



Government of the Republic of Vanuatu  
National Disaster Management Office  
Phone: +678 22699 / +678 23035 Email: ndmo@vanuatu.gov.vu  
Post: NDMO, Private Mail Bag 9107, Port Vila, Vanuatu



# NATIONAL CYCLONE SUPPORT PLAN REVIEW 2015-2016



NATIONAL DISASTER MANAGEMENT OFFICE  
MINISTRY OF CLIMATE CHANGE, ENERGY, ENVIRONMENT  
AND DISASTER RISK MANAGEMENT  
PORT VILA

## FORWARD AND APPROVAL

The republic of Vanuatu is prone to many natural hazards, as indicated in the world Risk Report 2011 rating Vanuatu as the most exposed country in the world to natural disasters. As well as cyclones there are other hazards such as volcanic eruptions, earthquake, flooding, drought, landslides, tsunami and climate change impact that can cause massive destruction to social, economic, infrastructural, environment and to general development efforts.

This document provides guidelines and information on cyclones to all responding and responsible agencies on what needs to be done in a much more coordinated system. It also provides information that other agencies can use to develop their response plans and procedures to address cyclone preparedness, response and recovery phase. These functions are covered by respective agencies from the Government, the Vanuatu Humanitarian Team members (i.e. NGOs, Red Cross, UN Agencies), Donor Partners and Private Agencies.


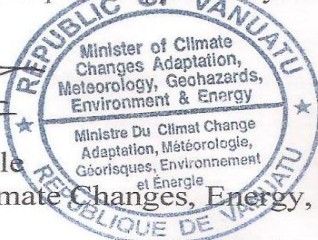
This support plan outline roles and responsibilities of various agencies which the Government expects to work with towards common humanitarian safety, before, during and after a disaster. This arrangement is developed as part of the implementation of the National Disaster Management Act NO.31 of 2000 and Disaster Risk Management Action plan. The arrangement will vary depending on severity of the cyclone; however, it will act as a guide to response to cyclones. Each agency should assess their roles and review their action plans, accordingly.

Disaster management is every body's business; therefore, National coordination system is important to ensure resources are utilized properly to eliminate duplication of efforts. This document is important for all agencies to see how best they can prepare to response to cyclones at the right time, with the right resources, to the affected needy people anywhere in Vanuatu.

This document is reviewed every year.

### APPROVAL OF THE DOCUMENT

This cyclone support plan is approved by:

Hon. James Bule  
Minister of Climate Change, Energy, Environment and Disaster Risk  
Management  
Government of the Republic of Vanuatu

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## List of Acronyms

AC	Area Council
ACDC CC	Area Council Disaster and climate change Committee
ADRA	Adventist Disaster Relief Agency
CDCCC	Community Disaster & Climate Change Committee
CCG	Central Control Group
CCI	Chamber of Commerce and Industry
DLQS	Department of Livestock, Quarantine Services
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
FSA	Food and Safety Advocacy
MDC	Municipal Disaster Committee
MOFA	Ministry of Foreign Affairs
MOCC	Ministry of Climate Change, Energy, Environment and DRM
MOU	Memorandum of Understanding
NDC	National Disaster Committee
NDMO	National Disaster Management Office
NEOC	National Emergency Operation Centre
NGO	Non-Government Organization
PDCCC	Provincial Disaster & Climate Change Committee
PDO	Provincial Disaster Officer
PHT	Pacific Humanitarian Team
SOP	Standard Operation Procedure
TAG	Technical Advisory Group
UNICEF	United Children's Fund
VAT	Value Added Tax
VDC	Village Disaster Committee
VHT	Vanuatu Humanitarian Team
VMF	Vanuatu Mobile Force
VMGD	Vanuatu Meteorological and Geo-Hazards Department
WASH	Water, Sanitation and Hygiene
WHO	World Health Organization



## **Introduction**

### **1.1 The Season**

The annual cyclone season for the Republic of Vanuatu commences in November and extends to the end of April the following year. While cyclones can develop outside of this period, their cyclical nature increases the predictability of such occurrences and thus enables pre-planned measures to be formulated beforehand and community preparedness programmes to be put in place and promulgated.

### **1.2 Aim**

The aim of this plan is to detail the prevention, preparedness, response and recovery arrangements in the event of a cyclone impacting on the Republic of Vanuatu, in line with the requirements of the National Disaster Act.

The Cyclone Support Plan provides for the mobilisation and co-ordination of the Country's resources, both public and private, to deal with an impending Tropical Cyclone emergency.

### **1.3 Authorisation**

This Cyclone Support Plan was endorsed by the National Disaster Committee (NDC).

### **1.4 Responsible Officer for the Cyclone Support Plan**

The responsible officer for Cyclone Support Plan is the Controller.

### **1.4 Relationship with Other Plans**

The Cyclone Support Plan should be read in conjunction with the National Disaster Plan, and should be used by all Ministries, Departments, Provincial Councils, the Civil Society, Non-Government Organizations, Private Sector and Communities as a guide for the development of their cyclone preparedness and response measures.

Sub Plans are established to assist the NDMO to coordinate an effective response to a Tropical Cyclone. All functional service areas within their respective Sub-Plans, develop response and contingency plans for Tropical Cyclones (along with specific response requirements for all identified hazards), The functional service areas include:

- Public Works Department
- Police (JPOC),
- Civil Aviation Authority
- Ports and Marine Department
- Vanuatu Customs and Inland Revenue Department
- Ministry of Agriculture
- Ministry of Health
- Ministry of Education
- Ministry of Land
- Telecommunications Infrastructure

- Welfare

## **2.0 Activation of Cyclone Support Plan and Declarations**

Activation of this plan remains the responsibility of the Director of NDMO.

Declarations of a State of Emergency under Section 13 of the National Disaster Act are made by the President on the advice of the Council of Ministers.

The National Disaster Act, Part 2, gives provision to establish the National Disaster Committee (NDC). The Chairperson of the NDC is the Director-General of Ministry of Ministry responsible for disaster management.

The NDC Chairman may advise the Hon Minister to recommend to the Head of State to declare a *State of Emergency* overall, or a specified part or parts, of Vanuatu in relation to that disaster. Advice provided by NDC Chairman will be done based on Aerial Reconnaissance reports and/or significant disaster impact reports from Provincial Disaster Committees (PDC) in collaboration with the NDC.

**The provisions of part 3 section12 Activation of Plans** (1) The Minister may, on the advice of the National Disaster Committee, activate the National Disaster Plan, a National Disaster Support Plan or a Provincial Disaster Plan. (2) Such a Plan may be activated without the need for a declaration of a state of emergency.

## **3.0. National Disaster Committee**

At central government level, the NDC is responsible for to development of strategies and policies for the prevention of, preparation for, response to and recovery from disasters. NDC is to ensure that such strategies and policies are implemented by the National Disaster Management Office, other government agencies and non-government agencies

The NDC is comprised of three permanent members selected from the position they occupy in responding to any disasters in Vanuatu. The Committee is to meet as often as is necessary for the efficient performance of its functions. The Committee may adopt its own rules of procedure.

The NDC membership, as provided under the Disaster Act include the following:

## Members of NDC

Director-General	Ministry of Climate Change	Chairman
Director	NDMO	Secretariat
Commissioner		Vanuatu Police Force
Chief Executive Officer		Vanuatu Red Cross Society

And 3 representatives of NGOs, the NDC may from time to time determine.

The members of the response and recovery to disaster who also assisted the NDC include the following:

Director General	Prime Minister Office
Director-General	Ministry of Finance
Director-General	Ministry of Health
Director-General	Ministry of Lands
Ministry of Agriculture, Quarantine, Livestock, Forestry and Fisheries	
Director-General	Ministry of Public Utilities and Infrastructure
Director-General	Ministry of Education
Director-General	Ministry of Justice
Director	Aid Coordination and Planning
Director	Vanuatu Meteorological and Geo-Hazards
Director	Department of Local Authority
Director	Department of Finance
Director	Department of Foreign Affairs
Director	Department of Agriculture and Rural Development
Director	Department of Education
Director	Department of Health



## 4.0 National Disaster Management Office

The NDMO is responsible for implementing National Disaster Committee (NDC) strategies, policies and decisions. The NDMO is also responsible for the coordination of emergency and disaster response and recovery operations. This includes coordination of preparedness, pre-emergency/disaster and post emergency/disasters cycle activities.

The NDMO office is manned by government officers appointed by Public Service Commission. NDMO staff has specific roles during the planning, preparedness, response and recovery stages of disaster.

The NDMO is also extending its services to the provinces and currently have four (4) provincial disaster officers (PDOs) serving in Torba, Sanma, Malampa and Tafea. These PDOs are project funded.

The NDC can increase the NDMO resources to include persons with hazard specific knowledge and expertise to provide technical advice as required.

## 5.0 Provincial Disaster Committee

The Provincial Disaster Committees (PDC) has been established in all six Provinces in the country. The Secretary-Generals of the provinces in consultation with the Director of the National Disaster Management Office (NDMO) are responsible to establish the PDC as required by the provision of **Section 11 (1) Part 3 of National Disaster Act N0.31 of 2000.**

The Provincial Technical Advisory Group (TAG) may act in the absence of, or perform the roles of PDC at provincial level. The Secretary-Generals are to become the Provincial Disaster Controller and are to be assisted by members of the Provincial Disaster Committee. The Provincial Police Commander or Police Officer-in-Charge shall act as the Disaster Operation Officer. Each Province will eventually have a Provincial Disaster Coordinator who will act as the Secretariat to the PDC, a similar role that the NDMO is undertaking to the NDC at national level. See *Annex B*.

## 6.0 Municipal Disaster and Climate Change Committee

The Municipal Disaster Committees and Climate Change (MDCCC) are to be formed in the urban centres of Port Vila, Luganville and Lenakel. The Municipal Town Clerk will assume the role of the Chair of the MDC. Port Vila Municipal Council are to work closely with the national network in Port Vila and in direct contact with NDC.

The Town Clerk will also Chair, or designate another officer to chair, the Ward Disaster and Climate Change Committees working closely with the Disaster and Climate Change Committees at the Community Level. (See Annex B)

The Municipalities of Luganville and Lenakel will work closely with the Provincial Disaster Committees, in their respective provinces of Sanma and Tafea, to coordinate and facilitate preparedness, response and

recovery programs and activities.

## 7.0 Community Disaster Planning Committees/Groups

Local communities are to form Disaster and Climate Change Committees using the existing structures of Development Committees and further develop plans for disasters that affect their communities or villages. The Community Disaster and Climate Change Committees (CDCCC) are to work together with the Area Council Disaster and Climate Change Committees (ACDCCC) in their respective Area Councils (AC). Disaster plans at this level are based on local knowledge and experience with assistance and support from line government agencies, Provincial Councils, NGOs, development partners and the private sector. Plans should be simple and address key elements as outlined in the National Plan for Communities.

Members of the Disaster Committees must represent the different age and sex groups of the community. Committees should ensure that all community members are represented, with particular focus on women, youth and the disabled / disadvantaged.

At the Area Council level, representatives of the ACDCCC must be selected from the national government (education, health, agriculture), provincial government (Area Council Secretary), other NGOs, chiefs, church, women, youth and disable people.

The composition of CDCCCs is different from the ACDCCC composition in that representatives to the CDCCCs are to be selected from community members including chiefs, church leaders, women leaders, youth leaders, disable people, farmers and business people.

## 8.0 Government-led Cluster Coordination System

Coordination of humanitarian response during the time of an emergency or disaster is led by the Government of Vanuatu taking place at national and provincial levels.

The Government-led cluster coordination system has been adopted by the Government of Vanuatu and is now well established and supported by line ministries and global cluster lead agencies. Clusters are groups of organizations including national and local authorities, UN, international and national NGOs and Red Cross, working in the main sectors of humanitarian action, such as shelter, health and education.

The cluster approach has been adopted to strengthen the effectiveness and coordination of humanitarian assistance during times of emergency. Clusters have clear responsibilities for sectoral coordination. Clusters provide a point of contact and are accountable for adequate and appropriate humanitarian assistance. Clusters create partnerships between, national and local authorities, international humanitarian actors and civil society.

The NDMO has the responsibility for the coordination of all line government agencies and clusters as well as the lead cluster for logistics.

A **Lead Agency** is an agency that has primary responsibility for either carrying out or coordinating the implementation of a particular mandated function.

A **Co-lead Agency** is an agency that supports the Lead Agency in its role and responsibility. The Support Agency may be the one that carries out the task for the Lead Agency; however, the Lead Agency is still accountable for decisions implemented.

Cluster	Lead Agency	Co-lead Agency
Logistics	NDMO	Red Cross
WASH	Department of Rural Water Supply	UNICEF/ADRA
Education	Ministry of Education	UNICEF / Save the Children
Health & Nutrition	Ministry of Health	WHO/Red Cross
Agriculture	Department of Agriculture	CCI/FSA
Protection & Gender	Department of Justice	Save the Children and Care

## 9.0 National Emergency Operation Centre

The NDMO is responsible for the setting up and ongoing maintenance of the National Emergency Operation Centre (NEOC) to ensure that it can be utilized effectively when required.

The NEOC brings together technical personnel from NDMO and other line ministries and the humanitarian sector co-leads who are guided by the Controller.

Adverse events, such as destructive cyclones, which impact several provinces, or the whole country, will require the National EOC to manage and coordinate the relief response operations. Multi-agency coordination groups shall be necessary to assist and support the NEOCs to manage the situation.

The NDMO and VMGD are to ensure that appropriate NEOC Standard Operating Procedures (SOPs) are in place and to ensure that they are reviewed after each event. The structure of NDOC is in exhibit *annex A*.

## 10.0 Designation of Warnings

Tropical Cyclones are usually categorized according to their associated wind intensities measured per hours.

Cyclone warnings are issued when there is an imminent threat of a tropical cyclone to Vanuatu or parts of the country. Such warning will contain information pertaining to the predicted wind strengths around the systems, movement of the system and locations of the systems expected in specific areas. Such winds strengths are detailed in the following categories:

- ❖ **‘Gale Force Winds:** are issued when the wind speeds are expected to reach gale force intensity 34-47 knots (62 – 87 km/hr) within the next 24 hours.
- ❖ **Storm Force Winds:** are issued when average wind speeds are expected to reach gale force intensity 48-63 knots (89 – 116 km/hr) within the next 24 hours.
- ❖ **Hurricane Force Winds:** are issued every three (3) hours or hourly when available on radar, and when wind speeds are expected to exceed 64 knots (118 km/hr) within the next 12 hours.’<sup>1</sup>

<sup>1</sup> Cyclone Directive 2015(2015) VMGD ,Port Vila

## **11.0 Cyclone Alert Phases and Response**

The following is a detailed list of the alert phases of a cyclone and actions that will be implemented by NDMO.

To allow quick and decisive information to be passed to both the community and key stakeholders, the NDMO has introduced a colour-coded alert system that makes it easier to identify both the phase and required action at that time. The first objective of the colour-coded alert system and associated community response system are to ensure that the level of community response is adequate and corresponds with the existing threat. The second objective is to reduce the terminology barriers commonly associated with meteorological services messages, by linking the community action with the colour code.

### **Planning and Preparedness in the Cyclone Pre-season Period**

Between the months of November and April is the identified cyclone season. In the pre-season period, NDMO will coordinate the following activities with aim to strengthen planning and preparedness for response to a cyclone emergency. NDMO achieves this through:

- Meeting with cluster leads to assess planning and preparedness across all clusters,
- Setting common strategic objectives for cyclone preparedness and response across the clusters,
- Clarifying coordination roles and responsibilities, and
- Outlining the basic coordination tools that will be used in a cyclone response, resource mobilisation, information management and public information

### **Community Response when Cyclone Season Commences**

- Develop Family Cyclone Plan
- Organise emergency kits including first aid kit, essential medications, torch, portable radio, spare batteries and food

### **1Cyclone developing and potential path tracks towards Vanuatu (72 – 24 hours out)**

- Vanuatu Meteorological and Geo-Hazard Department (VMGD) informs the Controller of the predicted cyclone track
- NDMO meet with VMGD to discuss the situation and confirm actions
- EOC staff notified and staffing rosters developed
- EOC staff placed on standby.
- Consider additional resources that may be required
- NDC updated on preparations.
- Updated public advice issued by Communication Officer (public to be advised to begin preparations).

### **Community Response**

- Keep up to date with the cyclone development through radio, television or internet.
- Secure or remove loose material and rubbish from around your home or work.
- Review family cyclone plan and start making preparations

- Trim trees and limbs away from houses and buildings
- Build shutters for windows and glass areas of buildings.

### **Blue Alert. Tropical Cyclone impact (next 24 hours out)**

## **BLUE**

Blue is the first Cyclone Alert Stage. Declaration of a Blue stage indicates that there is a cyclone threat and may affect parts of the islands within the next 24 hours.

- Director Activates EOC.
- Controller assigns duty Operations Manager and other EOC staff.
- EOC staff notified and staffing rosters developed (8 hour shifts).
- EOC Manager calls Briefing Meeting.
- EOC to receive updates and begin action processes including identification of issues.
- Sitrep developed and disseminated
- First public warning issued through media outlets (public to finalise home protections, personal plan and consider protection of life)

### **Communities within the Blue zone should start cyclone preparations:**

- Clear property of loose material that could blow about and possibly cause injury or damage during extreme winds.
- Fill Water containers, store dried or canned food.
- Ensure matches and lamp fuel is available.
- Ensure torch light is working with batteries.
- First Aid kit is available.
- Recharge Mobile Phones.
- Keep a list of emergency phone numbers.
- Prune garden crops such as cassava stems, banana leaves.
- Check list of emergency phone numbers.
- Continue to listen to Radio Vanuatu.
- Move away from flood-prone areas.
- Check evacuation plans and evacuation sites with community leaders and community disaster committee members (CDCCCM).
- If you live in a low-lying coastal area, and the cyclone is likely to create a storm surge, you may be required to relocate.
- Gather tools that will be needed for emergency repairs (e.g. hammers, nails, rope, tarpaulins and chainsaws).

Yellow Alert: Tropical Cyclone Impact (next 12 hours).

## YELLOW

Yellow alert is the second Cyclone Alert Stage. Significant risk of impact within the next 12 hours.

- NDMO to brief NDC on the situation
- Second public warning issued (finalise shelter and personal protection)
- Contingency arrangements activated
- Police Force commence/conduct patrols advising community of warnings
- Move to Red Alert (at 4 hours out)

Community Preparations should be completed:

- Re-check property for loose material that could be blown about and possibly cause injury or damage during extreme winds such as boats, rubbish bins, etc.
- Re-check all water and food supplies.
- Re-check fuel for lamp, torch light and batteries.
- Re-check phone is working.
- Re-check emergency kit.
- Fill vehicle fuel tanks in case they are needed for evacuation.
- Park car in a safe and secure location (not under trees)
- Fill water containers with drinking water.
- Ensure everyone knows the safest part of structure and what to do if evacuation is required.
- Ensure enough food items are available.
- Tune to local radio / TV for further information or warning:
  - Radio Vanuatu Amplitude modulation (AM) – Medium Wave, Short Wave
  - FM 96; FM 107; FM 98; FM 100; Crest FM 104, FM 93
  - Radio New Zealand
  - Radio Australia
  - Continue to listen to Radio Vanuatu and other media outlets

Red Alert: Tropical Cyclone Impact (next 4 hours)



## RED

Red is the last Cyclone Alert Stage. Tropical Cyclone impact 4 hours out.

- Manning of EOC commenced by NDMO and partner staff on a 24 basis / 8 hours shifts
- Final pre-impact EOC meeting, consider declarations.
- Collection of information continues.
- SITREP developed and disseminated.

Community Response preparation should have been completed, including the following:

- Move into safe house or shelter.
- Park vehicles under solid shelter (activate hand break).
- Close shutters or board up all windows, close curtains and lock doors.
- Pack an evacuation kit of clothes, essential medications, important papers, and personal emergency kit.
- Remain indoors (with pets).
- Continue to ensure that adults, elderly, children and pets are located in safe places.
- Do not leave house or shelter.
- Do not move in or out of the house or shelter.
- Continue to listen to Radio outlets.

### Stand Down

The Disaster Controller directs for the “stand-down” of personnel, equipment, assets and other resources including EOCs after the threat had abated, or in a situation when disaster relief operations are advanced or successfully completed. **Stand Down** stage is declared in consultation with relevant technical agencies and the affected provincial authorities and informed by the assessment reports, which should be completed by this time. This stage must be implemented progressively, in the reverse process to alerting agencies and personnel, mounting duties and activation and manning of the EOCs. **Stand Down** stage starts with partner organisations that are no longer required and subsequently includes those actors with limited or lesser involvement in the response operations.

### 11.0 Media Broadcasts

Media broadcasts are the key sources of information dissemination to communities. The importance of ensuring that such information is provided in a timely and accurate manner cannot be underestimated. In order to achieve this, it will be necessary to enforce some control mechanisms on what is said and by whom. This link is critical for the relay of information and accordingly some control measures must be introduced to ensure that only essential broadcasts are made during periods of highest threat.

The General Manager of Vanuatu Broadcasting and television Corporation is to ensure that all messages are vetted and only urgent or essential service messages are broadcasted once stage three of the activation

status of the response arrangements has been activated.

All broadcast requests related to the operational situation are to be channelled through to NDC for authorization. This will ensure that only accurate and relevant information is being broadcasted and that the public are not being confused by an avalanche of messages. It also ensures that messages relating to those islands under most threat receive highest priority.

Cyclone warning messages issued by the Vanuatu Meteorological and Geo-Hazard Department (VMGD) are excluded from these procedures and will continue to be broadcasted as and when received.

All media releases during and after disaster operations are regarded as highly important to all sections of society consistent with the public safety policy of the Government therefore they will be regarded as community service on a free of charge basis to NDMO or the Government.

It is the responsibility of the Media Staff to liaise with the Media Liaison Officer from the NEOC for updated situation reports of the impact and previous warnings that have been given out. Finally, it is important that content of any media release is agreed by NDC and confirmed by the secretariat of NDC before it is put out to the nation.

## **12.0 Department and Sector Cyclone Response Sub- Plans and Procedures**

Sub Plans are established to assist the NDMO to coordinate an effective response to a Tropical Cyclone. All functional service areas, within their respective Sub-Plans, are to develop response and contingency plans for Tropical Cyclones.

The cyclone response sub-plans are to ensure that preparedness measures (to protect assets and business continuity) and response (mobilising resources and information sharing) are achieved in a timely, safe and coordinated manner.

It is also a requirement that all responding government agencies are to appoint respective Liaison Officer/Focal Point to represent their agencies in coordination meetings before, during and after a cyclone impact.

Liaison Officers are to ensure that they link their agencies with the overall coordination effort lead by NDMO and that information relating to their departments' response effort is shared through reports to NEOC coordination unit and NDC.

## **13.0 Response Phases**

Cyclone response phases will be activated according to different levels of impact that will be justified with five (5) Categories of Cyclone Severity and the associated levels of impact on livelihood and properties.

## **TROPICAL CYCLONE CATEGORY 1**

‘Tropical Cyclone Category 1: Strongest winds are Gales with typical gusts over open flat land of 34-47 knots km/h. The impact of this category may involve damage to old traditional thatched buildings and poorly built houses, as well as damage to some garden crops such as banana and fruit trees.

Coordination of the impact assessment and response is primarily responsibility of the Provincial Disaster and Climate Change Committee, Area Council Disaster and Climate Change Committee and Community Disaster and Climate Change Committee.

Decision to provide assistance including relief supplies will be determined on the basis of initial need assessment reports carried out by PDC, ACDC and CDC.

## **TROPICAL CYCLONE CATEGORY 2**

Tropical Cyclone Category 2: Strongest winds can be very destructive with typical gusts over open flat land of 48-63 knots. Typical effects include house damage and significant damage to trees and local thatched house. Damage to food crops and fruit trees is to be expected.

Coordination of the impact assessment and response is primarily responsibility of NEOC (National Emergency Operation Centre), PDC, ACDC and CDCC depending on the magnitude and the scale of impact.

## **TROPICAL CYCLONE CATEGORY 3**

Tropical Cyclone Category 3: strongest winds are expected and very destructive with typical gusts over open flat land of 63-70 knots. Some roof and structural damage to traditional building to permanent building including the local thatch houses destroyed. Power failures are likely imminent. Possible minor damages to public utilities and Infrastructures.

With this category, the level of response is coordinated from NEOC, PDOC and CDCC during three phases. The Aerial Surveillance is necessary and paramount important to be under taken before any Initial Rapid Assessment could be contacted on ground. For initial relief and in depth need assessment will be collaboratively coordinated from NEOC down to PDOC and CDCCs.

The rapid needs assessment is undertaken to better inform the NDC for their decision on the scale of response after the initial assessment done by the PDCC and CDCC members. Moreover, should specific areas need to be examine further then a specific cluster assessment will be required to be deployed from the national humanitarian agencies.

International agencies and donor partners eligible to provide assistance in kind during pre-disasters until recovery phase depending much on the scale of impact.

## **TROPICAL CYCLONE CATEGORY 4**

Tropical Cyclone Category 4: Strongest winds are very destructive, with typical gusts over open flat land of 90-100 knots. Significant roofing loss and structural damage are expected. Many thatch houses may be destroyed and blown away. Typical effects include dangerous airborne debris. Widespread power failures are expected

With this category, the level of response is coordinated from NEOC, PDC and CDC during three phases. The Aerial Surveillance is necessary and paramount important to be undertaken before any Initial Rapid Assessment could be contacted on ground. For rapid and cluster relief and in depth need assessment will be collaboratively coordinated from NDOC with assistance from national partners down to PDC and CDC'S.

Donor partners and international organizations could be requested for assistance in kind during pre-disasters until recovery phase depending much on the scale of impact.

## **TROPICAL CYCLONE CATEGORY 5**

Tropical Cyclone Category 5: strongest winds are very destructive with typical gusts over open flat land of more than 120 knots. Severe tropical cyclones are extremely dangerous causing widespread destruction. Typical effects include extensive damage to homes and structures.

With this category, the level of response is coordinated from NEOC, PDOC and CDCCC during three phases. The Aerial Surveillance will be undertaken before any Initial Rapid Assessment is contacted on the ground. For rapid and cluster in depth need assessment will be collaboratively coordinated from NDOC with assistance from regional partners and external military support down to PDOC and CDCCC'S.

Donor partners and international organizations could be requested for assistance in kind during pre-disasters until recovery phase. Further assistance will be requested from external support for early and post recovery phase, because this will be overwhelming for Vanuatu government.<sup>2</sup>

## **14.0 Safety/Evacuation Centre**

The Evacuation Centres or safe-shelters are frequently identified from available school classrooms, purpose-built health posts buildings, church buildings, community centres (Halls) and other private or public building that are strong enough to sustain a cyclone.

Within the main centres of Port Vila, Luganville and Provincial Headquarters, the MDC and PDCCC and the Police Force are responsible to identify the evacuation centres and to inform public of the pre-cyclone season planning arrangements. The NDC, NDMO, PDCCC and Southern/Northern Police Commander are all responsible to ensure that this process has been completed, and that a list of evacuation centres is provided to the NEOC prior to the commencement of each cyclone season.

Education and awareness programs should identify the location of shelters and inform the community of self-sufficiency requirement for food, water, bedding, medical supplies (medicines, etc.) and toiletries. Only those who have been directly affected by the cyclone, and whose property has been severely damaged will receive additional assistance following the cyclone.

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<sup>2</sup> Cyclone Directive 2015(2015) VMGD ,Port Vila

Evacuation centres will be opened to receive those community members whose houses have been destroyed because of a cyclone, or whose houses are vulnerable to the impact of cyclone including floods, flash floods or landslide.

## **15.0 Closure of Schools and Offices**

All schools in the affected areas are to close upon declaration of a Stage Two – Yellow Alert. The Director General of the Ministry of Education will issue the instruction for closure of schools after liaison with the NDMO. Head Teachers and Principals have can decide to close schools if they feel that the level of risk to children is high.

The school classrooms which are built of permanent structures and can out-stand strong winds should be prepared by the Head Teachers and members of CDCCC to accommodate people whose properties are vulnerable to cyclones.

## **16.0 Public Service**

It is a requirement under the **RISK MANAGEMENT** policy of the Government that all Government Departments must have their own departmental and organizational disaster plans to deal with disaster preparedness, response and recovery program. It is important that all disaster plans are activated when situation arises.

The Chairman of Public Service Commission will give instructions for closure and opening of Public Offices after liaison with the NDMO. Stand-down of staff should commence on a gradual basis once Stage Two – Yellow Alert has been enforced. Only essential services should remain until the placement of Stage Three – Red Alert. All Government Offices should be fully secured upon announcement of the Red Alert.

Prior to closure of Public Offices, all cyclone shutters must be in place and all Government assets must be secure.

## **17.0 Damage and Need Assessment**

National, Provincial and Community Disaster Assessment Teams comprising of Government and cluster representatives are to be placed on notice during Stage One – Readiness and should be placed on immediate standby ready for callout once Stage Three has been activated. Assessment should focus on obtaining information for two distinct requirements:

- ❖ To determine the impact of cyclone on society (extent of damage), and
- ❖ To determine the needs and priorities for assistance (life support policy).

Damage assessment will be undertaken following a cyclone impact or major emergency events anywhere in Vanuatu. There will be three categories of assessment undertaken

## **17.1 Aerial Surveillance**

Aerial Surveillance is usually conducted immediately after a cyclone had passed over the country or the affected part of the country. In the event of immediate mobilization of the Aerial Surveillance to be activated when the category of the cyclone is rate at 2 to 4 and the damage cause by the event is imminent. The aim is to identify the extent of damages to areas affected by the cyclone. The first action will determine areas of concentration for immediate assessment and respond. This assessment will be coordinate by the NDMO in consultation with the NDC. The information gathered will be used to determine the need of a State of Emergency to be declared, and for allocating priorities for emergency response action to specific areas on the islands. Depending on the areas to be covered and availability of Government Officers, this exercise is usually supported by Police/VMF Officers and cluster members as determined by Director of NDMO.

Logistic support for this exercise can be provided by the Franz partners through the French Government in New Caledonia where necessary. It is the duty of the Government to formally request this logistic assistance following the recommendation by the NDC. However, the domestic airline companies and helicopters can also provide the same task but subject to arrangement by the NDMO as directed by the NDC using the emergency fund to undertake this task.

## **17.2 Rapid Damage Assessments and Needs Assessments**

Rapid damage assessment and needs assessments should be conducted by members of CDCCC and ACDCCC at Area Council Levels and PDCCC at Provincial Levels spearheaded by the Secretary Generals. Where PDCCC are not yet fully operational, assessments are to be carried out collaboratively with representatives from Community Disaster Committees in each Area Council. Assessments need to be finalised as soon as practicable following the impact of a disaster. Assessments should be carried out by trained personnel using agreed standard tools and reporting processes. The results need to be passed on to the NEOC as soon as possible to assist with the decision-making by the NDC and the Council of Ministers.

The Rapid Damage Assessment at the minimum should provide the following information: (See Annex D)

- Number of fatalities;
- Number of injuries including urgent and non-urgent;
- Number of missing persons;
- Number of people made homeless;
- Number and extent of occupied houses destroyed based on different categories;
- Damage to other public buildings and critical infrastructure;



- Action taken by the community and government or other agencies within locality;
- Transport systems available and routes open or closed;
- Communication systems available and working or damaged;
- Type of resources required; and
- Name and contact of person in charge.

PDCCC and CDCCC representatives will provide coordination and assistance to the Damage and Needs Assessment Teams. In the absence of PDCCC and CDCCC, the Area Council Secretary and National Government Officers based on the island are to provide the necessary assistance to any Damage and Needs Assessment Teams in that locality. These assessment teams will conduct either aerial and/or ground assessments based on the level and scale of damage, and the time they have available to perform the tasks. Local community representatives can assist with accurate information and basic assessment of initial relief and recovery needs.

### 17.3 Sectoral Needs Assessments

Following the rapid damage assessments a needs assessment will be undertaken by members of responding agencies and cluster groupings to collect more information on different sectors to assist the NDC in their decision making process. This assessment will be led by NDMO on instructions from and the need determined the NDC.

The detail sectoral damage assessment should be implemented by cluster groupings within two to three weeks of the hazard impact or emergency situation. It is designed to provide the Government with a more detailed damage assessment in respect to different sector such as infrastructure, agriculture, health, water, sanitation, communication, shelter and other long-term issues that may have an adverse impact on social and economic environments and development. Responsible technical departments from National line government agencies and members of the cluster groupings will undertake this assessment. It is important that reports are compiled so as to provide a much more detailed assessment on the medium and long-term effects. The NDC will provide all necessary assistance to ensure that there are no unnecessary delays.

The decision regarding the provision of food relief will be made by the NDC following receipt of damage assessment reports. Relief efforts will at all times be applied on a fair and equal basis (according to needs), and will adhere to the Governments “**Self Help**” concept wherever possible.

No national relief food distribution is considered until the Department of Agriculture have submitted technical food damage and recommendations that such assistance is required to the NDC. Further, no food relief (other than that to long term evacuation centres) will be necessary within 4-6 weeks of impact, as families, communities and individuals will be expected to take proper preparations (self-help for self-sufficiency), and make use of available supplies and resources. This does not apply in extreme cases.

Critical cases, such as hospitals and schools will be exempted from this restriction. Other factors such as flooding and evacuation of people will have a major bearing in the enforcement of this

policy, as earlier assistance may be required.

- ❖ A recommendation by the Department of Agriculture of the need of such assistance and for how long. Number of affected households and communities should be provided to allow NDC work on a fair distribution list.
- ❖ Severe damage has occurred to more than 70% of all crops and gardens.
- ❖ The community does not have the financial capacity to assist itself.
- ❖ The community does not have access to alternative supplies of food or food market outlets.
- ❖ That the Provincial Authorities have exhausted their resources in taking care of the situation thus need extra assistance to sustain the affected people.

Where communities have endeavoured to obtain their own assistance, the NDC may consider assistance to cover transport and other costs associated with the delivery of food supplies from sources and/or markets.

With respect to shelter, the use of tarpaulins should be considered for Government buildings, hospitals, churches, major community buildings and damaged occupied community houses. Assistance to community housing could be limited to the use of plastic sheeting, if tarpaulins are in short supplies and this could be considered in cases as a positive measure to encourage self-help concept and the adoption of effective preparedness measure by communities.

For water issues the first response to water situation is the provision of the water containers as identified by the initial damage assessment on households that have completely lost their tanks, wells, containers, etc.

The NDC must ensure that the policy associated with disaster relief, and in particular the self-help concept, are included within community education programs and disaster plans.

## **18.0 Role of the National Government**

Vanuatu National Government will take the lead in dealing with disasters in Vanuatu. Therefore, the Government will assume total responsibility as per this policy and the National Disaster Act (CAP 267). As such, there are some indicative roles of the Government through all Government Ministries and Departments:

- ❖ All Government resources to be utilized when a declaration is made by the Government through the Head of State of the Republic of Vanuatu.
- ❖ The Minister responsible for NDMO will have the overall power to utilise all public resources under the Act.
- ❖ All Government Ministries and Departments are to assess available resources that can be utilised during response. They are to keep baseline data of these resources at their respective offices and a copy to NDRMO and NDOC for information and coordination purposes.

- ❖ Ministry and Department of Finance are to ensure adequate financial resources are in place to meet National Ministries/Departmental obligations in emergency operations when their budgets run out. During national budget closure, the Ministry of Finance must be prepared to coordinate disaster and emergency with funding set aside for this purpose under the public and finance and management Act.
- ❖ Undertake National coordination role.
- ❖ Liaise with donor partners and members of the VHT and private agencies.
- ❖ Maintain link with the United Nation Disaster Assessment Team and UNOCHA (Suva Office).
- ❖ Keep the Republic informed of situation.
- ❖ Monitor the weather situation through VMGD.
- ❖ Sectoral Assessment and reports provision by Agriculture, Education, Water, Health and Logistics and protection clusters.
- ❖ Coordinate international appeal and coordinate deployment of relief distribution items to affected communities.

## **19.0 Role of the Provincial Government**

To ensure effective coordination and liaison amongst all stakeholders, a close working collaboration between NDC and PDC is important. Therefore, the Provincial Disaster Committees (PDC) will undertake the following roles:

- ❖ Establish and activate PDC in all six provinces;
- ❖ Set up and manned PDOC during an emergency or disaster situation;
- ❖ NDMO will brief the PDC on their roles, before, during and after a disaster;
- ❖ Develop and review Provincial cyclone response plans;
- ❖ Coordinate Provincial Pre-Cyclone season awareness and other activities during Preparedness Phase;
- ❖ Coordinate Provincial response activities during disaster response phase;
- ❖ Maintain Provincial baseline data on all available resource inventories and report regularly to the NDMO.
- ❖ Establish point of contacts from each of the main areas and islands within the Provincial boundaries.
- ❖ Ensure that there are adequate financial resources for the Province to utilise before National commitment.
- ❖ Monitor and keep NDMO and NDOC informed of Provincial boundaries situations on a regular basis.
- ❖ Activate Provincial Cyclone Response Plan first and assess the coping capacity of PDOC.
- ❖ Work with and support National Disaster Assessment Team deployed to respective Provinces.
- ❖ Update the provincial Logistics capacity assessment on a regular basis.

## **20.0 International Assistance**

International assistance will be requested once it has been established that the severity of the damage is beyond the capacity of provincial and national resources. This requirement will need to be determined by the NDC, which will submit through the ministry responsible for emergency and disasters, a formal request for international assistance via MOFA.

The NDC will be responsible for liaising directly with aid agencies and potential donors once a formal request for assistance has been made through the MOFA, in order to determine the type and quantity of assistance required, in addition to any distribution and logistic support arrangements. All Departments and Agencies which have identified or determined the need for assistance, must submit their requests through as part of their assessment report to the NDC, and should under no circumstances make direct approaches/requests to aid agencies and donors without the overall consideration and endorsement of the NDC and NDMO.

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

Other Regional and International aid agency wishing to assist Vanuatu in times of a disaster should ensure their interest is channel through the MOFA and a copy to NDMO. Regional and International organisation are subjected to direct their request and assistance following this channel referred to above.

## **21.0 Customs**

Upon being notified that an official request for international assistance has been submitted, the Director of Customs is to ensure necessary arrangements for on-going clearance of all disaster relief consignments in a swift and timely manner through all the Customs Ports of entry. The NDC through the NDMO will provide details on donor assistance to facilitate this process. Such information may include; type of assistance, mode of transport, arrival times and locations and other special handling requirements. Other shipment documents should include Bill of lading or Airway Bills, Cargo Manifests as well as donor certificates and packing lists.

Importantly, once international assistance is confirmed, the Director of Customs in consultation with the NDC to waive customs duties and VAT at import under X-67 of the Vanuatu Import Duty Tariff for all goods purchased externally for the purpose of humanitarian assistance in times of disasters. As there are limitations to conditions on local purchases using disaster relief funds, the Director of Customs must authorize such payments that will be subject to reimbursement of duties and Vat already paid. All Customs import formalities including data entry and declaration of goods shall be complied with such as lodgement of SAD declaration in

the Asycuda Customs Data System via a Customs Agent. Depending on the urgency of the situation a provisional SAD entry (IM9) mechanism can be adopted to facilitate immediate release of such consignments where relevant documents are not readily available upon arrival of an emergency Aircraft or Vessel.

Custom Department should also be made aware of items imported by members of the VHT for pre-positioning prior to cyclone seasons and particularly non-food items. Some Government agencies and members of the VHT are involved in this process as part of their DRR program and activities. Such imports will require notification from the NDMO to the Custom Department to waive import tariffs and be clear as relief items for disaster using the procedures described above.

## **22.0 Quarantine Clearance.**

Prior to the arrival of the relief supplies, the aircrafts agents must notify the Vanuatu Quarantine and inspection service (VQIS) on the expected time of arrival of the aircraft. The DLQS will facilitate the quarantine clearance of the relief supplies at the airport. However, such facilitation will be processed in accordance to the quarantine legislations to ensure that no foreign organisms are introduced into Vanuatu.

For container clearance, it is more or less the same with the procedure as carried out at the airport. Prior to the arrival of shipping container a ship manifest will be given to DLQS by the shipping agent, from there the DLQS will figure out which container that needs further inspection based on the description of goods. Inspection will be done on used items such as personal effects, donated used items, second hand clothing, Frozen and chilled foodstuff, used vehicle and used tyres, all are subject to an import permit which will be sought at the DLQS before the container arrived in Vanuatu. The import permit outlines the necessary requirement in order to import any of the above-mentioned items. If the consignment does not meet the requirement then officers will treat the container at the expenses of the importer. For stored food items, it should be commercially packaged and clearly label in English and should not be infested with any living organisms. The requirements for importing such items are made in order to safeguard our border from foreign damaging pests and diseases.

## **23.0 Pacific Humanitarian Coordination Team – PHCT**

The United Nations has established a regional Humanitarian Team that can be deployed in support of national responses to hazard impacts and other major emergencies. Team members are drawn from other Pacific Island Countries, and are placed on stand-by for rapid deployment at the formal request of the Governments through UNOCHA regional coordinating agency. Key support activities that can be undertaken by PHT teams or PHT include:

- ❖ Contributing to the rapid assessment and sharing of information to the government through NDC and among active donors in Vanuatu and the region.
- ❖ Facilitating coordination with and mobilisation of appropriate resources from donors who might not be

operational in the region but are interested to assist.

- ❖ Providing additional expertise to strengthen the national capacity and to increase the accountability and credibility of assessments reports and appeals presented to the donor community.
- ❖ Strengthening National capacity by providing sectoral assessment expertise that might be required.
- ❖ Assisting in the on-site management of the relief operation and distribution during the emergency relief response operation phase.
- ❖ Providing advice on planning for medium term relief, transition to rehabilitation and future mitigation strategies.

PHT Teams are most effective when deployed early in an operation. The teams are activated by UNOCHA Office in Suva, Fiji.

## **24.0 Role of Non-Government Organizations (NGO)**

Throughout out Vanuatu the Local and International volunteers are undertaking Disaster Risk Reduction and Climate Change Adaptation programs and activities. The NGO's works alongside the NDMO to ensure the communities are prepared for disasters and have Community Disaster Plans and School Disaster Plans in place.

The NDMO is currently working together with the civil society to establish a Vanuatu Humanitarian Team (VHT). The VHT is a network made up of NGO's, Red Cross, UN agencies and donor partners working closely with Vanuatu Government Ministries/Departments (particularly the NDMO) and the private sector. The NDMO and VHT are currently working together to build up capacity and capability at the national, provincial and community levels to response to any disaster as soon as possible. From this network, cluster groupings have been established for Logistics, Education, Health & Nutrition, Agriculture & Food Security and WASH and protection & Gender

During the event of a cyclone the VHT with its human resources on the ground are able to assist the NDMO and the government with the assessment of the impact of cyclone. Once a state of emergency has been declared the NDC can request the assistance from the international contingent. This will include the delivery of assistance to the community under the direction of the NDMO.

Cluster groupings will be task with preparedness (awareness) and actively engaged in the development and promotion of education and awareness programs, particularly at the community/village level. However, it is important that a Memorandum of Understanding (MOU) with the NDMO is agreed upon and signed to seal these agreements as part of government and VHT commitment before, during and after a disaster.



## **25.0 Role of NGO in Response and Relief**

Members of the VHT provide a broad range of services to communities, villages and the nation during a disaster impact. To ensure an effective and appropriate response and allocation of resources during a disaster, VHT members are encouraged to implement disaster management plans that support the National Disaster Management Plan and Provincial Disaster Management Plans. While it is not the NDMO's responsibility to endorse or approve VHT member plans, they should integrate with the National, Provincial Disaster Management and Community Disaster Plans.

To ensure that response and recovery phases of a disaster are managed effectively, VHT members need to become an integral part of the Provincial and national response by liaising and working with Provincial and National Disaster Management Committees (as appropriate). It is recognized by this plan that VHT members can support Provinces and the nation with a broad and extensive range of experience and resources that can be utilised for the benefit of effected communities.

## **26.0 Alert and Warning Procedures**

Activation of the response to a cyclone threat will be conducted in accordance with the stages (readiness, standby, action and stand-down as outlined in the National Disaster Plan). The PDC are responsible for coordinating the initial response as part of their role in taking care of their people, as well as Decentralisation Policy of the Government. They need to be seen as responsible and accountable as expected by their Province.

Departmental Response and Preparedness Plans should be developed to reflect the progression of action through these stages. The benefits of this system are that it allows for a more graduated build up by organisations. It helps to avoid over or inappropriate responses and it provides a certain level of guarantee that all response and preparedness activities will be completed in a timely and complete manner.

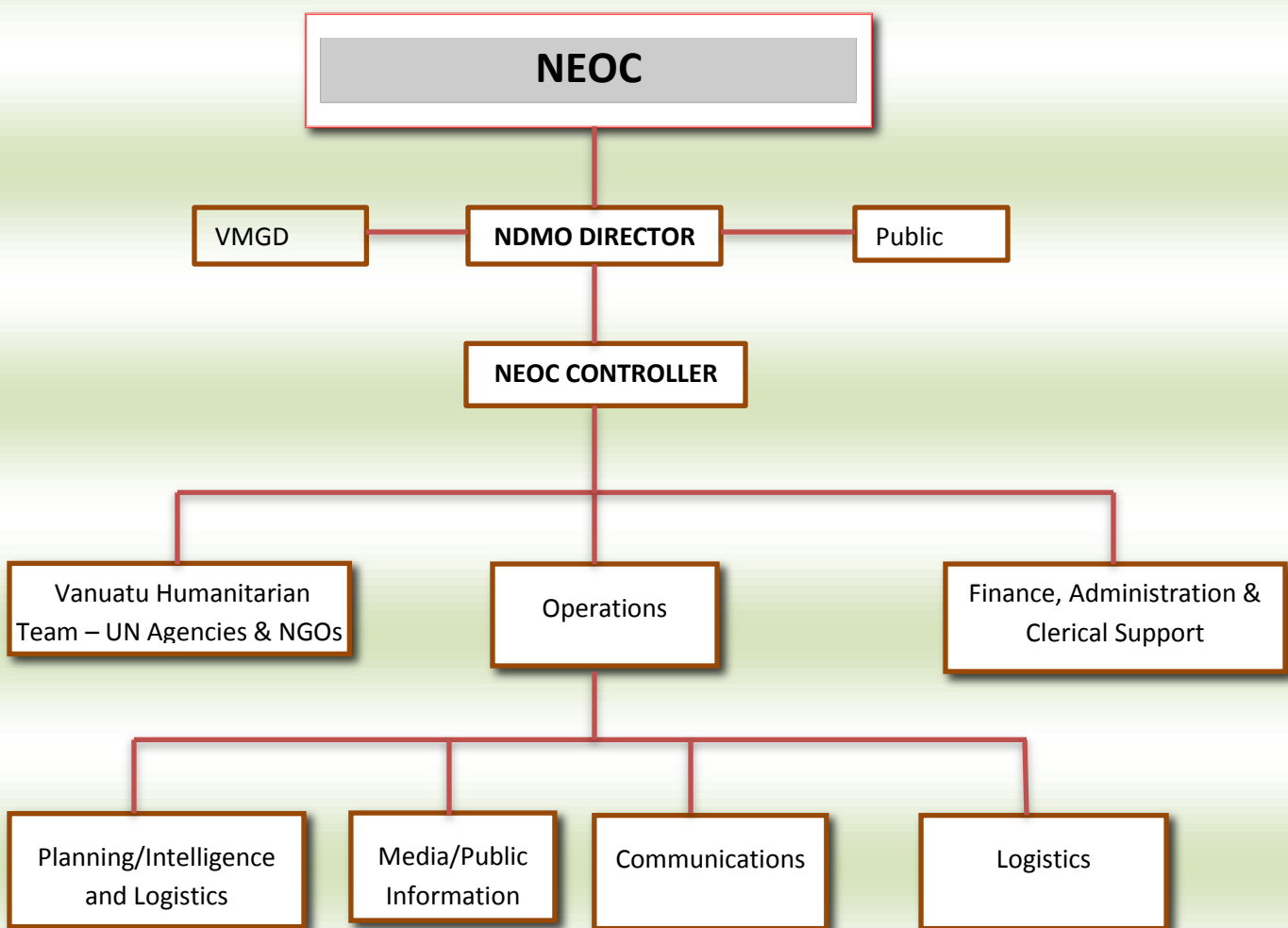
The following is a list of suggested actions for the NDC, Disaster Coordinator (DC) and organisations during the progression through the stages of activation. While serving as a guide only, Disaster Coordination and PDCs should endeavour to mirror the action taken, and thus ensure a consistent response through to community level organisations.

The steps listed should not be viewed as being complete, as many unknown elements will be introduced as the threat increase, which may call for new or premature action.

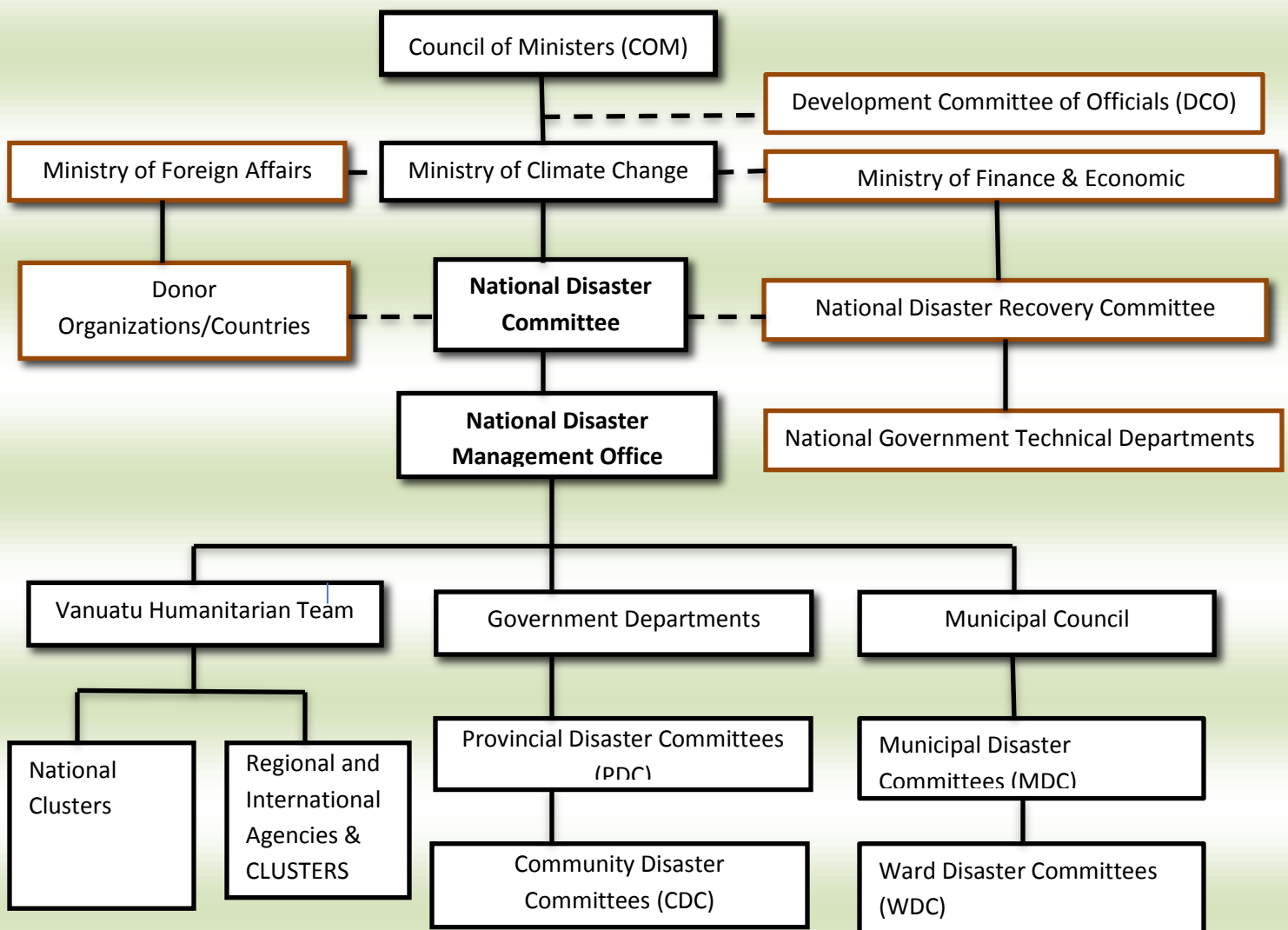
## ANNEXES

### Annex a–National Emergency Operations Centre (NEOC)

#### Management Structure



## ANNEX B- National Disaster Response Coordination Structure



## ANNEX C: ACTORS ROLES AND RESPONSIBILITIES DURING RESPONSE AND RECOVERY

Response and recovery involve continuous momentum from pre-disaster to post -disaster event. Therefore, early recovery is a multidimensional process of recovery that begins in a humanitarian setting. Early recovery is not a separate phase in the relief-development continuum, but an effort to strengthen the linkages. The aim of early recovery is to establish the foundations for longer-term recovery. Table below highlight and summarize the roles and responsibilities each could perform during response and recovery phases.

Cluster	Government Agencies & Partners	Goal and Function	Examples of Benchmarks (desired situation)	Examples of some typical activities
<b>HEALTH and NUTRITION</b>	<b>Lead:</b> Ministry of Health (MOH) <b>Co-lead:</b> WHO <b>Key Partners:</b> NDMO Family Health Assistance World Vision CARE International	The <b>Health and Nutrition Cluster</b> goal is to reduce avoidable mortality, morbidity and disability and restore the delivery of and equitable access to preventative and curative health care as quickly as possible and in as sustainable a manner as possible.	Health needs system delivery capacity and operational constraints known.  Information consolidated & displayed in a manner that facilitates consensus and decisions.  Priority health threats and system's critical capacities monitored regularly.  Early warning indicators monitored regularly.  Medium-term Cluster response plan and strategic operational	Conduct joint sectorial assessments using common methodology and tools.  Medical evacuations.  Provision on-site of medical assistance for injuries/illness.  Management of dead bodies.  Monitor nutritional status of vulnerable groups.  Cluster Communicates to

			framework developed.	NEOC where, National & International assistance is required.
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<p><b>WASH</b></p> <p>Water, Sanitation and Hygiene</p>	<p><b>Lead:</b> DGMWR</p> <p><b>Co-lead:</b> UNICEF</p> <p><b>Key Partners:</b></p> <ul style="list-style-type: none"> <li>• World Vision</li> <li>• Vanuatu Red Cross</li> <li>• ADRA</li> <li>• CARE International</li> <li>• NDMO</li> <li>• VRDTCA</li> <li>• Ministry of Health</li> <li>• UNDP</li> <li>• Live and Learn</li> </ul>	<p>The goal for the <b>Water, Sanitation and Hygiene Cluster</b> is to improve the efficiency and effectiveness of WASH interventions in emergencies by ensuring effective system-wide preparedness, providing the ability to deliver an immediate and appropriate response and participating in actions to facilitate early recovery.</p>	<p>Disaster affected people have access to safe drinking water and clean water for bathing, cooking and cleaning</p> <p>Disaster affected people have access to hygiene promotion</p> <p>Displaced families in temporary settlements have access to sanitary latrines and a clean environment</p> <p>Prevention of outbreaks of water and sanitation related diseases are in place.</p> <p>Training on proper use of disinfectants to clean sewer and open drainage carried out.</p>	<p>Water wells rehabilitated or built</p> <p>Construction and maintenance of emergency latrines</p> <p>Provision of potable water tanks</p> <p>Water testing carried out</p> <p>Rehabilitate the sanitation</p> <p>Installation of rainwater containers in schools and rural health centres</p> <p>Construction of communal rain water harvesting systems</p> <p>Installation of water treatment plants</p> <p>Provide cluster data and analysis towards Sitreps</p> <p>Provide input analysis towards HAP</p>
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<b>Food Security and Agriculture</b>	<p><b>Lead:</b> Ministry of Agriculture</p> <p><b>Co-lead:</b> GIZ</p> <p><b>Key Partners:</b></p> <p>NDMO</p> <p>Care International</p> <p>FSA</p> <p>Vanuatu Red Cross</p> <p>World Vision</p> <p>ADRA</p> <p>MOA</p> <p>DARD</p> <p>FAO</p> <p>Faith Base organizations</p>	<p>The goal of the <b>Food Security &amp; Agriculture Cluster</b> is to plan and implement proportionate, appropriate and timely food security responses in humanitarian crisis situations. In particular, to help ensure that food assistance and agricultural livelihood-based programmes are linked as part of a coordinated response.</p> <p>The Food Security &amp; Agriculture Cluster integrates food aid, agricultural issues and other livelihood interventions.</p>		<p>-</p>
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<b>Gender and Protection Cluster</b>	<p><b>Lead:</b> Department of Women Affairs</p> <p><b>Co-lead:</b> CARE International and Save the Children</p> <p><b>Key Partners:</b></p> <ul style="list-style-type: none"> <li>• World Vision</li> <li>• UNICEF</li> <li>• NDMO</li> <li>• UN Women</li> <li>• ADRA</li> <li>• Act for Peace</li> <li>• IOM</li> <li>• Pacific Humanitarian Protection Cluster</li> </ul>	<p>The <b>Gender and Protection Cluster</b> goal is to preserve the well-being and dignity of families and children affected by the disaster with effective protection from violence, abuse and exploitation (and extended trauma). Among other things, the Cluster will: engage national and international protection partners in the effective collaboration and coordination of the gender and protection sector response, assess and monitor child protection needs and carry out awareness raising and prevention activities.</p>		
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<b>Education</b>	<p><b>Lead:</b> Ministry of Education</p> <p><b>Co-lead:</b> UNICEF</p> <p>Save the Children</p> <p><b>Key Partners:</b></p> <p>Care Inter</p> <p>World Vision</p> <p>PCCCRR</p> <p>ADRA</p> <p>MOE</p> <p>NDMO</p>	<p>The <b>Education Cluster</b> is accountable for ensuring predictable, timely and effective education response, with inter-sectoral links to other relevant clusters.</p>	<p>Impact assessments carried out</p> <p>Temporary learning spaces provided to affected areas</p> <p>School materials distributed</p> <p>WASH facilities re-established in schools</p> <p>Cleaning up of debris carried out</p>	<p>Reconstruct and renovate damaged class rooms</p> <p>Supply New School materials</p>
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<b>Logistics</b>	<p><b>Lead:</b> NDMO</p> <p><b>Co-lead:</b> Police</p> <p><b>Key Partners:</b></p> <p>Ministry of Finance Department of Foreign Affairs Vanuatu Red Cross Act for Peace Oxfam Care International Save the Children World Vision ADRA Airports PWD Civil Aviation Authority Customs and Inland Revenue Biosecurity Dept. Agriculture Dept. Red Cross Movement (Vanuatu, French, Australian, International federation) UN agencies</p>	<p>The goal of the <b>Logistics Cluster</b> is to plan, implement and control the efficient, cost effective flow and storage of goods and materials, as well as related information, from the point of origin to the point of consumption for the purpose of alleviating the suffering of vulnerable people. The function encompasses a range of activities, including preparedness, planning, procurement, transport, warehousing, tracking and tracing and customs clearance.</p>	<p>Aerial surveillance carried out</p> <p>Transport in support of rapid and in-depth assessment coordinated</p> <p>Transport for relief supplies to affected population coordinated</p> <p>NDMO along with the Ministry of Finance and Public Works provides on-going logistical support towards reconstruction.</p>	<p>Inventories (consolidation of resources available among partners and cluster members)</p> <p>Coordinate with Department of Public Works on rehabilitation of critical infrastructure including roads and bridges</p> <p>Transportation (emergency road network, land, sea and air) □□this includes road clearing and provision of equipment and machines (and if required fuel) to provide the needed access and mobility for all cluster operations.</p> <p>Warehousing.</p> <p>Tracking of deployed items.</p>
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Shelter Management  (At this stage Shelter and NFI Cluster has not been established in Vanuatu)	Red Cross Society and International Red Crescent	Shelter Cluster main goal is to provide shelter and protection to affected community	Advice on the appropriate shelter for emergency purposes  Negotiate for international support towards shelter sector	Provide temporary shelters including: Tarpaulin or Family tent  Camp management  Evacuation centres management
Communication & Media  (Currently feed under Logistic Cluster )	Lead Agency : Telecom Regulation Regulator (TRR)  Core Lead: Vanuatu Broadcasting and Television Corporation (VBTC)  Office of the Government Chief Information officer (OGCIO) TVL Digicel Daily Post FM107 FM96	SMART Goal for Communication & Media cluster is to ensuring that effective communication between the responding agencies and affected communities is reliable and sustainable during pre to post disaster event.	Media appeal  Dissemination of information's about the impact of a disaster  Dissemination of Early warning information	Media appeal for assistance to affected community  Assist the logistic cluster during the operation

Cluster Checklist for Month 1 activity planning during Cyclone season	
<b>All Clusters</b>	<p>Ensure key partners are included: government, UN agencies, NGOs, donors, private sector.</p> <p>Establish coordinated Information Management systems/tools.</p> <p>Share information with NEOC towards Situational Reports</p> <p>Coordinated rapid needs assessment (inter-Cluster).</p> <p>Gap analysis and prioritisation.</p> <p>Develop medium-term Cluster response plan and strategic operational framework</p> <p>Establish technical or working groups (on a needs basis).</p> <p>Agree and assign roles and responsibilities.</p> <p>Set Cluster principles and standards</p> <p>Coordinated comprehensive (sectoral) assessment.</p> <p>Formulation of advocacy messages.</p> <p>Establish on-going process for monitoring and review.</p> <p>Address requirements for emergency and contingency planning</p> <p>Share sector data and analysis with NDMO towards Sitreps</p> <p>Share sector data and analysis with NDMO towards Humanitarian Action Plan (HAP)</p>

## ANNEX D: EMERGENCY CONTACTS

NAMES	POSITIONS	VoIP EXTS.	PHONE NBRS.	EMAIL ADDRESSES	STATIONS
Ministry of Climate Change and Natural Disaster					
Administration		VOIP	Direct Line: 24686		Nambatu
Jotham Napat	Director General	5450	7757286	<a href="mailto:jnapat@vanuatu.gov.vu">jnapat@vanuatu.gov.vu</a>	
	Chairman - NDC				
VMGD					
Forecast			Direct Line: 22932		
Public Weather	Public Weather	5281	22932		
AV/TC/Marine	AV/TC/Marine	5282	22932		
David Gibson	Acting Director	5284	5344091 / 22932	<a href="mailto:dgibson@meteo.gov.vu">dgibson@meteo.gov.vu</a>	
Fred Jockley	Principal Sc. Officer		7793695	<a href="mailto:fjockley@meteo.gov.vu">fjockley@meteo.gov.vu</a>	
Moirah Yerta	Principal Sc. Officer	5372	7793696	<a href="mailto:myerta@meteo.gov.vu">myerta@meteo.gov.vu</a>	
Allan Rarai	Senior Met. Officer	5281/5282	5340941	<a href="mailto:ararai@meteo.gov.vu">ararai@meteo.gov.vu</a>	
Kalo Abel	Weather Forecaster	5281/5282	7793700	<a href="mailto:akalo@meteo.gov.vu">akalo@meteo.gov.vu</a>	
Ian Huri	Weather Forecaster	5281	7793699	<a href="mailto:ihuri@meteo.gov.vu">ihuri@meteo.gov.vu</a>	
Nelson Napat	Weather Forecaster	5281	7793701	<a href="mailto:yannlsn@yahoo.com">yannlsn@yahoo.com</a>	
Tom Natik	Weather Forecaster	5281	7731412	<a href="mailto:Naim10tom@yahoo.com">Naim10tom@yahoo.com</a>	
Levu B. Antfalo	Weather Forecaster	5281	5639875	<a href="mailto:levuboaz@yahoo.com/la">levuboaz@yahoo.com/la</a> <a href="mailto:ntfalo@meteo.gov.vu">ntfalo@meteo.gov.vu</a>	

NAMES	POSITIONS	VoIP EXTS.	PHONE NBRS.	EMAIL ADDRESSES	STATIONS
National Disaster Management Office					
Shadrack Welegtabit	Director	5301	7771926 / 5393698	swelegtabit@vanuatu.gov.vu shadweleg@hotmail.com	Nambatu
Peter Korisa	Operation Manager	5299	7748994/5370084	pkorisa@vanuatu.gov.vu/peter korisa911@gmail.com	
Zoe T. Ayong	Research Planning		5439972	zayong@vanuatu.gov.vu touteniaky@gmail.com	
Noel Steven	Training & Awareness	5300	7750119 / 5401298	steven.noel606@gmail.com	
Alice Iarem	DRR Officer	5371	7774307	alijenkins14@gmail.com	
Peter Joseph	Administration	5371	7741122	pjoseph@vanuatu.gov.vu	
Philip Meto	Provincial Disaster Liaison Officer	5300	5680710	pmeto@vanuatu.gov.vu	
Police					
Job Esau	Acting Police Commissioner	4194	5333650/33450	jesauwate@vanuatu.gov.vu	VANSEC
Major Terry Tulang	Acting Comm. (VMF)	4828/4829	5333650	ttulang@vanuatu.gov.vu	
Sup. Samson Miller	JPOC (POLHQ)	4062	5333650	smiller@vanuatu.gov.vu	
Vake Rakau	Crime Prevention	2839	5333650	vrakau@vanuatu.gov.vu	VCSP
John M. Taleo	Deputy police Commissioner	4073	5333650	jmtaleo@vanuatu.gov.vu	MALA Base
Ministry Internal Affairs corporate Service					
George Bogiri	DG - MOIA		22252/25768	gbogiri@vanuatu.gov.vu	MOIA

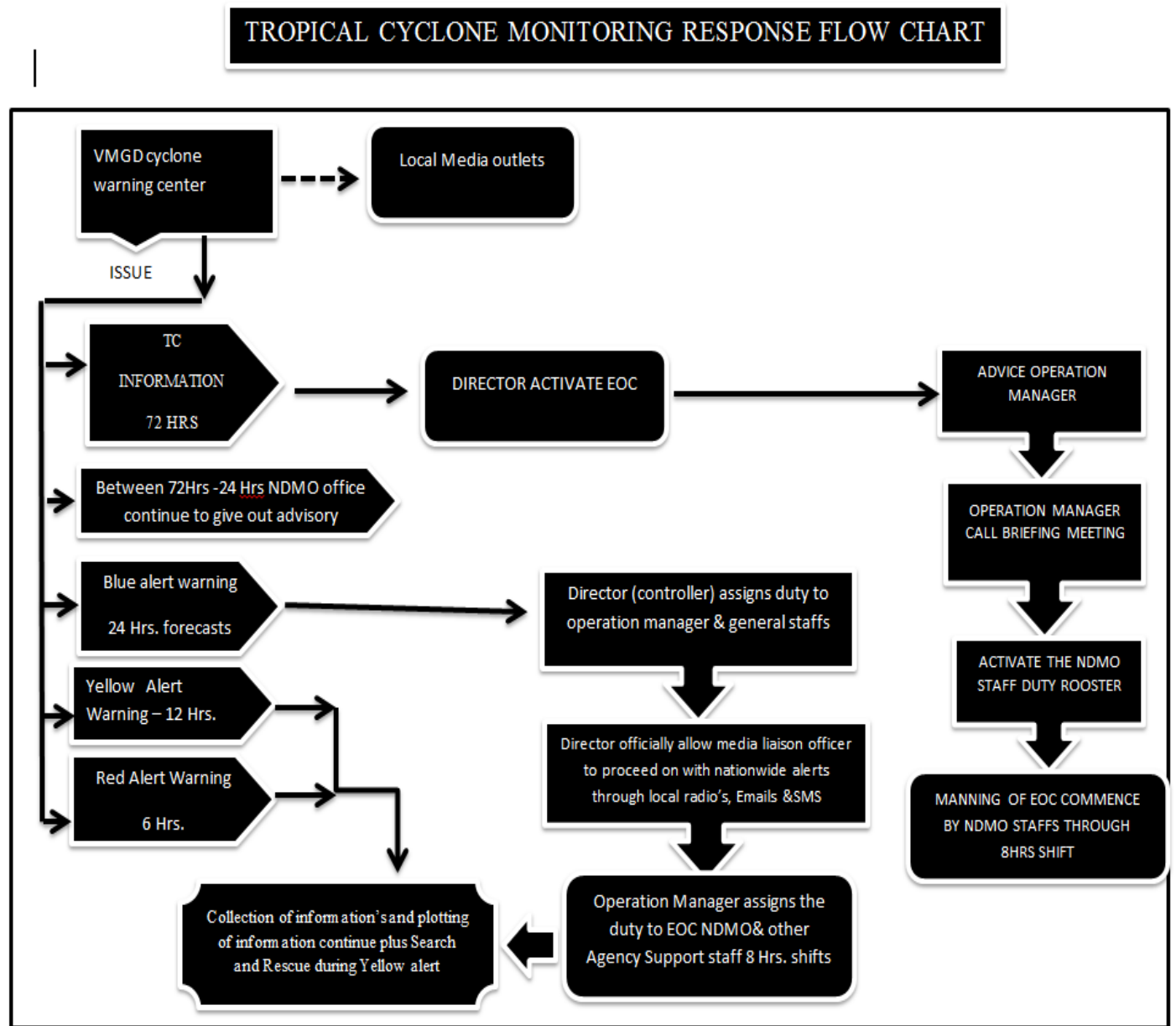


Jeffry Markson	Manager Human Resource	3145	27667/7757543	<a href="mailto:jmarkson@vanuatu.gov.vu">jmarkson@vanuatu.gov.vu</a>	MOIA
	Manager Finance	3137	27667/7745268	<a href="mailto:lshem@vanuatu.gov.vu">lshem@vanuatu.gov.vu</a>	MOIA
Jones Ephraim	Executive Officer	<b>3138</b>	<b>27667/7740116</b>	<a href="mailto:jephraim@vanuatu.gov.vu">jephraim@vanuatu.gov.vu</a>	MOIA
Department Of Local Authority					
CherolAla	Director	3155	24659/7742533	<a href="mailto:cherolaladpa@yahoo.com">cherolaladpa@yahoo.com</a>	Provincial Affairs
Sakaria Daniel	Secretary General		36712/36396	<a href="mailto:sanma@vanuatu.com.vu">sanma@vanuatu.com.vu</a>	Sanma
Georgewin Karae	Secretary General		38348/38415 Mob; 7744565	<a href="mailto:Penama@vanuatu.com.vu">Penama@vanuatu.com.vu</a>	Penama
Edward Kaltamat	Acting SG		48543/48491 Mob: 7761496	<a href="mailto:ekaltamat@vanuatu.gov.vu">ekaltamat@vanuatu.gov.vu</a>	Malampa
Raynold Surmat	Secretary General		5414192		Tafea
Ketty Napwatt	Secretary General		88664 Mobile: 7782558/ VOIP: 8201	<a href="mailto:knapwatt@vanuatu.gov.vu">knapwatt@vanuatu.gov.vu</a>	Torba
Michael Kalworai	Secretary Genera		22752		Shefa
Ministry Of Health					
Viran Tovou	Acting DG		22512/26204	<a href="mailto:vtovu@vanuatu.gov.vu">vtovu@vanuatu.gov.vu</a>	MOH
Meriam Ben	Planning Officer	2046		<a href="mailto:mmersek@vanuatu.gov.vu">mmersek@vanuatu.gov.vu</a>	
Hensley Garae	Doctor		22100 5400314	<a href="mailto:hgaraeliu@vanuatu.gov.vu">hgaraeliu@vanuatu.gov.vu</a>	Central Hospital
Leipakoa Matariki	Nursing Manager		22100	<a href="mailto:Imatariki@vanautu.gov.vu">Imatariki@vanautu.gov.vu</a>	Hospital Emergency Unit
Other Line Ministries Director General's					
Johnson Naviti Marakipule	DG - PMO		22413/7732321	<a href="mailto:jnaviti@vanuatu.gov.vu">jnaviti@vanuatu.gov.vu</a>	PMO
Howard Aru	DG - MALQFF	3260	23406/7741902	<a href="mailto:haru@vanuatu.gov.vu">haru@vanuatu.gov.vu</a>	MOAFF
Jessy Dick	DG - MOE	4650	22309	<a href="mailto:jdick@vanuatu.gov.vu">jdick@vanuatu.gov.vu</a>	MOE
Viran Tovv	DG - MOH		22512	<a href="mailto:vtovu@vanuatu.gov.vu">vtovu@vanuatu.gov.vu</a>	MOH
Joe Ligo	DG - MOJCS		23105	<a href="mailto:jligo@vanuatu.gov.vu">jligo@vanuatu.gov.vu</a>	MOL
Johnny Koanapo	DG - MOFA	3094	27045/27046	<a href="mailto:jkoanapo@vanuatu.gov.vu">jkoanapo@vanuatu.gov.vu</a>	MOFA
George Maniuri	DG _ MFEM	1681	23032/27937	<a href="mailto:gmaniuri@vanuatu.gov.vu">gmaniuri@vanuatu.gov.vu</a>	MOFEM
Johnson Binaru	DG - MIPU		22790/27714/23266/2 25282	<a href="mailto:jbiauma@vanuatu.gov.vu">jbiauma@vanuatu.gov.vu</a>	MIPU
Department of Agriculture					
James Wasi	Deputy Director	4996	7755677	<a href="mailto:jwasi@vanuatu.gov.vu">jwasi@vanuatu.gov.vu</a>	Tagabe – Agriculture station
Peter Iesul	Farming System Officer		7761695	<a href="mailto:piesul@vanuatu.gov.vu">piesul@vanuatu.gov.vu</a>	
Antoine Rovo	Prov. Agri. officer		7763348	<a href="mailto:aravo@vanuatu.gov.vu">aravo@vanuatu.gov.vu</a>	
Department of Finance & Customs Inland Revenue					
Letlet August	Director		24543	<a href="mailto:laugust@vanuatu.gov.vu">laugust@vanuatu.gov.vu</a>	Dept. Of Finance
Primrose Toro	Financial Controller		24543	<a href="mailto:ptoro@vanuatu.gov.vu">ptoro@vanuatu.gov.vu</a>	
Nigel Malosu	Budget Manager		24543/Ex 1078/5985384	<a href="mailto:nmalosu@vanuatu.gov.vu">nmalosu@vanuatu.gov.vu</a>	
Harold Tarosa	Principal Officer		24544	<a href="mailto:htarosa@vanuatu.gov.vu">htarosa@vanuatu.gov.vu</a>	Customs and inland revenue
George Pakoa	Compliance Senior Officer		24544	<a href="mailto:gpakoa@vanuatu.gov.vu">gpakoa@vanuatu.gov.vu</a>	
Airport Vanuatu					
Graham	Acting Operation		5544415	<a href="mailto:gnaipini@airports.vu">gnaipini@airports.vu</a>	Airports

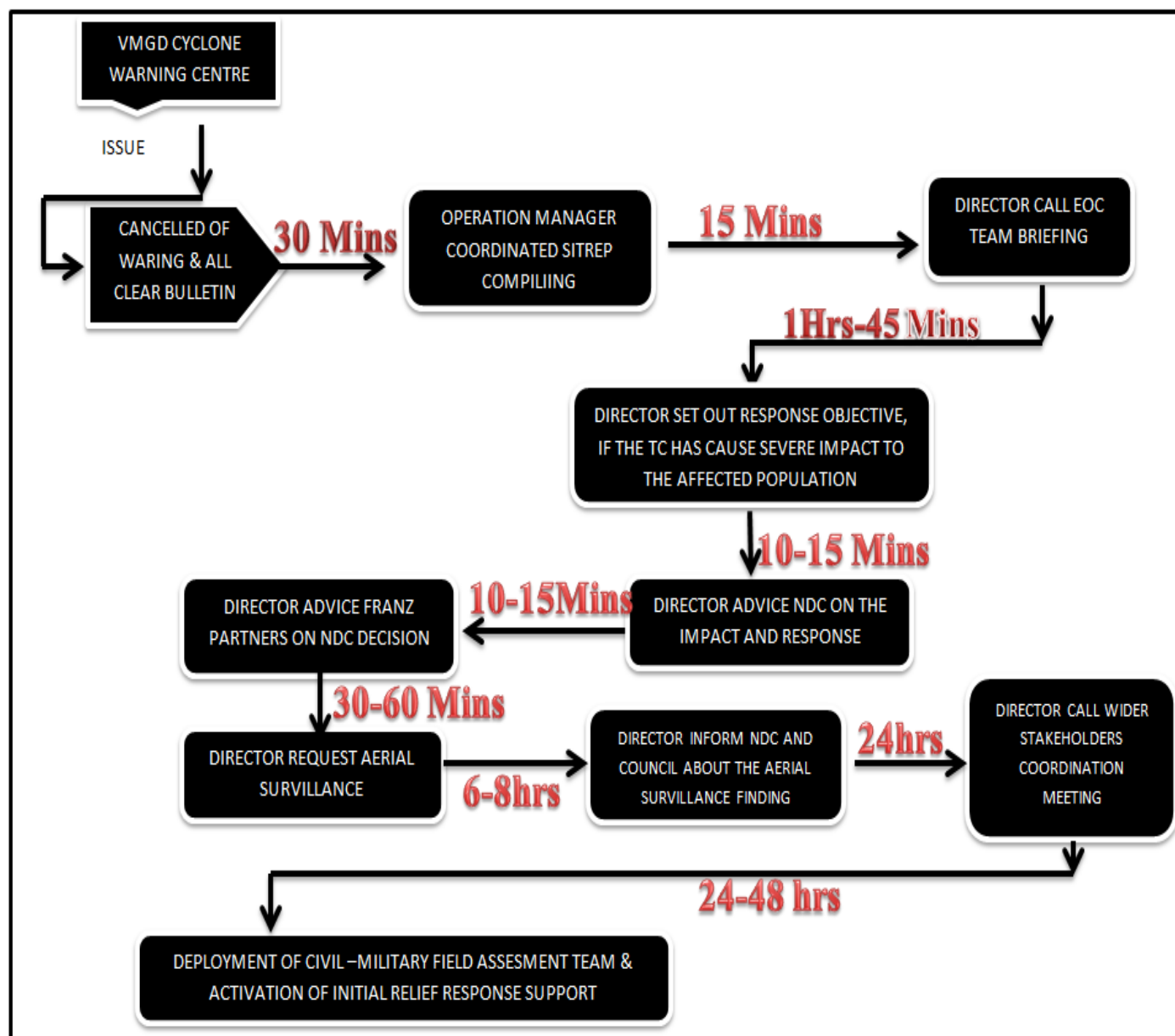
Nalpini	Manager		678 -5547402		Vanuatu
Lindsay Taylor	Airport Ctrl Manager/ATC		Mob: 5544409	<a href="mailto:Haylor@airports.vu">Haylor@airports.vu</a>	AVL
Jackie Lagati	D/Air Traffic Ctrl Manager		Mob: 5572128	<a href="mailto:jltrit@airports.vu">jltrit@airports.vu</a>	Airports Vanuatu
Ports Authorities					
Henry Brown Worek	Acting Director		7743972	<a href="mailto:hworek@vanuatu.gov.vu">hworek@vanuatu.gov.vu</a>	Main wharf
FRANZ PARTNERS					
AUSTRALIAN HIGH COMMISSION					
Jeremy Bruer	High commissioner	Ext 103	Office: 23341/22777 Home: 22897 Mob: 7743132/5543132	<a href="mailto:Jeremy.Bruer@dfat.gov.au">Jeremy.Bruer@dfat.gov.au</a>	Port Vila - opposite Parliament
Tanya Parkin	Deputy High Com	Ext 104	Home: 22667 7743084/5543084	<a href="mailto:Tanya.Parkin@dfat.gov.vu">Tanya.Parkin@dfat.gov.vu</a>	
Kevin Smith	1 <sup>st</sup> Secretary	Ext 154	Home: 23083 Mob: 5543972	<a href="mailto:Kevin.smith@dfat.gov.au">Kevin.smith@dfat.gov.au</a>	
Adelaide Worcester	2 <sup>nd</sup> Secretary	Ext 114	23145 Mob: 7743095	<a href="mailto:Adelaide.Worcester@dfat.gov.au">Adelaide.Worcester@dfat.gov.au</a>	
Simon. Flores	Counsellor, Development Cooperation	Ext 131	Work: 22777 Phone: 678-5541670	<a href="mailto:Simon.flores@dfat.gov.au">Simon.flores@dfat.gov.au</a>	
Patrick Haines	AusAid		Work:26965 Home: 23083 Mob: 7747978	<a href="mailto:Patrick.Haines@ausaid.gov.au">Patrick.Haines@ausaid.gov.au</a>	
NEW ZEALAND HIGH COMMISSION					
Georgina Roberts	High Commissioner	Ext 110	Office: 27198 Home: 23887 Mob: 7743887	<a href="mailto:Georgina.Roberts@mfat.govt.nz">Georgina.Roberts@mfat.govt.nz</a>	Tassiriki
Helen Tunnah	Deputy High Com	Ext 108	Home: 26808 Mob: 7756808	<a href="mailto:helen.tunnah@mfat.govt.nz">helen.tunnah@mfat.govt.nz</a>	Tassiriki Lagoon
Mikaela Nyman	Development Counsellor		Home: 22933 ext125 Mob: 7796019	<a href="mailto:mikaela.nyman@mfat.govt.nz">mikaela.nyman@mfat.govt.nz</a>	Ellouk Drive
Jimmy Nipo	Development Programme Coordinator		Office: 22933 Mob: 7776253	<a href="mailto:Jimmy.nipo@mfat.govt.nz">Jimmy.nipo@mfat.govt.nz</a> <a href="mailto:jnanuman@gmail.com">jnanuman@gmail.com</a>	Beverly Hills
FRENCH EMBASSY – Follow up here					
Alain du Boispean	Ambassador		Home: 22774 Direct: 28735 Sat: 00881641435724	<a href="mailto:alain.du.boispean@diplomatie.gouv.fr">alain.du.boispean@diplomatie.gouv.fr</a>	Port Vila Down town
Marie-Pierre Giron	First Counsellor		Work: 28737 Mob: 7747947	<a href="mailto:marie-pierre.giron@diplomatie.gouv.fr">marie-pierre.giron@diplomatie.gouv.fr</a>	
Marie-Christine David Tanaka	Consul Adjoint		28700-28749 Mob: 7766371	<a href="mailto:Christine.david-tanaka@diplomatie.gouv.fr">Christine.david-tanaka@diplomatie.gouv.fr</a>	
French Red Cross & Vanuatu Red Cross					
Jacqueline Deroin de Guilande	CEO - VRC		Mobile: 678- 7743029 Work: 678- 27418	<a href="mailto:Ceo-redcross@vanuatu.com.vu">Ceo-redcross@vanuatu.com.vu</a>	NambatuL ni Highway
Augustine Garae	DM officer Vanuatu red cross		Mob: 7746392 Work: 678-27418	<a href="mailto:disaster-redcross@vanuatu.com.vu">disaster-redcross@vanuatu.com.vu</a>	Nambatu Lini High way
Peace corps & Non-Government Organizations					
Keith Honda	Country Director		678-26160	<a href="mailto:khonda@vu.peacecorps.gov">khonda@vu.peacecorps.gov</a>	Peace

			<b>Mob: 5543057</b>		Corps
Gerard Ganada	HEA Director		Work: 678-22161 Cellp: 678-5915678	<a href="mailto:Gerar_ganaba@wvi.org">Gerar_ganaba@wvi.org</a>	
	Country Director		678-5551006		Save the Children Australia
Collin Collet	Country Director		Phone: 25786/26930		OXFAM
Mark Le Roux	Country Director		Work: 678-25500 Mobile: 678 5649461	<a href="mailto:mleroux@adra.org.vu">mleroux@adra.org.vu</a>	ADRA Vanuatu
Inga Mephram	Program Director		678-5989103	<a href="mailto:ingvar.anda@careint.org">ingvar.anda@careint.org</a>	Care international Vanuatu
					VHT – NDMO office
Paolo Malatu	VHT National Coordinator		678-5963111	<a href="mailto:Van.humanitarian.team@careint.org">Van.humanitarian.team@careint.org</a>	
<b>UN Agencies &amp; Intergovernmental Organizations</b>					
Diane Araki	Chief of Office		678-24655 <b>Mob: 5545300</b>	<a href="mailto:Daraki.unicef@gmail.com">Daraki.unicef@gmail.com</a>	UNICEF Office Equity Building
Patrick Shing	Field Officer		Mob: 7741206	<a href="mailto:Pshing.unicef@gmail.com">Pshing.unicef@gmail.com</a>	
Christina Lulu	Education in Emergency Officer		Mob: 7775809	<a href="mailto:clulukarae@unicef.org">clulukarae@unicef.org</a>	
Emily Niras	Logistic & Field Officer		Mob: 7720211	<a href="mailto:eniras@unicef.org">eniras@unicef.org</a>	
Hilson Taoliu	UNICEF WASH REP		Mob: 689-7754140	<a href="mailto:htoaliu@unicef.org">htoaliu@unicef.org</a>	
Keith Honda	Country Director		Work: 678- 25500 Mob: 678-554-3057	<a href="mailto:khonda@peacecorps.gov">khonda@peacecorps.gov</a>	

## Annex E- FLOW CHARTS



## TROPICAL CYCLONE INITIAL RESPONSE FLOW CHART



NATIONAL DISASTER MANAGEMENT OFFICE MINISTRY OF CLIMATE, VMGD AND NATURAL  
DISASTER PORT VILA

