

# British Virgin Islands

## Disaster/Emergency Plan For *[Insert Name of Facility]*

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## Introduction

Demographics show that the population is ageing rapidly and life expectancies are increasing at an exponential rate. The Caribbean has one of the fastest-growing older populations in the developing world. In most Caribbean countries, more than 10% of the population is aged 60 or over according to HelpAge International. Throughout the Caribbean and the Americas, facilities are used to house not only the elderly but include the disabled and mentally challenged and foster/orphan children. These populations are at an extreme risk in a disaster/emergency situation. Special provisions for this vulnerable group need to be made.

Natural disasters are also on the increase throughout the world. In the news, reports of floods, earthquakes, volcanic eruptions, hurricanes/typhoons, and tsunamis are daily. The Caribbean is at risk for all of these. Unfortunately, policies and procedures that are currently used in disaster/emergency plans do not fully provide for the special needs of the children, disabled, and elderly and children home's as a component. The intent of this plan is to address the needs of the facilities that care for this at risk group.

The main element of our ability to manage emergency response activities is our level of preparedness. The minimum disruption of normal operations, with the safety of residents and staff on the forefront at all times, will lead to an environment that is more helpful to response.

Some disasters; such as hurricanes, can be anticipated whereas, others offer little or no advance warning. The occurrence of disasters may be beyond our control but the impact is not. Well-planned procedures and well-trained staff can effectively reduce the effects of a disaster/emergency. This plan outlines information, instructions and procedures to be supportive to the staff in a disaster situation impacting them and/or the British Virgin Islands in order to ensure the safety of the residents and to orderly and competently resume normal operations.

Each staff member; therefore, has specific responsibilities to guarantee that residents remain safe during a disaster/emergency situation and that the property is secured to minimize its destruction, so that normal routines can continue with minimum dislocation and disruption.

No plan can cover all situations or events that may arise during a disaster/emergency situation. This plan and staff training will help encourage

appropriate common sense reactions along with proven courses of action. It is important to note that each situation is going to be different, and that a situation may not allow for the procedures to be implemented as outlined in each plan. Sound judgment and common sense are the best practices in an emergency. Therefore, persons will have to make a best judgment at that time.

## **Authority**

***“Every Permanent Secretary, Head of a Department of Government and Statutory Board shall***

- a. ensure that there is at all times an officer of his Ministry, Department of board, designated as the liaison officer for Communication with the Director in relation to the procedures of the Ministry, Department or board under Section 11(2)(a) and disaster management matters generally;***
- b. supply to the Director annually or at any such time, in such form and by such date as may be required by the Governor such information as may be Requested by the Director for the Purposes of sections 6(2) and 11(2);***
- c. as required by the Governor, cause a disaster management plan for his Ministry, Department or board to be prepared or reviewed from time to time and then submitted to the Director.”***

## **Situation**

According to the Department of Disaster Management’s Children, disabled, and elderly Emergency Preparedness & Response Assessment (March 2008), BVI has 88 residents in government facilities on Tortola and Virgin Gorda. The majority of them have limited/no mobility and/or disabilities that require assistance continually. The facilities are older structures with a number of noted safety concerns and operational deficiencies. Another complication is that two of the facilities are leased by the government and needed modifications for safety and welfare issues are difficult to address, such as emergency exits and storage of hazardous materials.

Training was another area identified in the assessment that most of the facilities were deficient in such as: CPR/First aid, fire suppression and practice exercises/drills. Facilities that house the elderly, disabled and children should conduct table top drills frequently. The majority of staff, at the facilities, had little confidence of what to do in the event of a disaster/emergency situation. The most beneficial management of any disaster/emergency requires

collaboration between the staff and government agencies that will respond. Training and education of the functions of the different responding agencies strengthen the staff's ability to cope in a disaster/emergency situation. Familiarity of the facility by response agencies will enhance their ability to provide assistance. The need for an actual exercise still exists even though a table top drill will be done. The complexity of a field exercise for these facilities is enormous but without it, a real situation could become a disaster in its self.

Because of the special needs for the elderly, disabled and children, the scope of this template should start the process of these facilities formulating a tailor made disaster/emergency plan. Training, policies and procedures, and alternate relocation sites will be identified. Some issues recognized will take actions from other government agencies to correct them such as the buildings, etc.

The purpose of the disaster/emergency plan is to help staff react and respond so that the welfare of the residents is the number one concern. The success of this plan depends on the following elements: input by all staff and agencies, preparation and preparedness, and ongoing training. This plan covers the operational procedures, which will help the staff to ensure the safety and security of residents and that the responsibilities for a disaster/emergency response are fulfilled.

Disasters can be both natural (hurricanes, earthquakes, tornadoes, etc.) or technological (explosions, hazardous materials, transportation incidents, etc.). The capability of the people within the home, to respond to a particular disaster will vary from one occurrence to another. This plan covers disasters, which may affect the British Virgin Islands and those emergencies to which all residents may be exposed to. The annexes will address specific types of disasters/emergencies and the procedures that should be followed as a guide.

It is important to remember that no plan can cover all situations or events that may arise during a disaster/emergency situation. This plan and staff training will help encourage appropriate common sense reactions along with proven courses of action. It is important to note that each situation is going to be different, and that a situation may not allow for the procedures to be implemented as outlined in each plan. Sound judgment and common sense are the best practices in an emergency. Therefore, persons will have to make a best judgment at that time.

## **General Preparedness**

As the islands develop and the population demographics change, demands for new provisions and agreements with outside resources to meet the needs of the children, disabled, and elderly may be required. These demands may be a special shelter site that is equipped to handle the special needs of the children, disabled, and elderly and/or transportation that can accommodate relocating residents. In a time of a disaster/emergency, Emergency Medical Services, Police, Fire and other government agencies are going to be overwhelmed and these homes should be equipped and prepared to handle disaster/emergency situations.

The progression of being prepared is a never ending endeavor. Records must be updated and maintained at all times. Emergency contact lists must be updated as changes occur. Plans, policies, and procedures need to be reviewed and revised as required. With changes in staff and/or residents, the need for table top drills, education and training will remain constant. Staff must be knowledgeable of their roles and responsibilities and be proficient with them. Complacency is where failure begins. The knowledge that when an event occurs things may not go exactly as a table top exercise or drill has in the past. Updating drills and exercises with new situations will encourage participant involvement on improving training. Amend policies and procedures with lessons learned and retrain staff with new information.

Part of general preparedness is to ensure a constant state of readiness at all times. The following steps should be followed at all times:

### **Monitoring**

Members of staff have the primary responsibility to monitor daily operations and inform their supervisor of any occurrence that could cause an emergency situation or of the development of potential disasters.

### **Notification of Staff**

All staff will be informed by the officer in charge, of a known emergency or impending hazard situation (e.g. hurricane) and of the estimated time when effects will be felt.

The officer in charge will insure that there are enough staff members available to expedite physical arrangements within the premises and to ensure the safety of the residents.

The remainder of the staff shall be released to attend to their domestic preparation and shall be required to report back based on the instructions given by the officer in charge.

For security reasons, all staff members are expected to be reachable at their permanent address as listed. Should staff members relocate, then the staff member must inform their supervisor of their new location.

### **Physical Arrangements**

Each staff member is responsible to assist in the physical arrangements for the safety and welfare of the residents.

In the absence of an officer, it is the responsibility of the staff member to complete their assigned roles and responsibilities.

### **Shelter-in-Place vs. Partial/Full Evacuation**

When possible and reasonable to do so, the preferred option is to shelter-in-place as this will cause the least amount of disruption for the care of the residents. When time permits, the decision to evacuate should be guided by information from the Department of Disaster Management. Policies and procedures should be maintained for each option as they will have different tasks and responsibilities.

#### **Shelter-in-place**

- Rooms should be designated for use as shelter. Some things to keep in mind when picking an area to use is the type of structure, the nature of the disaster, and is the area prone to flooding.
- Gather first aid kits and emergency supplies.
- Windows and doors will be firmly closed and checked for soundness.
- Storm shutters, if available, will be secured.
- If sheltering from a hazardous material incident, follow the instructions from the Department of Disaster Management or the fire department.

- Cover and protect food, water, and medications from airborne contamination and from contact with waste materials, including infectious waste.

### **Partial/Full Evacuation**

- Once an evacuation order has been issued, do so immediately, authorities have a good reason for making this request.
- Notify alternate location.
- Gather medical records and tag residents.
- Notify transportation.
- Record all staff and residents.
- Gather first aid kits, disaster supplies, medical equipment, and food and water supplies.

### **General Roles and Responsibilities**

Supervisor/Manager:

- Brief all staff on their responsibilities in an emergency.
- Implement the plan and supervise its execution.
- Contact and notify supporting agencies, evacuation hosts, and transport suppliers.
- Confirm with government officials of evacuation decisions, destinations, and arrival.
- Shall be responsible for tagging and identifying all residents upon evacuation.
- The manager/supervisor shall check all rooms before leaving the grounds. An "X" should be marked on each door to verify that the room has been checked.
- Secure and lock the building.
- Review hurricane evacuation checklist, if applicable.

Nurse/Social worker/Teacher:

- Develop and maintain resident and staff status reports.
- Prepare residents for the hazard concerned, whether shelter-in-place or evacuation.
- Supervise loading of residents, support staff, and any accompanying staff families into evacuation vehicles.



- Ensure that the residents' medical records are transported with them. Some suggestions for this are to use plastic pockets with chains to secure around participant/resident necks. Plastic pockets with clips to attached to shirts or gowns with laminated index cards with personal information, medications, and medical history.
- Review checklists of what medical equipment and supplies are to accompany residents.
- If the disaster/emergency has fatalities, a separate area should be identified. Special care must be given to the dead with respect to cultural and/or religious beliefs. For short time disaster/emergencies, the bodies should be iced down until officials can be notified and proper arrangements can be made.

#### Maintenance:

- Develop procedures and provide for their implementation to secure the facility.
- Procure emergency fuel supply.
- Check generator and other emergency equipment.
- Conduct hazard monitoring and give status reports to Supervisor/Manager.
- Inventory of disaster/emergency supplies.

#### Cook/Cleaner/Aid:

- Arrange to have on hand foods that do not require refrigeration or cooking, for use in evacuation or in-place sheltering situations.
- Provide ice and containers to preserve medicines in an evacuation.
- Responsible for gathering all linens and supplies needed for resident care. If possible, attempts should be made to gather resident clothing also.
- Prepare special foods and medications and other required support materials to send along with each resident.

### **Relocation**

If after an event, the home has been damaged and deemed unsafe an alternate location will be necessary. A damage assessment must be completed as soon as possible. The following are some of the steps for relocation. As with all events not every situation or obstacle can be covered but these are some of the basics:

## **New and/or temporary site**

- Manager/supervisor should notify alternate site if the premises become unsuitable for the occupancy.
- Contact transportation.
- Tag and identify all residents.
- Collect the resident's medical records.
- Collect the medication cart and bring to the alternate location.
- Collect medical equipment for residents.
- Collect all linens and supplies needed for resident care.
- Collect resident clothing.
- Collect food and dietary supplies
- Salvage and transfer property to the new location.

Should the old home be damaged but salvageable, a new temporary site will be used in the interim. Steps to get the old home back into useable condition should be a top priority once the residents are seen after and relocated.

## **Repairs to the old facility/home**

- A damage assessment must be completed and pictures taken.
- Should emergency repairs to the facility/home be required, obtain the necessary cost estimates and obtain approval to proceed with necessary disbursements.
- Employ labor to affect the repairs.

## **Post Disaster Activities**

### **Staff**

For all disaster events, the manager/supervisor is required to ascertain the well-being of the staff and the residents. Consequently he/she will:

- Account for all staff members and residents present in the facility/home when the disaster occurred and their whereabouts after the disaster.
- Know the location of staff and/or residents not located in the office and ascertain their well-being.
- Staff members must report to the office as soon as possible after the passage of imminent danger.

- If a staff member becomes ill or injured during an emergency the manager/supervisor will arrange for medical attention.

### **Assessment of Damage**

- Compile a preliminary assessment of damage with the manager/supervisor.
- The manager/supervisor will determine the habitability of the premises based on the assessment.
- A report will be prepared and sent by the manager/supervisor to the appropriate agency.

## **Annexes**

**Bomb Threat Disaster/Emergency Procedures**

**Earthquake Disaster/Emergency Procedures**

**Fire Disaster/Emergency Procedures**

**Flood Disaster/Emergency Procedures**

**Hazardous Material Disaster/Emergency Procedures**

**Hurricane/Tropical Storm Disaster/Emergency Procedures**

**Tsunami Disaster/Emergency Procedures**

**Bomb Threat Disaster/Emergency Procedures**  
**For**  
***[Insert Name of Facility]***

**Purpose:**

The purpose of this policy and procedure is to inform staff of procedures to be taken in the event of a bomb threat.

**Basics:**

With the current situation of increased bombings and bomb threats, bomb scares must be given immediate consideration. In the past, the vast majority of bomb threats were hoaxes. However, the current trend is that more of the threats are materializing.

Upon receipt of a bomb threat, it is impossible to know if it is real or a hoax. Therefore, precautions need to be taken for the safety of residents and employees.

**Procedure:**

If you receive a bomb threat over the phone, follow these procedures:

- Keep the caller on the line as long as possible.
- Ask the caller to repeat the message.
- Ask the caller his name.
- Ask the caller where the bomb is located.
- Record every word spoken by the person making the call.
- Record time call was received and terminated.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- Complete the bomb threat form, attached, to record the caller's characteristics.

**Duties of Personnel:**

If possible, during the call, alert another employee. This employee should immediately.

- Call the Police Department at 911 or 999.

- Call the manager/supervisor, if not present.
- The manager/supervisor or designee shall remain with the search commander during the entire search to provide assistance and counsel during the search.
- Keys shall be available so that searchers can inspect all rooms. Employee lockers will be searched. If padlocked, padlock will be cut off.
- If a suspected bomb is located within the building, the responsibility for investigation will be that of the law enforcement officials having jurisdiction over such matters.

### **Evacuation Procedures:**

Since the threat is not known to be real or a hoax, evacuation of the home should be completed immediately. The following procedures should be followed:

- Immediately contact the manager/supervisor. If they are not present, the most senior employee on scene shall assume command and shall oversee operations until the manager/supervisor arrives.
- Evacuate residents to basketball courts. ***Some tips when choosing a location are to pick a location that will not interfere with emergency vehicles, that is upwind (normally the East side), and that will not expose the residents to sun, rain, etc.***
- Tag and identify all residents upon evacuation.
- Care for residents.
- Manager/supervisor, or designated person, shall check all rooms before leaving the grounds. An "X" should be marked on each door to verify that the room is empty.
- Obtain the residents medical records.
- Obtain the medication cart and bring to the designated evacuation location.
- Reassure and supervise family members and on-lookers that may arrive on the scene.

After the threat has been dealt with and the home has been evaluated. The next steps may follow:

- Assess the situation either the threat was real or not.

If no damage:

- Return residents to building and complete head count.
- Return supplies to home and inventory.
- Assume normal activities.

If damage:

- Salvage medical equipment that is needed for residents.
- Salvage all linens and supplies needed for resident care. If possible, attempts should be made to gather resident clothing also.
- Gather all departmental employee schedules and the employee roster, as well as other pertinent business office supplies and records.
- Salvage food and dietary supplies
- The manager/supervisor, or highest ranking person on scene, shall assign a second person to coordinate transportation.
- Notify *[insert shelter]* of relocation and follow the suggested procedures for **Relocation**.

**Important Note: It is important to note that each situation is going to be different, and that a situation may not allow for the above procedures to be implemented in this specific order.**

### **Summary:**

At the time of a disaster/emergency situation, it is essential that the manager/supervisor be contacted in order to give staff proper direction. This policy and procedure is written so that there are clear guidelines for providing resident care and ensure their safety and welfare in the event of a disaster/emergency.

Sound judgment and common sense are your best resources in a disaster/emergency situation. Therefore, the manager/supervisor and/or senior person in charge will have to make those decisions at that time of the event.

**Earthquake Disaster/Emergency Procedures**  
**For**  
***[Insert Name of Facility]***

**Purpose:**

The purpose of having a disaster/emergency plan for earthquakes has numerous reasons. The most significant is having order during an occurrence. Most of time there is no forewarning of an impending earthquake. If there is a plan in place when an earthquake strikes and drills has been performed, staff and residents will know how to react in a real situation. Although not all outcomes will be known, some idea of what to expect will help prepare them for any situation.

**Basics:**

Seismic events are very common in the British Virgin Islands. An earthquake is a sudden motion or trembling of the ground produced by the abrupt displacement of rock masses. Much of the Caribbean is located in a geologically active area, and is therefore subject to earthquakes as well as volcanoes. Earthquakes are unpredictable and strike without warning. They may range in intensity from slight tremors which are frequently felt here in the BVI to great shocks, and last from a few seconds to as long as five minutes. Shocks could come in a series over a period of several days.

During an earthquake, injury and death to persons are usually caused by falling objects and collapsing buildings. Disruption of communications, and utility services, can be expected. Earthquakes also trigger landslides and fires. Giant tidal waves (tsunamis) may also be generated and these can cause great damage along shorelines, hundreds of kilometers away from where a shock is experienced.

The Eastern Caribbean islands are particularly vulnerable to impact from submarine eruptions from the “Kick-em-Jenny” volcano located five miles north of Grenada, about 450 feet underwater. Historical records have shown that a tsunami was generated by the earthquake of 1867 which affected Tortola, BVI and USVI.

## Procedure:

**STAY CALM** is the most important thing to remember during an earthquake. There is no time for preparation for an earthquake unless you live every moment with the expectation of one striking. There are, however, certain things you can do to minimize your home's exposure. Make sure these items are readily available at all times:

- First aid kits and handbook
- Portable Radio
- Flashlight
- Water
- Canned and/or non-perishable foods
- Pipe or crescent wrench (to turn off gas and water if necessary)
- Soap, toilet paper
- Fire extinguisher
- Blankets, extra clothing and/or sleeping bags
- Avoid having any large heavy furniture near doorways (e.g. file cabinets, bookshelves)

If an earthquake should strike, remember the following tips to help reduce your exposure. The following tips should be shared with residents so they will know how to react. Education and practice helps embed these practices.

If you are inside:

- If you can exit the building, do so quickly and proceed to a location away from the building, trees, and power lines.
- Watch for falling objects.
- Crawl under a table or desk and hold on to it.
- Brace yourself in an inside corner of the building.
- Stay away from windows, mirrors, overhead fixtures, bookcases and electrical equipment.
- If resident is bed ridden, provide them with protection from glass and/or debris.

If you are outside:

- Stay outside
- Move to an open area away from buildings, trees and power lines
- If forced to stand near building, watch for falling objects



## Duties of Personnel:

Once the initial earthquake has passed, be prepared for aftershocks. The most senior employee on scene should ensure the following are done as soon as possible depending on the magnitude of the earthquake.

- Do an assessment (injured, trapped, damage, fire, etc.)
- Notify manager/supervisor.
- Help injured and provide first-aid. Do not move seriously injured persons unless they are in immediate danger of further injury.
- Assign a staff member to keep a roster of residents and staff. (List of injured, trapped, damage, fire, etc.)
- Turn on radio or television to get latest emergency information from the Department of Disaster Management or other local authorities.
- Do not use telephone except in extreme emergencies.
- Turn off appropriate utilities. **DO NOT USE** matches, lighters or open flames, appliances or electrical switches until you are sure that there are no gas leaks.

## Evacuation Procedures:

Depending on the extent of the earthquake and the damage to the building and surroundings, residents will need to be evacuated. The following procedures shall be followed:

- Immediately contact the manager/supervisor. If they are not present, the most senior employee on scene shall assume command and shall oversee operations until the manager/supervisor arrives.
- Evacuate residents to designated evacuation area in the yard. This location will be different from other disasters because of the possibility of collapsing building, downed power lines. This location should be an open area, away from building.
- Tag and identify all residents upon evacuation.
- Care for residents.
- Manager/supervisor, or designated person, shall check all rooms before leaving the grounds. An "X" should be marked on each door to verify that the room is empty.
- Obtain the residents medical records.
- Obtain the medication cart and bring to the designated evacuation location.

If the building is stable, follow the next steps:

- Salvage medical equipment that is needed for residents.
- Salvage all linens and supplies needed for resident care. If possible, attempts should be made to gather resident clothing also.
- Salvage food and dietary supplies.

If the home sustained significant damage, chances are that many other building have been damaged too:

- The manager/supervisor, or highest ranking person on scene, shall work with government officials to figure out an alternate site.
- Once a site has been located, follow the suggested procedures on page 8 for **Relocation**.

**Important Note: It is important to note that each situation is going to be different, and that a situation may not allow for the above procedures to be implemented in this specific order.**

### **Summary:**

At the time of a disaster/emergency situation, it is essential that the manager/supervisor be contacted in order to give staff proper direction. This policy and procedure is written so that there are clear guidelines for providing resident care and ensure their safety and welfare in the event of a disaster/emergency.

Sound judgment and common sense are your best resources in a disaster/emergency situation. Therefore, the manager/supervisor and/or senior person in charge will have to make those decisions at that time of the event.

## Fire Disaster/Emergency Procedures

For

***[Insert Name of Facility]***

### **Purpose:**

The primary purpose of the fire disaster/emergency plan is to provide a basic course of action for all personnel to follow in the event of a fire. The plan does not cover all possible scenarios but is a guideline to be used in the event of a fire. Well planned policies and procedures and training along with drills shall help ensure safety of the residents and staff. Contact the Fire Department for safety drills and inspections. Contact Department of Disaster Management to have your staff trained in fire suppression. The knowledge is extremely valuable when the need arises.

### **Basics:**

Fire is rapid oxidation of a combustible material, which results in the release of heat, light, flames and smoke. For a fire to exist, the following four elements must be present at the same time. The four elements are heat, oxygen, fuel, and a chemical reaction. If one is missing, there will be no fire.

### **Procedure:**

If a small containable fire erupts in the facility and staff has been trained in fire suppression, the following procedures should be followed:

- Sound the fire alarm and the fire department (911 or 999).
- Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
- Select the appropriate type of fire extinguisher.
- Discharge the extinguisher within its effective range using the P.A.S.S. technique (pull, aim, squeeze, and sweep).
  1. **P** - Pull the pin. This will also break the tamper seal.
  2. **A** - Aim low, pointing the extinguisher nozzle (horn or hose) at the base of the fire.
  3. **S** - Squeeze the handle to release the extinguishing agent.
  4. **S** - Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2-4.

**If you have the slightest doubt about your ability to fight a fire....Evacuate immediately!**

Another acronym to remember during a fire disaster/emergency is **R.A.C.E.**

**R** - Rescue anyone in immediate danger.

**A** - Alert other staff members of the fire and location over the intercom system. Pull the nearest fire alarm. The Person in Charge shall contact the fire department by calling 911 or 999.

**C** - Contain the fire. Close all doors and windows adjacent to the fire. Close all fire doors. Shut off all fans, ventilators and air conditioners, as these will feed the fire and spread smoke throughout the building.

**E** - Extinguish if the fire is small. The extinguisher should be aimed low at the base of the fire, and move slowly upward with a sweeping motion.

- Never aim high at the middle or top of the flames as this will cause the fire to spread.
- If you cannot extinguish the fire, evacuate the building immediately.

**Special Note: The most common cause of death in a fire is smoke, and not the flames. Keep low to the floor and avoid inhaling too much smoke.**

### **Duties of Personnel:**

The most senior employee on scene should ensure the following are done:

- Call the fire department (911 or 999). Give exact location of the fire and its extent.
- Call the Supervisor/Manager.
- Assist with residents if evacuation is necessary.
- Send someone to meet the fire department in order to direct them to the fire.
- Assign a staff member to keep a roster of residents if evacuation is necessary.
- Assign a staff member to answer the cell phone and relay messages and instructions.
- Remove residents from immediate danger.
- Close all doors and windows.
- Turn off fans, ventilators, air conditioners, and other equipment.

- Stay close to residents to provide reassurance and provide comfort measures.
- Make sure fire exits are clear.

### **Evacuation Procedures:**

Depending on the location of the fire, residents may be evacuated to another portion of the building, rather than a total facility evacuation. However, in the event that a partial or complete evacuation of the facility becomes necessary, the following procedures shall be followed:

- Immediately contact the manager/supervisor. If they are not present, the most senior employee on scene shall assume command and shall oversee operations until the manager/supervisor arrives.
- If the fire can not be contained with a fire extinguisher, the home should be evacuated to the yard. ***Some tips when choosing a location are to pick a location that will not interfere with emergency vehicles, that is upwind (normally the East side), and that will not expose the residents to sun, rain, etc.***
- Tag and identify all residents upon evacuation.
- Care for residents.
- Manager/supervisor, or designated person, shall check all rooms before leaving the grounds. An "X" should be marked on each door to verify that the room is empty.
- Obtain the residents medical records.
- Obtain the medication cart and bring to the designated evacuation location.
- Contact family members and notify them of the disaster and let them know where the residents are.
- Reassure and supervise family members and on-lookers that may arrive on the scene.

After the fire has been contained and the home has been evaluated. The next steps may follow:

- Salvage medical equipment that is needed for residents.
- Salvage all linens and supplies needed for resident care. If possible, attempts should be made to gather resident clothing also.
- Gather all departmental employee schedules and the employee roster, as well as other pertinent business office supplies and records.
- Salvage food and dietary supplies

- The manager/supervisor, or highest ranking person on scene, shall assign a second person to coordinate transportation.
- Notify *[insert shelter]* of relocation and follow the suggested procedures on page 8 Relocation.

**Important Note: It is important to note that each situation is going to be different, and that a situation may not allow for the above procedures to be implemented in this specific order.**

**Summary:**

At the time of a disaster/emergency situation, it is essential that the manager/supervisor be contacted in order to give staff proper direction. This policy and procedure is written so that there are clear guidelines for providing resident care and ensure their safety and welfare in the event of a disaster/emergency.

Sound judgment and common sense are your best resources in a disaster/emergency situation. Therefore, the manager/supervisor and/or senior person in charge will have to make those decisions at that time of the event.

## Flood Disaster/Emergency Procedures

For

***[Insert Name of Facility]***

### **Purpose:**

The primary purpose of the flood disaster/emergency plan is to provide a basic course of action for all personnel to follow in the event of a flood. The plan does not cover all possible scenarios but is a guideline to be used in the event of a flood. Well planned policies and procedures and training along with drills shall help ensure safety of the residents and staff.

### **Basics:**

A flood is defined as a general and temporary condition of partial or complete inundation of two or more acres of normally dry land from; an overflow of inland or tidal waters, an unusual rapid accumulation of runoff surface waters from any source, or mudflow. Hurricanes also have the ability to produce flood conditions.

Inland flooding can be a major threat to low lying and coastal communities such as Apple Bay, Carrot Bay, Cane Garden Bay, Brewers Bay, Sea Cows Bay, parts of the East End, Long Bay, and Road Town.

Emergency terms used in flooding are:

**Flood Watch** – is issued when there is a threat of flood conditions; at this time secure all valuables and start making evacuation plans.

**Flood Warning** – is issued when flood conditions are already occurring or will occur; monitor the radio station for more emergency information and evacuate if necessary.

**Flash Flood Watch** – is issued when flash flooding is possible; be alert to the signs of flash flooding and be ready to evacuate if necessary.

**Flash Flood Warning** – A flood is occurring or is impending; Seek higher ground on foot immediately.

## **Procedures:**

From historical events, if your facility is in a flood zone certain steps can be taken to protect the property and minimize damage. Take the following measures to mitigate damage to the property:

- Elevate or relocate air condition units, hot water heaters or electrical panels.
- Provide openings in foundation walls that allow flood waters in and out, thus avoiding collapse.
- Build and install flood shields for doors and other openings (after evaluating whether the building can handle the forces) to prevent flood waters from entering.
- For drains, toilets, and other sewer connections, install backflow valves or plugs to prevent flood waters from entering your home.
- Buy and install pump with back up power source.

## **Duties of Personnel:**

If your facility is in a flood zone and a warning is issued, the most senior employee on scene should ensure the following are done:

- Call the manager/supervisor.
- Assist with residents if evacuation is necessary.
- Assign a staff member to activate emergency contact list. Have emergency contacts who have agreed to assume responsibility arrange to pick up residents, if time allows.
- Assign a staff member to keep a roster of residents, if evacuation is necessary.
- Assign a staff member to answer the cell phone and relay messages and instructions.
- Remove residents from immediate danger.
- Stay close to residents to provide reassurance and provide comfort measures.
- Gather disaster supplies (shelter supplies, water, food, first aid kits, etc.)
- Assign a staff member to collect resident's medical records.
- Assign a staff member to collect resident's medications.
- Assign a staff member to collect medical equipment for residents.
- Assign a staff member to contact transportation for residents.
- Assign a staff member to collect linens and resident's clothing, if possible.



- Assign a staff member to collect office equipment and essential paperwork.

Some items to attend to after a flood include but are not limited to:

- Check for structural damage before re-entering the home.
- Upon re-entering the home, **DO NOT** use matches, cigarette lighters or other open flames since gas may be trapped inside. If you smell gas or hear hissing, open a window, leave quickly, and call the fire department (911 or 999).
- Keep power off until an electrician has inspected the system for safety.
- Check for sewage and water line damage.
- Throw away any food – including canned goods – that has come in contact with floodwaters.
- Until local authorities declare your water supply to be safe, boil water for drinking and food preparation.
- Floodwaters may carry raw sewage, chemical waste and other disease-spreading substances. If you come in contact with floodwaters, wash your hands with soap and disinfected water.
- Avoid walking through floodwaters. As little as six inches of moving water can knock you off your feet.
- Electric current passes easily through water, so stay away from downed power lines and electrical wires.

### **Evacuation Procedures:**

If the flood waters start to rise inside your facility before you have evacuated, retreat to the second floor with the residents, or if necessary, the roof.

Depending on the extent of the flooding and the flooding of the surrounding areas, residents will need to be evacuated. The following procedures shall be followed:

- Immediately contact the manager/supervisor. If they are not present, the most senior employee on scene shall assume command and shall oversee operations until the manager/supervisor arrives.
- Evacuate residents to designated evacuation area *[insert location]*. This location will be different from other disasters because of the likelihood of flooding of surrounding areas. This location should be at a higher elevation.
- Tag and identify all residents upon evacuation.

- Care for residents.
- Manager/supervisor, or designated person, shall check all rooms before leaving the grounds. An "X" should be marked on each door to verify that the room is empty.
- Obtain the residents medical records.
- Obtain the medication cart and bring to the designated evacuation location.
- Obtain medical equipment that is needed for residents.
- Collect all linens and supplies needed for resident care. If possible, attempts should be made to gather resident clothing also.
- Collect food and dietary supplies.

**Important Note: It is important to note that each situation is going to be different, and that a situation may not allow for the above procedures to be implemented in this specific order.**

**Summary:**

At the time of a disaster/emergency situation, it is essential that the manager/supervisor be contacted in order to give staff proper direction. This policy and procedure is written so that there are clear guidelines for providing resident care and ensure their safety and welfare in the event of a disaster/emergency.

Sound judgment and common sense are your best resources in a disaster/emergency situation. Therefore, the manager/supervisor and/or senior person in charge will have to make those decisions at that time of the event.

**Hazardous Material Disaster/Emergency Procedures**  
**For**  
***[Insert Name of Facility]***

**Purpose:**

The primary purpose of a hazardous material disaster/emergency plan is to provide a basic course of action for all personnel to follow in the event of a hazardous material event. The plan does not cover all possible scenarios but is a guideline to be used in the event of a hazardous material event. Well planned policies and procedures and training along with drills shall help ensure safety of the residents and staff.

**Basics:**

Hazardous materials are all around us. In our daily lives, we depend on hazardous materials for survival. We rely on propane for cooking and fuel sources. Petroleum fuels our automobiles, boats and equipment. Chemicals are used for pools and different industries use different chemicals. The previous examples are just a few examples of some hazardous materials. When accidents occur that involve hazardous materials, many different outcomes may happen from explosions, fires or deadly gases.

**Procedure:**

If an accident involving hazardous materials occurs, you will be notified by the authorities as to what steps to take. You may hear a siren, be called by telephone, or emergency personnel may drive by and give instructions over a loudspeaker. Officials could even come to your door.

**Duties of Personnel:**

If your home is notified of a hazardous material event, the most senior employee on scene should ensure the following are done:

- Call the manager/supervisor.
- Assist with residents if evacuation is necessary.
- Assign a staff member to activate emergency contact list. Have emergency contacts who have agreed to assume responsibility arrange to pick up residents, if time allows.

- Assign a staff member to keep a roster of residents, if evacuation is necessary.
- Assign a staff member to answer the cell phone and relay messages and instructions.
- Remove residents from immediate danger.
- Stay close to residents to provide reassurance and provide comfort measures.
- Gather disaster supplies (shelter supplies, water, food, first aid kits, etc.)
- Assign a staff member to collect resident's medical records.
- Assign a staff member to collect resident's medications.
- Assign a staff member to collect medical equipment for residents.
- Assign a staff member to contact transportation for residents.
- Assign a staff member to collect linens and resident's clothing, if possible.
- Assign a staff member to collect office equipment and essential paperwork.

Some items to attend to after a Hazardous Material event include but are not limited to:

- Do not reenter until officials have given an all clear.
- Upon re-entering the home, **DO NOT** use matches, cigarette lighters or other open flames since gas may be trapped inside. If you smell gas or hear hissing, open a window, leave quickly, and call the fire department (911 or 999).

### **Evacuation Procedures:**

Since it is impossible to know every type of scenario that could happen, listen to officials for direction and follow policy and procedure for evacuation.

### **Summary:**

At the time of a disaster/emergency situation, it is essential that the manager/supervisor be contacted in order to give staff proper direction. This policy and procedure is written so that there are clear guidelines for providing resident care and ensure their safety and welfare in the event of a disaster/emergency.

Sound judgment and common sense are your best resources in a disaster/emergency situation. Therefore, the manager/supervisor and/or senior person in charge will have to make those decisions at that time of the event.

# Hurricane/Tropical Storm Disaster/Emergency Procedures For *[Insert Name of Facility]*

## **Purpose:**

The primary purpose of the hurricane/tropical storm disaster/emergency plan is to provide a basic course of action for all personnel to follow in the event of a hurricane/tropical storm. The plan does not cover all possible scenarios but is a guideline to be used in the event of a hurricane/tropical storm. Well planned policies and procedures and training along with drills shall help ensure safety of the residents and staff.

## **Basics:**

A hurricane is a tropical cyclone in which the maximum average wind speed near the center or eye exceeds 74 mph or 119 km/h. The winds rotate in a counter-clockwise spiral around a region of low pressure. In the Atlantic and Eastern Pacific they are called Hurricanes. In the Western Pacific, including the Philippines they are called typhoons, near Australia they are called Willy Willy and in the Indian Ocean they are called Cyclones.

The tropical cyclones are given names for easier identification and tracking. Tropical cyclone is the generic term used by the World Meteorological Organization to define weather systems in which winds exceeds 34 knots or 63 km/h. These are rotating intense low pressure systems of tropical oceanic origin.

Four conditions are necessary for the development of a tropical cyclone.

- A warm sea temperature in excess of 26 degrees Celsius or 79 degrees Fahrenheit.
- High relative humidity (degree to which air is saturated by water vapor).
- Atmospheric instability.
- A location of at least 4-5 latitude degrees from the equator.

There are four phases of development according to associated wind intensities.

**Tropical Disturbance** – A weather system which gives rise to a specific area of cloudiness with embedded showers and thunderstorms.

**Tropical Depression** – A tropical cyclone is a system with definite counterclockwise wind circulation with maximum sustained winds of less than 38 mph (61 km/h).

**Tropical Storm** – A tropical cyclone, with maximum sustained surface winds greater than 38 mph (61 km/h) but less than 74 mph (119 km/h).

**Hurricane** – A tropical cyclone with wind speed greater than 74 mph (119 km/h). The weather system is now better organized and the eye is well defined.

The Saffir Simpson Scale is used to classify Hurricanes.

Category	Wind Speed (mph)	Surge (feet)	Damage
1	74-95	4-5	Minimal
2	96-110	6-8	Moderate
3	111-130	9-12	Major
4	131-155	13-18	Destructive
5	156+	19+	Devastating

**Watch:** Hurricane conditions are *possible* in the specified area, usually within 36 hours.

**Warning:** Hurricane conditions are *expected* in the specified area, usually within 24 hours.

### Procedure:

Storms and hurricanes can cause both wind and water damage to both the physical buildings and their contents. A number of preparedness measures can be taken at the start of hurricane season to minimize destruction.

They are:

- Check the roof of the home for loose screws or nails and damaged roof sheeting. Repair and replace according to the BVI Building Code.
- Inspect trees on the property surrounding the building and near power lines. If limbs are near power lines, contact BVI Electricity Corporation. DO NOT attempt to trim limbs near power lines. However, if trees are

- not located near power lines, remove dead or broken limbs and then make them less wind resistant by thinning them.
- A major hazard during a hurricane is debris. With high winds, debris becomes projectiles. Perform general maintenance and remove loose debris from around the site and mend any broken items such as fences etc.
  - Perform annual maintenance and test generator
  - Check and replenish flashlights and batteries
  - Check battery operated radio and batteries
  - Check battery operated lamp and batteries
  - Check shutters and purchase any materials needed
  - Check and replenish First Aid kit
  - Check and replenish canned/non-perishable food
  - Check and replenish Bottled Water
  - Check and purchase hand tools and supplies for minor works

### **Duties of Personnel:**

In most cases, shelter-in-place is going to be the preferred option. With this option, the most senior employee on scene should ensure the following are done:

#### **Call the manager/supervisor**

##### **When a watch is issued**

- Inspect the building for structural deficiencies.
- Make sure all windows and doors are closed and securely locked.
- Install shutters.
- Check grounds and remove loose-lying objects.
- Unplug all lights and electrical appliances and turn off electricity at main switch.
- Listen to local weather or local radio or TV stations for up-to-date storm information.
- Prepare to bring inside anything that can be picked up by the wind.
- Fill vehicles gas tank and spare cans for generators.
- Check batteries and stock up on canned food, first aid supplies, drinking water, and medications.

## **When a warning is issued**

- Listen to the advice of local officials, and leave if they tell you to do so.
- Complete preparation activities.
- If you are not advised to evacuate, shelter-in-place.
- Assign a staff member to answer the cell phone and relay messages and instructions.
- Move residents from immediate danger and relocate them to the first floor away from windows, doors and possible flooding areas.
- Stay close to residents to provide reassurance and provide comfort measures.
- Gather disaster supplies (shelter supplies, water, food, first aid kits, etc.)
- Assign a staff member to collect participant/resident medical records.
- Assign a staff member to collect participant/residents' medications.
- Assign a staff member to collect medical equipment for residents.
- Assign a staff member to collect linens and participant/resident's clothing.
- Assign a staff member to collect office equipment and essential paperwork.

## **During the storm**

- Be aware that the calm "eye" is deceptive; the storm is not over. The worst part of the storm will happen once the eye passes over and the winds blow from the opposite direction. Trees, shrubs, buildings, and other objects damaged by the first winds can be broken or destroyed by the second winds.
- Be alert for tornadoes. Tornadoes can happen during a hurricane and after it passes over. Remain indoors, in the center of the home, in a closet or bathroom without windows.

## **After the storm**

- Keep listening for emergency information
- If evacuated, return to the home when local officials tell you it is safe to do so.
- Inspect the home for damage.
- Use flashlights in the dark; do not use candles.
- Once personal and family needs are taken care of, try to contact the manager/supervisor for instructions.



## **Evacuation Procedures:**

Evacuation is the last resort. Most of the time, the appropriate action will be to shelter-in-place. If you are notified to evacuate, the most senior employee on scene should ensure the following are done:

- Call the manager/supervisor
- Notify the shelter
- Assign a staff member, to contact transportation
- Assign a staff member to start loading residents, when transportation arrives.
- Assign a staff member to activate emergency contact list. Have emergency contacts who have agreed to assume responsibility arrange to pick up residents, if time allows.
- Assign a staff member to keep a roster of residents.
- Assign a staff member to answer the cell phone and relay messages and instructions.
- Stay close to residents to provide reassurance and provide comfort measures.
- Gather disaster supplies (shelter supplies, water, food, first aid kits, etc.)
- Assign a staff member to collect resident's medical records.
- Assign a staff member to collect resident's medications.
- Assign a staff member to collect medical equipment for residents.
- Assign a staff member to contact transportation for residents.
- Assign a staff member to collect linens and resident's clothing, if possible.
- Assign a staff member to collect office equipment and essential paperwork.

**Important Note: It is important to note that each situation is going to be different, and that a situation may not allow for the above procedures to be implemented in this specific order.**

### **Summary:**

At the time of a disaster/emergency situation, it is essential that the manager/supervisor be contacted in order to give staff proper direction. This policy and procedure is written so that there are clear guidelines for providing resident care and ensure their safety and welfare in the event of a disaster/emergency.

Sound judgment and common sense are your best resources in a disaster/emergency situation. Therefore, the manager/supervisor and/or senior person in charge will have to make those decisions at that time of the event.

**Tsunami Disaster/Emergency Procedures**  
**For**  
***[Insert Name of Facility]***

**Purpose:**

The primary purpose of the tsunami disaster/emergency plan is to provide a basic course of action for all personnel to follow in the event of a tsunami. The plan does not cover all possible scenarios but is a guideline to be used. Well planned policies and procedures and training along with drills shall help ensure safety of the residents and staff.

**Basics:**

A Tsunami (pronounced “too-nah-mee”), Japanese for “great harbor wave,” is an ocean wave or series of waves caused by the abrupt disturbance of the ocean floor which displaces a large mass of water. Earthquakes, landslides, volcanic eruptions, explosions and even the impact of asteroids, meteorites or comets can generate tsunamis.

A tsunami can race across the ocean at speeds up to or greater than 500 miles (805 kilometers) an hour. In deep water, however, its waves are only a few feet high, but when they approach shorelines, they increase in energy and height.

Generally, before a Tsunami strikes, there is a giant vacuum effect, water is sucked from the harbors and beaches and people may see a bare sea bottom. This happens because waves are made up of crests, or high points, and troughs, or dips between crests. When a trough hits land first, the water level drops drastically. Usually another wave blasts ashore about 15 minutes later, then another and another – may continue to happen for two hours or more, from 5-90 minutes apart. Tsunamis can originate hundreds or even thousands of miles away from coastal areas.

Tsunamis are a potential hazard to BVI as the last recorded tsunami (generated by an earthquake) to affect the territory was on November 18, 1867.

Although faults around the Puerto Rico region have the potential of generating local Tsunamis, earthquakes greater than magnitude 7.5 which occur beyond the Puerto Rico/Virgin Islands region waters also have the potential of generating tsunamis which could reach and affect the territory.

Areas of greatest risk are less generally than 50 feet above sea-level and one mile off the shoreline.

Tsunamis can devastate coastlines, causing widespread property damage and loss of life. They strip beaches of sand, uproot trees and other coastal vegetation and cause large-scale flooding. Most deaths from tsunamis are caused by drowning.

**Tsunami Warning** – A tsunami was or may have been generated therefore people in the warning area are strongly advised to evacuate.

**Tsunami Watch** – A tsunami may have been generated, but it has at least 2 hours travel time from the area in Watch Status. Be prepared for possible evacuation.

**Tsunami Advisory** – An event has occurred which might generate a Tsunami, Stay tuned to the radio for more information.

### **Procedure:**

With a tsunami, time is limited so procedures should center on saving lives. An expeditious evacuation is needed. Material items can be replaced but lives can not. Evacuate residents immediately. Seek higher ground, as far inland as possible.

### **Duties of Personnel:**

If a tsunami warning is issued:

- Authorities will issue a warning only if they believe there is a real threat from tsunami.
- Follow instructions and recommended routes specified by local authorities.
- If you are in a tsunami risk area and hear an official tsunami warning or detect signs of a tsunami, evacuate at once to higher ground and as far inland as possible.
- Return only after local officials say it is safe to do so.

After a Tsunami:

- Listen to a reliable source for emergency information. The tsunami may have damaged roads, bridges, or other places that may be unsafe.
- Conduct a head count of personnel and residents.
- Attend to injured or trapped persons.
- Call for emergency medical services if needed.
- Look for fire hazards. Turn off gas.
- Do not drink water until local health officials advise it is safe.

### **Evacuation Procedures:**

The first priority should be to evacuate residents and staff by whatever means is available to higher ground as far inland as possible. Once everyone is has been safely evacuated, the most senior employee on scene should ensure the following are done:

- Call the manager/supervisor.
- Assign a staff member to keep a roster of residents and staff.
- Stay close to residents to provide reassurance and provide comfort measures.

Once the threat has passed, an assessment must be completed. Some of the actions to follow are:

- Relocate the residents back to the home if not damaged.
- Contact local officials for alternate site.

### **Summary:**

At the time of a disaster/emergency situation, it is essential that the manager/supervisor be contacted in order to give staff proper direction. This policy and procedure is written so that there are clear guidelines for providing resident care and ensure their safety and welfare in the event of a disaster/emergency.

Sound judgment and common sense are your best resources in a disaster/emergency situation. Therefore, the manager/supervisor and/or senior person in charge will have to make those decisions at that time of the event.

## **Appendices**

**Organizational Chart**

**Floor Plan**

**Emergency Contact List**

- **Staff**
- **Participant/Resident**

**Participant Information Form**

**Inventory**

- **First Aid Kit**
- **Disaster/Emergency Supplies**
- **Medical Equipment**

**Incident Report**

**Training Report**

**Bomb Threat Report**

**Checklists**

- **Building Maintenance**
- **Disaster/Emergency**
- **Evacuation**

**Initial Damage Assessment**

## **Organizational Chart**

*[Insert organizational chart]*

**Floor Plan**

***[Insert Floor Plan]***



***[Insert Name of Facility]***

**Emergency Contact List**

**Staff**

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Emergency Contact</b>	<b>Phone Number</b>

***[Insert Name of Facility]***  
**Emergency Contact List**

**Participants**

<b>Name</b>	<b>Teacher</b>	<b>Emergency Contact</b>	<b>Phone Number</b>	<b>Medical Equipment</b>

***[Insert Name of Facility]***  
**Participant Information Form**

Name: \_\_\_\_\_

Contact Information:

\_\_\_\_\_  
\_\_\_\_\_

D.O.B.: \_\_\_\_\_

Gender: \_\_\_\_\_

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

List any Identifying Marks:

\_\_\_\_\_

Medical Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medications and Dosage:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drug Allergies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***[Insert Name of Facility]***

**Inventory  
First Aid kit**

**Location:** \_\_\_\_\_

<b>Item</b>	<b>Quantity</b>	<b>On Hand</b>	<b>Needed</b>
Bag Valve Masks or CPR mouthpiece (adult or child)	1 each		
Oral airway Kit	1 kit		
Blood Pressure cuff	1 each		
Stethoscope	1 each		
Latex gloves (L and XL)	3 pair		
Bandage Scissors	1 pair		
Tweezers	1 pair		
3-inch Kling	6 each		
6-inch Kling	6 each		
3-inch Elastic bandages	6 each		
6-inch Elastic bandages	6 each		
1-inch medical tape	2 rolls		
Band Aids (Asst)	1 box		
Sterile 4x4 gauze	10 each		
Trauma dressing	2 each		
Triangular bandages	3each		
Bite stick	2 each		
Tongue depressors	5 each		
Set of padded board splints (15", 36", 54")	1 set		
Cold pack	2 each		
Antibiotic ointment (Providine single use packets)	10 packets		
Antiseptic cleaning solution/soap	1 bottle		
Saline eye irrigation	1 bottle		
Hard box or soft-sided case	1 each		

***[Insert Name of Facility]***  
**Inventory**  
**Disaster/Emergency Supplies**

**Location:** \_\_\_\_\_

**Inventory Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

<b>Item</b>	<b>Qty</b>	<b>On Hand</b>	<b>Needed</b>
Battery operated radio			
Flashlights			
Extra Batteries			
Fire Extinguisher			
First Aid Kit			
Hammer			
Screwdrivers			
Large Trash Bags			
Mops w/ Bucket			
Razor Knife			
Wrenches			
Bleach			

***[Insert Name of Facility]***

**Inventory  
Medical Equipment**

**Location:** \_\_\_\_\_

<b>Item</b>	<b>Location</b>	<b>Quantity</b>	<b>On Hand</b>	<b>Needed</b>
Wheelchair				
Walker				

***[Insert Name of Facility]***  
**Incident Report**

Type of Incident: \_\_\_\_\_ (Fire, Bomb Threat, etc.)

Date: \_\_\_\_\_ a.m. / p.m.

Time: \_\_\_\_\_

# Injuries: \_\_\_\_\_

# Fatalities: \_\_\_\_\_

Person in charge of event: \_\_\_\_\_

Person who reported event: \_\_\_\_\_

Brief Description of what happened:

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Describe issues in resolving situation:

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Did you follow the procedures? \_\_\_\_\_

If not, why?

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**Did the procedures work?** \_\_\_\_\_

**If not, why not?**

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**Lessons learned:** \_\_\_\_\_

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**Was outside resources called (EMS, Fire, Police, etc.)?** \_\_\_\_\_

**If so, which agency responded?** \_\_\_\_\_

**How long until they arrived?** \_\_\_\_\_

**Any other comments:**

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**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



***[Insert Name of Facility]***  
**Training Report**

Type of Incident: \_\_\_\_\_ (Fire, Bomb Threat, etc.)

Date: \_\_\_\_\_ a.m. / p.m.

Time: \_\_\_\_\_

Person in charge of event: \_\_\_\_\_

Brief Description of what happened:

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Describe issues in resolving situation:

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Did you follow the procedures? \_\_\_\_\_

If not, why?

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Did the procedures work? \_\_\_\_\_

**If not, why not?**

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**Lessons learned:** \_\_\_\_\_

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**Were outside resources involved (EMS, Fire, Police, etc.)?** \_\_\_\_\_

**If so, which agency?** \_\_\_\_\_

**Any other comments:**

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**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***[Insert Name of Facility]***  
**Bomb Threat Report**

**Time:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of person taking call:** \_\_\_\_\_

**Conversation:**

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**Where is bomb located?**

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**Any there any demands?**

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**Were the police called?** \_\_\_\_\_

**Time the police arrived?** \_\_\_\_\_

**Was the facility searched?** \_\_\_\_\_

**Comments:**

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***[Insert Name of Facility]***

**Checklist  
Building Maintenance**

**Location:** \_\_\_\_\_

<b>Item</b>	<b>Condition</b>	<b>Worked Needed</b>
Roof		
Windows		
Shutters		

***[Insert Name of Facility]***

**Checklist**

**Disaster/Emergency**

- Are all participants accounted for?**
- Is all staff accounted for?**
- Has EMS, fire, police, etc. been called?**
- Tag and identify all participants?**
- Notify emergency contacts?**
- Has transportation been notified or pick up arranged?**
- Has facility been secured?**
- Complete Initial Damage Assessment.**
- Complete Incident Report.**

**Initial Damage Assessment  
For  
[Insert Name of Facility]**

Are all participants accounted for? \_\_\_\_\_yes \_\_\_\_\_no

Is all staff accounted for? \_\_\_\_\_yes \_\_\_\_\_no

Number of Injured \_\_\_\_\_

Description of Injuries:

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Number of Dead \_\_\_\_\_

Information of Dead (Name and Next of Kin):

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Roof Damage (Hole, Torn, etc.):

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Is building Habitable? \_\_\_\_\_yes \_\_\_\_\_no

Building Damage (Type i.e. partially collapsed):

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Utilities (water, gas, electricity):

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Water damage (flood, etc.):

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Date Prepared \_\_\_\_\_

By \_\_\_\_\_

## **Glossary of Terms**

**Aftershock-** A smaller earthquake that follows the main shock and originates close to its focus. Aftershocks that follow the main shock have to be considered as the same event as the main earthquake.

**Alarm-** The warning or signal given of the actual or imminent presence of a dangerous event, so that specific instructions for emergencies can be followed. Generally indicates the first awareness of the threat.

**Alert-** The warning or signal given of the actual or imminent presence of a dangerous event; so that specific instructions for emergencies can be followed. There may be a “Standby” period before specific action is taken.

**Damage-** Unwanted changes or losses resulting from hazard impacts.

**Disaster-** A natural or human-caused event which causes intense negative impacts on people, goods, services and/or the environment, exceeding the affected community’s capability to respond.

**Disaster Management-** A collective term encompassing all aspects of planning for and responding to disasters, including, pre and post-disaster activities. It refers to both the risk and consequences of a disaster.

**Earthquake-** Sudden break within the upper layers of the earth, sometimes breaking the surface, resulting in the vibration of the ground, when strong enough, will cause the collapse of buildings and destruction of life and property. There are two scales for measuring the impact of an earthquake; the Richter scale and the Mercalli scale.

**Emergency-** Situation generated by real or imminent occurrence of an event, requiring immediate attention.

**Hazard-** The potential for a natural or man-caused event to occur with negative consequences.

**Hazard Assessment-** Determining the nature, severity and frequency of a hazard; the area likely to be affected; and the time and duration of impact.

**Hurricane/Tropical Storm-** A large-scale closed circulation system in the atmosphere with low barometric pressure and strong winds that rotate counter

clockwise in the southern hemisphere. Hurricanes are large atmospheric vortices with winds of more than 74 mph; they develop in the Doldrums of the tropics and move in an often-erratic way towards higher latitudes.

**Injured-** People with physical injuries/trauma/illness requiring medical treatment (therapeutic feeding included) as a direct result of a disaster. Comments: This category will include the severely malnourished as well as victims of radiation exposure and chemical intoxication. The injured are always part of the primary affected population.

**Natural Disasters-** Events of natural causes that result in a disaster. Examples are: hurricanes, tropical storms, floods, erosion, landslides, earthquakes, tidal surges/tsunami and volcanoes.

**Response-** Actions carried out in a disaster situation with the objective to save lives, alleviate suffering and reduce economic losses.

**Tsunami/Tidal Wave-** Series of large sea waves generated by sudden displacement of sea water (caused by earthquake, volcanic eruption or submarine landslide); capable of propagation over large distance.

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Manager

*[Insert Name of Facility]*

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Sharleen Dabreo

Director, Department of Disaster Management

### **Signature Page**

This plan has been examined and adopted by BVI Services under the authority of The Disaster Management Act (Ref: Part VI-14a-c)