INTRODUCTION

Throughout our history, emergencies and disasters have inflicted a heavy cost in human, material, and physical resources, and damage to the environment. They represent a potentially significant obstacle to economic growth and development.

A disaster is an event which disrupts the daily life of the population of a community or country and can result in substantial loss of life and social upheaval, leading to many persons becoming homeless, helpless and hungry. The situation is further aggravated by the disruption, dislocation or loss of vital economic production and national infrastructure including water supply, power and communication and transportation.

The government of Fiji has established a National Disaster Management Plan 1995, enacted a Natural Disaster Management Act 1998, and prepared hazard specific response plans/procedures such as the Cyclone Response Plan/Procedures. The Act, Plan and programmes are being implemented to prevent or mitigate the effects of hazards and events, to prepare for and respond to them, and to return the country and its people to normal and productivity.

However, it is important to mention that some of the policies, plans and programmes referred to in this information package may not exist in the National Disaster Management Plan, but for the purpose of the training, a sample of such programmes are mentioned as well. This is for the purpose of generating discussion and suggestions for its inclusion in the Fiji Disaster Management Plan.

This document and the feedback generated from exercises utilising this document should be used by all government departments, provincial governments, NGO, private industry and diplomatic missions as a guide for producing their own internal emergency procedures and response plans. These organisational plans and procedures must also be discussed with relevant Disaster Plans during the course.

Adequate procedures for dealing with emergency and disaster situations and relief measures must be planned prior to the event. Regular training must be conducted covering all aspects of emergency and disaster management. Careful planning must be in place to co-ordinate the effective use of resources, both human and physical, for the saving of lives and property, limiting damage to the environment, and the return to a normal life style as soon as possible.

Measures must also be in place to co-ordinate activities with regional and international organizations and to request and receive assistance from outside the country.

Finally, it should be noted that when referring to the content of this document, the reader should consider this document a draft and the information contained herein subject to change to meet the current situation in the country.
EXECUTIVE SUMMARY

LEGISLATION
The Natural Disaster Management Act was enacted in 1998, provides the authority for the National Disaster Management Plan and the disaster management system in Fiji.

POLICY
Pursuant to the National Disaster Management Plan, the government of the Republic of Fiji declares that it shall be the policy of the government to reduce suffering, the loss of life and property, and damage to the economy and environment caused by emergencies and disasters. This will be accomplished by:

• The establishment of appropriate mechanisms for the implementation of a National Plan.
• Working through a structure of national, divisional, district and community committees.
• Involving all of the agencies and organisations, government and non-government, who have an interest in or are capable of providing support to the plan implementation.
• The development and implementation of supporting plans and programmes as deemed necessary.

GOAL
A disaster culture will have been created that results in every citizen of the country participating in emergency and disaster prevention and preparedness to reduce the impacts of events to an acceptable level. Community capabilities to manage emergencies will be strengthened and expanded.

ORGANISATION
Organisations
The National Disaster Management Office (NDMO) has primary responsibility for coordinating activities before, during and after emergency and disaster situations. The Chair of the National Disaster Management Council (NDMC) and the National Disaster Controller take their appointment by virtue of the Natural Disaster Management Act 1990. Members of the three sub-committees of the Council are drawn from line agencies depending on their roles.

These committees are: Prevention and Mitigation Committee, Preparedness Committee, and the Emergency Committee. Disaster service liaison officers (DSLO's) are appointed by all agencies to provide effective operations and co-operation during emergencies, and to liaise on preparedness and mitigation activities.

The Fiji Council of Social Services (FCOSS) is the umbrella body for NGO’s, whilst the Red Cross operates independently. Other social organisations are aligned to FCOSS or Red Cross. These organisations are active in the country and have representative members in communities. There are also active service organizations like Rotary and Lions Club who have been involved in emergency and disaster management programmes. The St. Johns Ambulance is responsible for all emergency ambulance services in the country.

PLANS
The National Disaster Management Plan was established in 1995. Support plans for cyclones and earthquakes are developed. Other support plans will also be developed.

PROGRAMMES
Permanent programmes
• Community Emergency Management
The Community Emergency Management Programme is:
  a) technical and management training in emergency and disaster related matters;
  b) support for the divisional, district and community emergency committee system;
  c) local-level public information and education.
This programme can be summarised as a joint approach between the National Government and local communities to maximise the local capability of communities to prepare for, and respond to, emergencies and disasters.

• Public Education and Awareness Programme
The Public Education and Awareness Programme is planned to be the primary coordination point of national efforts to provide emergency and disaster related information to the general public through all available media.

Republic of the Fiji Islands
• Emergency Evacuation Centres and Shelters
   The provision of structurally sound, well equipped and efficiently managed designated Emergency Evacuation Centres and Shelters is an important part of the Fiji's Disaster Management activities. This programme has projects to: select, inspect and designate structures; recruit and train managers and; fund and acquire the supplies and equipment for the facilities
• Injury Prevention and Reduction
   Injuries, and the consequences of injuries, cost the country a great deal in the cost of medical care and loss of productivity. As a part of the national disaster preparedness plan, projects will be implemented to reduce the number and consequences of injuries due to the occurrence of emergencies and disasters.
• Prevention and Mitigation
   Preventing emergencies and disasters from happening or reducing the impact of such events is, in the long term, the most cost effective emergency and disaster management programme. Example projects are: improving water storage for drought situations; reducing coastal erosion; moving fuel storage from developed areas and protecting energy production resources.
• Response Preparedness
   Emergencies and disasters will happen. Being prepared to respond to events requires a continuing programme with projects in planning, equipping, training, exercising and evaluation are a part of this programme.

Temporary programmes as necessary
• Health emergencies
   Health emergencies occur as a result of various circumstances. Temporary programmes will need to be developed to address these circumstances. An example is an outbreak of Dengue fever or Cholera
• Environmental emergencies
   Emergencies and disasters of an environmental nature can occur that will require a programmatic approach to resolve. An example is an oil spill that affects coastal vegetation and wildlife.

Country Information Package

• Donor funding opportunities
   A donor country approaches the Government of Fiji with funds available for specialised programmes or projects related to emergencies and disasters. An example might be for the purchase of technical equipment for early warning.

PROJECTS
   Following is a list of the projects that are proposed or being implemented.
• Community level planning
• Hazard specific operational plans
• Technical and management training in emergency and disaster related matters;
• Support for the divisional, district and community emergency committee system;
• Local-level public awareness and education.
• Select, inspect and designate evacuation and shelter structures
• Recruit and train managers and fund and acquire the supplies and equipment for the emergency facilities
• Vehicle seat belt use
• Water storage development
• Radio communications
• Simulation exercise
• Oil spill containment

FUNDING
   Each programme and project will have a budget and proposed funding. Additional sources of funding and resources need to be developed to supplement the normal legislative appropriations and donors. Examples are: private sector contributions; volunteers and; fund drives for NGO's.
**General**
The Republic of Fiji, comprising more than 300 islands and land mass of over 18,200 sq. kilometres, is an independent, developing nation with a population of approximately 905,949 people. Suva, the capital city has about 125,000 inhabitants and the second city, Lautoka has approximately 931,741. Big towns like Sigatoka, Nadi, Ba, Labasa and Savusavu each have 35-50,000 people with the rest of the population in small towns, villages and settlements scattered throughout the two main islands, Viti Levu, Vanua Levu and several small islands.

**Language**
English is the common language used by government and for business purposes, with several local dialects also being spoken.

**Geography**
There are low lying coastal areas in all the islands with tropical vegetation. Most island inland areas are mountainous due to volcanic origin and forested except for a few tiny islands which are atolls. On the biggest island, Viti Levu, the western side is mostly dry with white sandy beaches located at the 'coral coast' and congested by many tourist resorts. The salad bowl of Fiji is located at the Sigatoka valley located more than 20 kilometres away from Sigatoka town whilst the Nadi International Airport is located between Nadi town and Lautoka city. A steep mountain rises inland from Lautoka city with its varying slopes resembling a 'sleeping giant' and is famous for many varieties of orchid.

Vanua Levu, the second biggest island, comprises of 3 provinces, Cakaudrove, Macuata and Bua. The major town in Vanua Levu is Labasa with the other 2 being Savusavu and Nabouwalu. The sugar industry in the North is centred in Labasa whilst logging is significant to both Cakaudrove and Bua provinces. Taveuni island is included in the Cakaudrove province well known as the 'Garden Island' of Fiji, dominant with agricultural commodities like dalo, yaqona, copra etc.

The maritime division of Fiji covers Kadavu at the South of Vitilevu and Lomaiviti and Lau provinces at the Eastern side.

**Climate**
The climate is tropical with a typical weather pattern of a wet season and a dry season.

Fiji is subject to cyclones which is seasonal between November - April. During the rainy season, flooding and landslides can occur, especially with the cyclone systems. During the dry season vegetation in the western region becomes susceptible to fire. Periodically there are extended periods of drought.

**Transportation**
Cruise ships and cargo vessels regularly call at Suva and Lautoka ports. Government boats and many private boat companies operate the domestic route from many ports in Vitilevu, Vanualevu and outer islands. The national airline, Air Pacific, regularly flies the international route from the Nadi International airport and the local market is serviced by Air Fiji Ltd, Sunflower Ltd and a few other private air companies. Some island resorts have their own charter services. Roads in cities and towns are tarsealed and linked throughout Viti Levu by a highway in which only a small fraction is left to be tarsealed. In Vanualevu, the Hibiscus highway joins Labasa and Savusavu.

**Utilities**
The telephone company is Telecom Fiji Ltd with its network spread throughout Viti Levu/Vanualevu and majority of outer islands. Distantly located outer islands have HF radio linked to the main communication centre in Suva. Fiji Electricity Authority provides the power supply to Viti Levu and Vanualevu on generated dams and diesel generators. Smaller islands are catered for by the Rural electrification scheme. Electricity is 240V-50hz.

**Economy**
Agriculture used to top the nation's primary source of revenue but it has been surpassed by tourism for some years. Large resorts ranging from three to five stars are located mostly on the 'coral coast' with many island resorts scattered all over Fiji. Suva and Nadi has a substantial number of hotels and motels and some eco tourism located on the two main islands.
Besides the Colonial National Bank and the Fiji Development Bank, there are foreign banks including ANZ, Westpac, Baroda and the Habib Bank. The Colonial National Bank is located in cities and big towns whilst banking facilities in small towns and island communities are serviced by Post Offices. Other foreign banks are located in Suva, Lautoka, Nadi and Labasa.

Health
The Ministry of Health has hospitals and health centres at cities and towns and health centres at some outlying islands. The CWM and Lautoka hospitals are two major government hospitals for the country with facilities for any major operation, the third is the Suva Private hospital. Divisional Medical Office, sub-divisional medical office and health centres are located in divisions and districts whilst nursing stations are located at grassroots level and every inhabited island. Nurses make periodical visits to villages and settlements. Most tropical diseases have been eliminated but there are periodic outbreaks of dengue fever, filarisis, and leptospirosis. Cholera has not occurred for many years. There is an increasing prevalence of STI with dramatic increase in HIV/Aids.

Government
The government is a parliamentary system with a Prime Minister and a President as Head of State. Cabinet is composed of the Ministers of Government. Members of Parliament are elected from communal and open constituency with representation from all races. Constituency boundaries are drawn from provincial boundaries amongst the 14 provinces with administration boundaries under the jurisdiction of Divisional Commissioners and district officers sometimes overlapping and others merging provincial boundaries in some instances. Administration boundaries are used by government for disaster management centres at their various levels. Provincial councils and district advisory councils look after the welfare of the indigenous Fijians and multi-ethnic communities at rural areas whilst Mayors and Town clerks look after cities and towns in urban centres.

District officers are stationed at approved administrative districts and they provide the linkage between communities and the national government. The district officer is authorised with limited funds for the provision of two third contribution by government towards developments. The grassroots provide for the other two third.

Security
There is a military force (land and naval), police force, prison department and a National Fire Authority. The Police has stations and police posts spread throughout administrative districts and some remote islands. The National Fire Authority is stationed in the major cities and some big towns. Other communities lack fire service facilities. Military HQ is based in Suva with other military bases located in Nadi, Lautoka and Labasa.

Organisations
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Environment
Deforestation in the area surrounding the Wainimala river is removing the habitat of some animal species. Soil erosion resulting from the deforestation is causing pollution in the lower river and creating problems for the water treatment facility at the Waila treatment station. The discharge of effluent from the Nausori town and sub-urban sewer system is affecting the coral reef and the fishing off the mouth of the Rewa river. Air pollution has become an increasing problem in urban areas.

Suva has recently opened a new city landfill at Naboro - west of Suva enroute to Sigatoka and Nadi. The old Suva city dumpsite in Lami - located on the waters edge Suva Harbour - is currently being considered for development as a prime industrial site. The full extent of pollution leaking from the old dumpsite is still not known.

Communications
Public communication is through television, and various radio stations, telephones and word of mouth. Three daily newspapers, three weekly vernacular and various magazines provide print news and information. Suva radio provides HF communications especially for remote isolated areas.

Cultural
The people of Fiji have strong religious ties and church plays a major role in their daily lives. Education is very important and schools are located throughout the country so that they are readily attended by children.

Traditional leadership is exercised in many of the decisions that are taken at the village and community level. Diets consist of typical tropical foods of fish, chicken, coconut, taro, cassava, yams, vegetables and fruits.

Disaster History
Fiji is a country vulnerable to a number of natural hazards such as cyclone, flood, earthquake, fire, landslide and drought. Of these, cyclones, with their accompanying strong winds, flood and storm surge, are the most frequent have one of the most damaging effects. Earthquake, with its secondary hazards such as tsunami, fire (in urban areas) and landslide, although not frequent, nevertheless has the potential to cause massive devastation. Drought is dictated by El Nino phenomena (3-5 year period).

Cyclones
Fiji is situated south of the equator and lies in one of the tropical cyclone prone areas of the South Pacific. Five to six severe cyclones would affect the country in a decade. Cyclones are usually accompanied by flooding in view of the heavy torrential rain that will occur a few days before the onslaught of the wind. The coral coast is often exposed to severe wind destruction creating a setback to sugar cane, the tourism industry and pine forests. Cyclone Kina occurred in late 1992, brought a record of $170 million loss to the country. The recent TC Ami caused damages of $104 million.

Earthquakes
A preliminary assessment of earthquakes in Fiji indicates that earthquakes mostly occur in several zones with varying levels of earthquake activity. Those having the greatest earthquake activity are the Taveuni-Udu area, the south western parts of Kadavu and the northern Yasawas. The medium activity extends from the southern part of Taveuni and Vanua Levu, through Koro islands, Gau islands, Ovalau, eastern and southern Viti Levu, as far north as north-western Kadavu. The rest of Fiji is a region of relatively low earthquake activity. However the earthquake record for Fiji is too short (about 15 years) to draw conclusions on where earthquakes will not occur.

The most devastating earthquake to hit Fiji in recent times was the 1953 earthquake near Suva. The magnitude 6.75 RS earthquake and associated tsunami caused 8 deaths and considerable damage in Suva. Albert Park was submerged in water with deep sea fish left to stink on the park after water had receded. Since 1953, the population of Suva has greatly increased and most of the commercial development has occurred along the foreshore. It is estimated that a similar earthquake to the 1953 event would result in a greater number of casualties and much more damage.
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Landslides
In Fiji, landslides are often associated with heavy rainfall and the worst affected area is along the coastal south-east Viti Levu. The most extensive landslides were recorded after cyclone Wally in 1980, when the road from Navua to Yarawa was blocked by 45 huge landslides. After cyclone Kina in January 1993, a reconnaissance mission of Mineral Resources Department and SOPAC reported 160 landslides, of which 130 were associated with roads constructed using the "cut and fill" method. Recent landslides in Rabi resulted in 8 deaths.

Drought
The areas affected by drought are known in general terms in Fiji. These are mainly the smaller islands and the Western and Northern sides of the main islands. In addition to this general picture, the Mineral Resources Department carries out studies into the water potential of different areas. This provides a basis for borehole schemes and other rural water supply programmes. The meteorology department also monitors drought with rainfall averages and the impact of El Nino.

Tsunamis
Fiji is linked to the Tsunami Warning Center in Hawaii which will issue warnings for distant tsunamis through the Civil Aviation Authority of Fiji, Meteorological Office and MRD. For tsunamis originating in Fiji and its surrounding countries, warnings are issued directly by MRD directly. The tsunami associated with 1953 Suva earthquake is the only tsunami known to have caused casualties in Fiji, but several others have occurred.

National Plan
The National Disaster Management Plan was established in 1995. Support plans for cyclones and earthquakes are developed. Other support plans will also be developed.

Disaster Act
The Natural Disaster Management Act was enacted in 1998, provides the authority for National Plan and disaster management system in Fiji.
POLICIES and GOALS

General Policy
Pursuant to the Fiji National Disaster Management Act 1998, the Government of Fiji declares that it shall be the policy of the government to reduce suffering, the loss of life and property, and damage to the economy and environment caused by emergencies and disasters. This will be accomplished by:

- The establishment of appropriate mechanisms for the implementation of a National Plan.
- Working through a structure of national, provincial and community/village committees.
- Involving all of the agencies and organisations, government and non-government, who have an interest in or are capable of providing support to the plan implementation.
- The development and implementation of supporting plans and programmes as deemed necessary.

Specific Policies

Community Emergency Management
Local community officials, leaders and members will be involved in all aspects of the development and management of Provincial/Community/Village Emergency and Disaster Management programmes and projects through the creation of Emergency and Disaster Management committees.

Provincial/Community/Village Emergency and Disaster Management Committees shall prepare and maintain plans that include: an assessment of the hazards and vulnerability; measures to reduce the risk; and standard operating procedures for responding to events.

Provincial/Community/Village Emergency and Disaster Management programmes will address all phases of the disaster cycle.

Public Information
The people of Fiji will be provided with the information necessary to participate fully in national emergency and disaster management activities at all levels.

The Government Information Service will assist the National Disaster Committee and the National Disaster Management Office with the preparation and dissemination of information using all available means.

Emergency Safety Centres and Shelters
A national Emergency Safety Centre and Shelter programme will be developed and maintained so that persons needing protection from an imminent event will have a place to seek safety and those persons who have been made homeless by an emergency or disaster will have a place to obtain shelter.

Co-operation and consultation of the appropriate government agencies with private sector and non-governmental agencies and organizations [NGO's] will be done to ensure the provision of adequate shelter for persons rendered homeless by an emergency or disaster.

The government will bear the cost of retrofitting emergency centre/shelter buildings fully owned by the Government of Fiji and, in consultation with the owners, contribute to the retrofitting of designated privately owned buildings to ensure that Centres/Shelters meet the required standards.

Necessary steps will be taken to ensure that emergency evacuation centres and shelters are fully stocked and staffed as detailed in the National Emergency Safety Centres/Shelters Programme.

Programmes which will expedite the rehabilitation of homeless victims of a disaster will be developed.

Injury Prevention and Reduction
The number of injuries and deaths resulting from emergencies and disasters in Fiji is unacceptable. A programme will be developed and projects implemented to reduce the number and consequences of injuries due to emergencies and disasters.
Disaster management structure under normal circumstances.
Disaster management structure during emergency operations.
Country Information Package

NATIONAL EMERGENCY AND DISASTER MANAGEMENT ORGANISATION

Membership and Roles

Minister for Home Affairs
Chairman of the National Disaster Management Council and report disaster programmes and activities to Cabinet.

Permanent Secretary for Home Affairs
Deputy Chairman of the NDMC and National Disaster Controller.

National Disaster Management Office (NDMO)
Day-to-day management of disaster management activities and operations. Co-ordination of response resources through the National Emergency Operation Centre (NEOC). The Director for the NDMO is the Manager of the NEOC and is also the National Disaster Co-ordinator.

National DISMAC
An acronym encompassing the NDMC, NDMO and the NEOC. It is used mostly at the NEOC and by the National Emergency Committee for communication to direct and co-ordinate emergency operations.

National Emergency Committee
A sub-committee of the NDMC. Provides decision making and guidance for the NEOC during operations. Activated when deemed necessary for emergencies and disasters. The committee is chaired by the National Disaster Controller.

Government Agency Liaisons
- Activate department disaster plans.
- Facilitate information flow from NEOC to departments and vice-versa.
- Identify department personnel to fill needs as determined by the NEOC manager.

NGO and Red Cross Liaisons
- Activate agency disaster plans.
- Facilitate information flow from NEOC and vice-versa.
- Identify agency personnel to fill needs as determined by the NEOC manager.

Division/District Emergency and Disaster Management Committee
Chaired by the divisional commissioner of the district at their respective levels. Committee members are drawn from divisional HOD’s, district HOD’s, Roko tuis, NGO’s and statutory bodies. The Chairman and the committee develop and manage district plans and programmes as described by the National Plan or determined to be necessary by the Committee. The division/district organizations and operations will be similar to the organization and operations at the national level.

Permanent programmes will include:
- Public Education and Awareness
- Relief and response
- Prevention and mitigation
- Preparedness and training
- Emergency operation

Village/settlement Emergency and Disaster Committees
The role of the committee is similar to divisional and district, however, it is more simplified because of the participation at the grassroots level.

SUB-COMMITTEES
National Emergency Management Sub-committee
- Meet as necessary to deal with emergency and disaster situations.
- Ensure that effective management response procedures are in place for on-site multi-agency co-ordination are supported by:
  - an emergency and disaster communications network for on-site command, information sharing and relay, and logistics and technical support.
  - Rostered teams take turns at the NEOC to monitor preparation and response to a national disaster.
- Report to the NDMC on all disaster management aspects before, during and after a disaster.

- Membership
  Permanent Secretary for Home Affairs (Chairperson)
  Permanent Secretary for Agriculture
  Permanent Secretary for Health
  Permanent Secretary for Fijian Affairs & Provincial Development
  Permanent Secretary for Public Works
  Permanent Secretary for Finance
  Controller of Government Supplies
  Commissioner, Fiji Police Force
  Commander, Fiji Military Forces
  Director-General, Fiji Red Cross
  Chief Executive, National Fire Authority
DIVISIONAL EMERGENCY AND DISASTER MANAGEMENT ORGANISATION

Membership and Roles

Divisional Commissioner
Ex-officio Chairman of Divisional Disaster Management Committee (DivDMC). Have overall authority to manage and direct emergency operations. He has power similar to those of the National Controller as far as the management and control of emergency operations in his division are concerned.

- Responsible for all operational activities in the division
- Inform NEOC on a regular basis, the progress of operational activities and on damage and relief needs assessments carried out under his responsibility, in line with the provisions of the National Disaster Management Plan.
- At the end of the operations, he will have to submit a full report on damages in the division, the emergency operation and outstanding relief needs to the National Controller.
- Convene the Divisional Disaster Management Committee on a regular basis during the emergency operation.
- Coordinate with District Officers and provide them with operational and specialist support when required

Divisional Disaster Management Committee (Div DMC)
The Divisional Management Committee is subordinate to the Divisional Commissioner. It comprises of all Divisional Agencies and Non-Government Organisation’s represented in the division.

During emergency operations:-

- Provide support to the Commissioners office.
- Equally accountable to the Commissioners during the period of emergency operations.
- Agencies must provide regular reports on their own areas of operation to the Commissioner and fully coordinate their activities through the DivEOC and DivDMC.
- All agencies should produce detail plans for their specific responsibility and adopted into the Divisional Disaster Plan.

District Disaster Management Committee (DDMC)
The Committee is subordinate to the District Officer and comprises of all Agencies as well as recognised NGO’s including representatives from District Advisory and Provincial Council. Its role is to direct and coordinate the emergency operation at the District Level.

- To provide support and make available required personal and material resources, as well as to carry out task required by District Officer and the DivEOC during an emergency.
- To ensure smooth coordination and cooperation between District Officer and the Heads of all Agencies.
- All agencies should produce detail plans for their specific responsibility and adopted into the District Disaster Plan.
- District Officer and DDMC must collaborate and contribute to the on-going disaster management policies directed by NDMC or initiated by NDMO.

NON-GOVERNMENT ORGANISATION (NGOs)
The NGOs is recognised and they must have a proven capability and they must function as part of the their respective Disaster Management council. Coordinate all their activities with their respective Disaster Controller.
THE DIVISIONAL DISASTER CONTROLLER (DivDC)
- Initiate an emergency operation in one or more district or in the whole division.
- Assumes responsibility for coordination and control of the emergency operation at divisional level.
- Chairs the Divisional Disaster Management Council.
- Directs other departments to make government resources at division and district level available for the operation.
- Request relief supplies, equipment, personnel and other support for emergency operations directly from the National Disaster Controller.
- Informs the National Disaster Controller of the progress of the emergency operation.

THE DIVISIONAL EOC CO-ORDINATOR (DIVISIONAL PLANNING OFFICER)
- Assists the Commissioner in coordinating the emergency operation.
- Coordinates and manages the Divisional Emergency Operations centre, including arrangements for staffing and equipment.
- Serves as secretary of the Divisional Disaster Management Council.

DIVISIONAL EMERGENCY OPERATIONS CENTRE (Div EOC)
- Responsible for monitoring disaster situation in the division and relaying situation reports to the NEOC at regular intervals as directed by the National DISMAC.
- Authorised to obtain reports regularly from all districts EOC’s within the division.
- Record the contents of all inward and outward communication, and compile and transmit situation reports for the NEOC.
- Coordinate the emergency operation and gather, collate, assess and circulate information.
- Specialist and support staff will be required from a variety of sectors and agencies depending on the nature of the disaster or emergency.

AGENCIES (DIVISIONS & Districts)
- Activate their department disaster plans.
- Carry out emergency activities to protect life and property.
- Restore essential services and provide immediate relief in line with the specific responsibilities of the Agency and its disaster plan and in coordination with the Divisional Commissioner.
- Carry out additional emergency activities and make available staff and equipment upon requests of the Divisional Commissioner or District Officer.

DISTRICT OFFICER (DO)
- Assumes responsibility for Coordination and control of the emergency operations at District level.
- Chairs the District Disaster Management Council.
- Carries out a survey to establish a preliminary assessment of damage, casualties and relief needs.
- Informs the Divisional Commissioner on damage, casualties, relief needs and required external assistance to cope with the emergency.
- Coordinates and manages the District Emergency Operations Centre.

DISTRICT EMERGENCY OPERATIONS CENTRE (DEOC)
- Activated by the District Officer at the start of an Emergency operation.
- Serves as the focal point at District level for all disaster related information during the emergency operation.
- Gathers, collates, assess and circulates information related to emergency operation.
- Forward urgent information to relevant agencies for actions.
- Prepares daily briefings to the DO, Div EOC, NEOC and other relevant agencies.
- Prepare damage and relief needs assessment reports.
COMMITTEES and SUB-COMMITTEES

Prevention and Mitigation Committee
The Prevention and Mitigation Committee is tasked with developing programmes and projects to address the hazards to Fiji and reduce the vulnerability of the country, its communities and people. Project funding requirements and public information will be a key part of this Committee's work.

Recovery Committee
The Recovery Committee will operate under the general direction of the NDC. Membership will vary depending on the nature of damage. Permanent members include representatives of the Ministries of Housing, Finance, Health, the Planning and Development agency and NDMO. Government is firmly committed towards the provision of assistance to the communities and the nation for recovery. It sees recovery as a coordinated effort in which sectorial activities and recovery programmes are carried out on the basis of a recovery plan.

Preparedness Committee
The Preparedness Committee is responsible for ensuring that the plans are current, facilities are ready, systems are operational and tested, resources are inventoried and in place and personnel are trained. The committee is composed of representatives of the key ministries and organisations. Following are sub-committees of the preparedness committee.

Emergency Safety Centre and Shelter Sub-committee
Emergency centre/shelter management is assigned to the National Red Cross Society. Schools are administered by the Ministry of Education. The Centre/Shelter sub-committee is composed of representatives of agencies and organisations including the Red Cross, Churches, and schools, who have structures that are used as emergency evacuation centres. The committee is charged with ensuring that the structures are inspected, maintained and stocked as necessary and that the designated managers are trained.

Communications Sub-committee
Communications are an essential tool for effective emergency and disaster response and management. Members of the committee represent all of the users and providers of communications and are charged with ensuring that required communications systems are in place, tested and operational. The national director of communications is the chairperson of the committee.

Resources Sub-committee
This sub-committee is responsible for monitoring the status of available resources in the country, including food stocks, relief supplies, available temporary housing and fuel. Essential stocking levels will be determined and the NDC regularly advised of changes in the status.

Training Sub-committee
The Training sub-committee is composed of representatives of all the principle agencies and organisations who are involved in responding to and the management of emergencies and disasters. The committee will conduct needs assessments to determine training needs. The identified training needs will be met through the conducting of training courses or arrangements to attend training. The National Training Division will assist this sub-committee with its activities.
Country Information Package

NATIONAL DISASTER PLAN
Responsibilities for Programmes and Projects

- Government Policy regarding disasters.
- Goal(s) of the National Disaster Agency (NDMO).
- Objectives of the National Disaster Plan (NDP).
- Strategy for implementation of the NDP.
- Activities to achieve the objectives.

NDC

Prevention/Mitigation Programme
- NDA policy regarding P&M
- P&M goals of NDC.
- Objectives of P&M programme.
- Strategy of P&M programme.
- Prevention/Mitigation projects.
- Prevention/Mitigation activities.

Emergency Response Programme
- NDC policy regarding Response.
- Response goals of NDC.
- Objectives of Response programme.
- Strategy of Response programme.
- Response projects.
- Response activities.

Preparedness Programme
- NDC policy regarding Preparedness.
- Preparedness goals of NDC.
- Objectives of Preparedness programme.
- Strategy of Preparedness programme.
- Preparedness projects.
- Preparedness activities.

State Programme
- Prepare and maintain State plan.
- Organise State resources to implement plan.
- Select and appoint sub-committees.
- Co-ordinate preparedness activities.
- Co-ordinate and monitor response relief.

Preparedness Committee

Public Information Programme
- NDO policy regarding media.
- Public information goals of NDC.
- Information objectives.
- Strategy of Information programme.
- Information activities.
- Information projects.

NDO-GIS

Center/Shelter Programme
- NDC policy regarding shelters.
- Centre goals of NDC.
- Objectives of Shelter programme.
- Strategy of Center programme.
- Center activities.
- Center projects.

Center/Sub-Committee

Information project
- NDC information policy.
- Project goals.
- Project objectives.
- Information strategy.
- Project activities.
* Develop materials.
* Arrange for dissemination.
* Plan for evaluation.
* Secure resources.

Community Committees

State Committees

Centre/Shelter Manager project
- NDC centre policy.
- Project goal.
- Project objectives.
- Shelter strategy.
- Project activities.
* Recruitment.
* Training.
* Exercises.
* Secure resources.

OEDM
COMMUNITY EMERGENCY MANAGEMENT PROGRAMME
A Permanent Programme

POLICIES
Local community officials, leaders and members will be involved in all aspects of the development and management of state emergency and disaster management programmes and projects.

State emergency and disaster management programmes will address all phases of the disaster cycle.

GOALS
As a part of the National Disaster Plan, state committees will be formed with persons representing the various community agencies, organisations and interests. The members of the committee will be actively involved in the planning and implementation of emergency and disaster programmes and projects.

National emergency and disaster response will focus on state committees having the capability to use local resources as the first response.

OBJECTIVES
• Complete the selection and formation of the committees within 3 months.
• Train all committee members within 1 year of appointment.
• Complete a community risk and needs analysis within 6 months.
• Complete a community Emergency and Disaster Plan within 1 year.
• Begin implementation of community emergency and disaster programmes/projects within 18 months.

STRATEGIES
• Use public information activities to stimulate public interest in participating.
• Work through service clubs, churches, NGOs and agencies to identify potential committee members.
• Ask high level government officials to recruit committee members.
• Utilise regional and donor country training opportunities.
• Widely publicise through the media, all community emergency and disaster related activities.
• Involve as many different members of the community as possible on committees and task forces to conduct analyses and develop programmes and projects.

ACTIVITIES
• Conduct community information meetings and workshops.
• Attend meetings of service clubs, church groups and NGOs and make presentations.
• Brief the NDC.
• Brief media representatives on plans and activities.
• Contact possible training sources for schedules and arrange for training.
INJURY REDUCTION PROGRAMME
A Permanent Programme

POLICY
As a part of our national disaster plan, projects will be implemented to reduce the consequences of injuries due to the occurrence of emergencies and disasters.

GOAL
To reduce the number of deaths resulting from emergency and disaster caused injuries.

OBJECTIVES
• 90% of injuries reaching hospitals and clinics will have received proper First Aid treatment.
• At least one person in each family will receive First Aid training.
• One out of five adults in the community will receive CPR training.

STRATEGIES
• Every community will be able to conduct First Aid training locally.
• Incentives will be provided for volunteer managers and instructors.
• Materials packets and kits will be developed at National Disaster Headquarters.
• Instructor training team will be located at the Hospital School of Nursing.
• CPM’s will be trained at the Community Development Office.
• Community instructors will be trained at the training facilities of the National Training Office.

ACTIVITIES
• Identify community programme managers (CPMs).
• Conduct training for CPMs at the national level.
• Provide the community programme managers with the resources necessary to implement a community programme.
• Prepare packets for CPMs.
• Identify community First Aid Instructor candidates (FAI).
• Develop a national First Aid Instructor training team to train community instructors.
• Organise instructor training team.
• Conduct training for FAIs.
• Develop training materials to be issued to communities for use by instructors.
• Prepare training materials kits.
• Develop recognition and rewards.
• Regularly recognise volunteer participation and accomplishment.
PUBLIC INFORMATION PROGRAMME
A Permanent Programme

NDMO’s Public Information Programme is planned to be the primary co-ordination point of national efforts to provide emergency and disaster related information to the general public through all available media.

1. JUSTIFICATION
National emergency management depends to a certain degree upon public awareness of national and local systems that will be activated in response to an emergency or disaster. A prepared nation suffers less damages than an unprepared nation. There is a reduction in the loss of material and human resources. One of the obligations of any national emergency preparedness office is to inform the public of hazards and their impact on life and property, possible prevention and mitigation measures, and ways to respond when necessary.

2. DIAGNOSIS
There is a current and ongoing need for improvement in the general level of public knowledge regarding emergencies and disasters. Appropriate and timely information will help to enable communities, villages and agencies to prepare for any possible emergency or disaster situation that may affect them.

3. OBJECTIVES
- To publish the national policies relating to emergencies and disasters, making this information available to the public.
- To make available and display all available preparedness and prevention information relevant to potential emergency scenarios in Fiji to the public.
- To publicise significant disaster preparedness activities at local and national levels.
- To publicise and make available to the public the information resources at the National Disaster Management Office.
- To provide opportunities for the public to interact with disaster management officials for the clarification of roles, responsibilities, etc.
- To highlight and publish hazard, vulnerability and risk information useful to provinces and communities in Fiji.

4. FEASIBILITY
When asked how informed and prepared for any potential emergency scenario their village or neighbourhood is, community members almost always express a feeling of widespread lack of information and preparedness. Emergency and disaster related information will very likely be recognised as a valuable service by the Government to the people. This includes the utilisation of existing regional media/public information institutions and agencies, who have demonstrated their willingness to support emergency and disaster related programmes and activities.

Existing channels of public information already exist in Fiji and may be utilised by this programme.
Country Information Package

Some potential co-operating agencies are the Public Relations Office, Radio and Television, the newspaper and the Schools Broadcasting Unit.

5. SUSTAINABILITY
Once channels of communication are established, relatively little time and effort will need to be expended to maintain regular communiques to the public.

6. COVERAGE
The programme will seek to make information available to the entire population of Fiji at all levels.

7. DURATION
This will be a permanent programme of NDMO as the need for public information and education will be ongoing.

8. PROGRAMME PHASES
The programme will go through the following phases:
- Problem analysis and definition of priorities
- Programme design
- Assignment of resources
- Implementation
- Feedback
- Revision

9. DESCRIPTION OF ACTIVITIES
- Develop regular broad-based emergency preparedness information campaigns via the media, schools, churches, community and sports organisations, etc.
- Submit news and bulletin board items to Radio/Television, other local radio stations and newspapers as appropriate.
- Develop a reference library to facilitate research by visitors to the office and publicity regarding this library once it is accessible to the public.

10. EXPECTED RESULTS
- Communities and villages throughout Fiji will be better prepared for emergencies and disasters.
- The general public will understand what Government’s policies are regarding emergencies and disasters.
- The general public will understand the national emergency management systems in place, and will be better able to interact with and support these systems.

11. RESPONSIBLE PERSONNEL
The NDMO office manager (i.e. the senior staff member) will act as the Programme Co-ordinator. This person will co-ordinate with the Government Information Service (GIS) regarding individual and joint agency responsibilities for project tasks. Internally, the Programme Co-ordinator will carry out project tasks or assign them as appropriate to NDMO office personnel.

12. RELATIONSHIPS
The importance of NDMO’s relationship with GIS in the joint administration of this project is
apparent. It is also important that other agencies involved in public information and/or education be aware of and collaborate to the extent possible with the programme’s activities. Some examples of potential collaborating agencies include the Department of Youth and Community Affairs and the Health Education Unit.

13. ADMINISTRATION
The programme will be co-ordinated through NDMO, which in turn is administered by the Ministry of Home Affairs. As the co-ordinating agency, NDMO will function as the main point of interface with the public for any issues arising from information disseminated through the programme. Because of its role in co-ordinating the government’s public media releases, the GIS will play a major role in the administration (especially the distribution of information) of the programme. Other government and non-governmental organisations will be involved, including, but not limited to the following:

- Education Department
- Health Department
- Youth and Community Affairs
- Red Cross
- NGOs
- Newspapers
- TV and radio stations
- Schools Broadcasting Unit
- TV and radio stations
PUBLIC EDUCATION AND AWARENESS PROGRAMME
A Permanent Programme

POLICY
The people of Fiji will be provided with the information necessary to participate fully in national emergency and disaster management activities at all levels.

GOAL
All citizens of Fiji will be knowledgeable about their role in emergency and disaster management and be able to take appropriate actions and make informed decisions.

OBJECTIVES
• To publish the national policies relating to emergencies and disasters, making this information available to the public.
• To make available and display all available preparedness and prevention information relevant to potential emergency scenarios in Fiji to the public.
• To publicise significant disaster preparedness activities at local and national levels.
• To publicise and make available to the public the information resources at the National Disaster Management Office.
• To provide opportunities for the public to interact with disaster management officials for the clarification of roles, responsibilities, etc.
• To highlight and publish hazard, vulnerability and risk information useful to districts and communities in Fiji.

STRATEGIES
• Involve all agencies and organisations who have public information programmes in the development and implementation of projects and activities.
• Work with service clubs and NGO's to develop and distribute appropriate informational materials and conduct informational workshops.
• Contact regional and international organisations to obtain examples of materials used in other countries.

ACTIVITIES
• Develop regular broad-based emergency preparedness information campaigns via the media, schools, churches, community and sports organisations, etc.
• Submit news and bulletin board items to Radio Fiji/Fiji One Television, other local radio stations and newspapers as appropriate.
• Develop a reference library to facilitate research by visitors to the office and publicity regarding this library once it is accessible to the public.
NATIONAL DENGUE FEVER REDUCTION PROGRAMME
A Temporary Programme

POLICY
As a part of our National Health Plan to provide health for all of the citizens of Fiji, the Ministry of Health shall develop programmes to eradicate those diseases that are preventable and provide for rapid identification and treatment of those diseases that are not preventable.

GOAL
To control and eradicate Dengue Fever

OBJECTIVES
1. Establish a task force to prepare and implement a comprehensive Dengue Fever management programme.
2. Eliminate Dengue Fever from the country within 3 years.

STRATEGIES
1. Maintain epidemiological vigilance.
2. Develop and implement control measures.
3. Implement prevention measures.

ACTIVITIES
1. Investigate suspected cases of Dengue Fever.
2. Treat proven cases of Dengue Fever.
3. Identify vector breeding areas.
4. Provide community information.
5. Eliminate vector breeding areas.
NATIONAL DISASTER MANAGEMENT WORKING GROUP

Successful programme development and implementation requires ongoing and sustainable support from a broad base of organisations, including NGO and private sector. In many cases the high level membership of the NDC negates the opportunity for such commitment, and therefore a National Disaster Management Working Group has been established to ensure that a reliable and available support mechanism for programme activities is in place. The main working group has been divided into subcommittees/groups for existing programming purposes. Whilst the subcommittees/groups each have a specific focus, they will meet as a whole at least monthly to enable briefings and exchange of information on the activities related to each programme.

Prevention and Mitigation Sub-committee
The Prevention and Mitigation Sub-committee is tasked with developing programmes and projects to address the hazards to Fiji and reduce the vulnerability for the country, its communities and people. Project funding requirements and public information will be a key part of this Committee’s work.

Preparedness Sub-committee
The Preparedness Sub-committee is responsible for ensuring that the plans are current, facilities are ready, systems are operational and tested, resources are inventoried and in place and personnel are trained. The committee is composed of representatives of the key ministries and organizations. Following are sub-committees of the preparedness:

Emergency Management Sub-committee
* Provide central coordination for the emergency operation
* Meet during the alert stage to review preparedness arrangements and prepare for coordinated response
* Meet on a regular basis during the emergency operation to guide and direct the operation
* Instruct agencies on the actions to be taken in the emergency operation

Training Sub-committee
The Training sub-committee is composed of representatives of all the principle agencies and organizations who are involved in responding to and the management of emergencies and disasters, and the national cadre of training instructors, facilitators and providers supported by TAF/OFDA and SOPAC. The committee will conduct needs assessments to determine training needs. The identified training needs will be met through the conducting of training courses or arrangements to attend training.

Recovery Sub-committee
The Recovery Sub-committee will operate under the general direction of the Emergency Management Sub-committee. Membership will vary depending on the nature of damage. Permanent members include representatives of the Ministries of Housing, Finance, Health, Central Planning, Regional Development and NDMO. Government is firmly committed towards the provision of assistance to the communities and the nation for recovery. It sees recovery as a co-ordinated effort in which sectorial activities and recovery programmes are carried out on the basis of a recovery plan.

Evacuation Centre Sub-committee
Centre management is assigned to the Chief Education Officer. Schools are administered by the Ministry of Education. The Centre sub-committee is composed of representatives of those agencies and organizations such as the Red Cross, Churches, and schools who have structures that are used as evacuation centres. The committee is charged with ensuring that the structures are inspected, maintained and stocked as necessary and that the designated managers are trained.
PROVINCIAL EMERGENCY AND DISASTER MANAGEMENT COMMITTEE

PROVINCIAL CHAIRMAN

PRE-DISASTER
- Chair the Provincial Disaster Committee
- Provide support and leadership for the committee
- Develop roles and responsibilities for officials of the Provincial Committee
- Ensure that the province has adequate response plans in place
- Be aware of preparatory arrangements being made in the province
- Assesses potential requirements for assistance
- Represents the province at national meetings
- Keeps the NDMO advised of the situation and conditions in the province
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NDMO, and submit after action reports to the NDC.

RESPONSE
- Ensure that the PEOC is activated and set up
- Ensure that communications between NEOC, PEOC, and response agencies are established
- Act as liaison between the province and the NEOC
- Assist the province in its attempts to return to normalcy
- Co-ordinate relief services and material to the province

PROVINCIAL COMMITTEE

Composition:
- Provincial Chairman
- Members appointed by the Provincial Chairman to include:
  - Provincial Youth Officer
  - Provincial Education Officer
  - Provincial Agricultural officer
  - Provincial Police officer
  - Provincial Health officer
  - Provincial Fire Officer
  - Rep - Lions club
  - Rep - Rotary club
  - Rep - Christian Council
  - Reps - Various religious denominations

General Responsibilities:
- Emergency communications
- Evacuation
- Shelter management
- Welfare and rehabilitation of victims
- Transportation and road clearance
- Health and rescue services
- Emergency relief
- Damage assessment
- Youth affairs and volunteer deployment
- Training and public awareness
- Evaluation programmes

PRE - DISASTER
- Co-ordinate with the NDMO and develop operational plans for the province
- Establish operational plans for the procurement and deployment of resources (manpower, material and equipment) in the province during disasters
- Select and train persons for field operations via the NDMO
- Participate in the overall planning of disaster
Co-ordinate the development of provincial plans for:
- Communications
- Public information
- Shelter
- Transportation
- Road clearance
- Welfare and relief distribution
- Health services
- Rescue
- Youth affairs

• Liaise with hotels in the province

• Designate Casualty Collection Points (CCPs) for the province to include a helicopter landing spot.

• Advise the NDMO by 31 October each year, of suitable buildings for use as emergency evacuation centres, and make the necessary arrangements for their staffing and supply.

• Prepare lists of alternate centres for use in the event that those designated are destroyed or otherwise rendered unsuitable.

• Arrange for the training of evacuation centre management personnel through the facilities of the NDMO.

• Assist the NDMO in conducting centre management training for the country.

• Advise provincial personnel on the locations of emergency centres.

• Designate a Chief Evacuation Centre Manager for the Province.

• Assist in preparing, participating in and assessing joint annual exercises with all response services of the NDMO, and submit after action reports to the NDC.

• Select strategic storage areas for emergency supplies in the province.

• Provide quarterly reports to the NDMO on disaster plans and activities, and state of preparedness.

• Ensure that local emergency services are adequately prepared for emergency operations (e.g. fire service).

• Ensure that building codes adequately account for disaster risks and that such codes are enforced.

• Develop a communications deployment plan for implementation in a disaster, in collaboration with the NDMO, to include messenger and runner services to inaccessible areas.

• Prepare a list of all provincial communications facilities which can be used in a disaster to include but not limited to:
  - Police
  - Fire
  - Health
  - HAM radios
  - CB radios
  - Satellite phones

• Select potential radio operators.

• Participate in simulation exercises conducted by the NDMO, to evaluate the effectiveness of the provincial emergency communications system.

• Organise and monitor ongoing awareness and educational programmes on all types of disasters as well as preventive measures in collaboration with the NDMO, schools and other educational institutions.

• Participate in the implementation of Provincial Public Information plans and policies.

• Develop a resource list of all transport, chain saws, heavy equipment, both Govt. and privately owned, that would be available to the province for use in a disaster.

• Develop a vehicle deployment plan to cope with
all transportation requirements in the event of a disaster at provincial level.

- Compile and update a list of qualified relief drivers, heavy equipment operators that may be required for use in a disaster situation.

- Develop a road clearance plan for implementation after a disaster

- Along with the nurse at the provincial clinic, develop plans to satisfy medical needs in accordance with National Health plans and policies

- Identify suitable buildings to be designated as emergency evacuation centres for inspection by the NDMO and a representative from PWD

- Recommend suitable buildings to the Provincial Evacuation Centre Manager, listing their capacity and facilities available

- Maintain a list of all approved emergency centres to include:
  - Location
  - Ownership
  - Capacity
  - Facilities
  - Contact persons
  - Addresses
  - Telephone numbers

- Assist the Provincial Evacuation Centre Manager in selecting personnel to manage and administer the centres.

- Determine a probable number of persons to be fed and accommodated in each village at institutions such as:
  - Churches
  - Schools
  - Designated evacuation centres

- Arrange for structurally sound and suitably secured buildings for storage of emergency food and other supplies in the province

- Maintain a database of special provisions (e.g. medication) to be made for persons in the province, in the event that they have to be moved to evacuation centres.

- Arrange for the staffing of evacuation centres.

- Assist in damage assessment after a disaster and pass information to the NEOC.

- Select and train key disaster preparedness personnel such as:
  - Emergency relief personnel
  - Messengers
  - Rescue workers
  - Support staff
  - Record keeping
  - Typing

- Define clear job descriptions for members of the provincial EOC.

**RESPONSE**

- Alert the province of impending disasters and precautionary measures to be taken.

- Co-ordinate provincial communications resources to provide communications with the NEOC, villages, centres and other institutions.

- Implement evacuation and sheltering plans.

- Co-ordinate the allocation, supervision and management of emergency evacuation centres before the disaster, through the NEOC.

- Report to and Establish the Provincial EOC.

- Establish communications with the NEOC by any means.

- Register persons occupying evacuation centres.

- Advise and encourage the public to take precautionary measures as recommended by the NEOC.

- Call in private and public transport and equipment and other resources that may be needed to

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combat the disaster, according to mutual aid agreements.

- Identify, warn and preposition personnel to provide administrative support for disaster operations.

- Take initial rescue and relief measures.

- Provide periodic reports to the NEOC by any means available.

- Initiate arrangements for the care of injured and homeless.

- Assist damage assessment teams with available and accurate data.

- Receive and transmit reports on persons who have suffered loss or damage to the NEOC.

- Implement welfare and rehabilitation programmes.

- Maintain communications between agencies as required.

- Provide a system for the registration of disaster victims.

- Co-ordinate the allocation, assignment of personnel, supervision, and management of emergency shelters during and after the disaster, through the NEOC.

- Ensure provisions for food, clothing, supplies, storage and distribution to the province after a disaster.

- Ensure the availability of first aid and medical supplies and service.

- Provide information to the NEOC for requesting assistance.

- Assist in the collation of damage assessments for the province.

- Provide the NEOC with regular reports of response efforts.

- Keep the province informed of the situation.

- Arrange for the use of additional vehicles to augment any existing service that may exist in the province.

- Request medical supplies, equipment and other emergency services as may be considered necessary.

- Ensure that field personnel are aware of all provincial casualty stations so that they could inform the public of the location and availability of this service.

- Ensure that adequate trained first aid persons are available at emergency evacuation centres and other first aid centres and stations.

- Act in accordance with the NEOC.

- Maintain a register of persons occupying emergency evacuation centres.

- Determine the quantity and type of assistance required.

- Request relief supplies from the NEOC.

- Assist with the distribution of relief supplies to villages and institutions in the province.

- Arrange for staff to assist with packaging and distribution of relief supplies to villages and institutions in the province.

- Arrange for the transportation of relief supplies from warehouses to villages and institutions.

- Maintain records of relief supplies received and distributed in provinces and send reports to the NEOC.

- Work in close association with voluntary agencies such as the Red Cross, Lions clubs, etc.

- Co-ordinate the provision of welfare assistance to the aged and disabled and others in need.
Country Information Package

• Co-ordinate a preliminary (IDA) survey in each village within 48 hours of the disaster in order to determine needs:

  Number of persons homeless
  Number injured, missing, dead
  Number of buildings destroyed
    • Totally
    • Seriously
    • Slightly

• Number of persons requiring food, shelter and medical treatment

• Conduct a survey of roads, bridges etc. indicating location and extent of damage.

• Co-ordinate a survey of food crops and food stocks.

• Co-ordinate a survey of the extent of damage to telephone and electricity, lines, water supply and drainage facilities.

• Report findings to the NEOC within 48 hours of the disaster.

• Provide administrative support for disaster operations.
PREFACE FOR EOC

The information in this Package is intended for use during the Introduction to Disaster Management (IDM) course and Emergency Operations Centres (EOC) course.

The National Emergency Operations Centre, NEOC, is the designated administrative hub of national emergency and disaster response mechanisms. The NEOC is therefore the “nerve centre” of disaster response and recovery operations. In each division are Division EOC (DEOC), which act as the administrative hub of divisional emergency and disaster response.

The NEOC Standard Operating Procedures are an integral part of the National Disaster Plan. The SOPs have been designed to be used as a management manual for the operations of the NEOC. The DEOC SOPs use the NEOC SOPs as the template.

The Standard Operating Procedures (SOPs) contained in this document are intended to provide guidelines, which will constitute the basis of the efficient and effective organisation and management of the National Emergency Operations Centre (NEOC).

The SOPs provide information on the procedures, which should be followed in activating the NEOC, in operating the NEOC and in standing it down.

Once activated, the NEOC will be the point to which official reports and inquiries are directed. In particular the centre will:

• Receive directives from the Minister of Home Affairs through the National Disaster Controller.
• Give such general directives to public officers and guidance to the public as maybe necessary.
• Be the sole source of official information.
• Maintain appropriate logs and other records.
• Prioritise and organise requests for assistance from within Fiji.
• Coordinate requests for external assistance.
• Function as the local point of contact for regional and international relief organisations.

It may be necessary, depending on the nature of the emergency or disaster, to activate Divisional, District or local EOCs and to set up on-site command posts and temporary EOCs.
EVACUATION CENTRE PROGRAMME
A Permanent Programme

EXECUTIVE SUMMARY

Major disasters, such as cyclones, will usually result in large numbers of people seeking a place to escape from the event, or to stay as result of the damage/destruction or isolation of their homes. The Government will designate emergency evacuation centres to be used as a safe haven during the passage of cyclones or other hazards threatening the population. Additionally the government will designate and/or arrange for shelters to be used by those who have lost their housing as a result of a disastrous event.

Government designated and inspected Emergency Evacuation Centres and Emergency Shelters will be managed by the Red Cross Society under an agreement between the Government and the National Red Cross Society.

Provincial Chairman/Provincial Officers will in conjunction with the NDC, the Red Cross, and other appropriate agencies publicise the location of Centres and Shelters. It is the responsibility of the Provincial Committees to ensure that the buildings are structurally sound and safe for occupancy. Such inspections will be carried out in conjunction with the Public Works Dept. or other appropriate agency with qualified personnel.

Each Centre/Shelter will be under the general direction of the Provincial Committees working with the Red Cross representative in the province. The Red Cross will select and train the centre/shelter managers and staff with the concurrence of the Provincial Chairman/Provincial Officer. Training will be using a standardised course selected by agreement of the NDC and the Red Cross. The NDC will work with the Red Cross to develop centre/shelter rules for occupants and standard operating procedures.

Critical functions of registration of shelterees, the supervision of feeding, the maintenance of sanitation, maintenance of morale and social welfare, and security and the protection of property will be the primary responsibility of the Red Cross. The Provincial Committee will work with the responsible police, fire, health and welfare agencies to assure their co-operation and assistance with the Red Cross to provide necessary services.

The government has accepted the responsibility of providing supplementary food for use in shelters. The intention is to provide enough calories and protein to maintain health. It is expected that shelterees will make personal efforts to obtain fruits and vegetables and vitamin supplements for their own use. Procurement of relief supplies will be the responsibility of the Provincial Committee working with the NDC in accordance with Standard Operating Procedures (SOPs). Centres/shelters may be used as distribution points for relief supplies. Such distribution will be under the supervision of the Provincial Committee.

Persons occupying shelters will be required to observe high personal and communal standards of hygiene and sanitation. It is vital that the health of all shelterees is not put at risk through poor health practices. The details of recommended practices will be provided as part of the shelter rules. Epidemics can become major health problems in disaster situations.

Reports of centre/shelter occupancy and status will
ORGANIZATION OF THE NATIONAL EMERGENCY OPERATIONS CENTRE (NEOC)

The NEOC is divided into seven functional areas:

- Executive/Command
- Public Information
- Financial
- Operations
- Logistics
- Intelligence/Planning
- Administration

**Executive**  The Director of NDMO (Controller), assisted by the CCG, is the ultimate NEOC Authority. The day-to-day activities of the NEOC have been delegated to the CCG. The CCG exercises overall direction and control of disaster operations. This group makes strategic decisions, and advises on policy issues that are beyond its authority.

**Public Information Officer (PIO)** - The PIO prepares and coordinates Press Releases with the CCG. The PIO primary role is to provide the public with timely and accurate information. The PIO liaises with print and broadcast media for the NEOC.

**Financial** - The Ministry of Finance, through its membership on the NDMC, provides staffing for this function whose role is to locate and make available funds for the operation of the NEOC and its relief operations. They also assist with the accountability of expenditures.

**Operations**  The operations unit coordinates the emergency/disaster response and relief efforts and activities as directed by the NEOC controller through the Operations Officer. Agency Liaison Officers are a part of the Operations unit and provide the co-ordination with the various agencies and organisations that may be involved in the NEOC operational response.

**Logistics** - Emergency and disaster relief operations require considerable logistics support. This unit works with the Intel/planning unit in the development of relief distribution and with the Operations unit in the implementation of those plans.

**Intelligence/Planning** - The gathering, analysis of information and the development of plans for responding to the event is the primary function of this unit. The NEOC relies heavily on this unit to provide the information necessary to set priorities, make decisions and implement the response efforts.

**Administration** - This unit provides communications, documentation and clerical support for the NEOC. The Controller and NDMO staff is the core of this unit with additional support as necessary. A Communications Officer with technical expertise is a must.
ORGANISATION OF THE DivEOC

The EOC is divided into six functional areas:

• Executive/Command
  - Controller (Commissioner)
  - Disaster Management Committee (Heads of Departments and/or Agencies)
  - Coordinator (Divisional Planning Officer)
• Information/ Media
• Operations and Logistics
• Damage and Relief Needs Assessment
• Administration

Executive/Command - The Commissioner is the ultimate EOC Authority. The day-to-day activities of the DivEOC are delegated to the Coordinator (Div PO). The executive group, which includes the Commissioner, Div MC and Div PO, provides direction and control of disaster operations.

Information/ Media - The Divisional Information Officer (Div IO) is responsible to provide the public, in consultation with NEOC, with timely and accurate information.

Operations and Logistics - The operations unit coordinates the emergency/disaster response and relief efforts and activities as directed by the Controller through the Operations Officer. Agency Liaison Officers are a part of the Operations unit and provide the co-ordination with the various agencies and organisations that may be involved in the DivEOC operational response. This Unit also includes communication.

Damage and Relief Needs Assessment - Emergency and disaster relief operations require considerable logistics support. This unit works with the Intelligence/Planning unit in the development of relief distribution and with the Operations unit in the implementation of those plans.

Administration - This unit provides communications, documentation and clerical support for the DivEOC. The Co-ordinator (Div PO) and the Divisional Commissioner’s staff are the core of this unit with additional support as necessary. A Communications Officer with technical expertise is a must.
Country Information Package

NEOC JOB DESCRIPTIONS

EXECUTIVE GROUP

1. General Responsibilities
   1.1 Approves general policy for disaster operations as set forth in the national disaster plan.
   1.2 Formulates policy and operating guidelines for the conduct of disaster operations.
   1.3 Ensures that information and directions are given to the general public and that contact is maintained with the appropriate levels of government.
   1.4 Overall management of relief efforts.

2. Alert Phase
   2.1 Ensure that the public has been fully informed of the steps to be taken in a disaster or emergency.
   2.2 Ensure that every effort has been made to enhance the capacity and quality of public shelters.
   2.3 Ensure that all government departments with operational roles are prepared to respond.
   2.4 Ensure that all means are used to warn the public and that people are given explicit instructions regarding the actions they should take to increase their chances of survival (Public Information Plan).

3. Response Phase
   3.1 Maintain public morale by informing the population of actions being taken for their welfare and safety.
   3.2 Receive assessments of damage suffered by the communities during the disaster.
   3.3 Review plans for recovery and post-disaster establishment of medical systems, and the restoration of vital facilities.
   3.4 Receive estimates of the time required to execute recovery plans and the number of persons and equipment needed over that which is available.
   3.5 Recommend Declare National disaster area if the situation warrants.
   3.6 Maintain contact with the appropriate departments of government, receive updated situation reports, and respond to requests for assistance emergency needs.

4. Recovery Phase
   4.1 Assist NEOC operations by personal announcements to the public to ensure orderly recovery from the disaster.
   4.2 Ensure the continuity of authority in all major government departments and agencies, in all major institutions, business and industry.
   4.3 Ensure that steps are taken for the conservation, use, and distribution of any resources that are made available by Regional and International agencies and/or Governments.
   4.4 Develop recovery plans and prepare donor appeal requests.

NEOC

1. Alert Phase
   1.1 Serve as primary contact between NEOC, State HQ and NGO representatives.
   1.2 Ensure that the public has been fully informed of the steps that should be taken in the event of a disaster.
   1.3 Review disaster shelter and evacuation plans with Divisional, and NGO Representative.
   1.4 Ensure that the NEOC is staffed with appropriate personnel, that communications are operational and that appropriate pre-positioned data and aids are available.
   1.5 Check operational readiness of alert and warning systems in conjunction with the NDMO and other technical government departments.
   1.6 Review with the Communications Officer, the mechanics of alerting and warning.
   1.7 Check with Controller to determine whether all positions in the section have been manned. If not, take appropriate action to fill these positions:
Country Information Package

- NEOC Controller
- Public Information
- Operations Officer
- Assistant Operations Officer
- Logistic Officer
- Administrative Support Officer
- Administration and Support Staff
- Communications Officer/Message Controller
- Radio Operator
- Runner Messenger
- Police Rep.
- Transport Authority Rep.
- Red Cross Rep.

1.8 Determine through the Controller or Operations Officer that Police, Fire, Works, Defence, Medical Emergency/Disaster organisations and other appropriate agencies are alerted and ready to be deployed (Agency Response and Business Community Plan).

1.9 Request that the Prime Minister make appropriate announcements to the public over the broadcast facilities, as necessary and available.

1.10 Ensure that the information officer has reviewed current operational policy.

1.11 Check through the Controller or communications officer the type of problems being experienced during the alert phase, and confirm that proper liaison is effected between communications centre and operations room personnel.

1.12 Check the deployment of manpower, vehicles and equipment of the various utility and industrial organizations and their availability for operational assignments.

1.13 Determine that emergency shutdown procedures have been implemented.

1.14 Review the responses that have been made by utilities and industry and they have been coordinated with proper services/authorities in the NEOC.

2. Response Phase

2.1 Refer to the Disaster Controller all problems that require the exercise of emergency powers or changes and interpretation of policy.

2.2 Brief the Controller on the situation that exists throughout the country including a summary of major emergencies that have occurred or are under review by the staff in the operations room.

2.3 Post on the executive bulletin board any announcements affecting the conduct of the disaster operations.

2.4 Ascertain whether the Controller and Operations Officer are receiving pertinent and timely reports from field and disaster areas.

2.5 Ensure that analysis of field data is being made and that the information is posted on the situation and action boards and operations map.

2.6 Review and keep abreast of the operational activities ordered, or being taken, by the various agencies in the operations room.

2.7 Check with the Public Information Officer to determine whether information on survival action is being broadcast to the sheltered population.
2.8 Make sure that broadcasts include assurance by government officials that information available at the NEOC regarding the disaster situation is made known to the public; that the public be advised to remain in shelters until it is determined safe to return to their communities and homes, and to obey the instructions of the centre manager.

3. Recovery Phase
3.1 Determine when it is safe for the population to leave centres.
3.2 Maintain surveillance over post-shelter deployment.
3.2 Closely monitor the establishment of the emergency medical and welfare systems and the clean up activities.
3.4 Ensure that the Public Information and Education Officer informs the public of the details of shelter emergencies, particularly with regard to instructions to restrict entry into specified areas.
3.5 Monitor the implementation of plans for the restoration of vital services.
3.6 Ensure the conservation, proper use and distribution of vital supplies and materials made by outside sources and international relief organization and/or Governments.
3.7 Determine whether vital communication links have been disrupted and ensure that either communications are restored or that prescribed reports are delivered by alternate means.
3.8 Ensure that reports are made to the appropriate government officials.

NEOC CONTROLLER
1. General Responsibilities
   Chief advisor to the NDC for all strategic issues affecting both the activities of the incident and supportive functions of the NEOC. Overall control of NEOC.

2. Alert Phase
   2.1 Ensure members of the NEOC have been alerted
   2.2 Determine which staff officers are present and when the others will report. Begin long range planning

3. Response Phase
   3.1 Direct NEOC operations
   3.2 Obtain briefings from Operations Officer
   3.3 Prepare briefings for CCG
   3.4 Monitor information displayed

4. Recovery Phase
   Ensure NEOC is properly deactivated

PUBLIC INFORMATION OFFICER
1. General Responsibilities
   1.1 Advises the Controller about the media related activities.
   1.2 Gathers facts on the crisis and prepares dissemination of safety bulletin, clips to the media and public from other agencies if affected area population
   1.3 Ensures the availability of "expert" spokesperson as required.
   1.4 Ensures the monitoring of print and electronic media coverage of the event.

2. Alert Phase
   2.1 Open log and record date and time of arrival
   2.2 Check for any messages that relate to your function/responsibilities prior to your arrival
   2.3 Report to the Controller and receive briefings
2.4 Be aware of alternative methods of public information sharing in the event that ‘mass’ media is not available.
2.5 Brief the Controller on procedures through which decisions and guidelines for public information purposes will be issued from the executive authority; and
2.6 For the staff to follow in answering inquiries or issuing public statements and news releases.
2.7 Identify official ‘expert’ spokespersons for the news media. (In most cases this should be restricted to the CONTROLLER, NDC, and the designated official(s)).
2.8 Meet with the management and staff of the news media (newspaper, radio and television stations) to review emergency public information plans and procedures.
2.9 Develop measures for authenticating the source of information before broadcast or publication.
2.10 After securing approval from the Controller, issue news releases announcing preliminary steps the government is taking for increasing preparedness and readiness.
2.11 Direct broadcast, publication and release of information on:
   • Individual and family protective measures
   • Available public shelters
   • Recommended routes to public shelters and other traffic control arrangements.
   • Ways to improve private shelters of improvise shelters where none exist.
   • Supplies which individuals should take to public or private shelters and how supplies can be obtained.
   • Set up the media area from which to brief media representatives on a periodic basis and ensure that the appropriate arrangements are made within the media area.

3. Response Phase
   3.1 Prepare first news release to the public to include:
   3.2 What happened (cause and effect).
   3.3 Request for people to stay away from the emergency/disaster area or worst affected areas.
   3.4 Any other relevant information
   3.5 Monitor radio broadcasts.
   3.6 Schedule periodic press conferences for the media and general public to keep them informed of the situation. This should include, but need not be limited to:
   3.7 Information, advice or instructions related to living in shelters for the duration of the disaster (sanitation, food preparation and conservation)
   3.8 Weather conditions
   3.9 How the communities are faring.

4. Recovery Phase
   Continue to issue information as required to assist the population in recovering from the effects of the disaster with particular emphasis on:
   4.1 The kinds of relief available.
   4.2 The AGENCIES responsibilities for providing the relief and where it may be obtained.

OPERATIONS OFFICER
GENERAL RESPONSIBILITIES
Operations advisor to the Controller. Responsible for the implementation of operational and tactical plans for the deployment of resources to the emergency/disaster scene (coordination of emergency/disaster operations).

2. Alert Phase
   2.1 Review the operational status of the NEOC.
   2.2 Obtain a communications status report.
2.3 Review the operational status of each unit within the NEOC.
2.4 Identify and authorize essential pre-event activities.
2.5 Establish direct communications with incident/site managers.
2.6 Begin compilation of needs assessment.
2.7 Check that personnel assigned to the operations room are acquainted with the following:
   2.7.1 Internal operating procedures
   2.7.2 Policy guiding emergency/disaster operations
   2.7.3 Report forms
   2.7.4 Distribution and message routing
   2.7.5 Displays/pin ups
   2.7.6 Internal and External communications
2.7.7 Provide assistance to the Controller to ensure that the following tasks are completed:
   • Set up furniture, communications equipment and charts and display materials.
   • Install phones, fax, computers, radios and scanners.
   • Distribute stationery supplies to each desk.
   • Inspect generator, antennas, food and water stocks, and fuel supply.
   • Set up chalkboards/whiteboards, photocopier and manual typewriters.
   • Un-package battery powered calculators and battery powered radio receivers.
   • Distribute message and report forms, stationery supplies and emergency/disaster plans.
2.7.8 In collaboration with the NEOC Controller and NDMC establish an alternate NEOC if necessary and ensure set-up is completed as above.

3. Response Phase
3.1 Ensure that information is displayed on board(s).
3.2 Ensure that rapid, well coordinated, and effective responses are made to the emergency/disaster situations referred to the operations group and keep records on progress.
3.3 Ensure that response actions are treated on the basis of their seriousness.
3.4 Note whether action is deferred to later time periods, where possible, in favour of activity that must be taken immediately, noting our primary role is safe life before property.
3.5 Ensure that coordinated activity is taking place within the operations room and with the executive group and communications centre.
3.6 Refer to the Controller those decisions requiring the exercise of extraordinary emergency powers, departure from the operational policy guidelines and interpretations of policy.
3.7 Brief the Controller periodically on the status of the situation and immediately on vital emergency/disaster operations and major problems.
3.8 Brief all new arrivals.
3.9 Coordinate transportation of emergency disaster supplies from air and sea ports of entry to main distribution centres and areas need.
3.10 Establish centres for the storage and distribution of emergency/disaster supports.

4. Recovery Phase
4.1 Continue to coordinate the recovery activities.
4.2 Prepare and consolidate after action reports.
4.3 Deactivate the NEOC.

ASSISTANT OPERATIONS OFFICER
1. General Responsibilities
1.1 Act as primary message controller to ensure a smooth information flow within the NEOC.
1.2 Take action to provide and coordinate assistance and relief requested by the districts and communities through the appropriate agency representative or volunteer agency in the operations room.
Country Information Package

2. Alert Phase
   2.1 Test standby power unit.
   2.2 Ensure all radios, telephones, fax machines, etc are activated.
   2.3 Ensure a ready supply of logs, forms, maps, etc. are in the operations and communications area.
   2.4 Report operational status to the Operations Officer.

3. Response Phase
   3.1 Receive and record initial disaster reports, and provincial and local situation reports.
   3.2 Ensure that maps, charts, displays, logs and registers are correctly maintained according to daily operations.
   3.3 Keep the operations officer and Controller appraised of the situation.
   3.4 Exercise direction over the next shift when the NEOC is operating on a 24-hour basis.

4. Recovery Phase
   4.1 Deactivate the NEOC as follows:
       • Store furniture.
       • Clean and store displays.
       • Disconnect and store communications
       • Inventory and store supplies.
       • Replenish supplies.
   4.2 Arrange the necessary transportation required for distributing the emergency/disaster supplies from the central warehouse into the districts or villages affected.
   4.3 Procure the necessary essential emergency/disaster materials/food supplies and services that may be required.
   4.4 Answer the immediate needs of the emergency/disaster.

LOGISTICS OFFICER
GENERAL RESPONSIBILITIES
Logistics advisor to the Controller, Operations Officer and Intel/Planning Officer. Responsible for logistical support for the deployment of resources to the emergency/disaster scene.

In the event of a disaster or national emergency, the Logistics Officer will be responsible for establishing, maintaining and coordinating the receipt and distribution of emergency supplies of food, clothing and equipment.

The Logistics Officer will ensure that appropriate systems for the receipt, storage and distribution of supplies are established and maintained.

ADMINISTRATION AND SUPPORT OFFICER
1. General Responsibilities
   1.1 Primarily responsible for accounting record keeping.
   1.2 Provide administrative support for the NEOC including the following as required.
       • Billeting.
       • Transportation.
       • Food.
       • Supplies and materials.
       • Personnel augmentation from outside sources.
       • Printing and reproduction.
       • Purchasing required for emergency/disaster operations.
       • Maintenance and upkeep of disaster directory and work schedules.
1.3 Maintain financial records for emergency/disaster operations.
1.4 Prepare financial portion of after action report.
1.5 Performs duties of Executive Assistant to the NEOC Controller.
1.6 Responsible for NEOC staff welfare and personnel management issues.

COMMUNICATIONS OFFICER
1. General Responsibilities
   1.1 Act as message controller.
   1.2 Supervise operations of the communications centre.
   1.3 Receive and disseminate warnings to divisions as directed by the Operations Officer or Controller.
   1.4 Establish and maintain radio communications (local and international)

2. Alert Phase
   2.1 Ensure a ready supply of message forms and logs at all workstations.
   2.2 Check for any messages which relate to your function or responsibilities, delivered prior to your arrival.
   2.3 Open in/out message register.
   2.4 Switch on all radios, fax machines, telephones etc.
   2.5 Conduct a complete operational check of all available radio networks.
   2.6 Assign radio operators to location as required.
   2.7 Establish radio communications with site.
   2.9 Open radio logs.
   2.10 Report communications status to operations Officer.

3. Response Phase
   3.1 Coordinate establishment of communications in the disaster area.
   3.2 Arrange for additional communications, with capability as directed by the Operations Officer.
   3.3 Ensure communications and backup equipment are fully operational.
   3.4 Maintain communications status board.

4. Recovery Phase
   Prepare communications portion of after action reports.

RADIO/TELEPHONE OPERATOR
General Responsibilities
   • Operates assigned radio/telephone equipment
   • Maintains accurate in/out message logs under the direction of the Communications Officer
   • Monitors and documents alternate frequencies.

PLOTTER
General Responsibilities
   • Maintain maps, charts and status boards, and posts situations as required to keep current.
   • Become familiar with identifying codes and symbols of agencies in the operations room.
   • Ensure that sufficient map symbols are available and marked properly.
   • Ensure that actions are entered on the status board and action board, and that these boards are kept current.

RUNNER/MESSENGER
General Responsibilities
   • Maintain prompt flow of information within the NEOC as directed by the assistant Operations or
RELIEF CO-ORDINATION (NEOC)

1. GOODS AND SUPPLIES

In the aftermath of a disaster, the Director of the Development Unit would be responsible for the co-ordination of all relief (Goods and Supplies) entering the country. Such relief would be distributed on the following basis:

- A recommendation by the department of agriculture that such assistance is required
- Severe damage has occurred to greater than 60% 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 or markets.

The Director would delegate duties to the following persons:

* NGOs and Red Cross - to provide manpower for the handling of relief supplies.
* Ministry of Works - to provide vehicles for the transportation of supplies

The centre for distribution could either be the Police Station or Health Centre (whichever is most practical).

2. WELFARE OF FAMILIES OF NEOC STAFF

Once the NEOC is activated the Controller would be given the responsibility of liaising between the NEOC staff and their families. Knowing that the welfare of their families is being looked after will lessen the anxiety of the NEOC staff.

The Controller can delegate these duties to relevant officers (in some countries Police Officers are delegated this duty) based in the areas where the family of the NEOC staff resides. This should be done as soon as possible after the event.

3. WELFARE OF NEOC STAFF AND VISITING VOLUNTEERS

The Administrative Officer would be given the responsibility of:

3.1 Making arrangements for accommodation and welfare of the NEOC Staff. (Food items, toiletries and restroom, etc)

3.2 Meeting and attending to the welfare of visiting volunteers.
DIVISIONAL EXECUTIVE GROUP
DIVISIONAL COMMISSIONER (Divisional Controller)

1. General Responsibilities
   - Overall authority to manage and direct disaster emergency operations. He has the same powers
     similar to those of the National Controller as far as the management and control of emergency
     operations in the divisions is concerned.
   - Cause the preparation of a comprehensive disaster management plan for the division including,
     formulating policy and operating guidelines for the conduct of disaster operations.
   - Ensures that information and directions are given to the general public and that contact is main-
     tained with the appropriate levels of government.
   - Overall management of relief and recovery efforts.
   - Will work with Agencies and NGOs and produce operation plans which will be vetted and
     adopted to become part of the Divisional Plan.
   - During emergency operations, is responsible for all operational activities in the division and will
     consult with NEOC on activities carried out including damage assessment and should be in line
     with the provision of the National Disaster Plan.
   - Submit a full report on damages in the division, the emergency operation and outstanding relief
     needs to the National Controller.
   - During the emergency operation, on a regular basis convene with the Divisional Disaster Manage-
     ment Committee to coordinate and direct the emergency operation in the division.
   - Coordinated emergency activities with the DOs and provide them with operational and specialist
     support when required.

2. Alert Phase
   - Activate DivEOC as directed in the Divisional Disaster Plan.
   - Ensure the public has been fully informed of the steps to be taken in a disaster emergency.
   - Convene the Divisional Disaster Management Committee to review preparedness arrangements.
   - Ensure all government departments with operational roles are ready to respond.
   - Ensure all agencies take necessary precautions in line with their agency disaster plans.

3. Response Phase
   - Maintain public morale by informing the population of actions being taken for their welfare and safety.
   - Receive assessments of damage suffered by communities during the disaster.
   - Review plans for recovery and post-disaster establishment of medical systems and the restoration
     of vital facilities.
   - Receive estimates of the time required to execute recovery plans and the number of persons and
     equipment needed.
   - Maintain contact with the appropriate departments of government, receive updated situation
     reports, and respond to requests for assistance (SITREPs).

4. Recovery Phase
   - Assist DivEOC operations by announcements to the public to assist in orderly recovery from the
     disaster.
   - Ensure the continuity of authority in all major government departments and agencies, in all major
     institutions, the private sector and industry.
   - Ensure that steps are taken for the conservation, use, and distribution of any resources that are
     made available by Regional and International agencies and/or Governments.
DIVISIONAL EOC COORDINATOR (Div EOC) - DPO

1. General Responsibilities
   Assists Commissioner in coordinating emergency operations.

2. Alert Phase
   • Serve as primary contact between NEOC, Div EOC, District Chairman and NGO representatives.
   • Ensure that the public has been fully informed of the steps that should be taken in the event of a disaster.
   • Review disaster shelter and evacuation plans with DO, Shelter Wardens and NGO Representative.
   • Ensure that the Div EOC is staffed with appropriate personnel, that communications are operational and that appropriate pre-positioned data and aids are available in the EOC.
   • Check operational readiness of alert and warning systems in conjunction with the Information and Communication Unit.
   • Review with the Information /Media Officer, the mechanics of alerting and warning.
   • Check with Controller to determine whether all positions in the section have been manned. If not, take appropriate action to fill these positions:
      - Div EOC Controller
      - Information/Media Officer
      - Operations Officer
      - Assistant Operations Officer
      - Logistic Officer
      - Administrative Support Officer
      - Administration and Support Staff
      - Communications Officer/Message Controller
      - Radio Operator
      - Runner Messenger
      - Police Rep.
      - LTA Rep.
      - Water Authority Rep.
      - FEA. Rep.
      - Red Cross Rep.
   • Determine through the Controller or Operations Officer that Police, Fire, Public Works, FEA, Water Authority, Welfare, Shelter, Medical Emergency/Red Cross and other appropriate agencies are alerted and ready to be deployed.
   • Request that the National Controller make appropriate announcements to the public over the broadcast facilities, as necessary and available.
   • Ensure that the Information Officer has reviewed current operational policy.
   • Check through the Controller or Communications Officer the type of problems being experienced during the alert phase, and confirm that proper liaison is effected between communications centre and operations room personnel.
   • Check the deployment of manpower, vehicles and equipment of the various utility and commercial organisations and their availability for operational assignments.
   • Determine that emergency shutdown procedures have been implemented.
   • Review the responses that have been made by utilities and commercial agencies and they have been coordinated with proper services/authorities in the Div EOC.
   • Review with the military liaison officer the availability of aid from military sources. Ensure that communication links to the nearest source of the military assistance is available.

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2. Response Phase

• Refer to the Controller all problems that require the exercise of emergency powers or changes and interpretation of policy.
• Brief the Controller on the situation that exists throughout the country including a summary of major emergencies that have occurred or are under review by the staff in the operations room.
• Post on the executive bulletin board any announcements affecting the conduct of the disaster operations.
• Ascertain whether the Controller and Operations Officer are receiving pertinent and timely reports from field and disaster areas.
• Ensure that analysis of field data is being made and that the information is posted on the situation and action boards and on the operations map.
• Review and keep abreast of the operational activities ordered, or being taken, by the various agencies in the operations room.
• Check with the Information Officer to determine whether information on survival action is being broadcast to the sheltered population.
• Make sure that broadcasts include assurance by government officials that information available at the Div EOC regarding the disaster situation is made known to the public; that the public be advised to remain in shelters until it is determined safe to return to their communities and homes, and to obey the instructions of the centre manager.

3. Recovery Phase

• Determine when it is safe for the population to leave centres.
• Maintain surveillance over post-shelter deployment.
• Closely monitor the establishment of the emergency medical and welfare systems and the clean up activities.
• Ensure that the Information/Media Officer, in consultation with the NEOC, informs the public of the details of shelter emergencies, particularly with regard to instructions to restrict entry into specified areas.
• Monitor the implementation of plans for the restoration of vital services.
• Ensure the conservation, proper use and distribution of vital supplies and materials made by outside sources and international relief organisations and/or governments.
• Determine whether vital communication links have been disrupted and ensure that either communications are restored or that prescribed reports are delivered by alternate means.
• Ensure that reports are made to the appropriate government officials.

INFORMATION/MEDIA OFFICER

1. General Responsibilities

• Advises the Controller about the media related activities.
• Gathers facts on the crisis and prepares the dissemination of safety bulletins, clips to the media and the public
• Ensures the availability of ‘expert’ spokesperson as required.
• Ensures the monitoring of print and electronic media coverage of the event.

2. Alert Phase

• Open log and record date and time of arrival
• Check for any messages that relate to your function/responsibilities prior to your arrival
• Report to the Controller and receive briefings
• Be aware of alternative methods of public informal the event that ‘mass’ media is not available.
• Brief the Controller on procedures through which decisions and guidelines for public information purposes will be issued from the executive authority and for the staff to follow in answering inquiries or issuing public statements and news releases.
3. Response Phase

• Prepare first news release to the public to include:
  • What happened (cause and effect).
  • Request for people to stay away from the emergency/disaster area or worst affected areas.
  • Any other relevant information

• Monitor radio broadcasts.

• Schedule periodic press conferences for the media and general public to keep them informed of the situation. This should include, but need not be limited to:
  - Information, advice or instructions related to living in shelters for the duration of the disaster (sanitation, food preparation and conservation)
  - Weather conditions
  - How the communities are faring.

4. Recovery Phase

Continue to issue information as required to assist the population in recovering from the effects of the disaster with particular emphasis on:

- The kinds of relief available.
- The Agencies responsibilities for providing the relief and where it may be obtained.

OPERATIONS OFFICER

1. GENERAL RESPONSIBILITIES

Operations advisor to the Controller. Responsible for the implementation of operational and technical plans for the deployment of resources to the emergency/disaster scene (co-ordination of emergency/disaster operations).

2. Alert Phase

• Review the operational status of the Div EOC.
• Obtain a communications status report.
• Review the operational status of each unit within the Div EOC.
• Identify and authorize essential pre-event activities.
• Establish direct communications with incident/site managers.
• Begin compilation of needs assessment.
• Check that personnel assigned to the operations room are acquainted with the following:
  - Internal operating procedures
  - Policy guiding emergency/disaster operations
Country Information Package

- Report forms
- Distribution and message routing
- Displays
- Internal and External communications
- Provide assistance to the Controller to ensure that the following tasks are completed:
  - Set up furniture, communications equipment and charts and display materials.
  - Install phones, fax, computers, radios and scanners.
  - Distribute stationery supplies to each desk.
  - Inspect generator, antennas, food and water stocks, and fuel supply.
  - Set up chalkboards/whiteboards, photocopier and manual typewriters.
  - Un-package battery powered calculators and battery powered radio receivers.
  - Distribute message and report forms, stationery supplies and emergency/disaster plans.
- In collaboration with the Controller and DivPO establish an alternate DivEOC if necessary and ensure set-up is completed as above.

3. Response Phase
   - Ensure that information is displayed.
   - Ensure that rapid, well coordinated, and effective responses are made to the emergency/disaster situations referred to the operations group.
   - Ensure that response actions are treated on the basis of their seriousness.
   - Note whether action can be differed to later time periods, where possible, in favour of activity that must be taken immediately.
   - Ensure that coordinated activity is taking place within the operations room and with the executive group and communications centre.
   - Refer to the Controller and DivPO those decisions requiring the exercise of extraordinary emergency powers, departure from the operational policy guidelines and interpretations of policy.
   - Brief the Controller or DivPO periodically on the status of the situation and immediately on vital emergency/disaster operations and major problems.
   - Brief all new arrivals.
   - Coordinate transportation of emergency disaster supplies from our air and sea ports of entry to main distribution centres and areas need.
   - Establish centres for the storage and distribution of emergency/disaster supports.

4. Recovery Phase
   - Continue to coordinate the recover activities.
   - Prepare and consolidate after action reports.
   - Deactivate the DivEOC.

ASSISTANT OPERATIONS OFFICER

1. General Responsibilities
   - Acts as primary message controller to ensure a smooth information flow within the DivEOC.
   - Takes action to provide and coordinate assistance and relief requested by the districts and communities through the appropriate agency representative or volunteer agency in the operations room.

2. Alert Phase
   - Test standby power unit.
   - Ensure all radios, telephones, fax machines, etc are activated.
   - Ensure a ready supply of logs, forms, maps, etc. are in the operations and communications area.
   - Report operational status to the Operations Officer.
3. Response Phase
- Receive and record initial disaster reports, and divisional and local situation reports.
- Ensure that maps, displays, logs and registers are correctly maintained.
- Keep the operations officer and Controller appraised of the situation.
- Exercise direction over shift#2 when the DivEOC is operating on a 24-hour basis.

4. Recovery Phase
- Deactivate the DivEOC as follows:
  - Store furniture.
  - Clean and store displays.
  - Disconnect and store communications.
  - Inventory and store supplies.
  - Replenish supplies.
- Arrange the necessary transportation required for distributing the emergency/disaster supplies from the central warehouse into the districts or villages affected.
- Procure the necessary essential emergency/disaster materials, food supplies and services that may be required.
- Answer to the immediate needs of the emergency/disaster.

LOGISTICS OFFICER
General Responsibilities
- Logistics advisor to the Controller, Operations Officer and Intelligence/Planning Officer.
- Responsible for logistical support for the deployment of resources to the emergency/disaster scene.
- In the event of a disaster or national emergency, he will be responsible for establishing, maintaining and coordinating the receipt and distribution of emergency supplies of food, clothing, equipment and supplies.
- Ensure that appropriate systems for the receipt, storage and distribution of supplies are established and maintained.

COMMUNICATIONS OFFICER
1. General Responsibilities
- Act as message controller.
- Supervise operations of the communications centre.
- Receive and disseminate warnings to districts as directed by the Operations Officer or Controller.
- Establish and maintain radio communications (local and international).

2. Alert Phase
- Ensure a ready supply of message forms and logs at all workstations.
- Check for any messages which relate to your function or responsibilities, delivered prior to your arrival.
- Open in/out message register.
- Switch on all radios, fax machines, telephones etc.
- Conduct a complete operational check of all available radio networks.
- Assign radio operators to location as required.
- Establish radio communications with site.
- Open radio logs.
- Report communications status to Operations Officer.
3. Response Phase

- Coordinate establishment of communications in the disaster area.
- Arrange for additional communications, with capability as directed by the Operations Officer.
- Ensure communications and backup equipment are fully operational.
- Maintain communications status board.

4. Recovery Phase

- Prepare communications portion of after action reports.

EOC STAFF

ADMINISTRATION AND SUPPORT OFFICER

1. General Responsibilities

- Primarily responsible for accounting record keeping.
- Provide administrative support for the DivEOC including the following as required.
  - Billeting.
  - Transportation.
  - Food.
  - Supplies and materials.
  - Personnel augmentation from outside sources.
  - Printing and reproduction.
  - Purchasing required for emergency/disaster operations.
  - Maintenance and upkeep of disaster directory and work schedules.
- Maintain financial records for emergency/disaster operations.
- Prepare financial portion of after action report.
- Performs duties of Executive Assistant to the NEOC Controller.
- Responsible for DivEOC staff welfare and personnel management issues.

RADIO/TELEPHONE OPERATOR

General Responsibilities

- Operates assigned radio/telephone equipment
- Maintains accurate in/out message logs under the direction of the Communications Officer
- Monitors and documents alternate frequencies.

PLOTTER

General Responsibilities

- Maintain maps, charts and status boards, and posts situations as required to keep updated.
- Become familiar with identifying codes and symbols of agencies in the operations room.
- Ensure that sufficient map symbols are available and marked properly.
- Ensure that actions are entered on the status board and action board, and that these boards are kept up to date.

RUNNER/MESSENGER

General Responsibilities

- Maintain prompt flow of information within the DivEOC as directed by the Assistant Operations or Communications Officer.
- Pick up and distributes messages within the DivEOC
- Reproduce the required number of copies of messages on duplicating equipment.
RELIEF AND DAMAGE ASSESSMENT

RELIEF CO-ORDINATION (by the DivEOC)

1. GOODS AND SUPPLIES

In the aftermath of a disaster, the Director of the Operation Unit would be responsible for the co-ordination of all relief in (Goods and Supplies) entering the affected division. Such relief would be distributed on the basis of report submitted by the damage assessment personnel or committee.

The Director would delegate duties to the following persons:
- FMF - to provide manpower for the handling of relief supplies.
- PWD - to provide vehicles for the transportation of supplies
- Agriculture Department - to help distribute supplies

The centre for distribution could either be the Government Supplies or Health Centre (whichever is most practical)

2. WELFARE OF FAMILIES OF DivEOC STAFF

Once the DivEOC is activated the Divisional Police Commander (Div PC) would be given the responsibility of liaising between the DivEOC staff and their families. Knowing that the welfare of their families is being looked after will lessen the anxiety of the DivEOC staff. The Coordinator can delegate these duties to Police Officers based in the areas where the family of the DivEOC staff resides. This should be done as soon as possible after the event.

3. WELFARE OF DivEOC STAFF AND VISITING VOLUNTEERS

The Administrative Officer would be given the responsibility of:
- Making arrangements for accommodation and welfare of the DivEOC Staff. (Food items, toiletries and restroom, etc)
- Meeting and attending to the welfare of visiting volunteers.
- Assistance can be sought from the Marine or PWD to provide transportation to and from the airport/seaport and also within the division.
NEOC RESOURCES

The operation of the NEOC will be much like the operation of a very busy office. Consequently, a wide range of supplies will be needed. All supplies, equipment and data for the effective running of the NEOC are stored on the site in lockers or cabinets until actually needed. Under no circumstances should these supplies be available for everyday use. It should be assured that items needed under disaster conditions are readily available when required.

The possibility exists that disaster conditions may make it impossible, or at least impractical for operations to be conducted from the pre-designated NEOC. The entire NEOC should be prepared to move to another location at short notice. That need suggests that supplies, data and small equipment should be stored in boxes or other containers suitable for quick packing and easy movement from the NEOC to trucks or vehicles for transportation to an alternate NEOC site. The packing should be done in such a way as to enable the new NEOC facility to be set up, equipped and made operational in a short time.

DivEOC RESOURCES

The operation of the DivEOC will be much like the operation of a very busy office. Consequently, a wide range of supplies will be needed. All supplies, equipment and data for the effective running of the DivEOC are stored on the site in lockers or cabinets until actually needed. Under no circumstances should these supplies be available for everyday use. It should be assured that items needed under disaster conditions are readily available when required.

The possibility exists that disaster conditions may make it impossible, or at least impractical for operations to be conducted from the pre-designated DivEOC. The entire DivEOC should be prepared to move to another location at short notice. That need suggests that supplies, data and small equipment should be stored in boxes or other containers suitable for quick packing and easy movement from the DivEOC to trucks or vehicles for transportation to an alternate DivEOC site. The packing should be done in such a way as to enable the new DivEOC facility to be set up, equipped and made operational in a short time.
NEOC LOCATION AND LAYOUT

The NEOC should be located in a designated building.

The primary location is: NDMO Ministry of Home Affairs

Secondary Location: 53

The NEOC should be constructed to be structurally resistant to most hazards. Therefore, it is a self continued, self sufficient facility that can operate independently for reasonable periods of time with its own electrical generator, an independent water supply and sewage disposal system and adequate ventilation.

The environment of the NEOC is suitable for people working closely together. It contains the following separate areas:

1. EXECUTIVE AREA
   The executive area should accommodate the CCG for meetings. The area may also be used by the NEOC staff for planning and briefing meetings. It is a restricted area. Access to this area should be strictly controlled.

2. OPERATIONS AREA
   This is the operational hub of the facility and is designed so management can effectively coordinate a response to the crisis.

3. COMMUNICATIONS ROOM
   Separate from other activities if the operations area, this area is critical to the success of the operations of the NEOC. From here, communications between the NEOC, the site and external entities will flow. It is also the location of communications equipment for the rest of the NEOC.

4. SECURITY AREA
   Security is an important part of the NEOC plan. Arrangements must be made for security personnel to manage and control people entering and leaving the NEOC, particularly the operations area.

5. REST AREA
   Stress and fatigue are natural consequences of disaster. This area has been set aside where personnel can rest briefly when necessary.

6. BRIEFING AREA
   An area close to but separate from the NEOC is set aside for the media. It is the Public Information Centre from which news of the disaster will be disseminated to the public via both print and electronic media through news conferences. Briefings may also be held in the area.

7. KITCHEN/FOOD STORAGE FACILITIES
   This area is included in which food can be stored in advance and also prepared in the event of disaster.
DivEOC LOCATION AND LAYOUT

The DivEOC should be co-located within Divisional Commissioners Head Office, or in a designated building adjacent to the Divisional Commissioner Head Office.

The DivEOC was constructed to be structurally resistant to most hazards. Therefore, it is a self contained, self sufficient facility that can operate independently for reasonable periods of time with its own electrical generator, an independent water supply and sewage disposal system and adequate ventilation.

The environment of the DivEOC must be suitable for people working closely together. It should contain the following separate areas:

1. EXECUTIVE AREA
   The executive area can accommodate the DIVISIONAL EXECUTIVE GROUP for meetings. The area may also be used by the DivEOC staff for planning and briefing meetings. It will be a restricted area. Access to this area will be strictly controlled.

2. OPERATIONS AREA
   This is the operational hub of the facility and is designed so management can effectively coordinate a response to the crisis.

3. COMMUNICATIONS ROOM
   Separate from other activities if the operations area, this area is critical to the success of the operations of the DivEOC. From here, communications between the DivEOC, the site and external entities will flow. It is also the location of communications equipment for the rest of the DivEOC.

4. BRIEFING AREA
   An area close to but separate from the DivEOC is set aside for the media. It is the Public Information Centre from which news of the disaster will be disseminated to the public via both print and electronic media through news conferences. Briefings may also be held in the area.

5. SECURITY/ ADMINISTRATION AREA
   Security is an important part of the NEOC plan. Arrangements must be made for security personnel to manage and control people entering and leaving the NEOC, particularly the operations area.

6. REST AREA
   Stress and fatigue are natural consequences of disaster. This area has been set aside where personnel can rest briefly when necessary.

7. TOILET/ BATHROOM
   This area is set aside for the EOC staff.

8. KITCHEN/FOOD STORAGE FACILITIES
   This area is included in which food can be stored in advance and also prepared in the event of disaster.
Membership and Responsibilities
(With particular focus on the NEOC)

**Police**
- Provide a representative to the NDC, CCG and national working group
- Assist with the initial emergency relief assessment process
- Provide back-up radio communications
- Law enforcement
- Traffic and crowd control
- Isolation of damaged areas
- Damage reconnaissance and reporting
- Disaster area evacuation

**Fire Service**
- Fire prevention and suppression
- Hazardous spills containment and clean-up
- Inspect evacuation centres

**Public Works**
- Provide a leader for the mitigation and planning sub working groups
- Lead the disaster assessment process and compile a full assessment report for NDC
- Provide a representative for the NDC and CCG
- Tend to damages to ensure infrastructure is maintained as best possible during an emergency
- Carry out assessment of damage
- Inspection of damaged area for the hazard

**FCOSS (Association of NGOs)**
- Provide a representative to each of the national working group sub groups
- Support the initial emergency relief process
- Support disaster management training
- Provide a representative to the NDC

**Lands Survey and Natural Resources**
- Provide a representative to the NDC and national working group
- Participate and support disaster mitigation programme activities

**Utilities Authorities - Telecom, FEA, City Councils**
- Provide a representative to the NDC and national working group
- Participate and support disaster mitigation project activities
- Tend to damages to ensure services are maintained as best possible during an emergency
- Carry out assessment of damage

**Health**
- Provide a representative to the NDC, and national working group
- Conduct sentinel monitoring of potential health problems following a major incident
- Coordinate planning efforts of hospital and other health facilities with state requirements
- Coordinate patient loads of health facilities during emergencies
- Coordinate triage and first aid activities immediately after disaster strikes
- Develop emergency health and sanitation standards and procedures
Country Information Package

Red Cross Society
- Provide a representative to the NDC, CCG, and national working group
- Support the initial emergency relief assistance and assessment process
- Provide support to disaster management training activities

St John Ambulance
- Provide a representative to the NDC, CCG, and national working group
- Support the initial emergency relief assistance
- Provide support to disaster management training activities

Divisional Disaster Coordinating Officer
- Support the identification and design of disaster management programmes
- Disseminate warning messages within areas of responsibility and ensure community members understand their meaning together with action to take
- Initiate emergency relief assessment within their areas of responsibility
- Serve as the disaster management focal point for their respective division
- Other activities in support of disaster management and emergency response that may be requested by the NDC or NDMO

Education
- Provide a representative to the NDC and national working group
- Identify schools for use as emergency shelter
- Participate and support in disaster mitigation project activities

Civil Aviation
- Provide a representative to the NDC, CCG and national working group
- Establish procedures for the clearance of personnel during relief operations
- Participate and support disaster mitigation projects

Ministry of Marine Resources and Fisheries
- Provide a representative to the NDC and national working group

Broadcasting Houses - Communications Fiji Ltd, etc
- Provide a representative to the NDC and national working group
- Support the national education and awareness campaigns through broadcasting of information

Customs and Quarantine
- Develop and enforce procedures associated with the clearance of disaster relief supplies
- Provide a representative to the NDC

Ministry of Finance
- Provide a representative to the NDC and CCG
- Manage the financial aspects of relief operations including the recording of donor contributions
- Prepare a financial record of expenditure following major operations

Foreign Affairs
- Provide a representative to the NDC and national working group
- Participate and support disaster mitigation project activities
- Contact point for donor countries/agencies
Ministry of Agriculture

- Provide a representative to the NDC and national working group
- Participate and support disaster mitigation project activities
- Damage assessment teams
Organisation Chart of NEOC

Notes:
1. This diagram is only a generic guide and should be viewed with reference to the actual structure described on page 18 of this document.
2. Contact with Agencies and Organisations is through the Liaison Officers
Organisation Chart of Divisional EOC

Controller (Commissioner)

Disaster Management Committee

Co-ordinator (Divisional Planning Officer)

EOC Staff

Information/Media

Operations and Logistics

Relief & Damage Assessment

Agency Liaison Officers

District Officers

Ref: Fiji - National Disaster Plan, 1995, Sect2.pp11-15
Note: no Divisional organisational structure in the National Disaster Plan however it does explain it in the context.
THE STRUCTURE OF THE DISTRICT EOC ORGANISATION

There are constraints on the District level EOC such as staffing needs and the Heads of Departments (HODs) are required to man the EOC and assist with the Information/Media, Operations and Logistics and the Relief and Assessment Unit tasks. There are other positions such as the Plotter and Communications Officer that would have to be sorted out as well by the Co-ordinator.

Both structures are not defined in the National Disaster Plan but the roles of each Unit are explained in the context.
General
Viti Levu has the largest land area of 10,388 square kilometres comprising 57 percent of the land area. The 2007 census report estimated Fiji's population at 905,949. There is a high degree of variability in the distribution of Fiji's population among the provinces. Viti Levu contains 76 percent of Fiji's population, while Vanua Levu is home to another 18 percent. The remaining 6 percent is distributed roughly among the ninety-five small islands.

The population in the Central and Eastern divisions were estimated to be at 342,530 and 39,074 respectively (2007 census). The following table shows the population of the various provinces in the Central and Eastern Divisions.

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<tr>
<th>PROVINCE</th>
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<th>Population</th>
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## EASTERN DIVISION

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<td>Lomaloma</td>
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<td></td>
<td>Moala</td>
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<td></td>
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<td>Mualevu</td>
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<td></td>
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<tr>
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<td>Totoya</td>
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<td></td>
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<td></td>
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<td></td>
<td>Gau</td>
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<td></td>
<td>Koro</td>
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<td>Other islands</td>
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<tr>
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<td>Pejpei</td>
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INFORMATION ON THE NORTHERN DIVISION

General
Vanua Levu has a land area of 5,532 square kilometres and is the second largest island, comprising 30 percent of the land area.

The 2007 census report estimated Fiji's population at 905,949. There is a high degree of variability in the distribution of Fiji's population among the provinces. Viti Levu contains 76 percent of Fiji's population, while Vanua Levu is home to another 18 percent. The remaining 6 percent is distributed roughly the ninety-five small islands.

The population in the Northern division was estimated to be at 139,516 (2007 census). From this estimation, there are about 109,465 living in the rural areas and 30,051 living in the urban areas. The population of Labasa was estimated to be at 54,070 and Savusavu was estimated to be at 11,842.

The following table shows the population of the three provinces in Vanua Levu.

<table>
<thead>
<tr>
<th>PROVINCE</th>
<th>Tikina</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bua</td>
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<tr>
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<td>Wainunu</td>
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<td>Cakaudrove</td>
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<td></td>
<td>Sasa</td>
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</table>
General
Viti Levu has the largest land area of 10,388 square kilometres comprising 57 percent of the land area. The 2007 census report estimated Fiji's population at 905,949. There is a high degree of variability in the distribution of Fiji's population among the provinces. Viti Levu contains 76 percent of Fiji's population, while Vanua Levu is home to another 18 percent. The remaining 6 percent is distributed roughly the ninety-five small islands.

The population in the Western division were estimated to be at 319,054 (2007 census). The following table shows the population of the various provinces in the Division.

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</table>
1. INTRODUCTION

The Fiji Islands is vulnerable to a number of natural hazards, in particular tropical cyclones. There are low lying coastal areas in all islands with tropical vegetation. The Republic of Fiji, comprising more than 300 islands and land mass of over 18,200 sq. kilometres, is an independent, developing nation with a population of approximately 810,000 people. The climate is tropical with a typical weather pattern of a wet season and a dry season. Fiji is subject to cyclones which is seasonal between November to April. During the rainy season, flooding and landslides can occur, especially during the cyclone season.

Tropical cyclones, with the accompanying strong winds, flood and storm surge, are the most frequent hazards to threaten Fiji and also have the most damaging impact on our country. Fiji is situated south of the equator and lies in one of the tropical cyclone-prone areas of the South Pacific. Five to six severe cyclones would usually affect the country in a decade. Heavy torrential rain that will occur a few days before the onslaught of the wind can cause widespread flooding.

Fiji has been affected by a major tropical cyclones in the past, with recent ones being Cyclone Kina in 1993 and Tropical Cyclone Ami at the beginning of 2003.

Several scenarios could be developed describing the extent of casualties and damage to properties, following a major cyclone in Fiji. These would differ as well, depending on the magnitude of the cyclone. Listed below are indications of some of the effects which could be expected:

- There would be many casualties from secondary disaster like floods and landslides. The number would depend on the time of day, and the location of the landslide and flooding as most development is happening in landslide and flooding prone areas.
- Services (power, water, telecommunications) would be severely disrupted.
- Roads, air and sea transport would be severely damaged and disrupted.
- Community infrastructure would be severely damaged, disrupting the normal industrial, commercial, government and service industries. The return to normal community activity would be a long and difficult process.
- The country’s financial system could become subject to extreme pressure
- The sugar cane and tourist industry would suffer
- Emotional stress would be long lasting and widely spread throughout the community.

Planning must be continuously exercised to minimize the effects on the population, and to assist a quick recovery from such an event.

2. AIM OF THE PLAN

This plan outlines the actions necessary at divisional level to minimise the effects of a major cyclone in the Fiji Islands.

3. AUTHORITY

This plan is produced under the authority of the National Disaster Management Council and the National Disaster Management Office.

4. RELATIONSHIP WITH OTHER PLANS

This plan should be read in conjunction with the National Disaster Management Plan and should be used by all agencies, NGO’s at Divisional and District levels as guide to develop their cyclone plan.
5. DECLARATION OF AN EMERGENCY
A state of emergency can only be declared by a council of ministers which should include, the Minister for Regional Development in his capacity as the Chairman of the NDMC, the Minister for Finance, Minister for Home Affairs. This decision will be facilitated and made after a rapid initial damage assessment mechanism is completed.

6. CONTROL AND COORDINATION
The response operation for a cyclone threat will be activated and coordinated by the Divisional Disaster Controller (Div DC) assisted by the Divisional Disaster Management Committee (DivDMC).

7. CYCLONE WARNINGS
The Nadi Tropical Cyclone Warning Centre (TCWC) will issue special weather bulletins from the initial alert to threat. Furthermore, the release of Alert or Warning messages should be accompanied with simple verbal/text explanation for people to understand the terminology and can easily interpret the meaning.

7.1 WARNING
Issued every three hours. Issued when there is an imminent threat of a tropical cyclone affecting the northern division. The strength are detailed in the following descriptions:
- **Gale Force Winds** - issued every six hours when the wind speeds expected to reach gale force intensity (34-63 knots) within the next 24 hours.
- **Storm Force Winds** - issued every three hours when average wind speeds are expected to reach storm force intensity (43-63 knots) within the next 24 hours.
- **Hurricane Force Winds** - issued every three hours or hourly when available on radar, when wind speeds are expected to exceed 63 knots within the next 12 hours.

8. CYCLONE ALERT
To be issued every six hours, therefore it will be important that the clocks at all the concerning agencies like the Nadi Tropical Cyclone Warning Center, Radio Stations and DivEOCs are synchronized, particularly when issuing the warnings to the public.

8.1 STAGE ONE - READINESS WHITE (Linked to Gale Force Winds)
Stage 1 is activated when the general public and specific communities at risk will be informed of the disaster threat and the counter measures to be taken.
- A tropical cyclone alert is issued by the Tropical Cyclone Warning Centre in Nadi. Stage 1 will then be activated if cyclone warning is given for the particular Division.
- The relevant authorities (Public Works Department or Meteorological Services) warn of a significant threat of the occurrence of floods in specified parts of the Division.
- In the Opinion of the Divisional Commissioner, there is a possible threat of Cyclone or a natural disaster.

8.2 STAGE TWO - STANDBY YELLOW (Linked to Cyclone Warning)
Stage 2 will then be activated at the Divisional and District level for which flood warnings are issued.
- A gale, storm, or hurricane warning is issued for one or more parts of the country.
- The relevant authorities (Public Works Department or Meteorological Services) warn of a significant threat of the occurrence of floods in specified parts of Fiji. Stage 2 will then be activated at the Divisional and District level for which flood warnings are issued.
- In the Opinion of the Divisional Commissioner there is a possible threat of Cyclone or a natural disaster.
8.3 STAGE THREE - ACTION RED
(Linked Cyclone Warning - Hurricane Force Winds)
Stage 3 will be activated when a natural disaster has occurred in Fiji or parts of Fiji. It will normally become operational when the immediate danger has passed.
• Highest state of readiness
• Cyclone impact with risk of destructive wind is imminent

8.4 STAGE FOUR - STEP DOWN, GREEN
Stage 4 will be activated when, according to the National Controller, the emergency operation, with its associated activities and responsibilities can be terminated and when relief and rehabilitation activities can be implemented under normal government rules. This will be no longer than two weeks after the start of stage 3, except with specific approval from cabinet.

9. ACTIVATION OF DIVISIONAL EMERGENCY OPERATION CENTRE (DivEOC)
The DivEOC will be staffed according to the following schedules

10. RESPONSE MEASURES
10.1 STAGE ONE (WHITE) - READINESS
When Stage ONE (WHITE) is activated, the following actions will be taken
• Manned by Commissioners Office during normal working hours only. Office hours may be extended at the discretion of the Divisional Controller.
• Place whole of Fiji on Divisional emergency status, if warranted, and instruct the Div Controller to activate the national disaster plan upon consultation with the National.
• Monitor all activities and be consulted on all matters relating to policy.
• Assume responsibility for the activation of the Divisional Disaster Plan.

DIVISIONAL LEVEL
DIVISIONAL COMMISSIONER
• Notify:
  - PS-Regional Development
  - NDMO
  - Divisional Disaster Management Committee
  - District Officer
  - Div Heads Min. of Communications and Works
  - Div Head Telecom, Fiji
  - Div Head Fiji Electricity Authority
  - Divisional Medical Officer
  - Divisional Education Officer
  - Hospital Superintended
  - Divisional Police Commander
  - Nadi/ Nausori/ Labasa Airport Manager
  - Branch President, Fiji Red Cross Society
  - Divisional Planning Officer
• Assemble the DivDC at the DivEOC and convene to review preparedness arrangements and prepare for coordinated response.
• Notify District Officer and advise to convene District Disaster Management Council to review preparedness arrangements and prepare for coordinated response.
Country Information Package

• **DISTRICT LEVEL**
  Notify District Officer and advise to convene District Disaster Management Council to review preparedness arrangements and prepare for coordinated response. (refer to District SOP-Cyclone and District Disaster Plan)

• **DEPARTMENTS, AGENCIES AND NGOs**
  • Each of the agencies will take necessary precautions in line with their agency disaster plan.
  • Attend DivDMC meeting
  • Brief key staff (including those within the divisions/districts and outer islands).
  • Implement action listed under stage one of the response preparedness plans.
  • Commence closer monitoring of the cyclone.

10.2 STAGE TWO (YELLOW) - STANDBY

*When Stage Two (YELLOW) is activated, the following actions will be taken*
Second Level of preparedness and Final preparations should be completed.

• **DIVISIONAL EMERGENCY OPERATION CENTRE**
  Will be operational on a 24 hour basis to coordinate information and provide operational support. Commissioners Office Staff will be supported by the establishment of units under the direction of team leaders.

• **MEDIA BROADCAST**
  Population at risk will continue to be informed of the threat through the relevant channels, Fiji Broadcasting Commission and FM 96.

• **THE DIVISIONAL CONTROLLER - COMMISSIONER**
  Will determine the exact timing for the commencement of the respective DivEOC units. Extended manning will be introduced on a gradual basis during this stage.
  - Schools will close
  - Safety Shelters will open

• **EOC COORDINATOR - DIVISIONAL PLANNING OFFICER**
  • Ensure the following are at the DivEOC:
    - Radio operators
    - Radio station staff with emergency broadcast capability from the DivEOC staff.
    - Liaison Officers
    - DivEOC Staff
  • Brief the DivEOC staff
  • Convene meetings and brief DivEOC staff
  • Provide accommodation for DivEOC staff
  • Ensure emergency power supply is operational
  • Act as advisor to the National Disaster Controller on all matters concerning logistics, coordination of response and supply of services to affected areas
  • Brief NEOC on situation
  • Receive confirmation from Telecom external links are functional.
  • Departments and Organisations will brief all key staff.
  • Implementation action under stage two of response and preparedness plans.

• **DivDMC MEMBERS**
  • Report to the DivEOC
  • Meet and formulate a plan for dealing with the cyclone
• **DISTRICT COMMITTEES**
  Activate District EOCs and cyclone response plans

• **COMMISSIONER NORTHERN**
  • Activate Divisional Cyclone plans
  • Activate DivEOC
  • Initiate evacuation procedures as required
  • Ensure the safety of the Civil Servants at work place and their homes

• **DISTRICT LEVEL**
  Will be operational on a 24 hour basis to coordinate information and provide operational support. (refer to District SOP - Cyclone and District Disaster Plan)

• **AGENCIES**
  Each agencies will inform their staff, put people on standby and take necessary precautions in line with their disaster plan.

10.3 STAGE THREE (RED) - ACTIONS

*When Stage Three (RED) is activated, the following actions will be taken*

Highest State of readiness
All departments, business offices and stores will close.

• **DIVISIONAL EMERGENCY OPERATION CENTRE (DivEOC)**
  Full manning of the EOC will take effect from the announcement of stage three.

• **OPERATION AND LOGISTIC UNIT**
  • Check emergency shelters and shelter personnel
  • Ensure the emergency relief distribution service is operative
  • Place all parallel communications services under the control of the DivEOC
  • Send SITREPs to NEOC and participating states through the DivEOC
  • Activate mutual aid agreements through the NEOC
  • Place radio operators at the DivEOC on 24-hour roster
  • Ensure fully manned emergency communications systems
  • Provide evacuation facilities for families of DivEOC staff if necessary
  • Check with radio station on the equipping and activate press area at the DivEOC
  • Check security deployment by Police Force to all key areas
  • Ensure that admin/secretarial support are prepared for DivEOC
  • Ensure that all ministerial communications systems are fully activated
  • Ensure that all District EOCs are activated and that communications exist with the DivEOC
  • Get information on location and magnitude of the Cyclone from the Nadi Meteorological unit through the NEOC
  • Activate Damage Assessment SOP and prepare ground/Air Reconnaissance initial damage assessment teams to areas of greatest damage as soon as the cyclone pass through
  • Notify NEOC and NDC.
Country Information Package

• INFORMATION/ MEDIA UNIT
COMMUNITY MEDIA WARNING
Whilst Divisional Commissioner will have responsibility for activating resources under their control through the three stages of activation, the placement of community alerts will be managed from the NEOC to ensure that information is broadcast in a manner which creates minimal confusion given that is highly likely that divisions may be on different levels of preparedness.
  • Disseminate situation report to or brief NDC and NEOC and District Office
  • Upon issue of Red Alert from National Disaster Controller, issue alert to District Office and relevant agencies.
  • Establish communications with emergency response agencies and District Chairman

• SPECIAL NOTE
  • Cyclones are unpredictable in nature, and therefore it is very easy to be caught out of speed of movement increases in track alters without warning. Be prepared to initiate action during one stage which may be listed under another.
  • Be guided by local weather conditions - they may differ from official or current weather messages.
  • Information broadcasts are conducted by the NDC, and are designed to provide the community with more detailed information that may be contained in weather warnings. They are used to walk the community through the preparedness stage, and are useful in reducing over-reaction and rumour (coconut wireless).

12. AGENCIES - GOVERNMENT DEPARTMENTS AND NGOs
• Implement action in accordance with stage three response and preparedness plans.
• Standby to respond in accordance with the directions from the Controller and DivEOC.

• FIJI MILITARY FORCE
  Assist with personnel and evacuation as requested by the DivEOC

• NATIONAL FIRE AUTHORITY
  • Activate search and rescue procedures as necessary
  • Provide ground reconnaissance intelligence to the DivEOC in the main towns in the particular division.

• DIVISIONAL MEDICAL OFFICER/DIV HOSPITAL SUPERINTEND
  • Activate hospital cyclone plans
  • Activate all medical services including first aid stations
  • Activate and assign all medical and first aid staff and ensure adequate medical supplies are available
  • Prepare Districts’ Medical Teams to deploy hospital emergency staff to district casualty stations soon after the cyclone pass through and upon advise from DivEOC
  • Provide medical staff at district casualty stations
  • Initiate procedures for the quick burial of the dead

• PUBLIC WORKS
  Provide transport and machineries to clear roadblocks and for ground reconnaissance intelligence to the DivEOC

• DIVISIONAL ENGINEER
  Brief the Divisional Controller on the condition of Evacuation buildings and recommend a suitable alternate building from which to evacuate affected population.
• AIRPORT MANAGER
  Provide Clear Runway for emergency landing.

• MARINE DEPARTMENT
  Provide boats for marine reconnaissance

• DEPARTMENTAL HEADS
  Activate all Departmental cyclone plans

• GOVERNMENT DISASTER LIAISON OFFICERS (DLOs)
  Establish ministerial operations centres.

13. WITHIN 48 HOURS AFTER CYCLONE
13.1 DIVISIONAL CONTROLLER
  • Be consulted on all matters relating to the activation of any or all evacuation systems developed for Divisional and Districts by the DivEOC.
  • Establish contact with overseas donor representatives.
  • Locate and brief all operations staff.
  • Implement Departmental plans.
  • Inform respective agencies of the current situation.
  • Locate all heads of divisions.
  • Install communications and emergency power supplies.
  • Contact DivEOC director and provide updates.
  • Assess needs.
  • Brief department personnel on the situation.
  • Implement deployment plan of services and supplies through the use of a priority checklist.

13.2 DISTRICT COMMITTEES
  • Activate and prepare emergency shelters as required and advise the DivEOC
  • Ensure that all emergency shelters are opened, staffed and equipped with supplies

13.3 DAMAGE SURVEY TEAM
  Provide initial damage assessment and needs to the DivEOC

13.4 FIJI RED CROSS SOCIETY
  Deploy relief, volunteer and welfare workers to evacuation centres.

13.5 PUBLIC WORKS DEPARTMENT
  • Convene and deploy land transport as required by the DivEOC
  • Activate transportation, road clearance and logistics plan through the DivEOC
  • Re-check arrangements and MOU’s with private contractors
  • Deploy resources:
    - Heavy-duty equipment
    - Communications equipment
    - Manpower
    - Refuel vehicles
  • Provide fuel for generators at the DivEOC

13.6 AIRPORT MANAGER
  Brief airlines authorities on the situation at the airports
13.7 WATER AUTHORITY
• Activate cyclone water supply plans
• Fill water trucks
• Fuel all vehicles

13.8 NATIONAL FIRE AUTHORITY
• Deploy resources:
  - Fire fighting equipment for secondary disaster in major towns
  - Communications equipment
  - Manpower

13.9 FIJI ELECTRICITY AUTHORITY
• Activate Cyclone Restoration plans
• Deploy resources where needed

13.10 POLICE
• Initiate evacuation procedures through the DivEOC
• Deploy security personnel to stricken and evacuated areas and homes of key response personnel as requested through the DivEOC
• Provide ground reconnaissance intelligence to the DivEOC
• Assign personnel to:
  - Protect property
  - Prevent vandalism
• Control traffic
• Maintain security at:
  - Hospitals
  - Shelters
  - Air and seaports
  - Relevant Government offices
  - Homes of relief workers

13.11 INFORMATION OFFICE (IO)
• Issue precautionary hints together with packaged information of the activities of responding agencies and disseminate situation reports locally through the DivEOC
• Advise public of safety of key Government officials through the DivEOC
• Advise public to listen to all reports through the DivEOC
• Issue precautionary hints together with packaged information of the activities of responding agencies and disseminate situation reports locally and overseas through the DivEOC
• Issue updates and public information via news releases

14. AS SOON AS POSSIBLE
14.1 DIVISIONAL DISASTER CONTROLLER
• Establish contact with National Controller for onward transmission to International agencies regarding the responsibility for the coordination of supplies to the Division
• Coordinate the relocation of Government offices to temporary pre-determined alternate sites through the NEOC if need arises or DivEOC damaged
• Maintain communications within and outside the affected Division and with other assisting organisations through the DivEOC
• Make available all relevant information on the disaster to NEOC and Districts through the DivEOC
• Coordinate evacuations from stricken or threatened areas to emergency shelters through the DivEOC

14.2 INFORMATION OFFICER (IO)
• Build and maintain a picture of the cyclone, its effects and relief measures being undertaken through the DivEOC
• Establish a public information service to Division and the outside world, making certain that all information released is factual and accurate.
• Constantly advise public through the DivEOC:
  - To conserve food and water
  - To stay living at their homes if safe to do so
  - To take particular care with hygiene and sanitation practices
  - Of measures being taken with respect to provision of food and water and restoration of public utilities

14.3 PS - MINISTRY OF FINANCE
• Activate emergency finance procedures
• Assess local relief supplies
• Establish lines of credit with merchants enabling easy access to relief supplies during the disaster

14.4 DIVISIONAL PLANNING OFFICER (Div PO)
• Coordinate requests for and offers of overseas aid and assistance through the DivEOC
• Coordinate local and International reconnaissance and damage assessment teams (Insurance Companies, Military, UN Organisations, etc.) through the DivEOC

14.5 HEAD - SOCIAL WELFARE
Coordinate distribution of relief supplies through the DivEOC

14.6 DIVISIONAL COMMISSIONER
Facilitate speedy customs, immigration and health clearance for international assistance and resources arriving in the Country through the NEOC for DivEOC.

14.7 FIJI VISITORS BUREAU
See to the welfare of Tourists and advise the DivEOC

14.8 CHIEF FIRE OFFICER
Coordinate local and International search and rescue teams and operations through the DivEOC

14.9 DISTRICT COMMITTEES
Coordinate the establishment, staffing and management of emergency shelters for the general population

14.10 PUBLIC WORKS DEPARTMENT
• Provide transportation for relief supplies and personnel
• Provide temporary or permanent accommodation required by relief workers
• Coordinate transportation and supply through the DivEOC
14.11 RED CROSS
- Channel International medical assistance through the DivEOC
- Assist the DivEOC in coordinating relief assistance and supplies
- Assist with food and water distribution and with relief activities
- Provide relief supplies to shelter victims
- Assist with needs assessment
- Assist with the tracing of missing persons.

14.12 DIVISION MEDICAL OFFICER
- Certify international requests and receipts of medical supplies
- Deploy field hospitals as necessary after initial assessment

14.13 DISTRICT CHAIRMAN
- Coordinate the reception and care of evacuees sent into the district
- Provide information to the DivEOC on damage and needs

15. WITHIN TWO WEEKS
15.1 DIVISIONAL CONTROLLER
- Assemble Government for emergency session as necessary.
- Oversee that all essential services is back to normal or otherwise advise NEOC and DivDMC and District DMC.

16. WITHIN ONE TO THREE MONTHS
16.1 DIVISIONAL COMMISSIONER
- Convene Executive Council for emergency sessions as necessary.
- Appoint a recovery coordinator.
- Stand down the response phase.
- Deactivate the DivEOC and return to normal operations.

16.2 DivDMC
Deactivate the Agency operation and return to normal operations at own departments.

16.3 DISTRICT OFFICER
- Convene Executive Council for emergency sessions as necessary.
- Appoint a recovery coordinator.
- Stand down the response phase.
- Deactivate the DivEOC and return to normal operations.

16.4 DAMAGE AND RELIEF COORDINATOR
- Coordinate requests for and offers of overseas aid and assistance through the NEOC
- Provide relief supplies to all as needed
- Coordinate distribution of recovery support and supplies through the Government Supplies
- Coordinate with NEOC speedy customs, immigration and health clearance for international assistance and resources arriving in the country through appropriate agencies
- Coordinate the closing down of emergency shelters and the return of evacuees to their homes
- Coordinate the relocation of Government offices to original or alternate sites
- Coordinate transportation and supply
- Coordinate the responses from all local and international agencies to see to the hasty restoration of normal services and functions of the public and private sectors
- Verify and certify all disaster relief invoices for payment
Country Information Package

• Coordinate the restoration of essential services and public utilities
• Ascertained the early requirements for Government assistance in re-establishing the community
• Establish and operate a National Enquiry Centre
• Coordinate any task required to maintain Government functions

16.5 INFORMATION OFFICER
Continue to build and maintain a picture of the cyclone, its effects and recovery measures being undertaken.

16.6 MINISTRY OF AGRICULTURE AND FISHERIES
• Monitor and document relief stock levels
• Promote the resumption of normal trade

16.7 DISTRICT OFFICE
Ensure establishment of central storage area at air and sea ports to receive supplies

16.8 GOVERNMENT SUPPLIES
Distribute supplies to district distribution storage

16.9 FIJI MILITARY FORCE
• Document relief items
• Record receipts of relief items

16.10 TELECOM FIJI
Restore telecommunications

16.11 PWD
Restore roads, bridges and buildings

16.12 FIJI ELECTRICITY AUTHORITY
Restore electricity

16.13 WATER AUTHORITY
Restore water supplies

16.14 HEALTH DEPARTMENT
• Certify food and water supplies
• Distribute and deploy medical supplies and personnel as required
• Ensure Public Health is maintained

16.15 MINISTRY OF AGRICULTURE, TRADE AND THE ENVIRONMENT
Restore agricultural sector
Country Information Package

The information that follows in this booklet has been prepared to assist you with exercises in the courses conducted through the Pacific Disaster Risk Management Program by The Asia Foundation (TAF) and the USAID Office of US Foreign Disaster Assistance (OFDA).

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REPUBLIC OF THE FIJI ISLANDS

Policy, Plans, Programmes and Projects for Emergencies and Disasters

Republic of the Fiji Islands