

SOURCE: Intergovernmental Oceanographic Commission. 2013. Exercise CaribeWave/Lantex 14. A Caribbean and Northwestern Atlantic Tsunami Warning Exercise, 26 March 2014. Volume 1: Participant Handbook. IOC Technical Series, 109 vol.1. Paris: UNESCO. (English and Spanish)

**ANNEX I:
STANDARD OPERATING PROCEDURES FOR TSUNAMI WARNING FOCAL POINTS AND
TSUNAMI EMERGENCY RESPONSE OPERATIONS**

The tables presented below can be used as a guide for preparing the timeline for the exercise.

DISTANT TSUNAMI EVACUATION RESPONSIBILITIES CHECKLIST FOR GOVERNMENT DISASTER RESPONSE AGENCIES		
This is a simple checklist to use when doing an evacuation. List the agency (ies) / department(s) responsible for actions and recommended number of minutes (e.g. +10 minutes) after earthquake origin time. Distant tsunami wave arrival time expected more than 3 hours after earthquake origin time.	Earthquake Origin Time: <u>0000</u>	
	Agency(ies) / Department(s):	Time (mins):
Tsunami message received	_____ _____	<u>+10</u>
Call in staff	_____ _____	<u>+15</u>
Activate emergency centers/ Notify public safety agencies	_____ _____	<u>+25</u>
Coordinate sounding of public sirens and alarm notifications	_____ _____	<u>+45</u>
Initiate media notifications and evacuation announcements	_____ _____	<u>+45</u>
Initiate evacuation of people away from coast (Tsunami Evacuation Maps)	_____ _____	<u>Tbd</u>
Put boats/ships out to sea if wave impact time permits	_____ _____	<u>Tbd</u>
Setup road-blocks and evacuation routes	_____ _____	<u>Tbd</u>
Guide people through traffic points to shelter	_____ _____	<u>Tbd</u>
Initiate recall of disaster response workers	_____ _____	<u>Tbd</u>
Open and operate refuge centers	_____	<u>Tbd</u>

DISTANT TSUNAMI EVACUATION RESPONSIBILITIES CHECKLIST FOR GOVERNMENT DISASTER RESPONSE AGENCIES		
This is a simple checklist to use when doing an evacuation. List the agency (ies) / department(s) responsible for actions and recommended number of minutes (e.g. +10 minutes) after earthquake origin time. Distant tsunami wave arrival time expected more than 3 hours after earthquake origin time.	Earthquake Origin Time: <u>0000</u>	
	Agency(ies) / Department(s):	Time (mins):

Prepare to start electrical generators	_____ _____	<u>Tbd</u>
If your facility is located in a tsunami evacuation zone: <ul style="list-style-type: none"> • Prepare to shutoff utilities (e.g. electrical, gas, water) • Protect key equipment (e.g. computers) • Remove key documents (e.g. financial, personal information) 	_____ _____	<u>Tbd</u>
Determine if tsunami has caused coastal damage / injuries and the need to initiate search and rescue operations	_____ _____	<u>Tbd</u>
Determine when to declare the "all clear"	_____ _____	<u>Tbd</u>
Prepare for post tsunami impact operations	_____ _____	<u>tbd</u>
Do roll call for workers_____ and volunteers_____	_____ _____	<u>tbd</u>

Table I-1. Actions, agencies, and timing for a distant tsunami event

EVENT	TIME (WHEN)	ACTIVITY (WHAT INFO)	AUTHORITY (WHO)	MEDIUM (HOW)	TO (TARGET)
EQ Occurs					
Tsunami might come					
Evacuate					
Tsunami comes					
Safe to return					

Table I-2. Table to be used as a guide for timing, actions, authority, communication means, and target audiences in case of a tsunami event.

CARIBEWAVE