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# MASTER EMERGENCY/ DISASTER PLAN

1997

Produced by the National Emergency and Disaster Committee  
with the support of the South Pacific Disaster Reduction Programme (SPDRP)

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# 1. GENERAL

## 1.1 INTRODUCTION

The Republic of Palau is subject to a number of threats from natural and manmade emergencies/disasters. Because of the size and geographical location of the Republic, the people are more vulnerable to the effects of such potential disasters than in larger countries. Every effort should therefore be made to recognise this danger and to protect lives and resources from the effects of these unanticipated events.

In order to ensure an orderly and effective response to emergency situations it must be the duty of the officials and agencies of the Government of the Republic of Palau to provide good organisation and responsible leadership. Such officials and agencies must ensure continuity and coordination during the various phases of the emergency response.

This plan addresses, through an outline format, the existing threats from both the natural and technological (or man-made) environment. In this context, it provides an organizational structure and set of procedures to be used in response to such disasters. Emphasis is placed in the utilization of existing government resources. Therefore, the basic procedures and processes delineated in this Plan are designed to provide a mechanism for government-wide coordination and integrity, especially in aspects of authority, responsibilities and administrative capabilities.

This Plan serves as the Comprehensive Emergency Management Plan for the Republic of Palau. Therefore, all emergency/disaster plans and/or other plans addressing specific hazards or threats must be developed, designed and administered in consonance with the concepts and mode of operations contained herein and must be integrated with this plan.

## 1.2 STAGES OF EMERGENCY MANAGEMENT

This Emergency Plan assumes four stages to any national emergency/disaster response policy, which are as follows:

### a. Mitigation

Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. Also included are those long-term activities that lessen the undesirable effects of unavoidable hazards. Some examples include establishment of building codes, flood plain management, insurance, elevating buildings and public education program.

### b. Preparedness

Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, exercising, training and developing public information programs and warning systems are among the activities conducted under this phase.

### c. Response

During the response phase, emergency services during a crisis are provided. These activities help to reduce casualties and damage and to speed recovery. Response activities include warning, evacuation, rescue, and other similar operations addressed in this Plan.

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#### **d. Recovery**

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services and reconstruction of damaged areas.

### **1.3 NATIONAL POLICY PRIORITIES**

The policy priorities adopted by the Government of the Republic of Palau in respect to emergency/disaster management are as follows:

- a. To save lives and protect property;
- b. To promote public health;
- c. To recognize that the problems associated with emergencies/disasters require a total government response and best possible use of available resources;
- d. To recognize that the emergency/disaster management phases of mitigation, preparedness, response and recovery are essential for national development planning; and
- e. To promote self-help in the event of emergencies/disasters by the community through public awareness and education programs; and
- f. To create and maintain lines of communication with other nations and states in order to facilitate comprehensive emergency assistance.

### **1.4 AUTHORITY**

This plan has been produced pursuant to the Powers of the President enumerated in Section 14 of Article VII of the Palau Constitutions extending to the President the power to declare national emergencies, the powers of the President as Chief Executive of the national government, as enumerated in X section 1 of Article VIII of the Palau Constitution and Executive Order No. \_\_\_\_.

### **1.5 PURPOSE**

The purpose of this plan is to detail the government policies and management mechanisms for emergencies/disasters that may occur in the Republic of Palau.

### **1.6 CONCEPT**

The concept of this plan is utilization and coordination of all appropriate resources in support of emergency/disaster management.

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## 2. ORGANIZATION AND RESPONSIBILITY

### 2.1 ORGANIZATIONAL STRUCTURE

The organizational structure for emergency management response consists of numerous organizational levels. The structure assumes that all levels of emergency administration are ultimately directed by the President of the Republic.

Within this concept of Presidential oversight, the operational structure is based on the premise that the National Emergency Committee (“NEC”) forms the main coordination focal point for all disaster aspects with the support and assistance of the ‘National Emergency Management Office’ (NEMO). The Vice-President of the Republic of Palau is the Chairman of the NEC. The Master Emergency/Disaster Plan organizational chart is attached as Appendix —.

### 2.2 THE VICE-PRESIDENT

The Vice-President, as the Chairman of the NEC is responsible for representing the President by coordinating the Republic’s emergency/disaster response effort through the development, upkeep, and monitoring of the Master Emergency/Disaster Plan/Effort. Assistance will be provided to the Vice-President in this regard by the NEC and the NEMO. In the capacity of Chairman of the NEC, the Vice-President is also responsible, on behalf of the NEC, for the following:

- a. Advising the President and the NEC of disaster threat conditions, and keeping them advised of the inter-agency activity coordinated responses;
- b. Overseeing the Republic’s emergency/disaster response effort;
- c. Seeking the President’s approval for the use of other governmental resources requiring his authorization;
- d. Conducting briefings and conferences to orient National and State agencies toward disaster assistance programs;
- e. Executing, on behalf of the president and the Republic all necessary documents for disaster assistance from all available sources.
- f. Obtaining and submitting reports, justification and other pertinent information relevant to actions proposed, in process or completed before, during and after an emergency or major disaster;
- g. Conducting an annual review of plans, programs and projects related to this Plan to ensure compliance, consistency and cooperation among elements and functions of preparedness and submit necessary reports, with recommendations, to the President and the NEC identifying conflicts and deficiencies;
- h. Ensuring the development of accounting and record keeping procedures in properly documenting emergency-related expenditures; and
- i. Executing all policies of the NEC.

## 2.3 NATIONAL EMERGENCY COMMITTEE

The NEC is the command control and coordinating body for emergency and/or disaster management. Chaired by the Vice-President (in the Vice-President's absence the NEC will be chaired by the Chief of Staff from the Office of the President), the NEC, during an emergency crisis, will operate from the 'Emergency Operations Center' ("EOC") which is the Office of the Vice-President.

The composition of the NEC will include managers representing the following ministries, bureaus, divisions, offices, agencies and organizations:

- Office of the Vice-President (Vice-President)
- Office of the President (Chief of Staff)
- NEMO (Coordinator)
- Governor(s) of affected State(s)
- Bureau of Legal Affairs (Attorney General)
- National Hospital (Clinical Services Director)
- Public Works (Director)
- Public Safety (Director)
- Ministry of Education (School Administration Director)
- Trade and Commerce (Airport Manager)
- Civic Action Team (Officer-In-Charge)
- Public Utility Corporation (General Manager)
- Palau National Communications Corporation (General Manager)
- Radio Station WSZB (staff)

All NEC members shall designate an alternate member to attend NEC in their absence and shall advise NEMO of the alternate.

The NEMO is responsible for contacting all NEC members starting with the Chairman. Upon notification of an emergency or disaster NEC members are to report to the EOC immediately.

For specific emergencies or disasters the NEC will also include the following:

|                            |   |
|----------------------------|---|
| Typhoons and Tsunamis      | National Weather Service (staff)                  |
| Environmental Disaster     | Environmental Quality Protection Board (Director) |
| Oil Spill                  | Environmental Quality Protection Board (Director) |
|                            | Commerce and Trade (Harbour Manager)              |
| Airport Disaster           | Airline(s) Manager(s)                             |
| Fire                       | Public Safety Fire Division (Chief)               |
| Maritime Search and Rescue | Public Safety Maritime Division (Chief)           |

Other experts may work with and be assigned as members of the NEC when the situation warrants.

## 2.4 NATIONAL EMERGENCY MANAGEMENT OFFICE

The NEMO is involved in all aspects of emergency/disaster management. It acts with the counsel of and in concert with the NEC. In addition, the NEMO performs the day to day operations associated with emergency/disaster management and submits reports to the Vice-President. The NEMO's responsibilities include, but are not limited to the following:

- a. Developing, maintaining and testing of the Master Emergency/Disaster Plan;
- b. Providing assistance to national and state agencies in the development of Agency Support Plans;

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- c. Coordinating the development of public education programs regarding emergency/disaster planning;
  - d. Coordinating and assisting in the training of specific emergency/disaster related skills; and
  - e. Maintenance and logistical command of the EOC.
  - f. Coordinating state and national emergency/disaster management planning;
  - g. Periodically reviewing state and national legislation and regulations to ensure that all are in compliance and coordination with this Plan; and
  - h. Performing other tasks as prescribed by law, executive order, rules and regulations or as required by the President, the Vice-President and the NEC.

## 2.5 GOVERNMENTAL AGENCIES

Government agencies (States shall, for the purposes of this Master Plan, be categorized as a government agency) will assist the NEC and NEMO in emergency situations to the degree that their involvement is necessary, which depends upon the type of emergency experienced. Essentially, agencies fall into two categories: 1) Lead Response Agencies (LRA's) and 2) Support Response Agencies (SRA's). Comprehensive definitions of these terms appear in Appendix \_\_\_\_.

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## 3. MITIGATION

### 3.1 POLICY

The Vice-President, with the assistance of NEMO and NEC, shall promulgate rules, regulations, and administrative directives pertaining to disaster mitigation. Mitigation planning is designed to reduce the adverse impact of a disaster. It includes readiness, training and public education as well as specific development project such as building breakwaters, etc.

### 3.2 MITIGATION COMMITTEE

NEC shall have a Working Group on Mitigation as designated by the Vice-President which shall work with NEMO on mitigation activities and shall report to the Vice-President and the whole NEC.

### 3.3 FUNCTION

NEC's Working Group on Mitigation will work in conjunction with the NEMO and the appropriate National and State agencies to consider mitigation within the scope of specific Emergency Plans.

## 4. PREPAREDNESS

### 4.1 MASTER EMERGENCY/DISASTER PLAN

The Vice-President, with assistance of NEMO, is responsible for the development and upkeep of the Master Emergency/Disaster Plan. The NEC will assist the NEMO in this task. The NEMO will ensure that the plan, or components of the plan, will be tested each year and will be responsible for the overall coordination of such tests.

The NEMO, as the coordinator of emergency/disaster management training activities, shall be responsible for public education and awareness for such training activities with the assistance of appropriate LRA's and SRA's.

### 4.2 GOVERNMENT AGENCY PLANS

Specific Government Agency Plans are attached as Appendices \_\_\_ through \_\_\_ for operational responses to specific emergencies and/or disasters which are likely to affect Palau. Agencies may have LRA and/or SRA responsibilities. State plans are considered to be Agency Plans. Agency Plans are developed by individual agencies or entities, reviewed by NEC, and approved by the Vice-President. NEMO and NEC shall assist in the development of such plans, which shall be attached to this Plan upon completion and adoption.

Specific Agency Plan responsibility include the following:

| <b>Disaster</b>        | <b>Department</b>                         |
|------------------------|---|
| a. Typhoon and Tsunami | NEMO                                      |
| b. Maritime Pollution  | EQPB                                      |
| c. Search and Rescue   | Ministry of Justice<br>Water Safety Board |
| d. Aircraft accidents  | Trade and Commerce                        |
| e. Epidemic            | Ministry of Health                        |

### 4.3 TRAINING

The NEMO is responsible for the management and coordination of all emergency/disaster management training activities. A working group, appointed by the Vice-President from the NEC, will assist in this function.

### 4.4 PUBLIC EDUCATION AND AWARENESS

NEMO is the primary agency responsible for coordinating public education and awareness programs. In this context, NEMO shall monitor and review the performance of other governmental agencies in providing public education and awareness.

Each appropriate Department will be responsible for the development and submission to the Vice-President and NEC of its program for public education and awareness related to emergencies/disasters for review. Each Department will then be responsible for implementation of their own program.

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## 5. RESPONSE

### 5.1 COMMAND

The EOC is the control center for all disasters and major emergencies which occur. All Agencies will ensure that their Specific Agency Plans reflect that operations will be coordinated through the EOC. NEMO shall immediately advise all NEC members of any disaster and NEC members shall then report to the EOC.

Major functions performed within the EOC during emergency and disaster situations include:

- a. The gathering, filtering and dissemination of information.
- b. The coordination of operational action.
- c. The preparation of the Preliminary Damage Assessment Report.

An Incident Command Post ("ICP") may be created by an LRA representative as near as practicable to the site of the emergency/disaster. The ICP is to establish communications with the EOC and appropriate agencies as soon as possible and has operational site control. The representative from the LRA may serve as the Incident Command Post and as the on-site supervisor.

### 5.2 COORDINATION

All communications during an emergency/disaster will be coordinated through the EOC for public dissemination. Progress reports and temporary damage

assessments of the incident will be continually submitted to the EOC by all appropriate agencies and entities. Progress reports of the incident from the EOC will be continually submitted to the Chair of the NEC and to the President. Directions and decisions of the NEC can be overridden only by the President.

### 5.3 STAGES OF ACTIVATION

The following standardized designations for stages of emergency will be used in all emergency/disaster plans. The NEMO will decide when the stages are to be activated.

a. **Condition Three - Readiness:** Information is received which indicates that the provisions of the Master Emergency/Disaster Plan may be invoked. Relevant agencies will be alerted by the NEMO. All individuals should begin making preparations to move to a safe, secure location.

b. **Condition Two - Standby:** A threat exists. Relevant agencies are alerted and instructed to implement their plans. The NEC will convene. All individuals should begin moving to a safe, secure location.

c. **Condition One - Response:** The threat is imminent or occurring. In an impact situation (e.g. plane crash), where stages three and two do not take place, the LRA will respond but the declaration of Condition One will take place by the NEMO. All individuals, other than emergency personnel may, depending on the nature of the disaster, be required to stay in a safe, secure location. No individuals, other than emergency personnel, should be at the area of the disaster or, depending on the nature of the disaster, outside of safe, secure locations.

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## 6. RECOVERY

The recovery process may take many months, or even years, to complete. This recovery phase of disaster management is best accomplished using established government procedures and mechanisms.

### 6.1 DAMAGE ASSESSMENT REPORT

Every LRA and Support Response Agency (“SRA”) shall make a damage assessment report to the NEC. The NEC, chaired by the Vice-President, is responsible for providing a full report on the impact of the disaster to the President.

### 6.2 RECOVERY PROGRAM MANAGEMENT

The President may, after reviewing the report, establish a recovery program management committee to manage the recovery program. The composition of such committee will be determined based on the nature of the damage.

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## 7. POST DISASTER REVIEW

### 7.1 DEBRIEFING

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

- a. **Within each agency** - to review internal operating and response procedures.
- b. **Between agencies** - the NEC, LRA and SRA representatives meet to review overall operating and response procedures.

### 7.2 REVIEW OF PLANS AND PROCEDURES

The NEC will convene to analyze the results of the review [7.1(b) above] and determine what changes should be recommended to the Master Emergency/Disaster Plan.

# Annex 1

# TYPHOON ACTION PLAN 1997



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# 1. GENERAL

**The Season:** The Typhoon season officially commences in May and continues through to December each year. Typhoons have and will continue to occur outside of this period. Because they are seasonal and subject to being reasonably well predicted, it is possible to develop pre-planned measures, including community based preparedness programs.

**The Aim** of this plan is to detail the preparedness and response arrangements for Typhoon threats.

**The Authority** for this plan is the National Disaster Management Committee (NDMC).

**The Relationship** This plan should be read in conjunction with the National Disaster Management Plan, and should be used by all organisations, departments and agencies as the basis from which internal procedures are developed.

## 2. PREPAREDNESS

**Pre-Season** preparedness measures should be completed under the supervision of the NDMC by the commencement of the official Typhoon season, and wherever possible should include the following action:

- Update of plan, including details on contacts and safety shelters.
- Briefing sessions for all Ministers, Heads of Departments and Agencies on typhoon related issues: - prognosis for the season, a refresher on procedures and warning systems
- Community visits
- School visits and briefings
- Review and update of Education and Awareness programs

**During the Season** preparedness activities should focus upon those issues which are aimed at keeping the Departments and Communities aware of the potential for Typhoon development:

- Education programs broadcast regularly on radio
- Situation Reports issued at least monthly ( to departments and agencies) to provide an overview of regional weather patterns and the outlook for Typhoon development.
- Visual display set up at the post office or some other centrally located notice board. This would display daily weather charts and satellite photographs, together with appropriate education and awareness material - such as the community alerting system.

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## 3. WARNING SYSTEM

### 3.1 METEOROLOGICAL WARNING SYSTEM

Comprised of two stages ranging from typhoon watch information stage to typhoon warning for the highest state of threat. More specific details of each message are as follows:

#### 3.1.1 Tropical Depression

A tropical cyclone in which the maximum sustained surface wind is 33 knots or less (gale force winds).

#### 3.1.2 Tropical Storm

A warm core tropical cyclone in which the maximum sustained surface wind ranges from 34 - 63 knots ( storm force winds).

#### 3.1.3 Typhoon (hurricane)

A warm core tropical cyclone in which the maximum sustained surface wind is 64 knots or more (hurricane force winds).

#### 3.1.4 Typhoon Watch

Is an announcement for specific areas that a typhoon or suspected typhoon condition poses a possible threat to coastal areas generally within 48 hours.

#### 3.1.5 Typhoon Warning

Is a warning that sustained winds of 64 knots or higher are expected in a specified area within 24 hours. A typhoon warning may remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than typhoon force.

### 3.2 COMMUNITY ALERTING

**The Community Alerting System** serves two specific purposes; Firstly it is designed to ensure that the level of community preparedness is equal to the level of existing threat; and Secondly, it reduces the terminology problem associated with weather service messages, by linking action to a weather warning (it takes away the guess work).

Television and Radio are the primary links of form of communication with the community, and therefore authorities should aim at reviewing the community alert status to coincide with the peak listening/viewing audiences. The following is a list and brief description of the community alert stages, a more detailed explanation can be found on the supporting Public Education material.

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### 3.2.1 Condition Three

Is the first stage of readiness and is introduced upon the announcement of a typhoon watch. This provides the communities with at least or up to, 48 hours to conduct preparedness measures before storm force winds are experienced.

### 3.2.2 Condition Two

Second and most critical stage of readiness. Introduced upon the announcement of a typhoon warning or when storm force winds are expected within 12 to 24 hours.

### 3.2.3 Condition One

Highest stage of readiness. Typhoon force destructive winds expected within the next 12 hours

**The success** of the community alerting system rests with the timing of the placement of each condition. Sufficient lead time should be provided to enable the communities to respond and complete tasks associated with each condition. Consideration should also be given to the listening audience - for example a decision to advance to a condition one at 0400 hours should be conveyed to the community during the previous evening so that they are aware in advance of the likelihood of future action or intentions.

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## 4. RESPONSE

### 4.1 LEAD RESPONSE AUTHORITY

For the Typhoon threat is the Co-ordinator of the NEMO. The Director is responsible to the Vice President for the activation of these procedures, for the management of operations associated with these procedures, and for the timely activation of the community alerting system.

### 4.2 CENTRAL CONTROL GROUP

Comprising members drawn from the NEC will be established upon the announcement of condition two, to assist the Co-ordinator in the effective fulfillment of his duties. The composition of the **CCG** is as follows, however it should be noted that this membership is not restrictive, and that others may and will be added depending on the operational requirements presented. Further, it should be noted that the **CCG** during the **pre-impact** phase may differ in makeup to that during the **post impact** phase.

- Director, NEMO
- Chief, Public Safety
- Director, National Weather Service
- Director, Commerce and Trade
- Director, Education (during school year)

**The advantages** of the **CCG** are that they can meet more regularly, make decisions more quickly than a large committee, and have a more reliable attendance record.

**The CCG** is to ensure that the full NEC is briefed at least daily during the pre-impact stage of a Typhoon threat. This may be done either in a meeting environment or by way of situation reports. The importance of full NEC meetings becomes more identified during the post impact phase when input from a larger forum is required. The Co-ordinator is to advise all NEC members of the timing for such meetings well in advance.

### 4.3 FINANCIAL AND RESOURCE SUPPORT

With respect to resources (Government, NGO and/or Private) the NEC will have responsibility for the purchase, procurement and management of all resources linked or required for the operation at hand. This will ensure that duplication of effort is avoided, and that resources are utilised in the most efficient and effective manner.

**Financial management** of funds provided for disaster relief purposes will also be the responsibility of the NEC. Authorization must be obtained from the NEC Chairman prior to committing departmental funds for expenditure, with accounts which have been received and have not had prior approval, being returned to the department or individual concerned. This will ensure firstly, that the available funds are being committed to those requirements which are considered as high priority, and secondly, it will avoid unnecessary expenditure on items which may already be available from other sources or donors.

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#### 4.4 CUSTOMS AND QUARANTINE

Customs and Quarantine are critical areas during disaster operations. Upon being notified by the NEC, the Director's Customs and Quarantine are to make the necessary arrangements for the ongoing clearance of all donor assistance which is provided for "disaster relief purposes". This may also include duty exemption for goods purchased in-country with donor funding.

The NEC will provide details on donor assistance to facilitate this process. It should be mentioned that the period of highest risk for a country to become exposed to exotic animal or plant disease is immediately following a disaster, and therefore stringent application of quarantine regulations is essential.

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## 5. DAMAGE ASSESSMENT AND RELIEF

**Damage Assessment and Relief Assistance** are closely linked, as the assessment process will identify the needs for relief assistance.

The responsibility for the conduct of **damage assessment** rests with the NEC, however they will be assisted by State Governments who will have direct or specific responsibility for their respective Islands. Procedures and proforma to facilitate the assessment process will be developed by special workgroup drawn from the NEC, and headed by the NEMO.

The decision regarding the provision of **food relief** will be made by the NEC following receipt of damage assessment reports. Relief efforts will at all times be applied on a fair and equal basis, and will adhere to the governments "self help" concept wherever possible.

No distribution will be considered until the Department of Agriculture has submitted a report which recommends that food relief is required. Criteria by which the need for food relief will be assessed includes:

- A recommendation by the Department of Agriculture that such assistance is required.
- Severe damage has occurred to greater than 60% of all crops and gardens
- The community does not have the financial capacity to assist itself
- The community does not have access to alternative supplies or markets.

Food relief will not normally be considered within the first 4-6 weeks of impact, as communities will be expected to use available supplies, with only critical cases, hospitals and schools being exempt from this restriction.

With respect to **shelter**, the use of tarpaulins should be considered for government buildings, hospitals, churches and major community buildings only. Assistance to community housing should be limited to the use of plastic sheeting, as this is seen as a positive measure to further encourage the self help concept and the adaptation of effective preparedness measures.

The NEC is to ensure that the policy associated with disaster relief, and in particular the self help concept, are included in community education programs.

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## 6. INTERNATIONAL ASSISTANCE

**International Assistance** will be requested once it is established that the severity of the situation is beyond the capacity of available in-country resources. This requirement will be determined by the CCG, who will submit through the full NEC to the Vice President, a formal request for international assistance.

The CCG will be responsible for liaising directly with aid agencies and donors once a formal request for assistance has been made, in order to determine the type, quantity and distribution assistance of resource needs. All departments and agencies which have identified or determined the need for assistance, must submit their requests to the NEC, and should under no circumstances make direct requests to aid agencies or donors without the consent of the NEC.

The NEC will also be accountable to respective donors for ensuring that all relief assistance is distributed in accordance with the guidelines governing the provision of such assistance, and for the preparation of a report on expenditure/distribution of assistance provided.

## 7. MEDIA

**Media Broadcasts** are the key for information dissemination to the community. The importance of ensuring that such information is provided in a timely and accurate manner cannot be understated. In order to achieve both ingredients (timely - accuracy), it will be necessary to enforce some control mechanisms on what is said and by whom.

The Director, Palau Broadcasting Corporation, is to ensure that all messages are vetted and only urgent or essential messages are broadcast once stage two of the plan has been activated.

On the announcement of stage one, the CCG will be the only authorized persons to issued or release information over the radio and other media. Typhoon messages released by the National Weather Service are exempt from this procedure, and they will continue to be broadcast when received.

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## 8. SCHOOLS AND OFFICES

**All Schools** will close upon the announcement of a Condition Two. The Director of Education is responsible for issuing the order for the closure and re-opening of schools. This order will come after consultation with the CCG, and careful consideration should be taken to ensure that closures are linked as close as possible to normal school hours. This maximum protection - minimum disruption process will avoid major disruption to established arrangements for pick-up.

**Government Offices** will close upon the announcement of Condition Two. Staff should be released on a gradual basis from this time, so that only essential personnel are on duty once a condition one has been enforced.

## 9. SHELTERS

**Safety or Evacuation Shelters** should be identified and made known to the public during the pre-season planning arrangements. The NDC and State Governments are responsible for ensuring that this process has been completed, and that a list of shelters is provided by the commencement of each typhoon season.

Education programs should not only identify the location of shelters, but also inform the community of the self sufficiency requirement for food, water, bedding, medical supplies (medicines) and toiletries.

## 10. OPERATIONAL PROCEDURES

The following operational procedures are a guide only to the progressive action that may be required by the **NEC, NEMO, CCG and Departments** during the lead up period to a typhoon threat. The steps are by no means restrictive, as many unknown elements will be introduced as the threat increases which will call for new or premature action.

### 10.1 CONDITION 3 : READINESS

This stage will usually be enforced when a typhoon or developing typhoon has entered Palau's area of responsibility and its movement is in a direction that would bring it closer to Palau.

On receipt of the NWS warning the NEMO would:

- Discuss prognosis for future development with NWS.
- Call a meeting of the NEC or issue a situation report (Sitrep) providing Departments and State Government Representatives with an overview and informing them that stage three has been enforced.
- Issue advice to the Radio Station to increase education broadcasts associated with condition three community alerting
- Continue to Liaise with the NWS and monitor the typhoon's track.

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Departments and other agencies would:

- Attend NEC meeting (if called)
- Inform all staff (including those on other islands)
- Implement action associated with stage three of departmental response and preparedness plans
- Monitor advice from NEMO and the NWS.

## 10.2 CONDITION TWO: STANDBY

Typhoon's movement towards Palau has continued - weather conditions deteriorating (**storm force winds expected**).

**NEMO will:**

- Call a meeting of the NEC
- NEC will activate the CCG and enforce stage two - standby
- Send sitrep of state of readiness to UNOCHA - SPPO and US Consulate Koror.

**CCG will:**

- Brief the Vice President.
- Call for an increase in Education broadcasts associated with a condition two.
- Commence live radio information sessions.

**Departments and Agencies will:**

- Brief all staff
- Implement action in accordance with stage two of the response and preparedness plans

## 10.3 CONDITION ONE: ACTIVATION

Typhoon impact, or near impact imminent.

**CCG will:**

- Final briefing for NEC.
- Brief Vice President.
- Enforce stage one.
- Open safety/evacuation centres (refer to special notes).
- Increase frequency of information broadcasts.
- Send sitrep to UNOCHA- SPPO regarding state of readiness.
- Increase education broadcasts for Condition One.

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**Departments and Agencies will:**

- Implement action in accordance with stage one of the response and preparedness plans.
- Standby to respond in accordance with the directives of the CCG/NEC.

**SPECIAL NOTE:**

1. Typhoons are unpredictable in nature, and therefore it is very easy to be caught out if its speed of movement increases or track alters without warning. Be prepared to initiate action during one stage which may be listed under another.
2. Be guided by local weather conditions. They may differ from official weather messages.
3. Information broadcasts are conducted by the LCA and support agencies (NEMO and CCG during typhoons), and are designed to provide the community with more detailed information that may be contained within NWS messages or sitreps. They are used to walk the community through the preparedness stages, and are useful in reducing over-reaction and rumour (coconut radio).