[Insert Provincial Flag]

PROVINCIAL GOVERNMENT COUNCIL

PROVINCIAL GOVERNMENT

NATIONAL DISASTER MANAGEMENT OFFICE

NATIONAL ADVISORY BOARD on Climate Change and Disaster Risk Reduction
GOVERNMENT OF VANUATU

NATIONAL ADVISORY BOARD ON CC/DRR

2016

[Insert Province name] Provincial Disaster & Climate Response Plan

PLAN AUTHORIZATION

This Plan has been prepared by [Insert Province name] Provincial Government Council in pursuance of Section 11(1) of the National Disaster Act of 2000 and the National Climate Change & Disaster Risk Reduction Policy.

ENDORSED BY:

_____ **Date: / / 2016**

Mr. Judas Silas
Chairperson
Provincial Disaster & Climate Change Committee

This Plan is approved in accordance with Section 11(2) of the National Disaster Act 2000 and is in-line with the National Climate Change & Disaster Risk Reduction Policy 2015-2030.

APPROVED BY:

_____ **Date: / / 2016**

Mr. Shadrack Welegtabit
Director National Disaster Management Office
Ministry Of Climate Change and Disasters

_____ **Date: / / 2016**

Mr. David Gibson
Director VMGD Office
Ministry Of Climate Change and Disasters

_____ **Date: / / 2016**

Ms Anna Bule
Secretariat
National Advisory Board on Climate Change & Disaster Risk Reduction

_____ **Date: / / 2016**

[Name of SG]
Secretary General
[Insert Province name] Provincial Government

PREFACE

Disaster Risk Management (DRM) at provincial level is a dynamic process. In order to adequately respond to disasters, there must be a comprehensive and coordinated approach between national, provincial and community levels. This plan has been developed to provide guidelines on how to manage different risks in the province, taking into account the effects of the climate change that increase the strength of the hazard and potential impacts of future disasters.

This Provincial Disaster & Climate Response Plan (PDCRP) provides directive to all agencies on the conduct of Disaster Preparedness and Emergency operations. This plan has been formulated in compliance with section **9 Part 3 of National Disaster Act N0.31 of 2000 Section 11 subsection 5, and aligned with the National Climate Change & Disaster Risk Reduction Policy 2015-2030, Section 7.1.4.** The planning approach contained within focuses on a comprehensive hazard, climate change and disaster management strategy which clearly identifies and documents the essential organizational and procedural ingredients for adaptation to climate change effective prevention of, response to, and recovery from disasters.

The effectiveness of this document will depend on the ability of organizations and departments to understand its components, and also implement actions in accordance with the procedures listed and assigned disaster roles and responsibilities within their means of resources when need be. The affected communities are expected to produce supporting Community Disaster & Climate Change Plans in accordance with the Provincial Disaster & Climate Response Plan.

This document is subject to review based on experience of hazards and lessons learned from managing all hazards including those associated with Climate Change.

This plan is valid for 5 years from the date of approval by the Director of the National Disaster Management Office and the Vanuatu Meteorology and Geo-Hazards Department and the Secretariat of the National Advisory Board on Climate Change & Disaster Risk Reduction. The documents annexed to the Provincial Disaster & Climate Response Plan should be updated every year.

[Name of SG]
Secretary General – [Insert Province name] Provincial Government

LIST OF ABBREVIATIONS

ACS	Area Council Secretary
CDCCC	Community Disaster & Climate Change Committee
CRP	Community Response Plan
DRM	Disaster Risk Management
CCA	Climate Change Adaptation
CDP	Community Disaster Plan
CRP	Community Response Plan
EOC	Emergency Operation Centre
NAB	National Advisory Board on Climate Change & Disaster Risk Reduction
NDMO	National Disaster Management Office
PDCCC	Provincial Disaster & Climate Change Committee
PDCRP	Provincial Disaster Climate Response Plan
PDO	Provincial Disaster Officer
PEOC	Provincial Emergency Operation Centre
PIC	Person in Charge
SG	Secretary General
SOP	Standard Operating Procedure
TOR	Terms of Reference
VHT	Vanuatu Humanitarian Team
VMGD	Vanuatu Meteorology and Geohazard Department
VRCS	Vanuatu Red Cross Society

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SECTION 1. STRATEGY & SCENARIO BUILDING

1. Introduction

1.1. Mission Statement

The Provincial Council realises the value of disaster planning in ensuring that the economic, social and cultural wellbeing of the community is provided for. As such, the Council has made a commitment to increase the preparedness levels of the province to respond to natural events. This plan is a requirement of the National Disaster Act N0.31 of 2000 Section 11 subsection 1 (Annex 1), and its development has been planned in the National Disaster Management Office (NDMO) Strategy 2016 -2020 (Annex 2). This plan is also aligned with the National Climate Change & Disaster Risk Reduction Policy 2015-2030, Section 7.1.4.

This Provincial Disaster & Climate Response Plan (PDCRP) fits into the strategy of the National Disaster Plan (2010) as mentioned in section 3.10 (Annex 2). The National Disaster Plan describes the communication links between the provincial and the national levels, especially for early warning system, Emergency Operational Center (EOC) activation, assessment reporting and distribution processes.

1.2. Purpose, Scope and Objectives

This plan has been developed to assist the Provincial Disaster and Climate Change Committees (PDCCC) to coordinate Disaster Risk Management work. As described in the National Disaster Plan, PDCCC should "*[…] ensure risk reduction is part and parcel of Provincial sustainable development plans*". That means that disaster preparedness, including climate change adaptation, has to be mainstreamed in the 5-year provincial development plan in every sector.

The PDCRP is a general document presenting a multi-hazard risk approach. When a province has to face an exceptional risk that, though unlikely, would have catastrophic consequences, a contingency plan has to be developed in addition of the PDCRP and annexed to it.

Following the recommendation of the National Disaster Plan, the PDCRP is focused on response. The response phase described in the present plan covers early warning and adaptation, damage assessment and reporting, response (relief distribution…), and early recovery phases. The long-term recovery plan that could be needed in case of a major disaster would have to be specific, and is not addressed here. This document will be developed when the situation requires it.

Standard Operating Procedures (SOPs) are annexes to the PDCRP, to guide the PDCCC during the response. These SOPs are developed at national level to ensure the consistency of the action on the whole territory.

The Provincial Disaster and Climate Response Plan should take into account the existence and/or the development of Community Disaster Plan (CDP) integrating the Community Response Plan (CRP) in the definition of the provincial response options. The CDPs are developed in the main disaster prone areas by the Community Disaster and Climate Change Committee (CDCCC) with the support of DRM stakeholders. During an emergency, the CRPs are activated in coordination with the PDCRP.

The objectives of the Provincial Disaster and Climate Response Plan are:

- To enable effective community-based climate change adaptation.
- To develop disaster scenarios according to the threats existing in the province.
- To set response options according to the scenarios developed.
- To adapt and formalise at provincial level the national procedures in term of communication and coordination (early warning system, EOC, assessment, logistic etc.).
- To plan the mobilisation of resources in preparation of disaster emergency.

1.3. Methodology

The PDCRP is developed through a participatory approach by consulting the PDCCC members and the Area Council Secretaries (ACS) to ensure the ownership of the document and its consistency with the provincial capacities.

The development of the PDCRP is a process supervised by NDMO, NAB, PDCCC and DRM stakeholders. It is based on an initial workshop including:

- Training: The PDCCC members are trained on their roles and responsibilities, SOPs on early warning system, coordination of the Provincial Emergency Operation Center (PEOC), damage and need assessments etc.
- Consultation: A consultation with the PDCCC is organised to define the disaster scenarios, the response options adapted to provincial context, and develop a response preparedness plan.

Following the consultation, the PDCRP is compiled, tested and evaluated through a Simulation Exercise (SimEx), to be adjusted and finalised. The final edition is endorsed by the PDCCC chairman and approved by both directors from NDMO and Vanuatu Meteorology and Geohazard Department (VMGD) and the National Advisory Board on Climate Change & Disaster Risk Reduction (NAB).

The plan has to be updated at least once a year to ensure that some annexes such as the contact list, the SOPs, the communication trees are correct.

The plan has to be fully reviewed every 5 years to ensure its consistency with the provincial capacities and the national legislation. New consultation workshop and simulation exercise have to be organised in this timeframe.

2. Situational Overview

This part describes briefly the overall situation of the province in terms of geographic situation, demographics & socio-economic conditions.

Geography
Demography
Province headquarter situation
Infrastructures and services
Livelihood

3. Hazard Risk & Vulnerability Profile

This part describes the hazard, risk and vulnerability situation of the province.

3.1. Historic Disaster Timeline

It is important to understand the natural hazard the inhabitants are living with, and the potential threats it can cause to the communities, the environment, economic and social services. A description of the historical data is essential to have a good overview of the natural hazard that can impact the province.

A table presented in Annex 4 summarizes the previous disasters that occurred in the province. The columns provide the following information for each hazard:

- **Description of the hazard**: Describe type of hazard, intensity, date & location.
- **Damage and loss**: Provide description and figures as much as possible on the following elements: impacted population, damages on individual proprieties and infrastructures, impacts on livelihood and economic sectors…
- **Response:** What actions have been taken during and after the disaster?

Analysis:

3.2. Hazard Profiles

This subsection gives an overview of the existing hazard in the province that could be a threat for the population or the economic activities. The description is based on the scientist and social knowledge of each hazard.

Cyclone

Severe weather / Flooding / Landslide

Earthquake

Tsunami

Volcano

Fire

Drought

Climate Change

Accident (Search and rescue, boat capsizing, air craft accident, marine oil spill, industrial etc.)

Health (Epidemic)

3.3. Disaster Scenarios

This subsection describes the disaster scenarios that could potentially occur in the province. They are established by the PDCCC according to the historical events and the hazard profile of the province.

For each hazard different kind disaster scenarios can be considered. They are defined according to the strength of the hazard, the level of loss & damage and the response capacities available.

Three levels of disaster scenarios are considered:

- **BEST - CASE SCENARIO**
  - *Limited impact (1 village) - few damages*
  - *The community can recover by itself in few weeks*
- **LIKELY - CASE SCENARIO**
  - *Significant impact (one island or part of it) – Impacts on several sectors like livelihood or/and infrastructures.*
  - *Communities require support from the province and might recover in few months*
- **WORST - CASE SCENARIO**
  - *Severe impact (full province) – Impacts on livelihood and economic sectors, major damages and losses on infrastructures.*
  - *Communities require support from the national and international stakeholders and might recover in years.*

For each scenario, the following information is provided:

- **Hazard strength**: Category, strength of the hazard, area of impact, timing of the hazard (quick or slow onset)
- **Damage and losses**: Damage, figure of population/ number of community / area affected
- **Sector impacted:** e.g.. Health, water and sanitation, livelihood, agriculture, education…

Scenario	Hazard strength	Damage and loss	Sector impacted
Cyclone			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case		•	•
Earthquake			
Best-case	•	•	•
Likely-case	•	•	•

Worst-case	•	•	•

Tsunami			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case	•	•	•

Drought			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case	•	•	•

Fire			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case	•	•	•

Accident (boat seeking, industrial accident, marine oil spills etc.)			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case	•	•	•

Health (Epidemic)			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case	•	•	•

3.4. Risk Matrix

The risk matrix shows how each hazard scenario sits in regards to likely impacts caused (probable damage level) against the frequency of the hazard occurring.

Below is a matrix mapping the different hazards in the province. From the matrix, we can gauge the hazard that pose an extreme risk and that we need to spend time preparing for and those that pose a very low risk, hazards that can still occur but for which we only spend minimal time and resources planning for. This gives an idea of the hazards that potentially cause most damages and losses. Contingency plan could also be developed in case of high or exceptional hazard.

HAZARD RISK ANALYSIS MATRIX

PROBABLE DAMAGE resulting from the event if it occurs						
	CATASTROPHY					**EXTREME DISASTER RISK**
	CRITICAL				**HIGH DISASTER RISK**	
	SEVERE			**SOME DISASTER RISK**		
	MODERATE		**LOW DISASTER RISK**			
	MINOR	**VERY LOW DISASTER RISK**				
	LIKELIHOOD	**RARE**	**UNLIKELY**	**POSSIBLE**	**LIKELY**	**IMMINENT**

DEFINITION of LIKELIHOOD terms for use in this exercise……

RARE	Very unusual event not expected to occur more frequently that once in 500 years (such as meteorite strike or massive tsunami in some areas)
UNLIKELY	Unusual event not expected to occur more frequently that once in 100 years (Massive earthquake in some areas)
POSSIBLE	Occasional event expected to occur once in every 20 years (super cyclone)
LIKELY	Regular event expected to occur at least once in every 10 years (named cyclone or flooding)
IMMINENT	Scientifically predicted or expected to occur within 1- 5 years, (dam failure) months (some landslides, volcanic eruption) or even days (named cyclone tracking warning).

DEFINITION of PROBABLE DAMAGE terms for use in this exercise……

MINOR	No casualties, infrastructure not seriously affected, light impact on gardens, commerce and normal activities only slightly disrupted
MODERATE	Few casualties, infrastructure slightly damaged resulting in loss of basic services for less than one week. Normal activities disrupted for less than one week.
SEVERE	Several casualties, damaged infrastructure requiring significant assistance to repair, loss of some services for up to one month.
CRITICAL	Tens of casualties, severely damaged infrastructure, and housing, major disruption of basic services for up to 6 months. Businesses, government, and community activities are seriously disrupted causing massive displacement of population.
CATASTROPHY	Hundreds of casualties, widespread destruction of housing, infrastructure, government and private business systems and services. Loss or disruption of basic services may last more than one year leading to massive displacement or even abandonment of affected areas.

3.5. Vulnerability, Multi-Hazard and Disaster Risk Mapping

The disaster and climate risk mapping gives a spatial overview of the population and infrastructure exposure to a multi-hazard risk indicator. The disaster risk map is built during the PDCRP workshop with the knowledge of the PDCCC and not on scientific data. It is a decision aid tool for the PDCCC to analyse a situation during an emergency. It is empiric and should not be used for other purpose such as development of projects or activities.

The multi hazard risk indicator is based on analysis of the vulnerability and the multi-hazard exposure. This analysis is the result of the following equation:

Disaster Risk = Vulnerability x Exposure

The variable levels are determined by spatial criteria as follow:

- **Vulnerability**: Access to services (education, health, shipping, etc.), infrastructures (communication, transport, etc.), density of population (it increases the number of vulnerable people).
- **Multi-hazard exposure**: Intensity and frequency of hazard (based on historical data), number of hazard.

MULTI- HAZARD RISK INDICATOR MATRIX[1]

		Multi-hazard exposure		
		Low	**Medium**	**High**
Vulnerability	**High**			**High risk of disaster**
	Medium		**Medium risk of disaster**	
	Low	**Low risk of disaster**		

[1] The Multi-hazard Risk Indicator is based on a multi hazard spatial analysis which is different from the Risk Matrix (sub-section 3.4) that aims to rank the disaster scenarios based on their impacts and their frequencies.

The Island risk maps are in Annex 17.

Level of risk considered	Percentage of population at risk (Pop at Risk/Total Pop) x 100
High	
Medium	
Low	

4. Potential Humanitarian Consequences

This section presents the different planning assumptions/ disaster scenarios and the associated impacts in terms of figures and caseload, taking into consideration vulnerable groups, and how they would be affected.

4.1. Disaster triggers

Natural hazards such as heavy rainfalls, seasonal periods of drought and earthquakes are common throughout Vanuatu. For thousands of years, people have learned to live with them and to cope with their impacts.

It is only when people are unable to cope with a hazard, and need outside help, that it becomes a disaster.

The magnitude, or size, of a disaster depends on three factors:

1. The strength, or intensity, of the hazard.
2. The exposure of the community to the hazard, for example, for how long the hazard occurs, or whether the community is situated close to the hazard.
3. The impact of the community. This means the extent to which the community cannot cope with the impacts of the hazard.

The intensity of the disaster, the exposure and impact of the communities are three factors that, together, may trigger a disaster and may need a response from the PDCCC and their partners.

The table below summarises the main triggers for a response of each administrative level by type of hazard and indicates the SOPs that should be activated by the PDCCC.

Hazard	Trigger for disaster response			Linked SOP
	Community	Provincial	National	
Cyclone				
Severe weather / Flooding / Landslide				
Earthquake/ Tsunami				
Volcano				
Drought				

4.2. Population at risk

Men and women work together to raise their families, produce food, generate income and shape their community. But they often perform different daily activities to meet these goals. We need to recognize the different roles and needs of men and women, as it helps us understand their vulnerability to hazards and climate change.

Babies and infants are also vulnerable to hazards and climate change. International standards consider 5 the age limit of vulnerability. Children depend on their parents to carry them to safety, and are easily affected by diseases such as diarrhoea, malaria and dengue.

School children are also vulnerable. They are particularly susceptible to food and water security issues related to climate change. But they can move quickly and before the arrival of a hazard they can help to promote awareness, disseminate information, response to evacuations and prepare safe houses.

Elderly people are more likely to suffer from sicknesses and may have difficulty moving around. When an earthquake, a tsunami, a landslide, a flood or another rapid-onset hazard arrives, they cannot run to a safe place, and therefore are very vulnerable. After a cyclone, they are more vulnerable to water-borne and vector-borne diseases. If there are extreme temperatures or droughts, they often get dehydrated or suffer from heat stress.

Sick people are obviously unable to move quickly when a hazard strikes, particularly if they are weak and confined to their beds.

Those with disabilities are also more vulnerable to hazards and climate change. They require extra time to move from place to place, and may rely on the support of another person to get to the safe sites. Think about people who are blind, or who lack arms or legs, or who are mentally handicapped.

The table below indicates the specific **population exposed** to the hazard risk (which community, which kind of settlement) and the most **vulnerable people** (individuals) according to the types of hazards.

Hazard	Population exposed	Vulnerable people
Cyclone		•
Severe weather / Flooding / Landslide		•
Earthquake		•
Tsunami		•
Volcano		•
Drought		•
Health Epidemic		•
Accident		•
Fire		•

4.3. Cross-cutting issues

For each sector impacted, some other related sectors could be impacted directly or indirectly by the consequences of a disaster and ongoing climate change. The table below lists examples of the main cross-cutting issues that can appear after a disaster or climate event and that implicate different sectors.

Impacted sector	Other related sectors	Examples
Water and sanitation		•
		•
		•
		•
		•
Health		•
		•
		•
		•
Education		•
		•
		•
		•
Food Security & Livelihoods		•
		•
		•
Shelter		•
		•
		•
		•
		•

Communication / Infrastructure		•
		•
		•
		•
Protection / gender		•
		•
		•
		•

SECTION 2. OPERATION & RESPONSE PLANNING

The section 2 presents the strategy and the operational aspects of disaster and climate response by defining the following elements:

- Identification of priority needs to determine the response options.
- Definition of decision making and coordination procedures, specifying the membership, the roles and the processes linked to the different coordination bodies. The communication and reporting mechanisms described provide a framework for the implementation of the operations.
- Description of procedures according to the different phases of the response: early warning system, damage and need assessment, evacuation, distribution, life line services.

5. Priority Needs & Response Options

Based on the scenarios & potential humanitarian consequences, the table below identifies by sector (e.g. WASH, health, education, etc.) what are the:

- **Priority needs** that might arise after a disaster**:** *items, resources that might be needed by the population.*
- **Response options** that the province will address to these needs during emergency phase: *Operational material available, prepositioned stock to be distributed, stakeholders in capacity to support the response.*

The table considers the priority needs and response options for the three kinds of scenarios defined according to the response capacity of the administrative levels:

- **Best – case scenario**: isolated damages - can be managed at the community or area council level.
- **Likely – case scenario**: part of the province is affected – the disaster can be managed at the provincial level or with small support (some resources) from the national level.
- **Worst – case scenario**: the whole province is affected – the impact of the disaster requires national or international support to organise the response.

Sector of intervention	Priority Needs	Response Options	
Water and sanitation			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case	•	•	•
Health			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case	•	•	•
Education			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case	•	•	•
Food Security & Livelihoods			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case	•	•	•
Shelter			
Best-case	•	•	•
Likely-case	•	•	•
Worst-cast	•	•	•
Communication / Infrastructure			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case	•	•	•

Protection/gender			
Best-case	•	•	•
Likely-case	•	•	•
Worst-case	•	•	•

6. Decision Making & Coordination

This part describes the decision making and coordination mechanisms to manage an emergency. It defines the PDCCC and Provincial Emergency Operation Center (PEOC) membership as well as procedure for PEOC activation and agencies functions. Standard Operating Procedures (SOPs) annexed give additional information on roles and responsibilities of each stakeholder.

6.1. PDCCC Roles and Membership

The PDCCC roles are described in the Terms of Reference (TOR) of the PDCCC (Annex 5).
The PDCCC shall comprise the following province authorities and officers established in the province:

Stakeholders	Position	Name	Contact
Department of Local authority			
NDMO			
Department of Finance			
Department of Public works			
Biosecurity			
Department of Immigration			
Customs			
Department of Meteorology			
Department of Education			
Department of Geology Mines and Water Resources.			
Department of Forestry.			
Department of Fisheries			
Department of Agriculture			
Department of Livestock			
Department of Health			
Department of Cooperative			
Police			
Women Counselling Centre OIC			
Lands Tribunal Officer			
World vision			
Vanuatu Red Cross Society (VRCS)			
TVET			
Correctional Officer			
Air Vanuatu Agent			
Department of Youth & Sport			

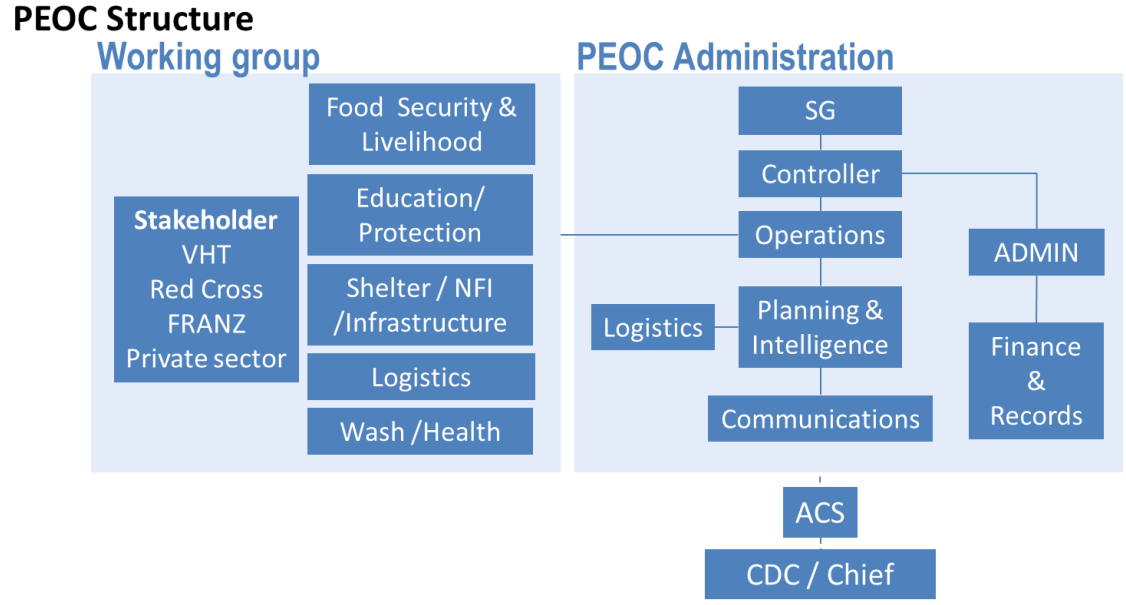
Council of Chiefs			
Church Council			
Provincial Government			
Tourism Manager			
Island Court Clerk			

6.2. PEOC

The Provincial Emergency Operations Centre (PEOC) is the main body of the emergency, response and early recovery coordination system. The PEOC has a dedicated working room located in the provincial headquarter office to organise its meetings. The PEOC roles are executed by the PDCCC under direct leadership of the Secretary General of the province:

- Communication
- Controller
- Operation
- Intelligence and Planning
- Logistics
- Finance and Records
- General Support & Administration
- Working Group

The roles are organised according to the following PEOC structure chart:



The PEOC provides centralized directions and controls for the following tasks:

- Communications and warnings
- Coordinate damage and need assessments operations
- Preparation of consolidated assessment reports and Situation Reports (SITREP)
- Maintenance of operational information and maps
- The coordination of all governmental departments, non-governmental organisations, private sectors and donors assistance.
- Logistic arrangement of relief supplies receipts and distributions as approved by National Disaster Committee.

PEOC is activated in case of emergency, once a warning or a first information report is received. Once activated, the PEOC operational manager will organise a duty roster to ensure that the PEOC is running round the clock.

The PEOC has 4 levels of activation:

- **Stage 1: Readiness**
  This will initiate preparation for the PEOC after receiving information from the NDMO or other emergency services.
- **Stage 2: Standby**
  This warning will initiate manning of the PEOC by skeleton staff on a part time basis.
- **Stage 3: Activation**
  Issued when an emergency or disaster has occurred and full activation of the PEOC on a part time basis.
- **Stage 4: Stand down**
  This will initiate termination of the PEOC and the recovery and rehabilitation activities can be implemented under normal procedures.

The PDCCC stays operational throughout the year working on extended preparedness activities such as data management, awareness and training, which is essential for the PEOC to be ready and efficient for crisis situations.

Refer to the Standard Operating Procedures PEOC SOP's (Annex 6 PEOC SOP) for more details.

6.3. Agencies Functions & Accountability

The agencies involved in the disaster management at the provincial level are the PDCCC and other stakeholders such as the Vanuatu Red Cross Society, Vanuatu Humanitarian Team (VHT) members, Vanuatu Climate Action Network (VCAN) members and private companies. They coordinate their support at provincial level by sectorial working groups.

The working groups are the counterpart of the sectorial clusters of the national level. They have an expertise and advisory roles. The table below indicates the memberships of the provincial departments and other stakeholders organised under the sectorial working groups:

Working group	Working group membership	Group Members
Water and sanitation & Health	•	•
Education & Protection	•	•
Food Security & Livelihoods	•	•
Shelter, NFI & Infrastructure	•	•
Logistics & Communication	•	•

The tasks of the stakeholders in disaster management at the provincial level are listed in the following table:

Stakeholders	Tasks		
	Early warning	Response	Early recovery
Provincial Secretary General/PDO PDCCC / PEOC			
Area Council Secretaries (ACS) & Community Disaster Committees (CDC)			
Water and sanitation & Health			
Education & Protection			
Food Security & Livelihoods			
Shelter, NFI & Infrastructure			
Logistics & Communication			

In accordance with the policies, concept and principles set out in this plan, all stakeholders and sector agencies are required to prepare for and manage the impacts of disaster and continue to provide services during and following disasters. They are also required to address the risks they face and avoid or mitigate risk contributing activities within their sector.

7. Communication & Reporting

Disasters create special demands for communication. In case of severe or widespread incidents, usual communication systems may be of no use to meet these demands by failing completely or partially.

If there is an event that requires Emergency Management, the primary communication system will be the public telephone / fax system and internet connection. The HF radio links with the ACS or directly with Community Disaster and Climate Change Committee (CDCCC) is used for area with no network.

Public Information is the deliberate, planned and sustained effort to establish and maintain mutual understanding between those managing the disaster and the community. In the event of an

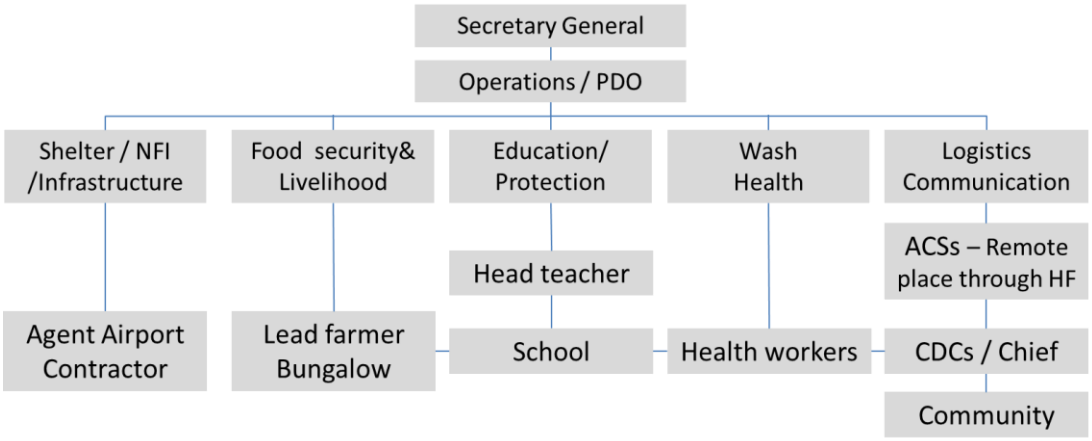
imminent or declared State of Local Emergency, an immediate requirement is to establish communications with the community by using local radio stations, and maintain that contact.

Establishing immediate communications with the community depends on the post event ability of the broadcasting system equipment and operators to cope with the situation. ACS will assist in the provision of public information. Media releases relating to the Emergency Management organization need to be authorized by the Secretary General (SG) unless otherwise delegated by the SG.

The information flow between the administrative level follows the bellow's chart:

However other communication channels could be used according to the specific need of the different emergency phase:

- **Early Warnings and information** from the NDMO and VMGD related to potential hazards need to be considered by PDCCC before being sent from the Province Office to Area Councils community level through all networks available. Each working group is responsible to relay the information and appropriate advice to its respective network follow the communications tree (Annex 6) below.



- **PEOC activation:** A PDCCC internal communication tree exists (Annex 7) to facilitate the information flow within the PDCCC, especially for the PEOC activation.
- **First community assessment** uses the normal communication tree. The CDCCC members are responsible for collecting accurate information on hazard threats and damages in the "First community assessment form" and to share it with the Area Secretaries. Area Councils Secretaries are responsible to collect "First community assessment forms" and share them with the PDCCC. The PDCCC compiles the Provincial initial assessment information in a report addressed to NDMO.
- **Technical assessment:** During Technical assessment, the technical assessment team works directly on the field with ACS and CDCCC and reports to the PDCCC that compiles and send the Provincial technical report to NDMO.
- **Response and recovery operations**: The PDCCC collects the response operation update from the stakeholders trough a coordination meeting and is responsible for sending situation reports (SITREP) to NDMO

A contact list including the key contacts is updated on a regular basis and tested at least once a year. (Annex 8 PDCCC & Key Stakeholder Contact List)

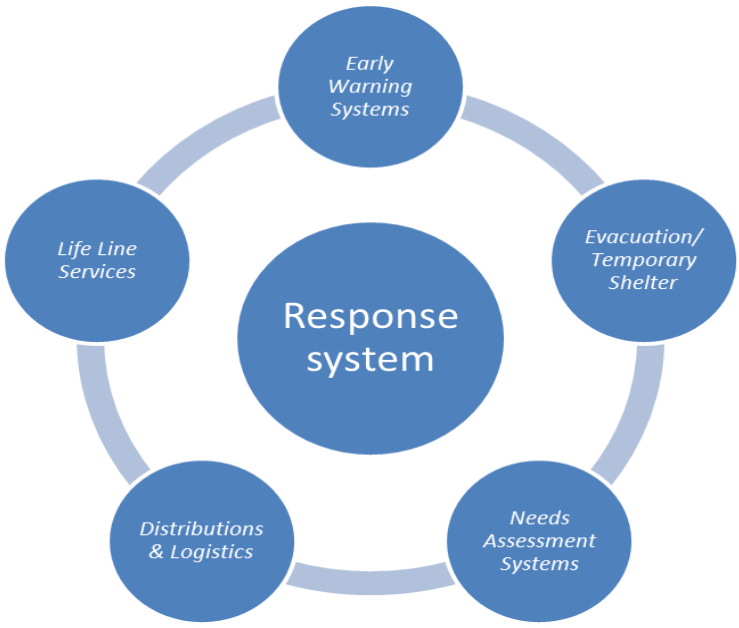
The PEOC Activation will follow the PDCCC internal communication tree presented below

(Please refer to Annex 7)

8. Response Systems & Procedures

This section summarises the process and procedure to be implemented during an emergency response.

The response system includes the components described in the chart below and these procedures are detailed in the following part.



The SOPs or guidelines are annexed to the PDCRP plan (when they are available) to provide detailed information about the procedure mentioned above. The SOPs are developed at the national level and are likely to be adjusted following the lessons learned during each emergency.

The standard formats used during operation and mentioned in this section are also annexed and have to be updated following NDMO requirements.

8.1. Early Warning Systems

The hazard monitoring and early warning systems are supervised by the VMGD.
There are different levels of information communicated by the VMGD according to the hazard and the timing of the potential impact. Base on the VMGD information's, NDMO formulates recommendations for the emergency management.
The different alerts are summarised in the table below:

Hazard	Alert code	Means	Diffusion media	Responsible
Cyclone	Information	There is a cyclone or a tropical low forecast to reach Vanuatu boundary within 2 days.	mail list, SMS, Radio, Television, Website.	VMGD
	Advisory	There is a cyclone or a tropical low forecast to reach Vanuatu boundary within 1,5 days.		
	Warning	A days before a cyclone reach Vanuatu land		
	Warning Blue alert	A days before a cyclone reach Vanuatu land Preparedness phase	SMS, Radio, Television	NDMO
	Warning Yellow alert	Half day before a cyclone reach Vanuatu land Evacuation phase		
	Warning Red alert	Cyclone is striking. Containment phase		
Heavy rain Rough sea Flood Drought Landslide	Warning	Be prepared for this hazard	mail list, Radio, Television Website.	VMGD
Earthquake / Tsunami	Information	A earthquake happen without tsunami	SMS, Radio, Television, Website, email list	VMGD
	Advisory	A small tsunami could happen.		
	Warning	Go quickly on a high place		
Volcano	Level 0	Normal	SMS, Radio, Television, Website, email list	VMGD
	Level 1	Signs of volcanic unrest		
	Level 2	Major unrest		
	Level 3	Minor eruption		
	Level 4	Moderate eruption		
	Level 5	Very large eruption		

8.2. Damage and Needs Assessment Systems

The damage and need assessment is operated when the scale of a disaster overwhelms the capacity of response of the affected communities. The assessment is realised to prepare the response activities. Depending on the magnitude of the disaster, two different types of assessment could be carried out:

- **First community assessment**

  It is the minimum assessment report that should be done if the community needs support. It is under the responsibility of the CDCCC (or the chief if there is no CDCCC) to do this assessment within three days after the disaster event, using the standard form developed for this purpose (Annex 9). A quick assessment report could be sent in first instance to the ACS, then to the PDCCC.

  The PDCCC are responsible to compile the whole information of the province in a data base, analyse it, and produce a first assessment report. This report should describe the damages existing in the province per sector and formulate recommendations. The recommendations could list some response options and/or ask from further technical assessment to address specific needs.

- **Technical assessment**

  This assessment is required if the damages and needs assessed during the first phase are too specific and have to be further completed. In this case, a team is deployed on the field to gather technical information to be able to formulate responses to the disaster impact.

  The team is composed of provincial senior level officers specialized in sectors (such as health, water supply or shelter engineering, communication, etc.) according to the specific needs identified in the different areas. The team could also involve officers from national or international organisations as counterparts of the provincial officers. The ACSs coordinate the technical assessment team on the field and put them in direct contact with the CDCCC (or with the chief if there are no CDCCCs).

  Each team will develop a technical assessment report. The general technical assessment gathering all the information collected on the field is submitted to the NDMO. The Technical assessment report should contain the following basic elements or activities:

  - Human and material damages
  - Resources availability and local response capacities
  - Options for relief assistance and recovery
  - Needs for national / international assistance

- **Quick response teams**

  The quick response teams are specialized personnel who are sent to reduce the number of lives impacted. To ensure that the quick response to urgent needs is not delayed, a comprehensive assessment has to be completed as soon as possible. The following teams must be sent to disaster sites or disaster affected areas as early as possible:

  - First Aid Team
  - Search and Rescue Team

8.3. Evacuation, Temporary shelter, Long Term Displacement

For safety reasons a population could be displaced for short, mid or long term. The movement are usually recommended and supported by the authorities. The Mass evacuation guideline (Annex 10) details the standards applicable in Vanuatu. There are different kinds of displacement that could happen during and after a disaster:

- **Evacuation**

  The evacuation is the action to move to a safer place during the time of the hazard striking. The need for evacuate a population to safe places will be determined after consideration by the PDCCC, using the information provided by the NDMO. For the most part, evacuations will only take place where there is a threat of volcanic eruption, tsunami or cyclone. There are facilities that have been identified for emergency accommodation, please see the resource list in List of evacuation centre/temporary shelter (Annex 11).

- **Temporary shelter**

  The temporary shelters are the locations used by the people that have seen their houses destroyed during a disaster event. It is a short term solution that lasts during the reconstruction time of the houses. The temporary shelters could be organised in existing buildings (church, schools, community hall…) or supported by the distribution of shelter kits for self-constructions. The province has to support the ACS and CDCCC to ensure that a minimum of standards are provided to people living in temporary shelters (like access to water and sanitation etc.).

- **Long term displacement**

  Long term displacement could happen after major disaster event when the level of risk becomes too heavy to allow the community to resettle in the same place. In this case, land conflicts could happen and the provincial authorities and the chiefs would have to work together to find solution. This kind of issues could be addressed in a specific contingency plan annexed to the PDCRP.

8.4. Distributions & Logistics

Emergency procurement of essential supplies is critical when dealing with an emergency. All goods and services purchased by the province on behalf of the SG and required for emergency purposes will be managed by the province Finance Officer. The SG has limited financial authority and can delegate financial authority to PEOC personnel on an "as and when needed" basis. On reaching the financial limit a request is made to the NDMO for the handover of financial responsibility.

Suppliers of goods and services purchased or requisitioned during an emergency are entitled to have their invoices or claims paid without undue delay, provided that the claim details are correct and the costs are reasonable. It shall be the responsibility of the Provincial Council to ensure that claims formulated by suppliers are paid either directly or through arrangements with the NDMO.

Costs incurred by government departments and statutory bodies in fulfilling their normal functions are met by those organizations. Should government departments, state owned enterprises or statutory corporations be used in any way other than performing their normal functions, they may charge for this service.

Supplies borrowed or requisitioned from other persons or organizations will be returned to the respective owners. Supplies drawn from Council stocks or purchased against Council shall be returned to stores or disposed of as deemed fit. Any supplies surplus to those supplied by the National Disaster Management Office shall be deemed to be the property of the NDMO.

Should unwanted, unsolicited supplies be sent to Province, these shall, if necessary, be returned by the same means. The Provincial Council will not accept responsibility for unsolicited supplies either in the province nor while in transit to or from the province.

It shall be the responsibility of the PDCCC to ascertain the reliability of food items and other relief supplies purchased or donated for emergency distribution.

8.5. Life Line Services

An earthquake will severely affect life lines (e.g. telecommunications, water, power, and roads) either through damage to the systems or overload. It is likely that roads will be cut, with disruption in the supply of water and power. Since it is not convenient to evacuate large portions of the population because of life line failure, people are expected to access water, food and basic necessities for themselves by stockpiling supplies to go through this period.

Volcanic eruption may affect life lines depending on its nature even a moderate eruption or one occurring in another area may cause water supply pollution, damage to crops and livestock. Cyclones may severely affect life lines through damage or pollution.

Floods will only affect life line services in specific areas that have been flooded unless a major life line carrier, e.g., bridge has been damaged. Other disasters will only have an intermittent effect on life lines.

SECTION 3. ADMINISTRATION & RESOURCE MOBILIZATION

This section deals with roll out process and resource mobilization plan, which are essential to carry out the tasks described in the plan and ensure its sustainability.

9. Response Preparedness

The response preparedness is crucial to ensure that the plan is updated, reviewed and utilised by the relevant PDCCC members.

9.1. Provincial Disaster Climate Response Plan Review

The PDCRP has to be tested and evaluated on a regular basis through simulation exercise. The plan has to be updated at least once a year to ensure that some element such as the contact lists, the SOPs, the communication trees are still valid.

The plan has to be fully reviewed every 5 years to ensure its consistency with the provincial capacities and the national legislation. New consultation workshop and simulation exercise have to be organised in this timeframe.

Proposals for amendment or addition to the contents of this plan should be forwarded to:

- **The Secretary General**

Name	*Contact*

- **Provincial Government Council**

Name	*Contact*

There may be additional hazard-specific plans if required to complement this document.

Annex 12; Gaua Contingency plan

Annex 13; Cyclone and Drought response plan

9.2. Simulation Activities

Disaster simulation exercises are an important part of assessing response capabilities and the effectiveness of existing plans. It is also an opportunity for the PDCCC members to be trained on the plan and its updates. These exercises should be organised at least every 2 years, unless specific aspects of the plan have been updated and /or there is a requirement to test the plan sooner.

9.3. Planning & Capacity Building

Disaster preparedness planning comprises all activities that can be done for risk reduction. Such activities that need to be undertaken by each department should be identified and compiled. These activities can be planned after ascertaining the condition and status of infrastructure, equipment and manpower at the disposal of each department.

The activities may include the creation of any new infrastructure facility for risk reduction, repair, retrofitting or upgrading of existing infrastructures procurement, hiring, or repairing of equipment recruitment, hiring, and training of volunteers or specialized manpower and preparation and dissemination of awareness raising and training materials focusing various target groups.

Agency	Actions
Provincial Secretary General/PDO	
Area Council Secretaries (ACS) & Community Disaster Committees (CDCCC)	
Water and sanitation & Health	
Education & Protection	
Food Security & Livelihoods	
Shelter, NFI & Infrastructure	
Logistics & Communication	

9.4. Humanitarian Partners & Programs

To assist the Provincial Council with activities on disaster risk reduction, climate change, food security and water security, programs that are undertaken by the humanitarian partners need to be registered with the Provincial Disaster Officer (PDO). The knowledge of coverage, capacity and activities taking place is important information for the PDO to gauge if communities have benefitted from preparedness activities and if they have, of what kind, and which communities need to be supported in future activities.

10. Resource Mobilization

Province needs money to execute the plan. This section presents how to manage the budget, how to map resources (staff, asset, stock etc.) already available and management procedure if money is raised through donation/external fund.

10.1. Surge Capacity

There needs to be an inventory of the strategically placed resources stockpiled for emergencies in the province (Annex 14 List of stock materials & NFI), which would be kept by the PEOC. An updated list of all registered volunteers also needs to be kept, either for logistics, distribution, assessment, information dissemination or qualified first aiders. (Annex 15 - List of trained volunteers and their contact information)

External surge capacity for logistics, personnel, communications, supplies, emergency equipment and expertise also needs to be determined in consultation with the NDMO. (Annex 16 Logistics capacity assessment)

10.2. Emergency Funds

Any recovery of emergency costs is managed by the NDMO.

The restoration process of community functioning, the ongoing protection and continuous assessment of the recovery process is the responsibility of the PDCCC and the Provincial Government.

10.3. Donations/External Funds Management

In the event of a major disaster, the possibility of setting up a disaster relief fund would be given by the NDMO, who would administer and allocate it.

List of participant of the consultative workshop

Name	Position	Organisation / department	Contact

List of annexes