



**THE DEPARTMENT
OF
EMERGENCY
MANAGEMENT**



***POLICY FRAMEWORK &
STANDARD OPERATING
PROCEDURES
FOR THE SYSTEMATIC
NATIONAL SHUTDOWN
& REACTIVATION OF
BARBADOS***

Revised 2015

FOREWORD

The Policy Framework and Standard Operating Procedures for the Systematic Shutdown and Reactivation of Barbados was approved by the Cabinet of Barbados on August 08, 2013. This document provides for an orderly shutdown and reactivation of the country following a severe weather, tropical storm or hurricane **WARNING** issued by the Barbados Meteorological Service after collaboration with the Department of Emergency Management.

The **WARNING** notification is the final stage in the severe weather, tropical storm or hurricane Advisories and will be issued if an impact of any of these systems is imminent.

A Staggered Approach will be adopted to ensure a systematic closure of the non-essential agencies in the Public Sector, to be followed by the Private Sector, Non-governmental Organisations, Community-based Organisations, communities and individuals, etc.

An **All Clear and Reactivation Instruction** will be issued by the National Emergency Operation Centre, NEOC, when the danger has passed and the emergency and security services consider the environment safe for the citizens of Barbados.

It is imperative that all relevant personnel in your agencies are aware of this Policy and Standard Operating Procedures. Therefore permission has been granted for you to reproduce and widely circulate this document.

We at the Department of Emergency Management hope that all segments of the population can work together to guarantee the safety and well-being of all our citizens.

**The Department of Emergency Management
2015**

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DISTRIBUTION LIST

1. Cabinet Secretary, Cabinet Office
2. Permanent Secretary, Ministry of Foreign Affairs
3. Permanent Secretary, Ministry of Home Affairs
4. Permanent Secretary, Ministry of Tourism and International Transport
5. Permanent Secretary, Ministry of Transport and Works
6. Permanent Secretary, Ministry of Education, Science, Technology and Innovation
7. Permanent Secretary, Ministry of the Civil Service
8. Commissioner of Police, Royal Barbados Police Force
9. Director, Barbados Meteorological Services
10. Chief of Staff, Barbados Defence Force
11. Chief Technical Officer, Ministry of Transport and Works
12. Chief Education Officer, Ministry of Education, Science, Technology and Innovation
13. Chief Medical Officer, Ministry of Health
14. Chief Fire Officer, Barbados Fire Service
15. Chief Information Officer, Government Information Service
16. Chief Executive Officer, Grantley Adams International Airport
17. Chief Executive Officer, Barbados Port Inc
18. Executive Director, Barbados Chamber of Commerce and Industry
19. Chief Executive Officer, Lime
20. Managing Director, Digicel
21. General Manager, Barbados National Oil Company
22. Managing Director, Barbados Light and Power Co Ltd
23. General Manager, National Petroleum Corporation
24. Director General, Barbados Red Cross

- 25 Barbados Christian Council
26. Permanent Secretaries and Heads of Department
27. Heads Statutory Corporations
28. Media Houses
29. Heads of Diplomatic Organisations
30. Caribbean Disaster Emergency Management Agency
31. Barbados Employers' Confederation
32. The Barbados Workers Union
33. National Union of Public Workers
34. Other Registered Unions



DEPARTMENT OF EMERGENCY MANAGEMENT

POLICY FRAMEWORK AND STANDARD OPERATING PROCEDURES FOR SYSTEMATIC NATIONAL SHUTDOWN AND REACTIVATION OF BARBADOS

1.0 INTRODUCTION

The Department of Emergency Management has been mandated by the Government of Barbados to prepare the country to respond to and recover from natural or man-made hazards which threaten or occur in Barbados.

This document outlines the Policy and Standard Operating Procedures to be followed in the event that Barbados is under **WARNING and ALL CLEAR** conditions, including those influenced by the threat or passage of severe weather, tropical storm or hurricane. These Standard Operating Procedures will be annexed to the National Emergency Management Plan.

2.0 PURPOSE

The purpose of this document is to ensure that a systematic and orderly shutdown and reactivation of the country is undertaken when there is a national **WARNING or ALL CLEAR** issued by the Director of Meteorological Services or any other head of a warning system.

3.0 OVERALL POLICY

The Government of Barbados will take appropriate action in the interest of public safety and security to ensure that the population of Barbados, critical personnel and national assets are protected from major impacts of severe weather, tropical storms and hurricanes or any other threat.

3.1 National Shutdown Policy

The Government of Barbados through the Director of the Department of Emergency Management will issue a National Shutdown Administrative Instruction after a Select Committee of the Emergency Management Advisory Council (EMAC), recommends and secures the approval of a **Sub-committee of the Cabinet of Barbados** that such an **Instruction** should be issued by the Department of Emergency Management in the interest of the country.

3.2 National Reactivation Policy

The Government of Barbados, through the Director of the Department of Emergency Management (DEM), will issue a **National Reactivation Instruction** after the Director of Meteorological Services, in consultation with the Director, DEM, issues an **Operational All Clear**. This instruction will be issued to the emergency services, security forces and frontline/first responders who are part of the Emergency Telecommunications System. Agencies include:

- The Royal Barbados Police Force
- The Barbados Fire Service
- The Ministry of Public Works
- The Barbados Defence Force
- The Barbados Light and Power Company
- The Grantley Adams International Airport
- The Port Inc
- Digicel
- FLOW

A subsequent **All Clear and Reactivation Instruction** will be issued by the Director of the Department of Emergency Management to the general public via the mass media or through the Emergency Broadcast System with collaboration and support from the Chief Information Officer, Government Information Service.

4.0 NATIONAL SHUTDOWN STANDARD OPERATING PROCEDURES

The Director of Meteorological Services in collaboration with the Director of the Department of Emergency Management will issue a severe weather, tropical storm or hurricane warning for Barbados.

Standard Operating Procedures for the determination of the meteorological warnings is attached at **Appendix A**.

After the warning has been issued, the following Standard Operating Procedures governing the National Shutdown Instruction will be followed.

5.0 SELECT COMMITTEE

The Director of the Department of Emergency Management will convene a Select Committee of the Emergency Management Advisory Council (EMAC), and other relevant agencies and organisations to discuss the warning issued by the Director of Meteorological Services and recommend to the Cabinet of Barbados that a **National Shutdown Administrative Instruction** should be issued.

5.1 Composition

The Select Committee will comprise the following individuals and agencies:

- Permanent Secretary, Ministry of Home Affairs
- Director, Department of Emergency Management
- Director of Meteorological Services
- Chief Information Officer, Government Information Service
- Executive Director, Barbados Chamber of Commerce and Industry
- Director of Operations, Grantley Adams International Airport Inc
- Chief Executive Officer, Barbados Port Inc
- The Permanent Secretary, Ministry of Tourism
- Commissioner of Police, Royal Barbados Police Force
- Chief Fire Officer, Barbados Fire Service
- Chief of Staff, Barbados Defence Force
- Chief Technical Director, Ministry of Transport and Works
- Chief Education Officer, Ministry of Education and Human Resource Development
- Civil Aviation
- Chief Medical Officer, Ministry of Health
- Cabinet Secretary, Cabinet Office
- Head of the Civil Service
- Permanent Secretary (Foreign Affairs), Ministry of Foreign Affairs and Foreign Trade
- Executive Director, Caribbean Disaster Emergency Management Agency (CDEMA)
- Chief Executive Officer, Queen Elizabeth Hospital

Appendix B provides the contact information for the Select Committee.

5.2 Terms of Reference of the Select Committee of EMAC

The Terms of Reference of the Select Committee are to:

- (i) review the warning issued by the Director of Meteorological Services;
- (ii) review impact scenarios and required actions;
- (iii) consider the recommended strategies and approaches to affect a systematic and orderly shutdown of Barbados; and

- (iv) make recommendations to the Cabinet of Barbados on the nature of the national shutdown.

6.0 GENERAL GUIDELINES FOR CONSIDERATION OF NATIONAL SHUTDOWN

In discussing the National Shutdown Procedure, the following should be considered:

- Time of likely impact - determine daylight hours available.
- Extent of likely damage - this will determine the urgency and priority issues.
- Existing activity and general conditions in the country (workday, weekend, public holiday etc.)
- Staggered approach to Shutdown.
- Segment of population which will be prioritised in Shutdown.
- Strategies and approaches for mass media dissemination.

7.0 GENERAL GUIDELINES FOR STAGGERED APPROACH TO NATIONAL SHUTDOWN

The approach to National Shutdown will be on a staggered basis. This will ensure that key elements of national operations are allowed to maintain an effective level of operation for as long as possible while at the same time facilitating the systematic closure of non-essential operations.

The Select Committee of the EMAC, and other relevant agencies and organisations, may consider the following staggered approach to the National Shutdown:

- Schools and day care centres (for both children and the elderly) should be considered as priority sectors. The Ministry of Education and Human Resource Development, the Child Care Board and the Ministry of Health should therefore be included in the early notification process.
- Non-essential operations of the public service (those which do not appear in the Essential Services list below) should be considered as the second priority. This sector will close after permanent secretaries and heads of departments ensure that the plans of ministries and departments for securing public sector assets have been satisfactorily implemented.

- Non-essential operations of the private sector should be considered for closure along with the closure of the non-essential services. The Executive Director, Barbados Chamber of Commerce and Industry, after consultation with relevant authorities, will request a closure of the private sector based on predetermined procedures.

Essential Services in the Public Sector

These include the emergency services and any other department or ministry which has critical functions in times of national mobilisation in response to an imminent emergency.

In accordance with the definition provided by the Ministry of the Civil Service in Memorandum Ref. No. 6117 Vol. II, dated February 28, 2012, these include the Department of Emergency Management, Meteorological Department, Barbados Fire Service, Royal Barbados Police Force, Barbados Defence Force, Ministry of Health and associated medical facilities, transportation network and agencies involved in telecommunication, electricity, water and natural gas and other services that are essential to life.

- Ministries and departments which are part of the **Essential Services** will shut down their operations in accordance with their Standard Operating Procedures (SOPs); for example:
 - (i) the ministry responsible for public transportation will issue a shutdown instruction for the public transport sector taking into consideration the needs of the travelling public, safety of drivers, security and safety of rolling stock;
 - (ii) Grantley Adams International Airport Inc. and the Barbados Port Inc. will order the closure of ports of entry based on pre-determined procedures.
 - (iii) the Royal Barbados Police Force will facilitate the smooth movement of traffic exiting the City of Bridgetown in accordance with the Bridgetown Traffic Management Plan.

The Department of Emergency Management will monitor the shutdown and provide regular updates to the general public on the status of the national shutdown until the National Emergency Operation Centre is fully activated.

The Permanent Secretary, Ministry of Home Affairs, or Director of the Department of Emergency Management will convey the recommendation of the Select Committee to the Cabinet Secretary for consideration and approval of the Cabinet.

The Cabinet Secretary will subsequently inform the Permanent Secretary, Ministry of Home Affairs, or Director of the Department of Emergency Management of Cabinet's approval and the Director will issue the National Shutdown Instruction with technical support from the Chief Information Officer.

The Cabinet Secretary will inform the Head of the Public Service of the decision to issue the National Shutdown Instruction.

The National Shutdown Instruction will be issued **not less than (6) six hours** before the onset of a severe weather system provided that there is early notification by the relevant authority.

Public Sector Shutdown Procedures

The Head of the Public Service will inform all permanent secretaries of the decision to shut down the country.

Permanent secretaries and heads of departments will invoke their national emergency management plans and standing operating procedures which govern the orderly and systematic shutdown of their ministries and departments.

Critical agencies, including the emergency services, should determine the time of closure taking into consideration the following:

- (i) the provision of their disaster plans
- (ii) the security and operational procedures of their Organisation
- (iii) the welfare of the employees and the need for them to take their domestic precautions, especially those living in remote and flood prone areas, and
- (iv) the critical service which they provide to the population.

Private Sector Shutdown Procedures

On the issue of the National Shutdown Instruction, private sector entities/companies shall close their operation taking into account the following:

- (i) the provision of their disaster plans
- (ii) the security and operational procedures of the entity/company
- (iii) the welfare of the employees and the need for them to take their domestic precautions, especially those living in remote and flood prone areas, and
- (iv) the operators of public transportation will need to withdraw and secure their vehicles well before the impact. Consequently, staff not essential to the entity/company's disaster plans should be released early, unless private arrangements can be made for transporting staff home safely.

Essential Services in the Private Sector

Within the context of the private sector those companies/entities which provide essential emergency services to the general public in times of emergencies include:

- Utility companies
- Supermarkets, mini-marts, shops
- Pharmacies
- General stores, including hardware stores and lumberyards
- Companies that provide public transportation
- Telecommunication providers

8.0 ALL CLEAR NOTIFICATION

The Director of Meteorological Services, after determining that the weather system: severe weather, tropical storm or hurricane is no longer a threat to Barbados, will collaborate with the Director of the Department of Emergency Management on the issuance of an **All Clear** for Barbados. This will be done on a two-tiered basis: firstly, as an **An Operational All Clear** to members of the National Emergency Operations Centre and subsequently to the essential services, security forces and key members of the frontline responders including:

- The Royal Barbados Police Force
- The Barbados Fire Service
- The Ministry of Transport and Works
- The Barbados Defence Force
- The Barbados Light and Power Company
- The Grantley Adams International Airport
- National Petroleum Corporation
- The Barbados Port Inc
- Digicel
- FLOW

Security forces, emergency services and frontline responders will be deployed to further ensure that the environment is safe for residents and visitors. The NEOC will then issue the **All Clear** to the General Public which will be transmitted from the NEOC to the mass media for public dissemination.

This announcement from the NEOC will permit the public to resume normal duties, provided that there are no other restrictions imposed by the NEOC.

The public is not permitted to move out of their homes until the **All Clear** is issued.

The **All Clear** notice to public officers to return to work during normal working hours will be issued by the National Emergency Operations Centre (NEOC) after the appropriate consultation with the Head of the Civil Service and the Cabinet Secretary.

9.0 PUBLIC INFORMATION

The broadcast media (radio and television) under the direction of the Chief Information Officer will ensure that the **All Clear** is relayed to the public.

The Government of Barbados, through the NEOC, will make national statements on the current situation following the emergency/disaster, with support from the Chief Information Officer, if necessary through the National Emergency Broadcast System.

Approved by the Cabinet of Barbados, 2013

**POLICY AND PROCEDURES FOR
ISSUANCE OF METEOROLOGICAL WARNINGS**

Recommended Prognostic Guidelines for National Shutdown

HURRICANE WARNING – 36 hours or less

1. If projected path takes centre of Category 3 or higher hurricane within:
 - a) 125 miles south of Barbados or if the island falls within the area of projected hurricane force winds. **(OR)**
 - b) 80 miles north of Barbados or if the island falls within the area of projected hurricane force winds.

2. If projected path takes centre of Category 1-2 hurricane within:
 - a) 60 miles south of Barbados or if the island falls within the area of projected hurricane force winds. **(OR)**
 - b) 30 miles north of Barbados or if the island falls within the area of projected hurricane force winds.

TROPICAL STORM WARNING – 36 hours or less

3. A tropical storm warning will be issued if projected path takes the centre of tropical storm or hurricane within:
 - a) 40 miles south of Barbados or if the island falls within the area of projected tropical storm force winds. **(OR)**
 - b) 15 miles north of Barbados or if the island falls within the area of projected tropical storm force winds.

SEVERE WEATHER WARNING – 6 hours

4. A Severe Weather Warning will be issued if hazardous weather characterized by one or more of the following elements is expected to persist for more than 6 hours:
 - Strong gusty winds
 - Heavy rains
 - Moderate to strong thunderstorms
 - Widespread flooding
 - Other significant related events

Intermittent bouts of these and other phenomena, lasting for less than 2 hours per event would not necessitate the implementation of a National Shutdown Administrative Order.

APPENDIX B

National Shutdown Administrative Instruction

The Director, Department of Emergency Management is authorized by the Cabinet of Barbados' approved **Policy Framework and Standard Operating Procedures for Systematic National Shutdown and Reactivation of Barbados** to issue the following National Shutdown Administrative Instruction.

I, as Director of the Department of Emergency Management, having concluded all the required consultations outlined in the **Policy Framework and Standard Operating Procedures for Systematic National Shutdown and Reactivation of Barbados**, do hereby declare that fromhours oram/pm Barbados will be under a National Shutdown Administrative Instruction.

This means that from all non-emergency/essential activity in the country will be concluded and all residents will be required to remain in their homes until the official **All Clear** is given from the National Emergency Operation Centre, established under the Department of Emergency Management.

Director, DEM

Date:.....

(d/m/y)

National All Clear and Reactivation Instruction

The Director, Department of Emergency Management is authorized by the Cabinet of Barbados' approved **Policy Framework and Standard Operating Procedures for Systematic National Shutdown and Reactivation of Barbados** to issue the following National All Clear and Reactivation Instruction.

I, as Director of the Department of Emergency Management, having concluded all the required consultations outlined in the National Shutdown Policy and Standard Operating Procedures, do hereby declare that fromhours oram/pm Barbados will be under a National All Clear and Reactivation Instruction.

This means that from **An All Clear and Reactivation Instruction** has been issued by the National Emergency Operation Centre authorizing the reactivation of the country. All residents of Barbados are thereby permitted to leave their homes and as far as possible resume normal activity.

Further precautionary instructions will be issued by the NEOC as the situation warrants.

.....

Director

Department of Emergency Management

NEOC Director

Date:.....

(d/m/y)

APPENDIX D

Contact Information for Select Committee (EMAC)

NAME	DESIGNATION	OFFICE NO.	HOME NO.	CELL NO.	EMAIL ADDRESS
Mrs. Gayle Francis- Vaughn	Permanent Secretary, Ministry of Home Affairs	621-0227/ 621-0228	421-6917	230-2257	ps@mha.gov.bb
Ms. Kerry Hinds	Director (ag), Department of Emergency Management	438-7575	439-8725	234-4835	kerry.hinds@barbados.gov.bb
Mr. Hampden Lovell	Director of Meteorological Services	428-0910	438-3029	261-8685	hlovell@barbados.gov.bb
Ms. Rosemary Lynch	Chief Information Officer, GIS (ag)	427-6220	437-4436	251-7308	spandon@gmail.com
Ms. Lisa Gale	Executive Director, Barbados Chamber of Commerce	434-4750	424-7717	231-4226	bcci@bdscham.com lisa.gale@bdscham.com
Mr. Joseph Johnson	Director of Operations, GAIA Inc.	418-4242	424-4898	230-6026	jjohnson@gaiainc.com
Mr David Jean-Marie	Chief Executive Officer, Barbados Port Inc.	430-4700	421-8887	253-7938	djeanmarie@barbadosport.com
Ms Donna Cadogan	The Permanent Secretary, Ministry of Tourism	430-7506	836-0618	donnacadogan@tourism.gov.bb
Mr. Tyrone Griffith	Commissioner of Police, RBPF	430-7105	439-2219	233-2862	staffofficer@rbpf.gov.bb
Mr Errol Maynard	Chief Fire Officer, Barbados Fire Service	434-7800	836-7980	errol.maynard@fireservice.gov.bb
Col . Alvin Quintyne	Chief of Staff, Barbados Defence Force	436-6185	243-2702	quintyne.ae@bds.gov.bb
Mr. Frank Thornhill	Chief Technical Officer, Ministry of Transport & Works	429-3225	416-4466	253-5209	frankthornhill@publicworks.gov.bb
Mr. Laurie King	Chief Education Officer, Ministry of Education	430-2709	417-9182	256-4766	lking@mes.gov.bb
Dr. Joy St John	Chief Medical Officer (ag) Ministry of Health	426-3470	836-3504	267-7600	cmo@health.gov.bb
Mrs. Lucene Wharton- Isaac	Cabinet Secretary	426-5612	420-5140	262-0468	judith.mayers@barbados.gov.bb

NAME	DESIGNATION	OFFICE NO.	HOME NO.	CELL NO.	EMAIL ADDRESS
Mr. Alyson Forte	The Permanent Secretary, Ministry of the Civil Service	467-4423	422-5747	231-1292	mcs@caribsurf.com donsim1@hotmail.com
Ms Cecile Humphrey	Permanent Secretary, Ministry of Foreign Affairs	434-2159	437-2036	262-4456	barbados@foreign.gov.bb chumphrey@foreign.gov.bb
Mr. Ronald Jackson	Caribbean Disaster Emergency Management Agency (CDEMA)	425-0386	271-6520	230-1188	ronald.jackson@cdema.org
Mr Stephen Worme	Chief Operating Officer, Barbados Light & Power	626-4400	826-4401	stephen.worme@blpc.com.bb
Dr. Dexter James	Chief Executive Officer, Queen Elizabeth Hospital	228-2119	228-2119	256-5930	ceo@geh.gov.bb
Mr. Niall Sheehy	FLOW	292-3090	280-0002	nsheehy@columbus.co
Ms Tanya Menzies-Beckford Mr Kerrigan Roach Mr. Dwight Grannum	Digicel	467-7000	826-2626 836-1111 262-7018	Tanya.menzies@digicelgroup.com Kerrigan.roach@digicelgroup.com dwight.grannum@digicelgroup.com