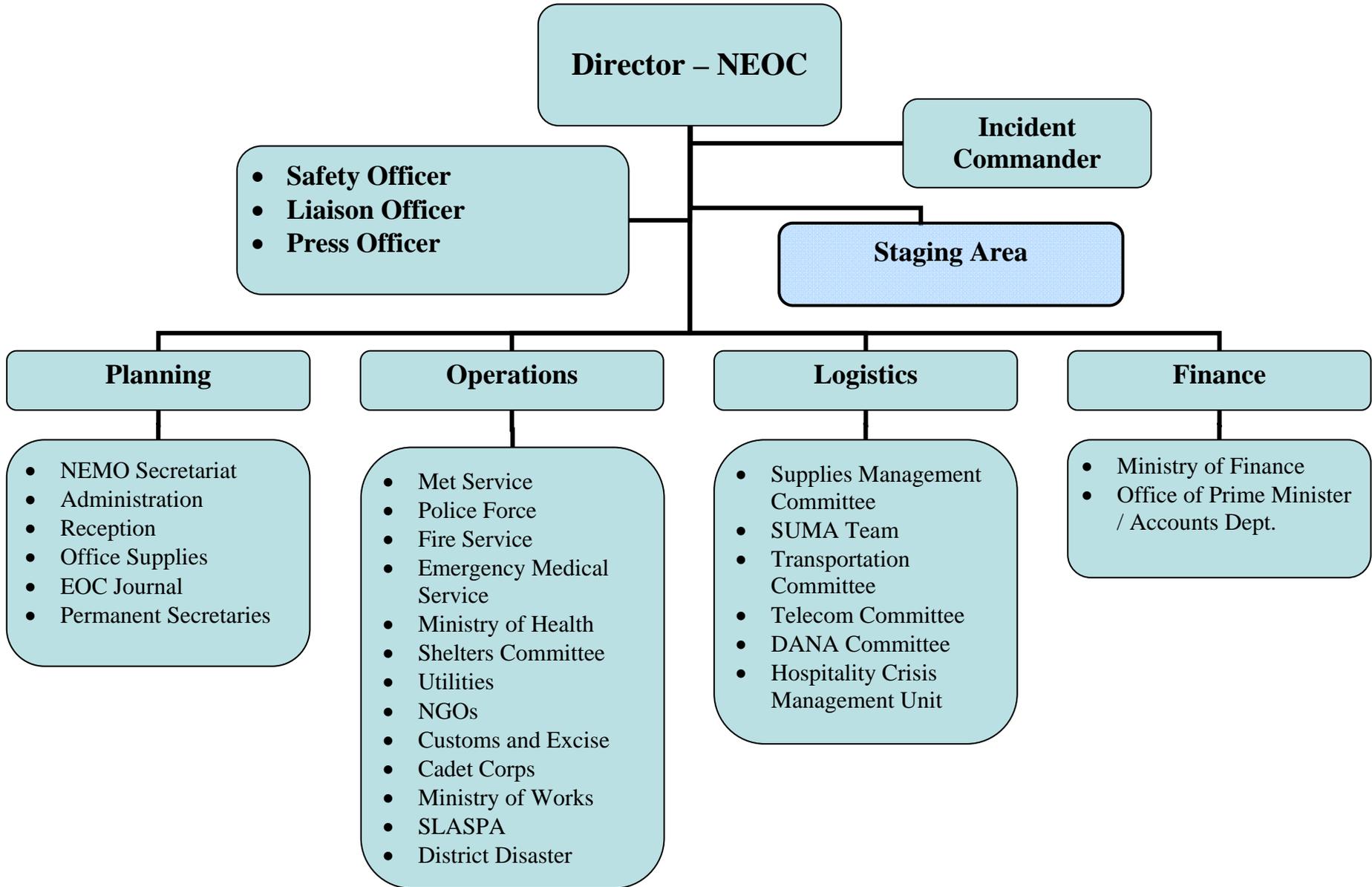
They would provide timely reports on their response. NEMO Secretariat determines, based on the emergency at hand whether the Operation Centre personnel should be alerted to possible activation. This would be ideally done within 24 hours of impending impact of a disaster.

**RUNWAYS AND ORIENTATION**

<p><b>George F. L. Charles Airport</b>                  Runway Length: 6,200 ft                  PCN 8/F/B/Z/T                  Runway Width: 150 ft                  Aircraft stands: 4                  Runway directions: 09/27                  Elevation: 20 ft (6.1m)</p>	<p><b>Hewanorra International Airport</b>                  Runway Length: 9,000ft                  PCN 68/F/B/X/T                  Runway width: 150 ft                  Aircraft stands: 5                  Runway directions: 10/28                  Elevation: 11 ft (3.3m)</p>
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**8.2.5 ICS**

Once the Incident Command System [ICS] has been activated as part of the National Response Mechanism the NTC shall provide transport.



## 9.0 ACTIVATION

The National Transportation Plan would then be activated on NEMO Secretariat's advice to the Ministry of Transport and Works and the NTC to have their Coordination Operation Centers opened to receive requests for transportation assistance.

A major situation, which threatens population centers, will require that the Incident Commander [IC] receives support for its control and management. This will be coordinated by the National Emergency Operations Centre (NEOC). The decision to advise the NEMO Secretariat of the need for additional support will be made by the IC.

The IC will complete a Situation Report Form for the Director NEMO. (See Appendix 1)

The Director NEMO in consultation with the IC and the Cabinet Secretary, will decide on activation of the Plan and if necessary, the NEOC.

The NEOC, once activated, will coordinate response, request additional resources and ensure adequate support to all relevant functions. Once the NEOC is activated all Standing Operating Procedures shall come into effect.

The IC will retain operational control of all operations.

The lead agency for the SOPs for the EOC is the NEMO Secretariat. The Standing Operating Procedures for the National Emergency Operations Centre is a Document of the Saint Lucia National Emergency Management Plan and is a stand – alone Volume.

The responsibility for Continuity of Government is a shared responsibility. The Continuity of Operations (COOP) for the Government of Saint Lucia Plan is a Document of the Saint Lucia National Emergency Management Plan and is a stand-alone Volume.

**10 PREPAREDNESS ACTIVITIES**

- Primary- MCWT&PU, NTC
- Secondary- Saint Lucia Fire Service, Royal Saint Lucia Police Force, Ministry of Health
- Support – NEMO Secretariat, All Ministries, Private Sector Entities, Petroleum Dealers Association.

<b>ACTIVITIES</b>	<b>RESPONSIBLE AGENCIES</b>
Identification of Coordination Operation Centers	NTC
Preparation of detailed operational Procedure for within centre personnel and resources	MCWT&PU, NTC
Develop Resource listing for all equipment, personnel (public/private)	MCWT&PU, NTC
Identification and procurement of Communication equipment for Centre	Telecoms Committee
Storage of Emergency items	MCWT&PU, NEMO Secretariat
Identification of air and sea transportation (public/private)	NTC
Landing and clearing of transportation equipment	Ministry of Civil Aviation, SLASPA, Royal Saint Lucia Police Force [incl Immigration], Customs
Procurement of Fuel MoU	MCWT&PU, NTC, NEMO Secretariat

**11 RESPONSE ACTIVITIES**

- Primary – Saint Lucia Fire Service, Royal Saint Lucia Police Force
- Secondary - MCWT&PU, NTC, Public Utilities, MoH
- Support – NEMO Secretariat, Private Sector, All relevant Ministries, Civil Aviation, SLASPA

<b>ACTIVITIES</b>	<b>RESPONSIBLE AGENCIES</b>
Activation of Coordination Centre	NEMO, NEMAC
Provision of food, comfort items for Transport Centre Personnel	NEMO-Sec.
Deployment of Transportation based on request from NEMO/NEOC	MCWT&PU, NTC,
Accessing funds for response	NEMO Secretariat, MCWT&PU, MoF
Provision of security and escort service	Royal Saint Lucia Police Force
Preparation of Report on movement of vehicles/equipment	MCWT&PU, NTC,
Provision of Emergency Stickers	MCWT&PU, NEMO Secretariat

## **12. Standing Operating Procedures**

### **STAGING AREA MANAGER**

#### **General Responsibilities**

The Staging Area Manager - is responsible for managing all activities within a Staging Area.

#### **Specific Responsibilities**

The major responsibilities of the Staging Area Manager are:

1. Review Common Responsibilities
2. Proceed to Staging Area.
3. Establish Staging Area layout.
4. Determine any support needs for equipment, feeding, sanitation and security.
5. Establish check-in function as appropriate.
6. Post areas for identification and traffic control.
7. Request maintenance service for equipment at Staging Area as appropriate.
8. Coordinate the movement of rolling stock
9. Respond to request for resource assignments. (Note: This may be direct from the Operations Section Chief (OPS) or via the Incident Communications Center.)
10. Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
11. Determine required resource levels from the OPS.
12. Advise the OPS when reserve levels reach minimums.
13. Maintain and provide status to Resource Unit of all resources in Staging Area.
14. Maintain Staging Area in orderly condition.
15. Demobilize Staging Area in accordance with the Demobilization Plan.
16. Maintain Unit/Activity Log

**END OF PROCEDURE**

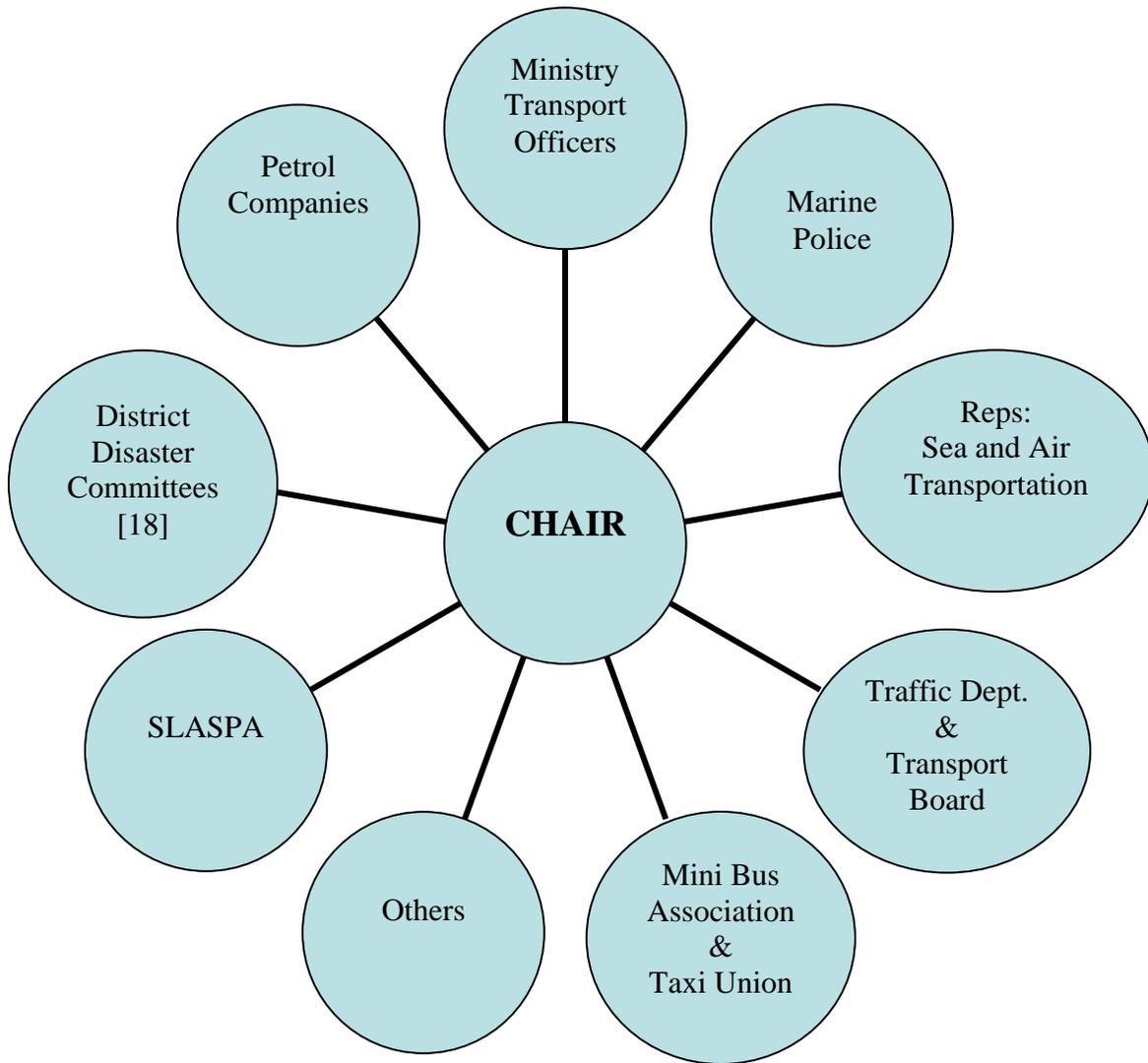
# Appendices

**Appendix I – Situation Report Form**

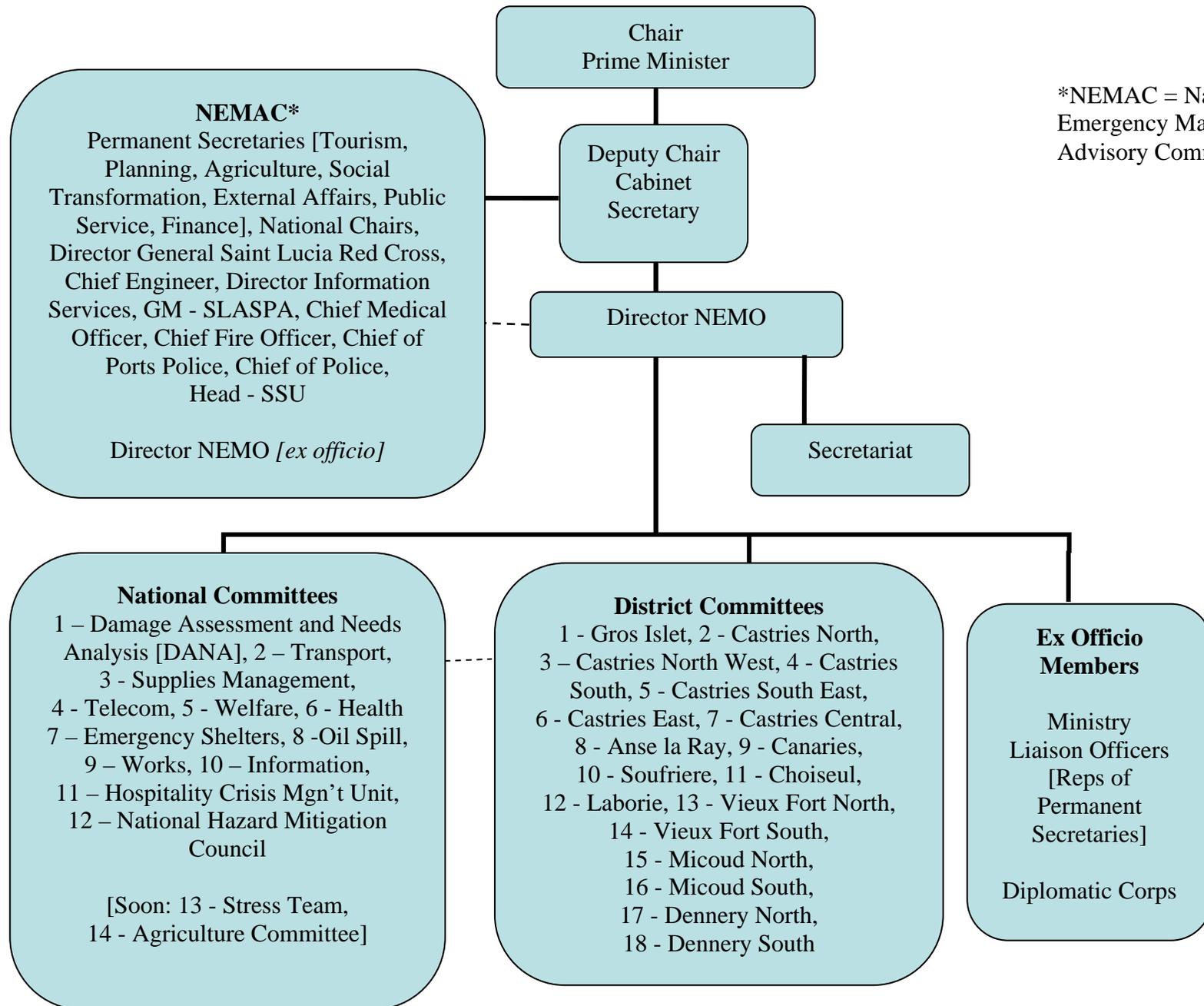
Based on *Belize National Hazard Management Plan - Structural Fire Response Plan*

SITUATION REPORT	SERIAL NO. NEMO 002	
1. DATE:	TIME:	
2. EVENT:		
3. DEATHS.....	INJURIES.....	MISSING.....
4. RESPONSE ACTIONS TAKEN: (Since last report)		
5. PERSONNEL, EQUIPMENT DEPLOYED:		
6. POPULATION THEATENED:		
7. THREAT OF HAZARDOUS MATERIALS IF ANY:		
8. NEED FOR EVACUATION	(Y)	(N)
9. APPROXIMATE NO. OF PERSONS:		
10. SPECIAL POPULATION NEEDS:		
11. ADDITIONAL RESOURCES NEEDED IN PRIORITY ORDER:		
12. COMMENTS on need for activating NEOC [Use back of page]		
SGD.....	DATE.....	TIME.....

**Appendix II –Committee Structure: National Transportation**



**Appendix III –Committee Structure: NEMO**



\*NEMAC = National Emergency Management Advisory Committee

## **Appendix IV**

### Transportation Committee Contact List

The *Transportation Committee Contact List* is a stand alone document.

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## **Appendix V**

### Transportation Resources List

The *Transportation Resources List* for the National Emergency Operations Centre is a Document of the Saint Lucia National Emergency Management Plan and is a stand – alone Volume.

**Appendix VI – Authorisation Form for Vehicle Release**



***National Emergency Management Office  
Prime Minister's Office***

Telephone (758) 452-3802 / 468-2126  
 Fax (758) 453-2152  
 Telex 0398 6272 LC  
 E-mail [eoc@candw.lc](mailto:eoc@candw.lc)

P O Box 1517  
 Red Cross Building  
 Vigie, Castries  
 Saint Lucia, West Indies

URL: <http://www.geocities.com/slunemo>

Date: \_\_\_\_\_

To: Control Officer - Coordination Centre

NEMO Secretariat hereby authorizes/assigns the release of a vehicle from the Coordination Center.

Name of Driver:		Driver's License No.	
Signature of Driver:			
Agency/Committee taking Vehicle			
Type and License Number of Vehicle Assigned		Remarks:	
Date and Time of Release:			
Expected Date and Time of Return			
Actual Date and Time of Return:			
Name, Rank and Number of Control Officer:			

.....  
 A. L. Dawn French  
 Director – NEMO

.....  
 Coordination Centre Officer









<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	