Storm Surge Warning Information Dissemination Protocol
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<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Description</th>
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<tbody>
<tr>
<td>CCRIF</td>
<td>Caribbean Catastrophe Risk Insurance Facility</td>
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<tr>
<td>CIMH</td>
<td>Caribbean Institute of Meteorology and hydrology</td>
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<tr>
<td>CZMA</td>
<td>Coastal Zone Management Agencies</td>
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<tr>
<td>DMO</td>
<td>Disaster Management Organization</td>
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<tr>
<td>EOC</td>
<td>Emergency Operations Centre</td>
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<tr>
<td>MDO</td>
<td>Meteorological Duty Officer</td>
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<tr>
<td>NEOC</td>
<td>National Emergency Operations Centre</td>
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<tr>
<td>NHC</td>
<td>National Hurricane Centre</td>
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<tr>
<td>ODPM</td>
<td>Office for Disaster Preparedness and Management</td>
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<tr>
<td>REACT</td>
<td>Radio Emergency Associated Communication Teams</td>
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<tr>
<td>RTFS (TAOS)</td>
<td>Real Time Forecasting System</td>
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<tr>
<td>SOP</td>
<td>Standard Operating Procedures</td>
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<tr>
<td>TEMA</td>
<td>Tobago Emergency Management Agency</td>
</tr>
<tr>
<td>TTARL</td>
<td>Trinidad and Tobago Amateur Radio League</td>
</tr>
<tr>
<td>TTARS</td>
<td>Trinidad and Tobago Amateur Radio Society</td>
</tr>
<tr>
<td>TTDF</td>
<td>Trinidad and Tobago Defence Force</td>
</tr>
<tr>
<td>TTFS</td>
<td>Trinidad and Tobago Fire Service</td>
</tr>
<tr>
<td>TTPS</td>
<td>Trinidad and Tobago Police Service</td>
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<tr>
<td>US NWS</td>
<td>United States National Weather Service</td>
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</table>
**METEOROLOGICAL DUTY OFFICER IMMEDIATE ACTIONS CHECKLIST**

<table>
<thead>
<tr>
<th></th>
<th><strong>SOP A IMMEDIATE ACTIONS CHECKLIST: METEOROLOGICAL DUTY OFFICER (includes requirements for SUB-REGIONAL FOCAL POINTS)</strong></th>
</tr>
</thead>
</table>
|   | Meteorological Duty Officer (MDO) must analyze weather charts, interpret satellite and radar weather imagery and review faxes internet communications, alpha numeric information from the COROBOR software application and Bulletins received from the US NWS NHC to determine whether a Tropical Storm/Hurricane is forecast to arrive at Trinidad and Tobago, and Grenada and its dependencies.  
  
  1. Tropical Storm/Hurricane does not threaten Trinidad and Tobago, and Grenada and its dependencies  
  
  If after assessment of the Bulletin, the MDO determines the event does not threaten the coastlines of Trinidad and Tobago, and Grenada and its dependencies, the Director and/or MDO should continue to monitor information about the event and advise the CEO of the Disaster Management Organization and in the case of the Sub-region, the Director and/or MDO of Grenada and its dependencies for which they assume responsibility, that they are monitoring the passage of the Tropical Storm/Hurricane through the region; that assessment shows that it will not impact Trinidad and Tobago; and an information bulletin will be issued by the Meteorological Office.  
  
  1. ODPM will receive the information bulletin by phone, fax and/or email  
  
  [ ] Phone Contact: (868) 640-1289 Fax: (868) 640-8988 |

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1 If the MDO is a CDEMA Sub-Regional Focal Point, they must review and assess information not only for their country but also for countries for which they are also responsible.
Use **Attachment A** to record communications with DMO.

[ ] ii. Contact the MDO for the Sub-Region.

[ ] Grenada and its dependencies Phone Contact: TBD

Use **Attachment B** to record day and time of communications and to provide a brief summary of communications, agreed upon follow up, etc. with the PS within the Sub-Region.

[ ] b. Tropical Storm/Hurricane threatens Trinidad and Tobago/ Grenada and its dependencies.

[ ] i. Contact the CEO of the ODPM (Office of Disaster Preparedness and Management) and Tobago Emergency Management Agency (TEMA) and/or their designated officers. Advise about impending Tropical Storm/Hurricane and its potential impacts for storm surge.

[ ] Cell Phone/Fax No./Internet Address/Satellite Phones/ High Frequency (HF): TBD

Use **Attachment A** to record day and time of communications and to provide a brief summary of communications, agreed upon follow up, etc.

[ ] ii. Contact the Coast Guard/ Trinidad and Tobago Police Service/Coastal Zone Management Agencies (CZMA)/ Life Guard Service/ hotels/ oil and gas companies and radio operators to verify local conditions.

[ ] Cell Phone/Fax No./Internet Address: TBD

Use **Attachment C** to record day and time of communications with the CZMA.
[  ] iii. Contact individual fishermen and beach users/associations to verify local conditions.

Use Attachment D to record day and time of communications with the individual fishermen and beach users/associations.

[  ] iv. Access TAOS-RTFS(CCRIF)/MM5/SMARTMET/ECMWF [Software] Modelling technology and also the modelling output from the United States as available and run model(s) with input from US NWS NHC bulletin and verified local conditions.

Use Attachment E to record the results of the SMARTMET Model(s) about potential storm surge size and location including a hard copy of the graphic.

[  ] v. Fax and Email copy of completed advisories, watches and/or warnings with information identifying storm surge, wave heights and locations of wave impacts ODPM, agencies and all relevant stakeholders.

Consult the ODPM regarding the results of the modeling and with Caribbean Institute of Meteorology and Hydrology (CIMH) for further support if necessary.

Continue to monitor the Tropical Storm/Hurricane and local conditions, and update the advisory, watches and warning as is necessary. Continue all consultations with the ODPM, and all relevant stakeholders mentioned in II and III above including CIMH as necessary.

Use Attachments A, C and D to record all communications with the ODPM and all relevant stakeholders mentioned in II and III above including CIMH as necessary. Use Attachment F to record all communications with the CIMH and any follow actions etc.

[  ] Cell Phone/Fax No./Email Address:
<p>| | |</p>
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<tbody>
<tr>
<td>1.</td>
<td>The Director/ MDO will contact the Director, Meteorological Office and the Director of the Disaster Management Organization in Grenada and advise about impending Tropical Storm/Hurricane and potential impacts on coastlines, provide any necessary forecasting support, The Meteorological Office of Trinidad and Tobago will continue to be available to the Director of the Disaster Management Organization and the Meteorological Office of Grenada and its dependencies as they require and initiate communication.</td>
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<td></td>
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<tr>
<td>i.</td>
<td>Contact Director of the Disaster Management Organization of Grenada:</td>
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<tr>
<td>ii.</td>
<td>Contact Director of the The Meteorological Office of Grenada. Use <strong>Attachment B</strong> to record all communications with Sub-regional MDO and to provide a brief summary of all communications, agreed upon follow ups, etc.</td>
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<td>2.</td>
<td>The Director of the Meteorological Office will contact their Ministry's Permanent Secretary and inform the media via bulletins. The ODPM will contact the Minister of National Security and the Minister responsible for information, GISL and the Joint Information Task group, all government communicators, the Permanent Secretary and the mass media.</td>
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<tr>
<td>3.</td>
<td>The Director/ MDO continues reports and updates to the ODPM, based on updated local/ international information and modelling records. MDO should record all communications with the ODPM on <strong>Attachment A</strong>.</td>
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<td>4.</td>
<td>MDO in conjunction with the ODPM continues to update the public via GIS through the RADIO, TV, AND CABLE BROADCAST STATIONS. <strong>Attachments G and H</strong> are to be updated accordingly.</td>
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<tr>
<td>[ ] 1.</td>
<td><strong>SOP B IMMEDIATE ACTIONS CHECKLIST: ODPM DUTY OFFICER</strong></td>
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<td>Upon receipt of a telephone call from the Meteorological Duty Officer (MDO) advising about a Tropical Storm/Hurricane which</td>
</tr>
<tr>
<td>[ ] a.</td>
<td>Does not threaten the coastlines of Trinidad and Tobago</td>
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<tr>
<td>[ ] i.</td>
<td>The ODPM should record the date and time of communication with the MDO using Attachment I. Continues to monitor the Tropical Storm/Hurricane and record all communication with the MDO using Attachment I.</td>
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<td>[ ] b.</td>
<td>Tropical Storm/Hurricane threatens the Trinidad and Tobago</td>
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<td></td>
<td>Contact the Ministry of National Security/Prime Minister's Office and other relevant Ministries, the GIS and other appropriate agencies to advise that the Meteorological Office has indicated that the Tropical Storm/Hurricane is imminent and is expected to affect the country/its coastlines. Inform of the actions of the MDO in verifying local conditions, modelling regarding the impact of storm surge and necessary consultations. Advise of the intended follow-up contact. <strong>Attachment J</strong> (Amendment to list needed) provides a comprehensive list of all organizations which need to be advised about the impact of a large storm (Tropical Storm/Hurricane) on the country. <strong>Attachment K</strong> for keeping a record of all contacts made should also be completed.</td>
</tr>
</tbody>
</table>

[ ] Cell Phone/Fax No./Internet Address:
ii. Contact the **Caribbean Disaster Emergency Management Agency (CDEMA)** to advise about report/alert from Meteorological Office and actions of the MDO in verifying local conditions, modelling regarding the impact of storm surge and necessary consultations. Advise of follow-up contact accordingly.

[ ] Cell Phone/Fax No./Internet Address: **TBD**

Use **Attachment L** to record contact and notification of CDEMA and all ongoing communications.

2. Following initial joint consultation with the MDO, CZMA and CIMH (if necessary), carry out further joint consultations with the MDO and CZMA based on updated bulletins from the **US National Weather Service, National Hurricane Center (NWS NHC)** and the modelling. Contact other local authorities to determine and/or map the areas of recommended evacuation, identify evacuation routes, shelters, etc. Use Attachments J and K to record all contact with the authorities and Attachment M to record recommended evacuation routes and locations of shelters. Determine how and when recommendations for evacuations would be appropriate.

3. Contact the **Office of the Prime Minister (OPM)** and relevant Ministries and other appropriate agencies to advise that evacuation(s) will be necessary and the need for the activation of the **National Emergency Operations Centre (NEOC)**. Provide a copy via fax and Internet of the updated **Attachments E and M**. **Attachment G** provides a comprehensive list of all organizations which need to be advised about the necessary evacuation(s). Continue using for keeping a record of all contacts made.

4. Activate the **NEOC** and use **Attachments N and O** in conjunction with National Emergency Operations Centre SOPs to advise vulnerable communities on the need for evacuations due to the storm surge threat. Evacuation orders may also be activated wherever applicable.

5. Call/Fax/Email **CDEMA** to advise about the necessary evacuation(s), related concerns, and any necessary support required. Provide copies of updated Attachments E and M as well as **Attachment L-1**.

[ ] Cell Phone/Fax No./Internet Address: (insert contact information)
Continue consultations with the Executive Director, CDEMA and update Attachments L and L1 accordingly.
### SOP C IMMEDIATE ACTIONS CHECKLIST

The Director/ MDO in consultation with the US NWS NHC advise that all danger relating to the Tropical Storm/ Hurricane has passed and all previous severe weather bulletins have been cancelled.

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<tr>
<td></td>
<td>a. If the NEOC has not been activated</td>
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<td></td>
<td>i. The MDO must contact the Director of the ODPM and report receipt of cancellation. Continue using <strong>Attachment A</strong> for ongoing communication with the ODPM.</td>
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<td></td>
<td>ii. The MDO must contact the CZMA and the individual fishermen and beachgoers/associations to verify local conditions. Inputs updated information into the SMARTMET model as available and consult with the CIMH as necessary.</td>
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<td></td>
<td>Use <strong>Attachments C, D and F</strong> to record communication and <strong>Attachment E</strong> to record results.</td>
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<td>iii. The MDO must jointly consult with the ODPM and the CZMA and determine the next steps based on local conditions.</td>
<td></td>
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<td></td>
<td>Use <strong>Attachments A and C</strong> to record all communication, decisions and follow-up conditions.</td>
<td></td>
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<td></td>
<td>iv. Contact GIS for contact with RADIO, TV, AND CABLE BROADCAST STATIONS. (Use <strong>Attachment G</strong> for Directory of Broadcast Media Contact Information). Use <strong>Attachment P</strong> to advise public accordingly.</td>
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</tr>
<tr>
<td>b.</td>
<td>If the NEOC has been activated</td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>The MDO must advise the NEOC Director of the cancellation bulletin.</td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>The Director, NEOC must follow National Tropical Storm/Hurricane SOPs regarding the necessary consultations to determine the next steps, either continued activation or deactivation of the NEOC, and dissemination of the requisite information to the public.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. End of Procedure. MDO, ODPM and all authorities must prepare the necessary reports as detailed in national and departmental plans and SOPs. No further action required.</td>
<td></td>
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</tbody>
</table>
SOP ATTACHMENTS

**ATTACHMENT A: COMMUNICATIONS BETWEEN THE MDO AND THE DMO**

Day and Time of Initial DMO Contact: ________________________________

Name of Initial DMO Contact: ________________________________

Following keep a record of all communications related to the event (provide name of contact for all communications):

1. Name of DMO Contact ________________________________
   
   a. Date, Time of Contact ________________________________
   
   b. Provide details of Communication (include all 'to do' and follow up assignments)
   
   _________________________________________________________________________
   
   _________________________________________________________________________
   
   _________________________________________________________________________

   c. Name of MDO Recording Communication ________________________________

2. Name of DMO Contact ________________________________
a. Date, Time of Contact ______________________

b. Provide details of Communication (include all ‘to do’ and follow up assignments)
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

   ______________________________________________________

   ______________________________________________________

   ______________________________________________________

c. Name of MDO Recording Communication ____________________
ATTACHMENT B: COMMUNICATIONS BETWEEN SUB-REGIONAL MDO AND SUB-REGION PS MDO

Day and Time of Initial Sub-Region MDO Contact: ________________________________

Name of Initial Sub-Region MDO Contact: ________________________________

Following keep a record of all communications related to the event (provide name of contact for all communications:

1. Name of Sub-Region MDO Contact ________________________________
   a. Date, Time of Contact ________________________________
   b. Provide details of Communication (include all ‘to do’ and follow up assignments)___
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   c. Name of MDO Recording Communication ________________________

2. Name of Sub-Region MDO Contact ________________________________
a. Date, Time of Contact ____________________________

b. Provide details of Communication (include all 'to do' and follow up assignments)___
   ____________________________
   ____________________________
   ____________________________

   ____________________________

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   ____________________________

c. Name of MDO Recording Communication ____________________________
ATTACHMENT C: COMMUNICATIONS BETWEEN THE MDO AND THE CZMA

Day and Time of Initial Contact: 

Name of Initial CZMA Authority Contact: 

Following keep a record of all communications related to the event (provide name of contact for all communications:

1. Name of CZMA Contact 
   a. Date, Time of Contact 
   b. Name of Department, if applicable 
   c. Provide details of Communication (include all ‘to do’ and follow up assignments) 
      
2. Name of CZMA Contact 

a. Date, Time of Contact _____________________________

b. Name of CZMA Department, if applicable_________ 

c. Provide details of Communication (include all 'to do' and follow up assignments)___

______________________________________________________

______________________________________________________

______________________________________________________

______________________________________________________
ATTACHMENT D: COMMUNICATIONS BETWEEN THE MDO AND THE LOCAL FISHERMEN AND BEACH USERS/ASSOCIATIONS

Day and Time of Initial Contact: ________________________________

Name of Initial Individual/Association Contact: ______  __________________

Following keep a record of all communications related to the event (provide name of contact for all communications):

1. Name of Individual/Association Contact ________________________________
   a. Date, Time of Contact ________________________________
   b. Provide details of Communication (include all ‘to do’ and follow up assignments)___
      ________________________________________________________
      ________________________________________________________
      ________________________________________________________
   c. Name of MDO Recording Communication _________________________

2. Name of Individual/Association Contact ________________________________
a. Date, Time of Contact __________________________

b. Provide details of Communication (include all ‘to do’ and follow up assignments)___
   __________________________
   __________________________
   __________________________
   __________________________

   __________________________
   __________________________
   __________________________
   __________________________

c. Name of MDO Recording Communication ___________________
ATTACHMENT E: LIST OF MODELLING RESULTS

TAOS-RTFS Model

Graphic Results to be inserted

1. Maximum expected hazard intensity for wind speed, wave and storm surge height, and cumulative rainfall across the entire impact area of the storm;

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

2. Estimates of the impact on the territory by varying hazard levels;

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

3. Estimates of the operational impact of the storm on major ports and airports; and

____________________________________________________________________________________
4. Maximum expected hazard values:

NAME OF MDO:

SIGNATURE OF DMO: DATE:
ATTACHMENT E: CONTINUED - LIST OF MODELLING RESULTS

SLOSH Model

Graphic Results to be inserted

Location: _______________________________________________________________

Storm surge heights and winds:

____________________________________________________________________

____________________________________________________________________

Location: _______________________________________________________________

Storm surge heights and winds:

____________________________________________________________________

____________________________________________________________________

Location: _______________________________________________________________
Storm surge heights and winds:

_______________________________________________________________

_______________________________________________________________

Location: _______________________________________________________________

Storm surge heights and winds:

_______________________________________________________________

_______________________________________________________________

NAME OF MDO: _______________________________________________________

SIGNATURE OF MDO: ______________________ DATE: _______________________
**ATTACHMENT F: COMMUNICATIONS BETWEEN THE MDO AND THE CIMH**

Day and Time of Initial Contact: _________________________________

Name of Initial CIMH Contact: _________________________________

Following keep a record of all communications related to the event (provide name of contact for all communications:

3. Name of CIMH Contact _________________________________

   d. Date, Time of Contact _________________________________

   e. Provide details of Communication (include all 'to do' and follow up assignments) _________________________________

   _________________________________

   _________________________________

   _________________________________

   _________________________________

   _________________________________

f. Name of MDO Recording Communication _________________________________

4. Name of CIMH Contact _________________________________
d. Date, Time of Contact __________________________

e. Provide details of Communication (include all ‘to do’ and follow up assignments)____
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________

f. Name of MDO Recording Communication __________________________
**ATTACHMENT G: DIRECTORY OF STORM SURGE BROADCAST MEDIA PARTNERS**

<table>
<thead>
<tr>
<th>BROADCAST STATIONS (Radio, Television, Cable)</th>
<th>Emergency Contact Name</th>
<th>24x7 Telephone Number</th>
<th>24x7 Cell Phone Number</th>
<th>Radio Channel Contact</th>
<th>Name of Recipient and Time Message Received</th>
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<tr>
<td>TBD</td>
<td>TBD</td>
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</table>


**ATTACHMENT H: MDO BROADCAST MESSAGE TO THE PUBLIC**

[ ] Storm Surge Advisory Message

**Storm Surge Advisory**

**BROADCAST SCRIPT**

A STORM SURGE ADVISORY HAS BEEN ISSUED by the Meterological Services of (enter name of PS).

THIS IS a STORM SURGE ADVISORY for (enter name of Participating State and Participating State’s outlying islands)

(enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, there is the potential for storm surges to impact (enter PS and locations to be impacted) during the period (entire day/days and time).

The (enter name of National Met Services) will continue to monitor the system. Please stay tuned to this station for further updates.

[ ] Storm Surge Watch Message

**Storm Surge Watch**

**BROADCAST SCRIPT**

A STORM SURGE WATCH HAS BEEN ISSUED by the Meterological Services of (enter name of PS).

THIS IS a STORM SURGE WATCH for (enter name of Participating State and Participating State’s outlying islands)
(enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, it is expected that storm surges of (enter height) height will impact (enter PS and locations to be impacted) within the next (insert number) hours.

The (enter name of National Met Services) will continue to monitor the system. Please stay tuned to this station for further updates.
Storm Surge Warning

BROADCAST SCRIPT

A STORM SURGE WARNING HAS BEEN ISSUED by the Meterological Services of (enter name of PS).

THIS IS A STORM SURGE WARNING FOR (enter name of Participating State and Participating State’s outlying islands)

(enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, it is expected that storm surges of (enter height) height will impact (enter PS and locations to be impacted) over the next (insert number) hours.

The (enter name of National Met Services) will continue to monitor the system. Please stay tuned to this station for further updates.
ATTACHMENT I: COMMUNICATIONS BETWEEN THE DMO AND THE MDO

Day and Time of Initial DMO Contact: ________________________________

Name of Initial MDO Contact: ______________________________________

Following keep a record of all communications related to the event (provide name of contact for all communications):

1. Name of MDO Contact __________________________________________
   a. Date, Time of Contact __________________________
   b. Provide details of Communication (include all ‘to do’ and follow up assignments)_______________________________
      __________________________________________________________________________
      __________________________________________________________________________
      __________________________________________________________________________
   c. Name of DMO Recording Communication ____________________________

2. Name of MDO Contact __________________________________________
a. Date, Time of Contact __________________________

b. Provide details of Communication (include all ‘to do’ and follow up assignments) ___
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

   ____________________________

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c. Name of DMO Recording Communication ____________________________
**ATTACHMENT J: DMO’s Storm Warning/Storm Surge Civil Authorities Contact List**

<table>
<thead>
<tr>
<th>AGENCY NAME</th>
<th>Emergency Contact Name</th>
<th>24x7 Telephone Number</th>
<th>24x7 Cell Phone Number</th>
<th>SAT Phone Number</th>
<th>Via Radio Channel/s (HF &amp; VHF)</th>
<th>Name of Recipient and Time Message Received</th>
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<tr>
<td>Prime Minister</td>
<td>TBD</td>
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<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
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<td>Police Force</td>
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<td>Minister with responsibility for Disaster</td>
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<td>Public Works</td>
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<td>Coastal Zone Management Agency (CZMA)</td>
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</table>
**ATTACHMENT K: DMO RECORD OF COMMUNICATIONS WITH CIVIL AUTHORITIES**

Day and Time of Initial Contact: ________________________________

Name of Initial Civil Authority Contact: ________________________________

Following keep a record of all communications related to the event (provide name of contact for all communications):

1. Name of CIVIL AUTHORITY Contact ________________________________

   a. Date, Time of Contact ________________________________

   b. Name of Civil Authority Department ________________

   c. Provide details of Communication (include all ‘to do’ and follow up assignments) ________________

   ________________________________________________

   ________________________________________________

   ________________________________________________

   d. Name of DMO Recording Communication ________________________________

2. Name of CIVIL AUTHORITY Contact ________________________________
a. Date, Time of Contact ________________________________

b. Name of Civil Authority Department_____________________

c. Provide details of Communication (include all ‘to do’ and follow up assignments)
   ________________________________
   ________________________________
   ________________________________
   ________________________________

d. Name of DMO Recording Communication ______________________________
**ATTACHMENT L: DMO RECORD OF COMMUNICATIONS WITH CDEMA**

Day and Time of Initial Contact: ________________________________

Name of Initial CDEMA Contact: ________________________________

Following keep a record of all communications related to the event (provide name of contact for all communications:

1. Name of CDEMA Contact ________________________________
   
   a. Date, Time of Contact ________________________________
   
   b. Provide details of Communication (include all ‘to do’ and follow up assignments) ________________
   
   ________________
   
   ________________
   
   ________________
   
   c. Name of DMO Recording Communication ____________________

2. Name of CDEMA Contact ________________________________
a. Date, Time of Contact ____________________________

b. Provide details of Communication (include all ‘to do’ and follow up assignments)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

c. Name of DMO Recording Communication ________________________
ATTACHMENT L-1: DMO RECORD OF REQUESTS FOR SUPPORT FROM CDEMA

From: (enter name of DMO, PS) Date of Request:______________

To: (enter name of CDEMA Contact)

Fax: (enter fax number for CDEMA Resource Request)

Internet: (enter Internet address for CDEMA Resource Request)

List of Resources Needed:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

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_____________________________________________________________________

_____________________________________________________________________
ATTACHMENT M: LIST OF STORM SURGE EVACUATION ROUTES

[ ] 1. ________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

[ ] 2. ________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

[ ] 3. ________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

2 It is recommended that all possible evacuation routes from the coastal areas be determined, routes to shelters be identified and signage provided.
* It is recommended that this message be broadcast in conjunction with the Storm Surge bulletins to the public issued by the National Meteorological Services.

Storm Surge Advisory Message

**Storm Surge Advisory**

**BROADCAST SCRIPT**

A STORM SURGE ADVISORY HAS BEEN ISSUED by the Meterological Services of (enter name of PS).

THIS IS a STORM SURGE ADVISORY for (enter name of Participating State and Participating State's outlying islands)

The (enter name of Met Services) has advised that (enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, there is the potential for storm surges to impact (enter PS and locations to be impacted) during the period (entire day/days and time). At this time, sea bathers, surfers and captains of sea vessels are advised to exercise caution.

The (enter name of DMO) will continue to monitor the system. Please stay tuned to this station for further updates.
Storm Surge Watch

BROADCAST SCRIPT

A STORM SURGE WATCH HAS BEEN ISSUED by the Meteorological Services of (enter name of PS).

THIS IS a STORM SURGE WATCH for (enter name of Participating State and Participating State’s outlying islands).

The (enter name of Met Services) has advised that (enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, it is expected that storm surges of (enter height) height will impact (enter PS and locations to be impacted) within the next (insert number) hours. At this time, sea bathers, surfers and captains of sea vessels are advised to exercise extreme caution.

The (enter name of DMO) will continue to monitor the system. Please stay tuned to this station for further updates.
ATTACHMENT N: CONTINUED DMO BROADCAST MESSAGE TO THE PUBLIC

[ ] A STORM SURGE WARNING for (enter name of Participating State) HAS BEEN ISSUED by the Meteorological Services of (enter name of PS).

The (enter name of Met Services) has advised that (enter name of Tropical Storm/Hurricane and category), is approaching (enter name of PS) from the (enter direction). As a result of this system, it is expected that storm surges of (enter height) height will impact (enter PS and locations to be impacted) over the next (insert number) hours. Boat owners are asked to secure their craft, and sea bathers, surfers and captains of sea vessels are advised NOT to venture out to sea.

Residents or occupants of the following location(s) are advised to secure and evacuate properties (give time) and move along the specified routes to the following shelters:

[ ] i. Enter name of location(s): ________________________________

Enter Route(s): ________________________________

Enter Shelter(s): ________________________________

[ ] ii. Enter name of location(s): ________________________________

Enter Route(s): ________________________________

Enter Shelter(s): ________________________________
iii. Enter name of location(s): ________________________________

Enter Route(s): ________________________________

Enter Shelter(s): ________________________________

The (enter name of Disaster Management Organisation) will continue to monitor the system. Please stay tuned to this station for further updates.
**ATTACHMENT O: DMO RECORD OF COMMUNICATIONS WITH BROADCAST MEDIA**

Day and Time of Initial Contact: ___________________________________________

Name of Initial Broadcast Media Contact: _________________________________

Following keep a record of all communications related to the event (provide name of contact for all communications):

1. Name of Broadcast Media Contact _______________________________________
   
   a. Date, Time of Contact _____________________________________________

   b. Provide details of Communication (include all 'to do' and follow up assignments)___
      ___________________________________________

      ___________________________________________

      ___________________________________________

   c. Name of DMO Recording Communication ________________________________

2. Name of Broadcast Media Contact _______________________________________

   ___________________________________________

   ___________________________________________

   ___________________________________________
a. Date, Time of Contact ______________________________

b. Provide details of Communication (include all ‘to do’ and follow up assignments)___
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

c. Name of DMO Recording Communication ___________________________
**ATTACHMENT P: MDO BROADCAST CANCELLATION MESSAGE TO THE PUBLIC**

The MDO receives a bulletin from the US NWS NHC advising that all danger relating to the Tropical Storm/Hurricane has passed and all previous severe weather bulletins have been cancelled.

[ ] **Storm Surge Cancellation Message**

**Storm Surge Cancellation Message**

**BROADCAST SCRIPT**

A STORM SURGE CANCELLATION MESSAGE HAS BEEN ISSUED by the Meteorological Services of (enter name of PS).

THIS IS A STORM SURGE CANCELLATION MESSAGE FOR (enter name of Participating State and Participating State’s outlying islands)

Based on the the latest bulletin received from the United States National Weather Service’s National Hurricane Centre received at (enter time of cancellation bulletin received from US NWS NHC) and confirmation of local conditions, the (enter name of National Met Services) has determined that all danger relating to storm surges from (enter name of Tropical Storm/Hurricane has passed and all previous storm surge bulletins have been cancelled.

Sea bathers, surfers and captains of sea vessels are advised to still exercise caution.

The (enter name of National Met Services) will not issue an further bulletins.

[ ] If in the opinion of the National Met Services, a continuation of the Storm Surge Watch or Warning is necessary, it is recommended that a message should be issued to advise the public of the US NWS NHC’s cancellation bulletin, but that based on local conditions, the previous message issued for the particular Participating State and Outlying Islands, still remains in effect.