Instructions for Exceptional Situations Precautionary Measures, Behaviour and Emergency Numbers

The Caribbean is particularly vulnerable to natural catastrophes such as hurricanes, tropical weather systems, flooding etc. Such occurrences are handled by the Disaster Preparedness Cabinet Office in Nassau. The Bahamas is also a member of the CDEMA - The Caribbean Disaster Emergency Management Agency.

NATIONAL DISASTER COORDINATION DISASTER MANAGEMENT COMMITTEE

Capt Stephen Russell, National Disaster Coordinator

Disaster Management Unit Cabinet Office, PO Box N-7145 Nassau - Bahamas Tel. 001-242-322-2805 Fax. 001-242-326-5456 Email <u>nema@bahamas.gov.bs</u>



BAHAMAS RED CROSS

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Caribbean Disaster Emergency Management Agency
Royal Bahamas Police Force
WHO-Pan American Health Organization
Caribbean Hurricane Network
US Emergency Management Agency Tips & Kits

www.cdema.org (Bahamas) www.royalbahamaspolice.org www.disaster-info.net (Bahamas) www.stormcarib.com www.fema.gov

In principle the authorities of the residence state are responsible for the necessary precaution and assistance. But, even if the structures are present, the extent of a disaster determinates the possibilities of the national and organizational assistance, supply and communication.

The **personal precautionary measures are therefore of greatest importance** and can be vital. Among them fall in particular the information, preparation, behaviour before and after a disaster. In the supplement you find general documents and sources of information, which may support you thereby.

- Emergency Numbers
- "Hurricane Preparedness Tips for Homes"
- > "Hurricane Preparedness Tips for Businesses"
- "Caribbean region, other possible Hazards"

Competent Swiss representations for the Bahamas:

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- S. 2
- S. 3 & 4 (published by CDEMA)
- S. 5 & 6 (published by CDEMA)
- S. 7 (Type & Links to Explanation and Tips)

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*The satellite phones will only be activated in case of incident

Emergency Numbers

Name	Phone Prefix (if not mentioned) +1-242	
My personal emergency numbers		
General		
National Disaster Coordination (CDEMA)	322-2805	
National Emergency Management Agency (NEMA)	322-6081/5	
National Emergency Medical Services	323-2597	
Police / Fire Brigade	322-4444, 911,919	
Bahamas Red Cross	323-7370	
Bahamas Air Sea Rescue Assoc. (BASRA)	322-7412, 325-8864	
Honorary Consulate of Switzerland in Nassau	362-5539 / Sat.+88-162-146-2109 457-4661/ 424-3498	
Consulate General of Switzerland in Montreal	+1-514-932-7181 / Mob. +1-514-249-4097 Sat. +88-162-146-2114 or 15	
Embassy of Switzerland in Ottawa	+1-613-235-1837 or 38 Mob. +1-613-265-1835 or 34 or 37	
Nassau		
Princess Margaret Hospital ambulance	326-7014 / 322-2861	
Doctors Hospital ambulance service	302-4747	
Med Evac ambulance/emergency airlift services	376-2719 / 322-2881	
DHHS Emergency Medical Transport Service-formerly Global	302-4721	
Med-Tec ambulance/emergency airlift services Stat Care Medical & Emergency Centre	328-5596 / 7 / 8	
Bahamas Hyperbaric Centre	362-5765 / 422-2434	
Freeport		
Rand Memorial Hospital	352-6735 / 350-6700	
Ambulance	352-2689	
Ambulance/Air Ambulan	ce Services	
AAS Life Flight	377-1606, 323-2186	
Med Evac	376-2719, 22-2881	
Advanced Air Ambulance (AAA)	1-800-633-3590 / collect 1-305-232-7700	
Aero jet Intl	1-800-443-8042 / collect 1-954-776-6800	
Air Ambulance Network Inc (AANI)	1-800-443-8042 / collect 1-727-934-3999	
Able American Jet	1-800-ABLE JET (225 3538) 1-800-526-1071 /collect 1-561-465-0893	

Hurricane rating

Category 1	Winds 74-95mph, storm surge 4-5 ft above normal
Category 2	Winds 96-110 mph, storm surge 6-8 ft above normal
Category 3	Winds 111-130 mph, storm surge 9-12 ft above normal
Category 4	Winds 131-155 mph, storm surge 13-18 ft above normal
Category 5	Winds over 155mph, storm surge greater than 18 ft above normal

Hurricane Preparedness Tips for Home

Hurricanes can be dangerous, listening to the hurricane warning messages and planning ahead can reduce the chances of injury or major property damage

BEFORE

- Know your Emergency Shelters. Contact the National Disaster Office for the closest shelters.
- Have disaster supplies on hand
 - Flashlight and extra batteries
 - Portable, battery-operated radio and extra batteries
 - First aid kit
 - Non-perishable (canned food) and water
 - Non-electric can opener
 - Essential medicines
 - Cash and credit cards
 - Sturdy shoes
- **Protect your windows.** Permanent shutters are the best protection. A lower-cost approach is to put up plywood panels. Use 1/2 inch plywood--marine plywood is best--cut to fit each window. Remember to mark which board fits which window. Pre-drill holes every 18 inches for screws. Do this long before the storm.
- **Trim back branches from trees.** Trim branches away from your home and cut all dead or weak branches on any trees on your property.
- Check into your Home and Auto Insurance. Confirm that policies are valid and coverage is appropriate.
- Make arrangements for pets and livestock. Pets may not be allowed into emergency shelters for health and space reasons. Contact your local humane society for information on animal shelters.
- **Develop an emergency communication plan.** Make sure that all family members know what to do. Teach family members how and when to turn off gas, electricity, and water. Teach children how and when to call police or fire department and which radio station to tune to for emergency information. In case family members are separated from one another during a disaster (a real possibility during the day when adults are at work and children are at school), have a plan for getting back together.

Hurricane Watches and Warnings

A hurricane watch is issued when there is a threat of hurricane conditions within 24-36 hours. A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater, or dangerously high water and rough seas) are expected in 24 hours or less.

DURING A HURRICANE WATCH

- Listen to the radio or television for hurricane progress reports.
- Check emergency supplies.
- Fuel car.
- Bring in outdoor objects such as lawn furniture, toys, and garden tools and anchor objects that cannot be brought inside.
- Secure buildings by closing and boarding up windows.
- Remove outside antennas and satellite dishes.
- Turn refrigerator and freezer to coldest settings. Open only when absolutely necessary and close quickly.
- Store drinking water in clean jugs, bottles, and cooking utensils.

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DURING A HURRICANE WARNING

- If you need to evacuate your home, lock up home and go to the nearest shelter.
- Take blankets and sleeping bags to shelter.
- Listen constantly to a radio or television for official instructions.
- Store valuables and personal papers in a waterproof container on the highest level of your home.
- Stay inside, away from windows, skylights, and glass doors.
- Keep a supply of flashlights and extra batteries handy. Avoid open flames, such as candles and kerosene lamps, as a source of light.
- If power is lost, turn off major appliances to reduce power "surge" when electricity is restored.

Tips by CDEMACaribbean Disaster Emergency Management Agencysee alsoUS Emergency Management Agency Tips and Kits

www.cdema.org www.fema.gov

Hurricane Preparedness Tips for Businesses

Have you ever considered the catastrophic effects a hurricane may have on your business, your employees and your life?

DEVELOP A WRITTEN PLAN

Developing a written preparedness plan and training employees to implement it is critical. The following guidelines are provided to assist you in the development of your plan.

When you develop your written plan, make sure to address the following major areas:

- 1. Make plans for the protection of plant and equipment.
- 2. Develop a staffing policy that identifies essential employees and which of them, if any, must remain at the facility during the hurricane. The policy should identify when employees will be released from work as well as when they are expected to return. Businesses may predetermine that employees will return to work when employees are ordered to return, in case telephone service is out.
- 3. Develop procedures and policies for all phases of hurricane operations:
 - Pre-Season Preparedness
 - Hurricane Watch
 - Hurricane Warning
 - After the Hurricane
- 4. Identify and protect vital records such as accounts receivable, customer records, tax records, and other personnel and administrative documents.
- 5. Review insurance policies to ensure that there is adequate coverage. Questions to ask include:
 - Is the facility in a high hazard, evacuation area?
 - Does the insurance package include wind/storm coverage?
 - Is the facility located in a flood prone area and is the flood insurance adequate?
 - Does insurance cover damage to contents, including vital records and office equipment?
 - Does the package include liability coverage for injury to employees as well as potential lawsuits from customers?

BEFORE

- 1. Compile an Emergency Contact List with 24-hour telephone contact numbers of essential employees.
- 2. Identify vital records and make back-up copies/and or transfer them to microfilm. Identify a safe storage level area within the facility where records can be relocated, if necessary. This area should be above ground level and away from windows and exterior walls, which may leak. In a one-story facility, file cabinets and boxes may be placed on pallets up off the floor. Consider moving vital records off-site, particularly if the business is in a storm-surge vulnerable area.
- 3. Determine responsibility for maintaining the facility. Ensure that the following items are addressed:
 - Patch roofs and windows.
 - Check security and flood lighting.
 - Identify lightweight, loose items in outside storage areas that may be blown around in the wind.
 - Identify emergency power requirements and determine if generator is available. If facility must be operational during a hurricane and a generator is not available, rent or purchase a generator. Test generator monthly during the hurricane season.
 - Determine if computer support will be available for primary/ critical computer users who need to remain operational during a hurricane.
 - Verify that communications equipment is operational.

- 4. Determine the type and amount of hurricane emergency supplies necessary. All hurricane emergency supplies should be clearly marked and stored in a secure area that is accessible in an emergency. Recommended supplies include:
 - A battery-operated radio or TV (test reception in building).
 - One flashlight per person working during the hurricane.
 - Extra batteries for both radio and flashlights.
 - First-Aid kit.
 - Emergency tool kit, if necessary.
 - Food and water supplies for staff assigned to the facility during the hurricane. Be sure to include needed utensils.
- 5. Provide employees with hurricane preparedness information.

HURRICANE WATCH

- 1. Secure all doors, windows, and other openings against wind and water.
- 2. Tie down or bring indoors any objects which may be blown about by hurricane winds. Install hurricane shutters, cover windows with boards, or close drapes. If a room must be occupied during the hurricane and window protection is not available, windows may be crisscrossed with tape to slightly reduce flying glass.
- 3. Verify that vital records are in a safe storage area. Files, records, and storage cabinets may be wrapped in plastic for moisture protection. If necessary, temporarily relocate records to a safe storage facility off-site.
- 4. Confirm availability of necessary computer support.
- 5. Ensure that all vehicles are serviced and fueled. Determine where they can be stored to safely weather the storm.
- 6. Inventory hurricane emergency supplies and restock if necessary.
- 7. Dismiss essential employees temporarily so they can secure their personal property before returning to duty.

HURRICANE WARNING

- 1. Move desks, files, equipment and furniture away from un-shuttered windows. Papers, drawings, etc. should be placed inside files or desks. Wrap office equipment, such as copy machine and computers, in plastic to protect against water damage.
- 2. Dismiss all non-essential personnel.
- 3. Turn off all air conditioners, disconnect electrical equipment, turn off lights.

AFTER THE HURRICANE

- 1. Assess basic damages at work site including roof, water, damage and broken windows.
- 2. Initiate clean-up of work-site.
- 3. Do not turn on computer equipment if there are indications of low voltage power fluctuations, low air conditioning output, water under raised floor, broken windows or damaged equipment.
- 4. Employees return to work according to staffing schedule.

Tips by CDEMACaribbean Disaster Emergency Management Agencysee alsoUS Emergency Management Agency Tips & Kits

www.cdema.org

www.fema.gov

Other possible Hazards in the Caribbean region-**Explanation and Tips**

There are weather, geomorphic, and man-made hazards to which the Caribbean region is susceptible. For more information and tips, please consult the Homepage of the Caribbean Disaster Emergency Management Agency CDEMA: www.cdema.org



Earthquakes



Floods



<u>Tsunami</u>



Tropical Weather Systems



Hurricane Preparedness **Tips for Homes**



Hurricane Preparedness Tips for Businesses

Tips by CDEMA see also

Caribbean Disaster Emergency Management Agency US Emergency Management Agency Tips & Kits

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