

ANNEX I
STANDARD OPERATING PROCEDURES
End-To-End Tsunami Warning for Tsunami Warning Focal Points
and Tsunami Emergency Response Operations

Table I-1. Tsunami evacuation responsibilities checklist for government disaster response agencies

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.	Earthquake Origin Time: 0000	
	Agency(ies) / Department(s):	Time (mins):
Strong and/or long duration earthquake is felt (vary depending distance from source)	_____	+ <u> 1 </u>
Tsunami message received	_____ _____	+ <u> 10 </u>
Call in staff	_____ _____	+ <u> </u>
Activate emergency centers / Notify public safety agencies	_____ _____	+ <u> </u>
Coordinate sounding of public sirens and alarm notifications	_____ _____	+ <u> </u>
Initiate media notifications and evacuation announcements	_____ _____	+ <u> </u>
Initiate evacuation of people away from coast (Tsunami Evacuation Maps)	_____ _____	+ <u> </u>
Put boats/ships out to sea if wave impact time permits	_____ _____	+ <u> </u>
Setup road-blocks and evacuation routes	_____ _____	+ <u> </u>
Guide people through traffic points to shelter	_____ _____	+ <u> </u>
Initiate recall of disaster response workers	_____ _____	+ <u> </u>
Open and operate refuge centres	_____ _____	+ <u> </u>

Prepare to start electrical generators	=====	+__
If your facility is located in a tsunami evacuation zone: - Prepare to shutoff utilities (e.g. electrical, gas, water) -Protect key equipment (e.g. computers) -Remove key documents (e.g. financial, personal information	=====	+__
Determine if tsunami has caused coastal damage / injuries and the need to initiate search and rescue operations	=====	+__
		+__

Table I-2. **Table to be used as a guide the timing, actions, authority, communication means and target audiences for a 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					

Source: Intergovernmental Oceanographic Commission. 2014. Exercise Caribe Wave/Lantex 15. A Caribbean and Northwestern Atlantic Tsunami Warning Exercise, 25 March 2015. Volume 1: Participant Handbook. IOC Technical Series No. 118 vol.1. Paris: UNESCO. (English). (Taken from Annex I, page 4)