Cover Page

NAME OF ORGANIZATION

(Name of Document e.g.)

Multi Hazard Contingency Plan

or

Hurricane, Fire etc. Disaster Plan

DATE

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**(Insert Name of Plan)**

1. **Purpose and Authority**

The purpose of **the (name of Plan)** is to describe the overall process for insuring the safety and security of **(name of facility)** in the event of a **(name of hazard),** other natural disaster or emergency situation. This includes all personnel property, facilities and equipment.

* 1. **Scope**

The Plan provides a set of guidelines and various stages of actions to be taken by the **(Name of Management Group/Committee)** and Other Key Personnel. It lists each Officer’s area of responsibility as well as the responsibilities of those other Key Personnel assisting them. It outlines the advance preparations to maintain a state of readiness. (Including a list of supplies and materials to be made available).

The Plan is based on (4) increasing stages of alert and their corresponding actions to be taken, once a hurricane approaches St. Kitts or some other emergency has or is about to occur.

**The Coordinates for St. Kitts are: Lat. 17.3N, Lon.62.68W**

* 1. **Applicability**

 The guidelines and procedures of this Plan applies to all Management, Staff, and all

 other personnel on the premises.

 **2.0 Organizational Responsibilities**

 **2.1** **(indicate who)** is responsible for the safety of all personnel, structures, infrastructure,

 equipment and material in the building or on the premises.

 **2.2** All Departments and Heads are responsible for the safety and emergency precautions

 to be taken in their work areas so as to ensure their areas are properly and

safety prepared, especially before evacuating them.

 **2.3** It is the responsibility of the **(Group/Committee)** to oversee the proper execution of the

 Plan along with recommending any changes or additions in the future. The

 **(Group/Committee)** is also responsible for deciding when to declare the various stages

 of alert.

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 **3.0 The (name of Management Group/Committee)**

 **3.1**  The Committee will consist of the following persons/officers: **list**

 **List the duties of each individual/Department etc.**

 **3.2** The Chairman is responsible for coordination and supervision of the Key Personnel

 and all other individuals involved in implementing the Plan.

  **3.3** The Group/Committee will meet **annually/quarterly ??,** **(date)** to review the

 Plan. At this time they will assign new members in the event of vacancies, as

 well as assess the present staff and level of preparedness.

**3.4** After any emergency, it is the responsibility of the **Group/Committee** to evaluate thelevel of performance of all involved.

 **4.0 IT Officer**

**4.1** The IT Officer will be responsible for coordinating and supervising the IT Staff, any Other Key Personnel assisting the IT Team in implementing the Plan once an emergency alert has been announced.

**4.2** The IT Officer will regularly notify the **Group/Committee** of any special needs, equipment, and /or supplies needed to implement the Plan before or in the event of an emergency.

 **5.0 Overview of Plan and Implementation**

 **Indicate who and how the plan will be activated e.g. levels/color code???**

**5.1** In the event that a hazard or other emergency is forecast to impact St. Kitts, the **Group/Committee** will meet as soon as possible to assess the situation and decide which stage of alert should be declared and when implementation should commence.

 **5.2** Example: A tropical storm condition is imminent. The **Group/Committee** meets

 and decides that Stages 4-Code Blue (see section **???** for the definition and

 appropriate actions to be taken) is to be announced to all personnel and the

 corresponding actions should begin. The Information Officer then monitors the

 storm’s progress more closely, constantly informing the **Group/Committee**

 members of its intensity and arrival time. Depending upon the severity and time

 if impact, the **Group/Committee** will meet regularly to decide whether the stage

 of alert should be maintained or increased. After the “All Clear” the Committee

 will then meet to hear the reports from ??? involved in implementing the Plan.

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 **6.0** **Protections of Vital Records & Documents**

**6.1** In the event **level/colour**??? is announced by the **Group/Committee**, **who???** will be responsible for collecting and securing all vital records and documents, including files **?????.**

 **7.0 Post Emergency Procedures**

 **7.1** Once the danger has passed, the Chairman and other members of **Group/Committee** will make a walk-through and inspect property to identify any damage sustained.

**7.2** The **Group/Committee** will meet to assess the damage report and notify **who?.**

**Appendix A**

 **??????? Emergency Group/Committee Members**

 **(Contact Information)**

**Officer’s Title Name Cell Phone #**

**Appendix B**

**Other Key Personnel**

**(Contact Information)**

**Officer’s Title Name Cell Phone #**

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**Appendix C**

**List of Emergency Supplies and Materials**

**Items Description of Use**

Rolls of Plastic For protecting equipment, furniture, etc.

Tarpanlins For covering large areas or machinery

Plywood For securing windows, etc.

Rope/Wire For securing, lashing down, etc.

Duct Tape For securing plastic, etc.

Rain Gear All necessary protective clothing

Flashlights For area and individuals use

Batteries All sizes necessary

Portable Radio Battery operated for emergency info.

Water For drinking and/cleaning

First Aid Kit For Injuries

Paper Towel For cleaning

**Appendix D**

**Definitions of Emergencies and Alert Stages**

Hurricane Season: Extends from June 1st through November 30th

Tropical Storm: A tropical cyclone has maximum sustained

 wind speed ranging from 39 mph to 73 mph

Tropical Storm Warning: An announcement that tropical storm conditions are possible within 36 hours.

Tropical Storm Warning: A warning that sustained winds of 39 mph to 73 mph are expected in a specific area within 24 hours.

Hurricane: A tropical cyclone has maximum sustained wind speed of

 74 mph to over 155 mph. They can range in diameter from 100 to 500 miles wide.

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Hurricane Eye: In the center of the storm is the “eye” of the hurricane, usually with little or no wind. Immediately surrounding theeye is a circular belt of high velocity winds**.** If the eye passes over an area, the winds will blow from one direction, then there will be a period of calm (which can last for a few minutes or a few hours). Then, the area will suddenly be hit by strong winds blowing from the opposite direction**.**

Hurricane Categories: Category Maximum Sustained Winds Storm Surge

 MPH KNOTS Feet

 1 74-95 64-82 4-5

 2 96-110 83-95 6-8

 3 111-130 96-112 9-12

 4 131-155 113-143 13-18

 5 Over 155 Over 134 Over 18

Storm Surge: The height at which water is expected to rise above the Mean Sea Level.

Tsunami: A series of waves mainly caused by a very strong

Other Hazards/Emergencies

not defined Fire, Flood, Volcanic Eruption, Epidemic, Bomb Threat etc.

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**Appendix E**

**Emergency Evacuation Procedures**

In the event that it becomes necessary to evacuate **(name of facility**), due to an emergency, the

following procedures are to be followed:

1. The **who???** will immediately call **who???** to inform them of the situation and /or need to initiate an evacuation.
2. The **who will do what and how ????**  that everyone **Must** **Exit** and follow the instructions **of who???** and move quickly and safely to the designed **Safe Area/Assembly Point.**
3. **Who???** will notify **who???** when the **building/premises** has been completely evacuated to the designated area.
4. When the **who???** gives the official “All Clear” that the emergency has passed, the **who will advise who???** to announce to everyone that it is safe to return to the Buildings and /or their normal activities.

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