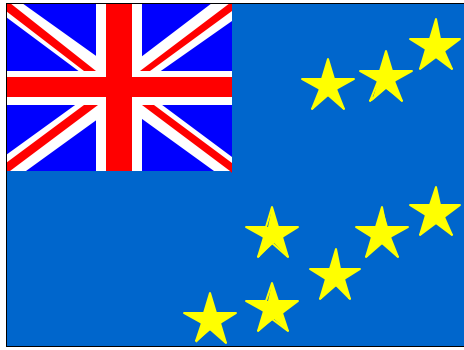


T
U
V
A
L
L
U

NATIONAL DISASTER PLAN

1997

Produced by the National Disaster Preparedness Working Group
with the assistance of the South Pacific Disaster Reduction Programme (SPDRP)



T
U
V
A
L
U

NATIONAL DISASTER PLAN

**N
O
T
E
S**

TABLE OF CONTENTS

AMENDMENT PAGE

1. INTRODUCTION
 - 1.1 Background
 - 1.2 Aim
 - 1.3 Scope of the Plan
 - 1.4 Responsibility for the Plan
 - 1.5 Definitions
 - 1.6 Abbreviations

2. ORGANISATION
 - 2.1 Organisational Structure
 - 2.2 National Disaster Committee (NDC)
 - 2.2.1 Functions of the NDC
 - 2.3 Island Disaster Committee
 - 2.3.1 Functions of the IDC
 - 2.4 National Disaster Preparedness Working Group (NDPWG)
 - 2.4.1 Functions of the NDPWG
 - 2.5 Responsibilities of Key Personnel
 - 2.5.1 Secretary to Government
 - 2.5.2 NDC Secretary
 - 2.5.3 Secretary for Works, Communications and Energy
 - 2.5.4 Commissioner of Police
 - 2.5.5 Secretary for Health & Human Resources Development
 - 2.5.6 Secretary for Natural Resources & Environment
 - 2.5.7 Secretary for Finance & Economic Planning
 - 2.5.8 Secretary for Home Affairs and Rural Development
 - 2.5.9 Secretary for Tourism, Commerce and Industry
 - 2.5.10 Secretary for Foreign Affairs

3. MITIGATION AND PREPAREDNESS
 - 3.1 Responsibility
 - 3.1.1 Disaster Preparedness and Mitigation
 - 3.1.2 Disaster Planning
 - 3.1.3 Training
 - 3.1.4 Education and Awareness

4. RESPONSE
 - 4.1 Disaster Control
 - 4.2 National Coordination Centre
 - 4.3 Island Operations Centres
 - 4.4 Communication Networks
 - 4.5 National Activation System
 - 4.5.1 Stage One: Readiness
 - 4.5.2 Stage Two: Standby
 - 4.5.3 Stage Three: Activation
 - 4.5.4 Stage Four: Stand Down

5. RECOVERY
 - 5.1 Survey and Damage Assessment
 - 5.1.1 NDC Responsibilities
 - 5.2 International Assistance
 - 5.3 Damage Assessment Report
 - 5.4 Post Disaster Review
 - 5.4.1 Debriefings
 - 5.4.2 Review of Plans and Procedures
 - 5.5 Continuity of Relief Effort

-
- 6. NATIONAL CYCLONE RESPONSE PLAN
 - 6.1 Meteorological Warning System
 - 6.1.1 Cyclone Alert
 - 6.1.2 Cyclone Warning: Gale Force Winds
 - 6.1.3 Cyclone Warning: Storm Force Winds
 - 6.1.4 Cyclone Warning: Hurricane Force Winds
 - 6.2 Duties of Meteorological Service
 - 6.3 NDC Responsibilities
 - 6.3.1 Pre Cyclone Season
 - 6.4 Stages of Activation for Cyclone Warnings
 - 6.4.1 Stage One: Readiness
 - 6.4.2 Stage Two: Standby
 - 6.4.3 Stage Three: Activation
 - 6.5 Post Impact: Disaster Relief Phase
 - 6.6 Recovery Phase
 - 6.7 Radio Broadcasts
 - 6.8 Community Alerting Systems
 - 6.9 Closure of Schools
 - 7. EMERGENCY CONTACT LIST

**N
O
T
E
S**

1. INTRODUCTION

1.1 BACKGROUND

This plan incorporates the national disaster management arrangements together with the cyclone response procedures for the whole of Tuvalu. The content for this revised plan is drawn from the 1978 National Disaster Plan, and the 1991 (Draft) National Disaster Plan for Cyclones which was produced at an NGO Disaster Preparedness Workshop.

Whilst the major emphasis has been placed on cyclone response, the plan will also serve as a guiding mechanism for all major disasters or emergency situations which may impact upon all or part of Tuvalu.

1.2 AIM

The aim of this plan is to provide an organisation and procedures for effective disaster management programming, and for responding to the threat of disasters.

1.3 SCOPE OF THE PLAN

The plan covers the area of authority of each island council as well as that of the central government.

1.4 RESPONSIBILITY FOR PLAN

The Secretary to Government is responsible for ensuring that the plan is reviewed and updated annually as well as after a cyclone or other major operations. The Secretary to Government will also arrange for amendments to be issued to plan holders following review sessions.

1.5 DEFINITIONS

Disaster

A situation created by geophysical, weather related, biological or human activity that adversely impacts on the health, property, environment, land, goods and services of a community that requires the full local coping capacity.

National Disaster

A disaster within Tuvalu where the local community do not have the capacity to provide an adequate response, and request the assistance of the government at a national level. Where appropriate they in turn may request international assistance.

Disaster Management

Activities related to disaster prevention, mitigation, preparedness, response and recovery, including hazard and vulnerability research and disaster information management.

Impact

The effects of a disaster on the social, economic, physical, mental and cultural well being of a community.

Man-Made Disaster

A disaster created by human activity including technological, environmental and toxic hazards.

Natural Disaster

A disaster situation that is caused by a geophysical (e.g. earthquake, volcano) meteorological (e.g. cyclone, drought, climate change) or biological (e.g. pestilence, plague) event.

Mitigation

The reduction of the potential adverse effects of a disaster on the well being of a community, through various preventative measures.

Preparedness

A state of readiness in a community for the occurrence of a disaster that includes an alert or warning plan, an understanding of effective measures to reduce the impact of the disaster.

Risk

The likelihood that a certain disaster will occur in a certain geographical location or population.

Vulnerability

The probable degree of severity of adverse effects resulting from the occurrence of a certain disaster in a particular community.

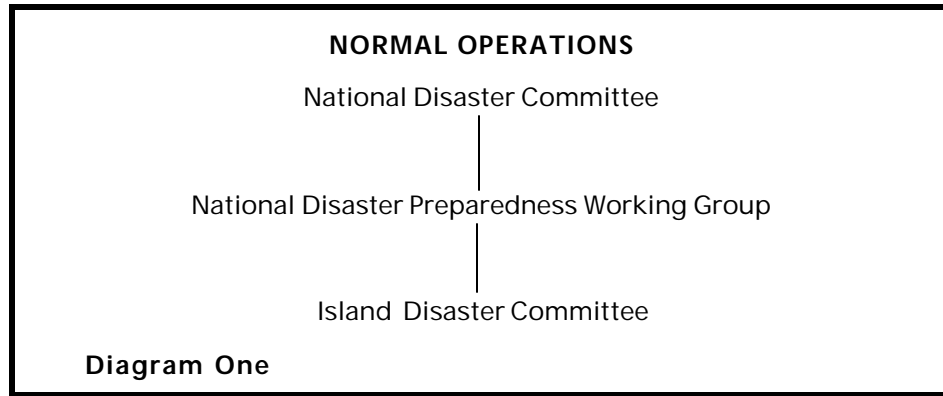
1.6 ABBREVIATIONS

IDC	Island Disaster Committee
IOC	Island Operations Centre
MET	Meteorological Department
NCC	National Coordination Centre
NDC	National Disaster Committee
NDP	National Disaster Plan
NDPWG	National Disaster Preparedness Working Group
NGO	Non-Government Organisation
TANGO	Tuvalu Association of Non-Government Organisations

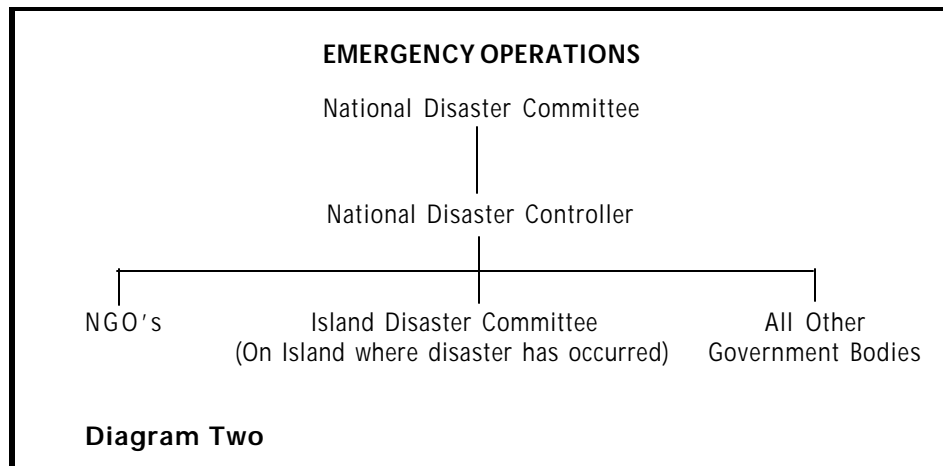
2. ORGANISATION

2.1 ORGANISATIONAL STRUCTURE

The disaster management organisational structure operates on two levels, one for *Normal Operations* and one which only comes into practice during times of disaster (*Emergency Operations*). Diagrams one and two (below) depict these levels.



During Normal Operations the NDC is responsible for policy development and implementation while the NDPWG work on mitigation and preparedness programs on behalf of the NDC. The NDPWG is responsible for ensuring that the IDC's have adequate information regarding developments in Disaster Preparedness and are trained and resourced to carry out their work.



The Emergency Operations structure is to be used whenever the National Activation System (see Section 4.5) comes into effect, until stand down. During times of disaster the Secretary to Government, or a suitable delegate, becomes the Disaster Controller, working under the NDC. The NGO's, the IDC on which the disaster has occurred and other appropriate government bodies all come under the direction of the Disaster Controller. The National Disaster Controller may also call on other IDC to provide resources or information to assist in the response.

2.2 NATIONAL DISASTER COMMITTEE (NDC)

At central government level the NDC is responsible for the policy level implementation of disaster management programmes and activities, and overseeing the activities of the National Disaster Preparedness Working Group (NDPWG). All permanent Secretaries and the Commissioner of Police are permanent members of the NDC. The composition of this committee is as follows:

- Secretary to Government (Chair);
- Secretary for Works, Energy and Communications;
- Secretary for Finance and Economic Planning;
- Commissioner of Police;
- Secretary for Tourism, Commerce and Industry;
- Secretary for Health and Human Resource Development;
- Secretary for Natural Resources & Environment;
- Secretary for Home Affairs and Rural Development;
- Secretary for Foreign Affairs; and
- Assistant Secretary - General Administration (Secretariat of Committee).

2.2.1 Functions of the NDC

The NDC is responsible to cabinet for:

- When the National Activation System is in effect the NDC are the national controlling body for the co-ordination of the response phase.
- Co-ordinating the activities of Ministries, divisions and other authorities in respect to disaster management programming and policy development.
- Planning at a national level the operational measures for maintaining essential supplies and services during and after a disaster.
- Developing and when necessary, implementing operational procedures to facilitate effective response, including information systems to keep the community informed of threats.
- Appointing a NDPWG to carry out the design, development and implementation of effective disaster mitigation and preparedness programmes and activities.
- Acting as the Island Disaster Committee for Funafuti.

2.3 ISLAND DISASTER COMMITTEE

Each island will establish an Island Disaster Committee. Except for Funafuti, the committee will consist of the following:

- The President of the Island Council (Chairperson).
- Member to the House of Parliament (Vice Chairperson).
- Island Executive Officer (Secretary).
- The Island Dresser or Nurse.

-
- The Manager of the local Fusi.
 - A Red Cross Representative.
 - A Police Officer.
 - Radio Operator.
 - The Headmaster of any local schools.
 - The Island Agricultural Officer (where present).
 - A TANGO Representative.

2.3.1 Functions of Island Disaster Committee

The functions of the IDC will be similar to that of the NDC, acting as the bridge between the NDC and the outer island communities during disasters, and will adapt the role of the NDC when communications with Funafuti are cut. The IDC will also co-ordinate disaster management programmes and public education programmes for their respective islands, under the guidance of the NDPWG. In particular, the IDC will be responsible for:

- Co-ordinating disaster response and recovery operations.
- Co-ordinating the island disaster management programme activities.
- Implementing specific island disaster mitigation and preparedness programmes.
- Developing and testing disaster response procedures.

2.4 NATIONAL DISASTER PREPAREDNESS WORKING GROUP

The NDPWG is appointed by the NDC to carry out certain functions on behalf of the NDC. The Chairperson of the Working Group will normally be the Assistant Secretary - General Administration. The composition of the NDPWG is as follows:

- Assistant Secretary - General Administration (Chair)
- Plus representatives of the following organisations:
 - Department of Health
 - Department of Meteorology
 - Department of Public Works
 - Police
 - TANGO
 - Tuvalu National Red Cross

2.4.1 Functions of the NDPWG

Through out the year the NDPWG will be responsible for the design, development and implementation of disaster mitigation and preparedness programmes and activities. Specific responsibilities include:

- Ensuring that there are trained personnel who can conduct training in disaster preparedness and management.
- Co-ordinating the annual training program in disaster preparedness and mitigation and providing training to an appropriate cross section of the community, including government personnel, island disaster committees and NGO's.
- Conducting community education and awareness programs.

2.5. RESPONSIBILITIES OF KEY PERSONNEL

The following disaster management responsibilities will be assigned:

2.5.1 Secretary to Government

- Convening the NDC.
- Overall Controller of a Disaster event.
- Activating the national disaster response systems.
- Reporting the NDC programme activities and recommendations to Cabinet.
- Ensuring the currency of the NDP.
- Ensuring that all Ministries, Departments, Divisions, Public Corporations and NGOs have developed internal preparedness and response procedures for any disaster.
- Ensuring that the Cyclone Response Plan is tested and reviewed at least annually.

2.5.2 NDC Secretary

- Recording and maintaining the minutes of the NDC.
- Assisting the Chairperson and other duties as required.

2.5.3 Secretary for Works, Communications and Energy

Develop the national communications plan for use during times of national disaster.

Maintain an organisational plan for the activities during a disaster for the following:

- Department of Public Works
- Department of Marine & Ports Services
- Tuvalu Electricity Corporation

-
- Meteorology Department.
 - Department of Civil Aviation.
 - Telecommunications Corporation.

2.5.4 Commissioner of Police

- Managing the National Coordination Centre.
- Maintaining effective communications between National and Island Operation Centres, fire, ambulance, and heavy rescue services.
- Maintaining Civil Order.

2.5.5 Secretary for Health & Human Resources Development

Maintain an organisational plan for the activities during a disaster of:

- Department of Health.
- Island Medical services.
- Medical Response Teams.
- The Princess Margaret Hospital.
- Department of Education.
- National Red Cross.

2.5.6 Secretary for Natural Resources & Environment

Maintain an organisational plan for the activities during a disaster of:

- Department of Agriculture
- Department of Fisheries
- Department of Environment

2.5.7 Secretary for Finance & Economic Planning

- Controlling emergency relief funding, including that provided by external donors and relief agencies.
- Coordinating government policy on compensation claims for damages sustained during a National Disaster .

2.5.8 Secretary for Home Affairs and Rural Development

- Assisting disaster relief and recovery operations.
- Maintain an organisational plan for the distribution of emergency supplies.

2.5.9 Secretary for Tourism, Commerce & Industry

- Maintain an organisational plan for the availability and storage of emergency supplies.

2.5.10 Secretary for Foreign Affairs

- Liaise and negotiate with international bodies for external assistance.

3. MITIGATION AND PREPAREDNESS

3.1 RESPONSIBILITY

The NDC has appointed the NDPWG to design, develop and implement disaster mitigation and preparedness programmes and activities.

3.1.1 Disaster Mitigation and Preparedness

The crucial factor affecting the impact of disasters is preparedness and mitigation. The main emphasis within disaster preparedness activities will be associated with *Planning, Training and Education and Awareness*.

3.1.2 Planning

The Secretary to Government, or a person nominated by the Secretary, shall be responsible for the maintenance and upkeep of this **National Disaster Plan**. The cyclone response procedures (Section Six) are to be updated and tested by November each year, with the outcome being reported to the cabinet or Minister responsible by December each year. Other Organisational Plans may be tested less often, but at least one other plan should be tested each year.

Organisational plans (for Government, NGO and Private sectors) are to be produced and used as the guiding mechanism for the testing of the disaster response procedures. Such plans are to be framed upon the National Disaster Plan stages (Section Four), and are to include both, preparedness measures for the protection of assets and staff, and response measures to facilitate the effective execution of disaster management roles and responsibilities.

Organisational plans are to be submitted to the NDPWG who will incorporate them into their preparedness activities.

3.1.3 Training

Co-ordination of professional and skills training activities in support of disaster management programmes is the responsibility of the NDPWG, who shall report to the NDC for policy advice and guidance on all matters. The following general training responsibilities have been identified:

Tuvalu National Red Cross	First Aid Training
Police Force	National Coordination Centre Familiarisation
PWD	Appropriate Building Structures
Agriculture	Care of Commercial Plantations Care of Home Gardens
Fisheries	Care of Fishing Equipment
TANGO & Red Cross	Disaster Management Training for NGO's
MET	Training in Meteorological Events
Telecom	Communications

3.1.4 Education and Awareness

Education and awareness programmes associated with the disaster threat will be co-ordinated by the NDPWG. Material and programmes should include, but not be limited to, the following issues:

The national activation and community alerting system

Preparedness measures associated with each phase of the alerting system

Meteorological terminology (laymen's terms)

The broadcasting service and Tuvalu Echoes will be used regularly to disseminate information to the community. This will be supplemented by NGOs information networks.

The important element is that education and awareness programmes should be targeted at specific audiences, and should be a continuous process and not a one off event when a disaster is threatening.

4. RESPONSE

4.1 DISASTER CONTROL

The Secretary to Government, or their delegate, will take up the role of Disaster Controller when directed by the Cabinet to do so, or when stage two of the national activation system is enforced. Key responsibilities include:

- Dissemination of information to the NDC members and public.
- Briefing Island Disaster Committees on the situation.
- Advising the Commissioner of Police, as the Manager of the National Coordination Centre, including information on the staffing of positions.
- Activating the Government, NGO and Private sectors in response to the threat.
- Co-ordinating the post impact response activities including damage assessment, evacuations and relief assistance.
- Recommending to the NDC on when to stand-down the response operations.

4.2 NATIONAL COORDINATION CENTRE

The NCC has been designed to serve as the central control focal point for all major operations which occur within Tuvalu. The NCC will be activated on a gradual basis with full manning be reached upon the enforcement of stage three of the national activation system.

Contact Details

Telephone : 20728

Facsimile : 20149

Radio : (including frequencies):

VHF Primary Ch 19

Secondary Ch 18

HF Primary 4576

Secondary 8247

4.3 ISLAND OPERATION CENTRES

The Chair of the IDC is in command of the Island Operations Centre. The Radio Operator is responsible for re-establishing communications where radio communications between the NCC and the Island Operations Centres are lost. In this situation the Chair of the IDC takes over the role of Disaster Controller until communications have been restored.

4.5 COMMUNICATIONS NETWORKS

The Secretary for Works, Energy and Communications will be responsible for maintaining the following communication links:

- Aircraft and Meteorological links with Nadi.
- Commercial communication with Suva (Telephone, Facsimile and Telex).
- Maritime links to ships and coastal stations.
- Voice links to aircraft and Nadi Air Traffic Control.
- Inter Island communications.
- Emergency links with any international support systems.

Other Links:

In addition to government communications and the broadcasting of information on Radio Tuvalu, the following links are available:

- The USP link with Suva.
- Ham Radio Operators.
- Fisheries Department.

4.5 NATIONAL ACTIVATION SYSTEM

The implementation of procedures under this plan will depend on the effective reaction by participating organisations. The following stages of activation are designed to achieve this goal through a graduated and controlled mechanism which when utilised correctly will ensure that the level of preparedness will be appropriate to the level of threat being posed.

This maximum protection - minimum disruption process will avoid over response, and serve as an effective means of regulating action through ongoing and informed dialogue. The stages of activation will also serve as the official guide to departments and organisations in the development of internal response and preparedness plans.

The outline of action within these stages is listed below:

4.5.1 Stage One : Readiness

Comes into effect when some form of information is received which indicates that the provisions of this plan, and/or associated plans, may be invoked. For example, the NDC will declare this stage in force and alert appropriate organisations of such action when a cyclone warning is issued and Gale Force winds are expected within the next 48 Hours.

4.5.2 Stage Two : Standby

Comes into effect when it is established that a threat exists to all or part of the island chain. It requires that all relevant organisations and personnel are placed on standby to begin operations or actions under this plan immediately they are called upon.

In some circumstances there may be no warning or insufficient warning of an impending threat and therefore it may not be possible to progress through stages one and two in a normal fashion. Thus authorities need to be prepared to proceed directly to the activation stage without warning.

4.5.3 Stage Three : Activation

Comes into effect when the threat is imminent; or in an impact situation where a disaster or emergency has already occurred. The National Disaster Controller will activate this stage and call upon participating organisations to take action in accordance with planned procedures and /or as directed.

4.5.4 Stage Four: Stand down

The order for organisations to stand down will be given by the National Disaster Controller once a full assessment has been made, the threat has abated, and/or disaster relief operations are well advanced. This will be a gradual process with organisations which have limited involvement in the operations being stood down in the first instance.

5. RECOVERY

5.1 SURVEY AND DAMAGE ASSESSMENT

National and Island Disaster Committees will be responsible for co-ordinating comprehensive surveys of damage. Sectoral surveys will be assessed by appropriate Ministries who will report findings to the National Disaster Committee.

5.1.1 NDC Responsibilities

During the post impact recovery period, the NDC will be specifically responsible for:

- Prioritising recovery operations.
- Co-ordinating recovery and relief operations.
- Identifying and managing international support requirements.
- Identifying elements of the recovery and relief programme that can be supported by NGOs.
- Keeping the public informed on issues related to relief and recovery operations.
- Encouraging the public to participate in self help programmes.

5.2 INTERNATIONAL ASSISTANCE

The Cabinet will, at the recommendation of the NDC, determine what international assistance will be required, and through the Minister for Foreign Affairs, issue a formal request for international assistance.

5.3 DAMAGE ASSESSMENT REPORT

The NDC is responsible for providing a full report on the impact of the disaster to the Cabinet as soon as possible after the event. The Island Disaster Committees are to assist this process by providing assessment reports to the NDC. Reports to the NDC should include the following information:

- Persons killed or injured.
- Shelter requirements (people homeless).
- General situation with regard to food supplies, water, medical requirements and other essential services.
- Damage to:
 - Residential, Offices, business premises, government buildings.
 - Communication systems.
 - Roads and Airstrips.
 - Power and other utilities
 - Ships, aircraft and other vessels.
 - Agricultural Impact (crops, local food supplies etc.).

5.4 POST DISASTER REVIEW

The NDC is responsible for ensuring that a thorough and accurate review of the operation and procedures used throughout, is conducted to ensure that the experiences gained and lessons learnt can be applied towards improving future mitigation, preparedness, response and recovery procedures and programmes.

5.4.1 Debriefings

Operational debriefings should be conducted as soon as possible after the event. These should be conducted in two stages:

- Firstly, Internal Organisational Review of operating procedures and to allow staff to submit their views on the operation.
- Secondly, Inter Agency with all organisations that actively participated in the operation.

5.4.2 Review of Plans and Procedures

The NDC is to review the findings of the debriefing and consider amendments or action to improve the disaster management arrangements for Tuvalu. Such action may include:

- Amendment to plans and procedures.
- Restructuring of the disaster organisation.
- Amending organisational roles and responsibilities.
- Arranging and promoting more comprehensive public education and awareness within communities.

5.5 CONTINUITY OF RELIEF EFFORT

The NDC is responsible for monitoring the requirement for disaster relief during the recovery period. In many cases this process is overlooked once the initial relief operations have been completed, and therefore the continuity of relief efforts must be assured to those communities in need.

6. NATIONAL CYCLONE RESPONSE PLAN

6.1 METEOROLOGICAL WARNING SYSTEM

The Meteorological Service will issue tropical cyclone advice as appropriate to the given threat, ranging from a tropical cyclone alert for the initial information stage to tropical cyclone warning for the highest state of threat. More specific details of each message are as follows:

6.1.1 Cyclone Alert (issued every six hours)

Issued when a developing depression or tropical cyclone is close to the Tuvalu area. Gale force winds are not expected within 24 hours but may occur within 48 hours.

6.1.2 Cyclone Warning: Gale Force Winds (issued every six hours)

Issued when mean wind speeds are expected to reach gale force intensity (34 - 47 Knots) within the next 24 hours.

6.1.3 Cyclone Warning: Storm Force Winds (issued every three hours)

Issued when mean wind speeds are expected to reach storm force intensity (48 - 63 Knots) within the next 24 hours.

6.1.4 Cyclone Warning: Hurricane Force Winds (issued every hour)

Issued when mean wind speeds are expected to exceed 63 Knots within the next 12 hours.

NOTE

Due to the unpredictability of cyclones which are such that the direction of movement and speed of onset may alter dramatically without warning, it may not be possible to progress through these stages in a normal fashion.

6.2 DUTIES OF METEOROLOGICAL SERVICE

On receipt of cyclone alert or warning messages, the MET should immediately notify the Secretary to Government and continue to give regular updates.

6.3 NDC RESPONSIBILITIES

6.3.1 Pre Cyclone Season

To be completed by mid November each year:

- National Disaster Plan and Departmental Response and Preparedness Plans reviewed and updated.
- Education and Awareness programs reviewed and or developed. This includes visits, pre-recorded tapes and public awareness week activities.
- Formal briefing sessions for Government, NGO, and Private Industry on planning and operational procedural arrangements conducted.
- Safety shelters identified, documented and disseminated to key officials.
- Mechanisms for community alerting, damage assessment and relief coordination established.
- Outer island preparedness reports received from Island Disaster Committees.

6.4 STAGES OF ACTIVATION FOR CYCLONE WARNINGS

6.4.1 Stage One - Readiness (linked to Gale Force Winds)

Procedures to implement action should be developed at National and Island level as appropriate:

- Disseminate Meteorological message to Island Disaster Committees, supported by either verbal or written comments to provide more information and clarification which will lead to more effective and appropriate decision making.
- Conduct NDC meeting and provide briefing on current situation and prognosis for future development - Implement readiness stage.
- Island Disaster Committees to brief Government and NGO organisations on outer islands.
- Establish schedule for ongoing meetings of the NDC if required.
- Maintain ongoing liaison with the Meteorological Department.
- Increase frequency of pre-recorded education tapes.

6.4.2 Stage Two - Standby (linked to Storm Force winds)

Conduct meeting of NDC

- Activate the Disaster Control mechanism - determine meeting schedule.
- Implement the Standby Phase.
- Check on preparedness of departments.
- Instigate verbal/written briefing for Island Disaster Committees.
- Maintain frequency of broadcast of pre-recorded education tapes.
- Commence radio interviews (1 - 2 daily).
- Review situation with regard to the closure of schools (if applicable).
- Ensure damage assessment teams have been identified.
- Gauge necessity for safety shelters - place shelter managers on standby.

6.4.3 Stage Three - Activation (linked to Hurricane Force winds)

- NDC briefing - Implement Activation Phase.
- Brief Island Disaster Committees - obtain preparedness status for outer islands.
- Close Government Offices (if applicable).
- Increase radio interviews (2 -3 daily).
- Ensure relocation to safe shelters is completed.
- Issue situation report on preparedness status to UNDHA - SPPO for redistribution to key organisations and missions.

NOTE

Careful consideration of prevailing weather conditions should be taken when deciding on the closure of schools and opening of safety shelters. Release of government employees should be gradually implemented to enable them to make preparations at their own homes. Most essential personnel only should be left on duty until final closure of the offices.

6.5 POST IMPACT - DISASTER RELIEF PHASE

- Activate damage assessment teams.
- Establish contact with outer islands.
- Continue with radio broadcasts to ensure the communities remain calm and are aware of what action they can take to assist authorities.
- Obtain preliminary assessment of situation on affected outer islands.
- Issue situation report to Minister and Cabinet.
- Issue situation report to Ministry of Foreign Affairs, UNDHA -SPPO for redistribution to donors, missions and aid agencies.

- NDC meeting - briefing with all departments, NGO's and missions.
- Assessment of disaster relief needs.
- Determine requirement for international assistance.
- Maintain liaison with Island Disaster Committees and coordinate assistance as determined necessary.
- NDC and Island Disaster Committees to establish relief coordination system to facilitate effective receipt, recording and distribution of relief supplies where necessary.

6.6 RECOVERY PHASE

- NDC prepare damage report and submit to Government
- Conduct recovery operation in accordance with normal Government procedures.

6.7 RADIO BROADCASTS

Information regarding the progress of any storm or cyclone will be broadcast from Radio Tuvalu on receipt from the Meteorological Service, and repeated at least hourly once stage two of the plan has been activated.

Radio Tuvalu will remain on air and broadcast information on a 24 hour basis once stage two of the plan had been activated, or as determined by the Disaster Controller. Frequencies for receipt of information are 621 Khz, 483 Medium Wave and FM Radio 100.1 MHz.

Only operational information authorised by the disaster controller can be broadcast once stage three of the plan has been activated.

6.8 COMMUNITY ALERTING SYSTEM

A community alerting system designed around the use of flags will be used as a means of activating the communities in response to the threat of a cyclone. Education and awareness programmes should be developed to link preparedness action against each of the coloured flags, which will be flown during the day from the Police Headquarters in Funafuti and at respective Island Council offices on outer islands.

Red Flag:

Signifies that Storm Force winds can be expected

Red Flag with Black square:

Signifies that Hurricane Force winds are imminent

Loud hailers may also be used to reach a wider section of the community and, during hours of darkness, lights may be used as a means of alerting the community.

6.9 CLOSURE OF SCHOOLS

The Disaster Controller will determine when schools will be closed and later reopened. They will notify the school principals and keep them informed of the stage of alertness. All schools (in the affected area) are to be closed once stage two of the plan has been activated (Red Flag).

EMERGENCY CONTACT LIST:

Funafuti	Secretary to Government NCC Police Emergency Number
Outer Islands	Chair Island Disaster Committee Police Station