



CDEMA
The Caribbean Disaster
Emergency Management Agency



**DRAFT TSUNAMI WARNING
INFORMATION DISSEMINATION
PROTOCOL FOR TRINIDAD AND
TOBAGO
(CDEMA PARTICIPATING STATE)**

**ODPM
6/3/2011**

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Acronyms

EOC	-	Emergency Operations Centre
MDO	-	Meteorological Duty Officer
NEOC	-	National Emergency Operations Centre
ODPM	-	Office for Disaster Preparedness and Management
PTWC	-	Pacific Tsunami Warning Centre
REACT	-	Radio Emergency Associated Communication Teams
SOP	-	Standard Operating Procedures
TEMA	-	Tobago Emergency Management Agency
TTARL	-	Trinidad and Tobago Amateur Radio League
TTARS	-	Trinidad and Tobago Amateur Radio Society
TTDF	-	Trinidad and Tobago Defence Force
TTFS	-	Trinidad and Tobago Fire Service
TTPS	-	Trinidad and Tobago Police Service

	<p>SOP A IMMEDIATE ACTIONS CHECKLIST</p> <p><input type="checkbox"/> 1. Meteorological Services Duty Officer must review the message from the Pacific Tsunami Warning Centre (PTWC) and learn if the tsunami is forecast to arrive at Trinidad and Tobago.</p> <p><input type="checkbox"/> a. Does not threaten Trinidad and Tobago.</p> <p>After assessment of the Bulletin, the Meteorological Services determines the event does not threaten Trinidad and Tobago coastlines. The Meteorological Services should continue to monitor information about the event and contact civil authorities to advise that a Tsunami Bulletin was received; that assessment shows that it will not impact Trinidad and Tobago; and, that no further action is required. (Use Attachment A, for directory of Civil Authorities' Contact Information)</p> <p><input type="checkbox"/> i. Contact the Office of Disaster Preparedness and Management (ODPM) and Tobago Emergency Management Agency (TEMA).</p> <p>ODPM/TEMA</p> <p><input type="checkbox"/> i. Contact the Trinidad and Tobago Police Service.</p> <p><input type="checkbox"/> ii. Contact the Trinidad and Tobago Fire Service.</p> <p><input type="checkbox"/> iii. Contact the Trinidad and Tobago Defence Force.</p> <p><input type="checkbox"/> iv. Contact the Trinidad and Tobago Media Houses.</p> <p><input type="checkbox"/> v. Contact any Other relevant Emergency Support Function (NEOC Standard Operating Procedures)</p> <p><input type="checkbox"/> b. Tsunami threatens Trinidad and Tobago.</p> <p><input type="checkbox"/> i. Contact the Office of Disaster Preparedness and Management (ODPM) and Tobago Emergency Management Agency (TEMA).</p>
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	<p>ODPM/TEMA</p> <p>[] i. Local Tsunami – Alarm based local response kicks in -NEOC activation, Crisis communication plan, Emergency SMS, Emergency Media Bulletins</p> <p>Anticipated Regional Tsunami</p> <p>[] i. Contact the Emergency Support Functionaries.</p> <p>[] ii. Contact the Trinidad and Tobago Media Houses.</p> <p>Initiate Evacuation.</p> <p>[] ii. Evacuate all vulnerable coastal areas to established Muster Points. (Use Attachment B for Listing of Vulnerable Coastal Areas.)</p> <p style="text-align: center;">And</p> <p>[] iii. Notify Civil Authorities. (Use Attachment A for directory of Civil Authorities' Contact Information)</p>

<p>[] 2.</p>	<p>ACTIVATE PUBLIC AND PRIVATE ALERTING (Use Attachment C, for Listing of Alerting Devices and Directory of Contact Information for Device Activation)</p>
<p>[] 3.</p>	<p>CONTACT RADIO, TV, AND CABLE BROADCAST STATIONS. (Use Attachment D, for Directory of Broadcast Media Partner Contact Information). Advise -- Tsunami Evacuation Alert (Use Attachment F for Broadcast Message—Tsunami Evacuation Alert)</p> <p style="text-align: center;">Or</p> <p>[] b. Evacuate all vulnerable coastal areas. (Use Attachment B for Listing of Vulnerable Coastal Areas.)</p>

[] 4.	CONTACT CELL PROVIDERS AND ESTABLISHED CALL CENTRES. (Use Attachment E for Directory of Cell Service Company Partner's Contact Information.)
[] 5.	CONTACT COAST GUARD DISPATCH. Advise Tsunami Alert. (Use Attachment G for Broadcast Message to Mariners.)
[] 6.	Meteorological Services Duty Officer reports to the Director Office of Disaster Preparedness and Management at the National Emergency Operations Centre (NEOC) to provide continuing assistance throughout the remainder of the alert.
[] 7.	End of Procedure.

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STANDARD OPERATING PROCEDURES **B** (ATLANTIC OCEAN GENERATED TSUNAMI)¹

PURPOSE

To provide procedural guidance and action steps to be followed in responding to a PTWC issued TSUNAMI WATCH BULLETIN due to a distant (ocean wide) seismic event **to determine whether the Tsunami Watch Bulletin identifies Participating State as threatened.**

GENERAL

The PTWC will issue a Tsunami Watch Bulletin or Tsunami Information Statement under the following conditions in the Caribbean:

- An earthquake occurs with a preliminary 6.5 to 7.8 in the Atlantic Ocean.
- An earthquake occurs with a preliminary 7.9 or greater magnitude in the Atlantic Ocean.

Arrival time of tsunami generated by either of the preceding events is over 3 hours. While this does not mean there is significant time with which to evaluate danger or to begin warning the public; it does provide more opportunity for the Tsunami Warning Center and the Participating State's National Tsunami Warning Focal Point (TWFP) to evaluate the situation and make better forecasts for wave arrival time and arrival locations.

¹ SOP B may also be used for tsunamis expected as a result of an anticipated volcanic eruption when there are several days to prepare for both the volcanic eruption and the expected tsunami.

SOP B IMMEDIATE ACTIONS CHECKLIST

1. Meteorological Services Duty Officer must review the message from the PTWC and learn if the tsunami is forecast to arrive at Trinidad and Tobago.

a. If the event does not threaten Trinidad and Tobago.

After assessment of the Bulletin (the Meteorological Services determines the event does not threaten Participating State's coastlines) the Meteorological Services should continue to monitor information about the event and contact civil authorities to advise that a Tsunami Bulletin was received; that assessment shows that it will not impact CDEMA PS; and, that no further action is required. (Use **Attachment A** for Directory of Civil Authority's Contact Information)

i. Contact the Office of Disaster Preparedness and Management (ODPM) and Tobago Emergency Management Agency (TEMA).

ODPM/TEMA

i. Contact the Trinidad and Tobago Police Service.

ii. Contact the Trinidad and Tobago Fire Service.

iii. Contact the Trinidad and Tobago Defence Force.

iv. Contact the Trinidad and Tobago Media Houses.

v. Contact any Other relevant Emergency Support Function (NEOC Standard Operating Procedures)

b. Tsunami threatens Trinidad and Tobago

Current:

Trinidad and Tobago's **Meteorological Services Duty Officer** will initiate dialogue with the PTWC Duty Officer to verify assessment of tsunami wave arrival time, potential for size of wave, etc. It is presumed that this should

take no longer than 15 to 20 minutes. Following this discussion, Trinidad and Tobago Meteorological Services Duty Officer should proceed with remainder of the SOP.

Or

Future:

Trinidad and Tobago Meteorological Services Duty Officer will participate in a CTWC Conference Call (this will only be possible once the CTWC is built and operational)

Conference Call in Number: _____

Participant Code: _____

Following the Conference Call, Trinidad and Tobago National TWFP Duty Officer should proceed with remainder of the SOP.

[] c. Immediately contact Civil Authorities, advise expected Tsunami Arrival Time. (Use **Attachment A** for Directory of Civil Authority's Contact Information)

[] 2.	ACTIVATE PUBLIC ALERTING (Use Attachment C for listing of alerting devices and directory of contact information device activation)
[] 3.	<p>CONTACT RADIO, TV, AND CABLE BROADCAST STATIONS. (Use Attachment D for Directory of Broadcast Media Partner Contact Information). Advise -- Tsunami Evacuation Alert (Use Attachment F for Broadcast Message—Tsunami Evacuation Alert)</p> <p style="text-align: center;">Or</p> <p>[] b. Evacuate all vulnerable coastal areas. (Use Attachment B, for Listing of Vulnerable Coastal Areas.)</p>
[] 4.	CONTACT CELL PROVIDERS. (Use Attachment E for Directory of Broadcast Media Contact Information.)
[] 5.	CONTACT COAST GUARD DISPATCH. Advise Tsunami Alert. (Use Attachment G for Broadcast Message to Mariners.)
[] 6.	Meteorological Services Duty Officer reports to the Director, Office of Disaster Preparedness and Management at the National Emergency Operations Centre (NEOC) to provide continuing assistance throughout the remainder of the alert.
[] 7.	End of Procedure.

SEISMIC EVENT: SOP C (NO POTENTIAL FOR TSUNAMI)

PURPOSE

To provide procedural guidance and action steps to be followed in responding to a PTWC issued TSUNAMI INFORMATION STATEMENT due to a local or regional seismic event.

GENERAL

The PTWC will issue a Tsunami Information Statement under the following conditions:

- An earthquake occurs more than 100 km from the surface for all locations and is less than or equal to 6.0 magnitude in the Caribbean or 6.5 magnitude in the Atlantic.

IMMEDIATE ACTIONS CHECKLIST

<input type="checkbox"/> 1.	<p>SOP C IMMEDIATE ACTIONS CHECKLIST</p> <p>Meteorological Services Duty Officer must review the message from the PTWC and contact civil authorities to advise that a Tsunami Bulletin was received; that review/assessment shows that it will not impact Participating State; and, that no further action is required. (Use Attachment A for directory of Civil Authorities' Contact Information)</p> <p><input type="checkbox"/> i. Contact the Office of Disaster Preparedness and Management (ODPM) and Tobago Emergency Management Agency (TEMA).</p> <p>ODPM/TEMA</p> <p><input type="checkbox"/> i. Contact the Trinidad and Tobago Police Service.</p> <p><input type="checkbox"/> ii. Contact the Trinidad and Tobago Fire Service.</p> <p><input type="checkbox"/> iii. Contact the Trinidad and Tobago Defence Force.</p> <p><input type="checkbox"/> iv. Contact the Trinidad and Tobago Media Houses.</p> <p><input type="checkbox"/> v. Contact any Other relevant Emergency Support Function (NEOC</p>
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	Standard Operating Procedures)
[] 2.	No further action required. End of Procedure. ODPM institutes deactivation protocols (NEOC SOPs)

SOP **D** (CANCELLATION)

PURPOSE

To provide procedural guidance and action steps to be followed in responding to a PTWC issued TSUNAMI INFORMATION STATEMENT due to a local or regional seismic event.

GENERAL

The PTWC will issue a Tsunami Information Statement advising that all danger of a Tsunami has passed.

- Cancellation Message (To be developed)

	<p>SOP D IMMEDIATE ACTIONS CHECKLIST</p> <p>Meteorological Services Duty Officer must contact the Director of the Disaster Management Organization and report receipt of cancellation message from the PTWC but take no further action. (Use Attachment A for directory of Civil Authorities' Contact Information.)</p>
[] 1.	<p>[] i. Contact the, Office Disaster Preparedness and Management.</p> <p>If the NEOC has been activated, stand down NEOC as per SOPs.</p>
[] 2.	No further action required. End of Procedure.

SOP E (TEST MESSAGE)

PURPOSE

To provide procedural guidance and action steps to be followed in responding to a PTWC issued TSUNAMI TEST BULLETIN.

GENERAL

The PTWC will issue a Tsunami Test Bulletin approximately 4 times a year.

- Test Bulletin (To be developed)

[] 1.	<p>SOP E IMMEDIATE ACTIONS CHECKLIST</p> <p>Meteorological Services Duty Officer must contact the Civil Authorities and report receipt of Test Bulletin from the PTWC. (Use Attachment A for directory of Civil Authorities' Contact Information)</p> <p>[] i. Contact the Office of Disaster Preparedness and Management (ODPM) and Tobago Emergency Management Agency (TEMA).</p> <p>ODPM/TEMA</p> <p>[] i. Contact the Trinidad and Tobago Police Service.</p> <p>[] ii. Contact the Trinidad and Tobago Fire Service.</p> <p>[] iii. Contact the Trinidad and Tobago Defence Force.</p> <p>[] iv. Contact the Trinidad and Tobago Media Houses.</p> <p>[] v. Contact any Other relevant Emergency Support Function (NEOC Standard Operating Procedures)</p>
[] 2.	No further action required. End of Procedure.

SOP F (SIMULATION EXERCISES)

PURPOSE

To provide opportunity for all first responder organizations to exercise their SOPs for a tsunami through orientation, table top, drills, functional and full-scale exercises. Tsunami's are rare events but the hazard is real throughout the Caribbean. Unless exercises are held routinely and thought given to the procedures, improvements identified and integrated, first responders will not be ready, they will not know how to respond to protect the public during the tsunami (assist with evacuations, shelter requirements, etc.) and the follow up recovery efforts when a devastating tsunami occurs.

There are several components to adequate preparation:

1. Exercises that address technical and operational responsibilities:
 - a. Assure technical infrastructure is available at all times
 - b. Verifies accuracy of contact information
 - c. Keeps track of and constantly seeks to improve response time
 - d. Practices that tests response during various days of the week and times of day
 - e. Provides incentive to all participant organizations to further prepare their organization for response activities once the alert is received
2. Routine Training Sessions to accommodate improvements in infrastructure and operations.
3. Annual Tests to assure readiness and understanding of an individual's responsibility in such an event.

GENERAL

This SOP is intended as an initial drill/prepare procedure. It is expected that each organization that participates in the process will develop further SOPs that prepare their own organizations for response to tsunami alerts. To begin, this drill procedure will address the practice requirements of the key organizations to receive the alert message and to check the readiness of tools involved in the tsunami alert and notification process:

1. Tsunami Warning Focal Point
2. ODPM
3. Police

4. Fire
5. Defense
6. Coast Guard
7. Broadcast Media/Cell Service Providers
8. Public Alerting Tools
9. Any other relevant Emergency Support Function

NATIONAL TSUNAMI DRILL SCHEDULE

2011-2012

TBD

- Orientations
- Tabletops
- Drills
- Exercises

SOP F IMMEDIATE ACTIONS CHECKLIST	
[] 1.	<p>Director of the Office of Disaster Preparedness and Management must make contact with Tsunami Warning Focal Points (TWFP) Duty Officer using the same mechanisms/ that is/are used for a real tsunami alert(EMWIN/Global Telecommunications System, and in some cases fax machines) and announce a National Drill of the Tsunami Warning System. Initiation of the National Drill Message by the Office of Disaster Preparedness and Management begins the clock ticking for the drill records. Attachment H provides a timeline reporting document for use by the ODPM.</p>

	<p><input type="checkbox"/> Contact the National TWFP:</p>
<p><input type="checkbox"/> 2.</p>	<p><i>TWFP Duty Officer</i> must review the National Drill message from the ODPM, note the exact time of receipt and the mechanism of delivery used (if multiple messages received, note all of them) and immediately must contact the Civil Authorities and report receipt of a <i>National Drill Message</i> from the <i>Office of Disaster Preparedness and Management</i>. (Use Attachment A for Directory of Civil Authorities' Contact Information)</p> <p><input type="checkbox"/> i. Contact the Office of Disaster Preparedness and Management (ODPM) and Tobago Emergency Management Agency (TEMA).</p> <p>ODPM/TEMA</p> <p><input type="checkbox"/> i. Contact the Trinidad and Tobago Police Service.</p> <p><input type="checkbox"/> ii. Contact the Trinidad and Tobago Fire Service.</p> <p><input type="checkbox"/> iii. Contact the Trinidad and Tobago Defence Force.</p> <p><input type="checkbox"/> iv. Contact the Trinidad and Tobago Media Houses.</p>
<p><input type="checkbox"/> 3.</p>	<p><i>TWFP</i> ACTIVATE PUBLIC AND PRIVATE ALERTING DEVICES; advise <i>National Tsunami Drill</i>. (Use Attachment C for Listing of Alerting Devices and Directory of Device Activation Contact Information).</p>
<p><input type="checkbox"/> 4.</p>	<p><i>TWFP Duty Officer</i> must CONTACT RADIO, TV, and CABLE BROADCAST STATIONS. (Use Attachment D for Directory of Broadcast Media Partner Contact Information). Advise – <i>National Tsunami Drill</i> (Use Attachment F for Broadcast Message—Tsunami Evacuation Alert).</p>

<p>[] 5.</p>	<p>TWFP Duty Officer must CONTACT CELL PROVIDERS. (Use Attachment E for Directory of Cell Service Provider Company Partner Contact Information.) Advise -- <u>National Tsunami Drill</u> (Use Attachment I for Broadcast Message— <u>National Tsunami Drill</u>)</p>
<p>[] 6.</p>	<p>TWFP Duty Officer must CONTACT COAST GUARD DISPATCH Advise -- <u>National Tsunami Drill</u> for Mariners Broadcast Message— <u>National Tsunami Drill</u>)</p>
<p>[] 7.</p>	<p>TWFP Duty Officer must report to the Director ODPM that the National Drill Message has been delivered and provide the ODPM the contact name, time of message delivery, mechanism/s by which the message was delivered. Use Attachments A, C, D, and E for making the report about who was reached and when. In the event a contact person telephone/radio contact number/s is not answered, the TWFP Duty Officer must submit a written report about the attempt to contact the Director ODPM so that the situation can be immediately addressed.</p>
<p>[] 8.</p>	<p>Director National Office of Disaster Preparedness and Management must prepare a Drill Summary Report and follow up with each agency, advising about the results of the drill, explaining how it compared with previous drills in terms of overall time taken to get the alert message out. Once the Drill Summary Report is finalized, the Director National Office of Disaster Preparedness and Management may make a report to the Prime Ministers Office along with any recommendations for improvements in responses that are</p>

	required.
[] 9.	End of National Drill Procedure. All drill activity log files to be sent to the drill manager (Director—Office of Disaster Preparedness and Management, CDEMA and CTWC for analysis. Drill summary report to be issued within 10 business days from the execution of drill.

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SOP ATTACHMENTS

ATTACHMENT A. DIRECTORY OF CIVIL AUTHORITIES CONTACT LIST

AGENCY NAME	Emergency Contact Name	24x7 Telephone Number	24x7 Cell Phone Number	SAT Phone Number	Via Radio Channel/s (HF & VHF)	Name of Recipient and Time Message Received.
Police Force	TBD	TBD	TBD	TBD	TBD	TBD
Fire						
Defence Force						

ATTACHMENT B. LISTING OF TSUNAMI VULNERABLE COASTAL AREAS

TRINIDAD AND TOBAGO VULNERABLE COASTLINE LOCATIONS BY NAME

1. _____TBD_____

2. _____

3. _____

TRINIDAD AND TOBAGO OUTLYING ISLAND'S & CAY'S VULNERABLE COASTLINE LOCATIONS BY NAME

1. _____TBD_____

2. _____

3. _____

ATTACHMENT C. LISTING OF ALERTING DEVICES AND DEVICE ACTIVATION CONTACT INFORMATION

Alert Device	Device Activation Emergency Contact Name	24x7 Telephone Number	24x7 Cell Phone Number	Name of Recipient and Time Message Received.
TBD	TBD	TBD	TBD	TBD

ATTACHMENT D. DIRECTORY OF TSUNAMI ALERT MEDIA PARTNERS

BROADCAST STATIONS (Radio, Television, Cable)	Emergency Contact Name	24x7 Telephone Number	24x7 Cell Phone Number	Via Radio Channel/s (HF & VHF)	Name of Recipient and Time Message Received.
TBD	TBD	TBD	TBD	TBD	TBD

ATTACHMENT E. DIRECTORY OF TSUNAMI ALERT CELL SERVICE COMPANY PARTNERS

Cell Service Company	Emergency Contact Name	24x7 Telephone Number	24x7 Cell Phone Number	Via Radio Channel/s (HF & VHF)	Name of Recipient and Time Message Received.
TBD	TBD	TBD	TBD	TBD	TBD

ATTACHMENT F. BROADCAST MESSAGE FOR MEDIA PARTNERS

URGENT TSUNAMI WARNING

BROADCAST SCRIPT

A TSUNAMI WARNING HAS BEEN ISSUED.

THIS IS AN URGENT TSUNAMI WARNING FOR

[] 1. All Coastal Areas of Trinidad and Tobago

OR

[] 2. All Vulnerable Coastal Areas of Trinidad and Tobago ²

A TSUNAMI HAS BEEN GENERATED. IMMEDIATELY EVACUATE ALL BEACHES AND ALL LOW LYING COASTAL AREAS. MOVE INLAND TO HIGHER GROUND

² The locations of Vulnerable Coastal areas (when identified by analysis will be listed on Attachment B).

ATTACHMENT G

TBD

ATTACHMENT H

TBD

ATTACHMENT I: MESSAGE FOR TSUNAMI DRILL

URGENT TSUNAMI WARNING DRILL/ EXERCISE

BROADCAST SCRIPT

EXERCISE EXERCISE EXERCISE

A TSUNAMI WARNING HAS BEEN ISSUED.

THIS IS AN URGENT TSUNAMI WARNING FOR

[] 1. All Coastal Areas of Trinidad and Tobago

OR

[] 2. All Vulnerable Coastal Areas of Trinidad and Tobago³

A TSUNAMI HAS BEEN GENERATED. IMMEDIATELY EVACUATE ALL BEACHES AND ALL
LOW LYING COASTAL AREAS. MOVE INLAND TO HIGHER GROUND

EXERCISE EXERCISE EXERCISE

ATTACHMENT J ODPM'S PROCESS FOR INFORMATION DISSEMINATION

(LEVELS ONE - TWO)

- i. Information Bulletin or Warning is received from the TT MET SERVICES or the Water Resources Agency
- ii. A Public Advisory is drafted and sent to the Training and Education Specialist or Mitigation Manager for review

³ The locations of Vulnerable Coastal areas (when identified by analysis will be listed on Attachment B).

iii. Reviewed/ Approved Final Advisory is sent to the following:

- ✓ ODPM Preparedness and Response Team, ODPM Executive and ODPM Staff
- ✓ ODPM Call centre and Front Desk Staff
- ✓ Ministers and Executive of the Ministry (PS, DPS, Heads)
- ✓ Mayors, Chairmen and Deputies
- ✓ Head, GISL and Information Task Group
- ✓ Media – Print and Electronic
- ✓ Permanent Secretaries
- ✓ Communications Units of the Ministries and Government Agencies
- ✓ Business Associations and Chambers/ Private Sector organisations
- ✓ Updates on Facebook, Twitter, website <http://www.odpm.gov.tt>

(LEVELS TWO AND THREE)

Information Task Group is activated and the representatives from the ITG work with the ODPM and the NEOC.

The Head of GISL is the reporting line for the ITG.

- Crisis Communication plan activated, if necessary