

NEOC: Direction and Control

Mission: During normal operations, to establish an EOC from which the Prime Minister (or designee) can direct and control emergency operations nationwide. Detailed procedures for ODPM NEOC operations must be maintained. An ongoing training programme must be provided for the NEOC staff, and adequate facilities and equipment must be provided.

When a tropical storm is threatening Trinidad and Tobago, or the remnants of a tropical storm which made landfall, the ODPM NEOC monitors the situation and will be augmented accordingly. The ODPM NEOC will be staffed to collect information, review status of pre-landfall protective actions, produce the required reports and coordinate requests for assistance from local government bodies.

Organization: The national response to the event will be under the direction of the ODPM CEO, who reports directly to the Prime Minister or designee. The supporting NEOC staff will consist of critical persons from the ODPM and key state agencies and stakeholders.

Emergency operations must be compatible with the National Response Framework. In the event of a hurricane, national/government staff and resources may be available to augment and supplement state and local emergency operations.

Concept of Operations

- For a hurricane, the Prime Minister will issue an Executive Order authorizing the use of state resources to supplement the efforts and resources of local governments and relief organizations in preventing or alleviating the damage, loss and hardship when it is evident that the situation is beyond their capability or expertise. Local gov'ts are to implement their EOP as needed to protect public safety and property.
- The NEOC will disseminate the issuance of an Executive Order to the state agencies' directors, state agencies, NEOC staff, and local government bodies via established communications pathways.
- The NEOC must respond effectively to developing events. When severe weather events are developing, the communications centre will monitor the situation and disseminate appropriate weather information on a continuous basis to state agencies' directors, state agencies, NEOC staff, and local governments.
- A hurricane expert will relocate to the NEOC at Readiness Condition 4. This person is to provide technical planning guidance; assist with evacuation decisions using prescribed tracking models and other tools.
- The NEOC will conduct conference calls with the Meteorological Service and other stakeholders deemed critical like the Water Resources Agency to discuss the weather forecast, and operational issues, including evacuation and sheltering. Daily situation reports must be provided by each affected local EOC to the NEOC. The Amateur Radio bodies will serve as an alternate or back up means of communications between the NEOC and the affected localities EOCs.
- The ODPM Mobile Command Unit may be available and deployed as needed for on-scene emergency operations/communications.
- After the impact, if local governments are unable to provide the capability/expertise to effectively manage the event, the NEOC shall coordinate request(s) for state assistance. Should the event be beyond the capability of the state to respond, the NEOC will coordinate with government to provide assistance to the impacted area.
- In a joint venture between national and local gov'ts, the NEOC will deploy initial damage assessment teams to document the impact on individuals, families, businesses, critical facilities and public property.
- During recovery operations, the major activity will shift to a forward location near the impacted area in order to more effectively support efforts. When this occurs, previously designated NEOC staff and other state and volunteer

agencies will deploy to the forward operating location. As responsibility for recovery operations is assumed, the NEOC activities will be scaled down accordingly, returning to normal operations as soon as possible.

- The Information Task Group (ITG), when established, will coordinate all public news releases.
- In order to assure the operational capability of the NEOC, periodic tests and exercises will be conducted to test the validity of plans and procedures, to provide training for critical staff and to test the adequacy of facilities and equipment. An after-action report identifying specific corrective actions will be prepared after each exercise.

Emergency Relief Phase

- NEOC priorities will be assisting with life-saving operations, restoring essential services, and facilitating access of initial damage assessment teams and other critical workers to the damaged areas
- Operations Chief will work with a pre-determined timeframe of the passing of the storm to have on-site needs assessment of damages
- Recovery ESF will coordinate IDA process; complete the IDA, which forms the basis for requesting national assistance

Appendices: To cover a map of risk area; hurricane evacuation information covering risk locality, maximum vulnerable, percent evacuating, people evacuating, people to shelters, shelter capacity



Emergency Mgmt Mission Areas

- Prevention:** Activities to avoid, prevent, or stop a threatened or actual act of terrorism
 - Protect:** Activities to secure against acts of terrorism/ manmade or natural disasters
 - Mitigation:** Sustained effort to reduce loss of life and property by lessening the impact of disasters
 - Response:** Activities to save lives, protect property and environment, and meet basic human needs after an incident
 - Recovery:** Determine impact; identify needs; provide assistance to recover effectively
- Preparedness:** Continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action that applies across all five mission areas



Government of the
Republic of Trinidad
and Tobago
Ministry of National Security



SNAPSHOT: Hurricane

July 23, 2014

National Hurricane Response Plan

The primary mission of government in an emergency is to protect the lives and property of its citizens. Regardless of how well all systems are organized to provide assistance, the unpredictable nature of hurricanes and the time and space factors involved dictate that the local jurisdiction must be prepared to cope with the initial impact of a hurricane on its own.

Recognizing that routine emergency services will, by their nature, be inadequate to cope with the effects of a hurricane, it is the duty of local government to provide for the emergency expansion of its survival capabilities within the limits of available resources.

This Plan has been developed to provide a sound basis for hurricane-oriented emergency programmes and to establish the organizational and operational concepts and procedures designed to minimize the loss of life and property and to expedite the restoration of essential services following a major hurricane.

In preparation of this plan, emergency duties and responsibilities have been assigned, to the extent possible, to agencies having the same or similar responsibilities in the ODPMEMP, Basic Plan. Where necessary, agencies should develop specific standard operating procedures (SOPs) explaining what tasks need to be performed and how they will be accomplished in an emergency situation.

It is well understood that being prepared to recover from the effects of a hurricane requires constant development and revision of emergency procedures, training of staff and auxiliary personnel, and exercises. This process and the results of actual emergency response operations will allow refining this Annex to the ODPMEMP and its associated SOPs and supporting plans so that we are as well prepared as possible to cope with hurricane effects.

Purpose: To provide the framework to provide for an effective and coordinated response on the part of the National EOC, local EOCs, state agencies in response to a tropical storm making or threatening to make, landfall in Trinidad and in Tobago, and, can trigger the need for an evacuation of predetermined storm surge inundation areas in order to protect life and minimize damage to property.



Situation and Assumptions

- Trinidad has little recorded history of being susceptible to hurricanes. Tobago, however, has been devastated by several over the years. Both islands are susceptible to varying levels of tropical systems that produce three major hazards: storm surge, high winds including possible tornadoes, and rainfall.
- The vulnerable population at risk and which should be evacuated in the event of a worst-case or Category (3) hurricane is defined, for planning purposes, as those persons along the coast or so determined areas, as those persons who may be at risk by hurricane force winds. The total number of these persons potentially at risk from life-threatening storm effects ranges from approximately (number) persons who live in the coastal areas. Storm effects could also affect other people further inland due to high winds and localized heavy rains resulting in flash flooding. These secondary storm effects, however, are much less predictable.
- Pre-disaster warning time will vary; however, the Meteorological Service will detect a hurricane in time for effective action to be taken in accordance with the provisions of this plan. The ODPM National Emergency Operations Centre (NEOC) will continue to be operable despite the effects of a hurricane. All state agencies and other critical stakeholders will function in accordance with the National Response Framework. All will carry out all hazard decisions and functions as required by the ODPMEOP.

Cat.	Winds (mph)	Saffir/Simpson Hurricane Wind Scale
1	74-95	Some damage to building structures could occur. Loose outdoor items may become projectiles. Trees may be uprooted. Some areas will experience power outages.
2	96-110	Widespread damage to roofing materials/ doors/ windows. Persons struck by windborne debris risk injury/ possible death. Power outages could last a few days. Considerable damage from coastal inundation possible.
3	111-129	Extensive damage. Some building structural damage. Likely major damage to glass windows in high rise buildings. Many trees will be downed. Near total power loss, for extended periods. Significant damage from coastal inundation.
4	130-156	Devastating damage expected. All signs down. Most trees down; some wall/ roof structure failures. Likely severe injury/ death from windborne debris. Power out for extensive time. Extensive damage from coastal inundation.
5	Over 156	Catastrophic damage expected. Roof failure on many buildings; some complete building failures. Severe injury/ death by windborne debris. Nearly all trees destroyed. Power out for extensive periods. Extensive damage from coastal inundation.

Authority: This plan has been prepared in consonance with relevant plans and programmes of the national and local governments. It is issued under the authority of and in accordance with the provisions of the National Disaster Mgmt Policy.

Concept of Operations

Introduction

- This plan establishes, within the general guidance of the ODPMEMP, the hurricane-specific concepts and policies under which all elements of national government will operate; provides for integration of the government resources and private sector; assigns responsibilities to elements of government, quasi-government, and private entities; and sets forth standard concepts and procedures whereby all local government bodies can develop compatible hurricane plans and SOPs.
- When a hurricane/tropical storm strikes, help may not be immediately available from the national government. It is expected that the local government bodies should be prepared to bear the initial responsibility for hurricane response and relief as well as preparation for the arrival of a hurricane. Local plans and procedures should be developed and maintained to provide for the safety and welfare of citizens until such time as outside assistance is available.
- An effective response is dependent on the development of plans, programmes, and procedures, which will provide for:
 - Rapid mobilization and effective utilization of the resources and capabilities of local gov't and private sector within the affected area
 - Effective use of support from the other stakeholders.
- ODPM mission is to plan and prepare for a major hurricane/tropical storm, in coordination with local government bodies, so as to minimize casualties and property damage and to restore conditions to normal as soon as possible after such a storm.
- Mission of local government is to develop plans and prepare for emergency operations related to a hurricane in conformity with this plan. All public officials have a legal responsibility and moral duty to ensure that their jurisdictions are prepared, to the best of their abilities, to cope with any potential disaster.
- REOCs and state agencies should use functional checklists similar to those in this model to develop more detailed checklists for functions as needed, answering the key questions of who, what, when, where, and how. These checklists will serve as a guide for actions to be taken as a tropical cyclone approaches.
- ODPM and other state agencies may, in accordance with the National Response Framework, pre-deploy personnel to be in position to provide an immediate response, if needed.
- Supporting plans developed by state agencies, should be in conformance with the National Response Framework (NRF); should address how the state agency will interface with the ODPM when gov't resources are being mobilized and activities are being conducted to augment all response efforts. State agency plans should identify personnel to represent each ESF in the NEOC. Personnel must be:
 - Knowledgeable in the field of the ESF
 - Given authority to make appropriate decisions and issue instructions in support of the mission of the NEOC
 - Be trained in EOC operations
 - Be assigned sufficient numbers to provide for 24-hours-a-day operation for at least two weeks

Organization

- The CEO, ODPM is responsible for maintaining this plan. The Ministry of Works and Transport (MOWT) will develop and maintain a sub plan for hurricane evacuation traffic management. They will work in close collaboration with the Trinidad and Tobago Police Service (TTPS). At the local level it is the responsibility for each municipality to develop and maintain its emergency response plans and procedures to protect public safety and property. Those municipalities that oversee coastal communities should make these areas a priority and develop plans specific to their needs.
- The CEO (or designee) will coordinate national emergency operations and coordinate with those municipalities which have been affected and need to effect evacuations and other protective actions as necessary.
- The NEOC will maintain a storm assessment capability, based on a system agreed to by the ODPM. The NEOC will be prepared to assist local jurisdictions with evacuation decisions, and will also be prepared to assist local jurisdictions

in deciding when or if evacuation of their localities is prudent based on storm assessment.

- Reporting, warning, notification, and communications will be in accordance with a system designed and implemented by the ODPM.
- The Information Task Group (ITG) will be established and will be staffed and operated in accordance with an agreed to strategy worked out between the ODPM and the gov'ts official communication entity

Readiness Conditions

Hurricane preparedness should be undertaken in a systematic, time-phased way. This and other pertinent publications should be periodically reviewed and updated, as necessary; personnel assignments to essential tasks should be updated; and required training should be accomplished. Conditions of readiness of operational and decision-making organizations should be systemized. The following system is recommended as the guide for state agencies and local jurisdictions. Hurricane response plans should include detailed action checklists for each local emergency service organization and for each readiness condition, as appropriate.

Some Key Considerations

- Each government agency should designate an emergency management coordinator to develop and maintain an appropriate disaster preparedness, response and recovery programme in accordance with emergency duties and responsibilities as assigned in the ODPM EMP. State agency coordinators are responsible for maintaining their respective part(s) of the ODPM EMP.
- Each Municipality is required by the amended Municipal Act to designate an emergency mgmt director/disaster mgmt coordinator who usually has the necessary staff to develop/maintain an appropriate local disaster preparedness/response/recovery programme.
- The primary hazard to be addressed by coastal localities or low lying areas is the impact of a tropical storm with emphasis on, a major hurricane (Category 3, 4 or 5) making landfall. Coastal localities and low lying areas should develop and maintain a current hurricane response plan, which should be exercised and updated annually.
- Local government bodies should analyze probable effects of a hurricane strike on their ability to carry out routine functions of government, such as law enforcement, fire protection, water and waste water service. Shortfalls identified by this analysis should be identified and the extent and type of backup manpower and equipment should be predetermined so that they can be identified in advance and brought in as needed.
- This plan is effective for training, pre-emergency preparedness, or execution upon receipt. It is activated upon the declaration of a "state of emergency" by the President for a major event.
- National support to local gov'ts and coordination of emergency operations will be done through the NEOC by the ODPM CEO, assisted by selected state agencies. Provision of state assistance does not replace local operational, legal, or financial responsibility and authority for disaster management.
- Those officials responsible for implementing this plan are responsible for thoroughly familiarizing themselves and their personnel with its contents and for developing effective procedures for carrying out assigned tasks and functions. State agencies and other critical entities preparing plans or SOPs in support of this plan should forward copies to the ODPM CEO to assure appropriateness and compatibility.



Readiness Conditions

Condition Level	Decision Process
5	<p>Normal Operations: Condition assumed when not in higher condition of readiness. Monitor weather systems for possible development of tropical systems. Maintain training and exercise emergency communications periodically.</p> <ol style="list-style-type: none"> Hurricane Expert will develop/maintain Hurricane Incident Annex ODPM Operations will maintain NEOC Operations SOP ODPM IT staff will maintain an in-house capability for hurricane tracking systems; evacuation decision tools Hurricane Lead provides training for the NEOC staff as needed ODPM Ops Lead will develop a detailed staffing plan – to include augmenting the NEOC if needed for activation
4	<p>Possible Threat of a Storm – 120 Hours: A tropical weather system has developed which has the potential to impact the country (or part thereof) within 120 hours (5-3 days). Complete any possible actions not accomplished from Readiness Condition 5. Begin preparatory actions such as identifying stocks of material, pre-warning emergency service personnel. Continue to track the weather system. Establish contact with appropriate agencies and jurisdictions and prepare to receive relevant EOC staff.</p> <ol style="list-style-type: none"> Hurricane Lead will alert the ODPM CEO and Operations point of contact and other key personnel when a named tropical system has developed and has potential to impact T&T or any part thereof Hurricane Lead reports to NEOC; analyzes 'what if' scenarios to justify recommendation to sr. mgmt and PM ODPM Operations point of contact and Hurricane expert will participate in video-conferences for updated hurricane track projections Hurricane Expert to maintain communications with Meteorological Svc Hurricane Expert will review and implement Hurricane Emergency Response Annex. NEOC ITG, ODPM PIO, and Planning Section Chief/ PIO will establish connection with the Gov't Info. Systems Ltd to coordinate information sharing and development of a Common Operational Picture (COP) for response NEOC Logistics Chief will prepare for the national identification and establishment of Mobilization Ctr and Staging Areas for commodities NEOC Operations Chief will alert state agencies and potential host localities along evacuation routes of a possible evacuation and request status of available sheltering capabilities. NEOC Planning Chief will request that daily SitReps be submitted to Dir., NEOC (and ODPM CEO) identifying available shelter information Dir., NEOC will liaise with Admin/Finance Chief and ODPM CEO to ensure necessary funding is available to NEOC
3	<p>Alert – 72 Hours: Tropical storm force winds from a tropical weather system may impact the country (or part thereof) within 72 hours. Complete all actions not accomplished from Readiness Condition 4. Coordinate traffic issues and determine potential for lane reversal evacuation from pre-determined locations and coordinate the level of local evacuations that may be required. Coordinate all activities with host localities in readiness of sheltering requirements. All appropriate agencies and organizations should continue to be informed of the situation.</p> <ol style="list-style-type: none"> ODPM CEO or designee will notify the relevant ESF (Recovery), to draft an executive order for the Prime Minister ODPM CEO will notify the Office of the Prime Minister of the current situation; request the Prime Minister to issue an executive order, which will advise the President to declare a State of Emergency in anticipation of the mobilization of state resources at 48 hours with voluntary evacuation authority NEOC Dir., through the Ops Chief, will request situation reports from all localities undertaking major preparatory actions/ encountering problems With the Hurricane Expert, the Ops Chief along with MOWT and TTPS will coordinate traffic issues; assumes Evacuation Plan Phases 1 & 2 are laid out and covers Mandatory Lane Reversal ESF-8 (Human Svcs, Sheltering) will be activated If a State of Emergency is declared, the ODPM CEO will contact all critical state agencies at 48 hours to mobilize for potential evacuation ODPM communications point of contact will work with the Planning Section Chief to ensure there is connectivity and protocols to achieving the Common Operating Picture (COP) Continue/complete all Condition 4 activities
2	<p>Hurricane Watch – 48 Hours: Tropical storm force winds may impact the both islands or some part thereof within 48 hours (2 days to 1 day). Complete all actions not accomplished from Readiness Condition 3. Accelerate all preparedness actions for emergency and vital affected services. Maintain knowledge of storm track, size, probabilities, and decision point times. Identify worst case decision points for evacuation and provide information to agencies and jurisdictions. Recommend agencies and jurisdictions take necessary actions in order to cope with threat from the approaching storm and commencement of evacuation at or before decision point.</p> <ol style="list-style-type: none"> As instructed by ODPM CEO, NEOC Director will augment the NEOC to full operational status; staff all major functions not previously staffed Prime Minister to declare mandatory evacuation, as may be necessary ODPM CEO to establish Unified Command staff at NEOC ODPM CEO will advise relevant agencies to preposition for evacuation; advise Office of the Prime Minister Regular checks should be done at recommended intervals (or as determined): 36-48 hrs; 31-36 hrs; 28 to 30 hrs: <ul style="list-style-type: none"> Conference call with Met and other relevant stakeholders ODPM CEO confer with PM and Minister responsible for Disaster Mgmt If evacuating, activate media plan; if not, ODPM monitors situation Below 28 hours continue monitoring with the municipalities
1	<p>Hurricane Warning – 24 Hours: Tropical storm force winds may impact the country of any part thereof. Complete all actions not performed from Condition 2. Evacuation decisions should have been made and evacuations should be completed. Position emergency personnel/resources for operations. Condition 1 should be maintained through the storm event and until the threat has receded as appropriate.</p> <ol style="list-style-type: none"> Continue to monitor all activities; more so, if evacuations needed Between 16 to 17 hours, the NEOC Director will confer with the ODPM CEO give an update on the situation. The Planning Section Chief will conduct a conference call with localities and state agencies to update the Common Operating Picture. The PIO utilizes its media plan to ensure public notification. Following this period, updates are to be done regularly or on the basis on the environment.

Landfall: Period between arrival and departure of tropical storm force winds; continue to monitor the track of the storm; monitor shelter status; and, prepare for resource requests

Emergency Relief Phase: Lifesaving operations and restoration of essential services; ends when safe to allow residents to return home

