

SAVAIA VILLAGE DISASTER RESPONSE PLAN

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Date of Review/Update: 11 December 2010

District: LEFAGA

Village: SAVAIA

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1 BACKGROUND

This response plan has been put in place to assist the Savaia village in times of disaster and emergency management and it is a component of the Village Disaster and Climate Risk Management Plan (VDCRM). It contains the institutional structure and standard operating procedures for the villagers to adhere to in order to better respond during and after a disaster or emergency.

The plan exist only to assist the village in times of disaster and emergency in order to better function independently during and immediately after a disaster and subsequently to work cooperatively with Government agencies and external partners during the response and recovery phase of disaster.

2 HOUSEHOLD PREPAREDNESS

Families and households are encouraged to meet to discuss:

- What hazards affect their household
- How disasters will affect their household
- What they need to do to prepare for disasters

Hazard Knowledge

Households are encouraged to ask what types of disasters are most likely to happen, request information from emergency managers on how to prepare for hazards common to their communities, and learn about disaster plans in the workplace, school or child care centers, and other places where they spend time. They are also encouraged to learn about resources available for animal care after disaster and to identify what they need to do to prepare for special needs within the family.

One key resource for staying updated about impending hazards is to purchase a weather radio and to listen for watches and warnings. In addition, household members are advised to learn about official communication channels, what directives for personal protection mean, and how to respond appropriately before a disaster, during a disaster, and after a disaster in order to preserve life and property.

Formal and Informal Response Plans and Agreements

Households are encouraged to talk to family members about the hazards they face and what they will do to protect themselves, to communicate with one another, and to rejoin each other post-impact. Importantly, they are instructed to identify a family friend outside of the potential disaster area who will serve as a point of contact for family members to reconnect.

Family Disaster Supplies Kit

Disaster Supply Kit, this should include food, water, clothing and medication to last at least 3 days. The common elements in a disaster kit include the following: flashlight with plenty of extra batteries; battery-powered radio with extra batteries; first aid kit; prescription medications in their original bottle, plus copies of the prescriptions; eyeglasses, with a copy of the prescription; water, at least one gallon per person; foods that do not require refrigeration or cooking; items that infants and elderly household members may require; medical equipment and devices, such as dentures, crutches, and prostheses; change of clothes for each household member; sleeping bag or bedroll and pillow for each household

member checkbook, cash, and credit cards; travelers checks; map of the area; age appropriate toys and games; identification for each family member; extra set of car keys; phone numbers; pet food and extra water for pet.

Additional supplies such as tools (pliers, shut-off wrench, tape, compass, matches in a waterproof container, signal flare, whistle, plastic sheeting, and dust masks), sanitation (toilet paper, soap, personal hygiene items, and disinfectant), and important papers (insurance policies, birth and marriage certificates, stocks, bonds, and other negotiable certificates, wills, deeds, and copies of recent tax returns, and an inventory of home possessions) are suggested as well.

In addition to assembling a disaster supplies kit with personal items, tools, and important papers, households are instructed to maintain and update their supplies on a regular basis. For instance, they are advised to test their smoke detectors monthly, to change the batteries annually, to replace items in the disaster supplies kit that may expire and to conduct fire and emergency evacuation drills.

Drinking Water

This is very important and essential during response and times of disasters. There should be enough drinking water in place and prepared such as having water tanks, water containers and clean water storage in place to use during disasters.

Emergency Food Supplies

Food supplies should be prepared and should last up to at least 7 seven days after a disaster. These food supplies should be enough and healthy as mentioned beforehand.

Life Safety and Property Protection

A variety of activities are encouraged to prepare for life safety within households. These include identifying safe spots to shelter in place, determining evacuation routes, learning how to use the fire extinguisher, installing smoke detectors, stocking emergency supplies, and taking a first aid and CPR class.

Life safety and property protection measures vary depending upon the hazard in question. Preparedness for earthquakes, for instance, includes activities such as bolting down and securing to the wall studs water heaters, refrigerators, and gas appliances. Additionally large or heavy objects and breakables should be moved to lower shelves and high, top-heavy objects should be braced. In flood-prone areas, households should elevate the furnace, water heater, and electric panel and construct barriers to stop floodwater from entering the building. Households that are at risk from cyclones should identify a safe room (a space inside the home that is resistant to high winds or provides protection from projectile objects), or consider building one.

Recovery

Household preparedness for disaster recovery often focuses on insurance coverage. Households are encouraged to check to see if they have adequate coverage and to purchase the appropriate items in order to protect themselves and to be more capable of restoring their homes post-disaster.

3 RESPONSE STRUCTURE & ACTIONS

The plan follows the existing traditional and governance structure of the village with considerable placements of duties and responsibilities to particular set of individuals, with emphasis on their individual skills and traits and more importantly their training and experiences that are essential to response actions.

This section should serve as a starting point for organizing a disaster response. This section uses simplified actions to help guide local response activities and to identify the types of circumstances and scale of disasters where outside assistance may be necessary.

- While this Response Plan has been designed to promote the highest possible level of self-sufficiency for disaster response within the community, there will always be some circumstances where national resources will be necessary to support the response.
- There will also be certain types of disasters where the scale is such that multiple communities are affected and a coordinated response will be necessary.

It is always better to be overly cautious and call for assistance as early on as possible. It will always be possible to scale down the response later, however if you wait too long to make notification and/or requests for assistance, response time may not occur quickly enough to benefit the community.

3.1 Village Disaster Management Committee

	Name	M/F	Remarks
1	Tusani Iosefatu		President – <i>Pulenu'u</i>
2	Leapai Vaeloto		Secretary
3	Malama Taaloga		Treasurer
4	Leapai Uale		Member – Warning Team Leader
5	Fui Pii		Member – Rescue & Evacuation Team Leader
6	Tusani Samotu		Member – Shelter Management Team Leader
7	Malama Tiitii		Member – Security Team Leader
8	Taala Mose		Member – Water and Sanitation Team Leader
9	Leapai Vaeloto		Member – First Aid Team Leader
10	Lepale Samuelu		Member – Damage Assessment Team Leader
11			Member – Bodies Team Leader
12	Rev Keneti		Member – Counseling Team Leader
13	Sau Toeupu		Member – Relief Team Leader
14	Sila Sapati		Member – Rehabilitation Coordination Team Leader
ROLE & RESPONSIBILITY			
<ul style="list-style-type: none"> • President – preside all meetings and be responsible for overall management • Secretary – directly manage overall operations and ensure a record of all meetings are kept • Treasurer – maintain all accounts of the committee • Team Leaders – manage all aspects of their respective teams 			

3.2 Warning Team

Warning Team				
	Name	M/F	Checklist	
			Materials / Equipment	No.
1	Leapai Uale		<ul style="list-style-type: none">Battery-operated radioSpare batteriesTorchSiren/Drums/Whistles etc.Telephone no. of official information sourceEtc.	
2	Taula Lepa			
3	Eli Leapai			
4	Tui Eliapo			
5	Fui Mefi			
6	Sau Sapati			
7	Pelosi L			
8	Tuna Fui			
ROLE & RESPONSIBILITY				
Before Disaster		During Disaster		After Disaster
<ul style="list-style-type: none">Develop Village Warning System for each hazard (<i>lali, conch shells, whistles etc.</i>)Check or maintain Warning Equipment and Materials (siren, drum, lists, red flag)Identify households which need to be evacuated for each hazard and mark each threatened household (e.g. tying red-colored material to the pole of the house)Become designated focal point for National Warning System		<ul style="list-style-type: none">Warn identified vulnerable households and mark those homes requiring immediate evacuationInform the village of the velocity/movement/direction of the immediate threat so people can be evacuated immediately.Keep listening to the news		<ul style="list-style-type: none">Check, if possible, with the Samoa Met Division or other official source before informing the village regarding weakening of the threat, and act accordinglyInform villagers the steps that need to be taken after the threat has passed.

3.3 Rescue and Evacuation Team

Recuse and Evaluation Team				
	Name	M/F	Checklist	
			Materials / Equipment	No.
1	Fui Pii		<ul style="list-style-type: none">Red flags/clothRopeStretchersTorch / Emergency LightList of vulnerable groupsPen/NotepadEtc.	
2	Sila Sapati			
3	Faiga Toma			
4	Matualoto Kuleva			
5	Peti			
6	Eti			
7	Tipeni			
8	Mafa G			
9	Matasina T			
ROLE & RESPONSIBILITY				
Before Disaster		During Disaster		After Disaster

<ul style="list-style-type: none"> • Keep list of vulnerable people ready (old people, young children, pregnant women etc.) • Check and keep all equipment/materials required to evacuate and rescue villages ready. • Ensure agreed evacuation routes are in good condition (contact responsible government agencies) • 	<ul style="list-style-type: none"> • Warn/prevent fishermen to venture out during an emergency • Help evacuees to reach designated shelters with minimum belongings • Rush to any casualties, if required take the First Aid team. • Arrange the moving of severe cases to nearest clinic or hospital. • If possible, try to identified any missing persons 	<ul style="list-style-type: none"> • Move transport to move acute cases to the nearest hospital • Clear roads of debris in order to establish proper transportation/movement • Assist people to return to their homes (if homes are safe) • Establish contact with outside agencies for where additional assistance is required • Assist other Task Force Groups
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3.4 Shelter Management Team

Shelter Management Team				
	Name	M/F	Checklist	
			Materials / Equipment	No.
1	Tusani Samotu		<ul style="list-style-type: none">List of sheltersList of people to be sheltered in different locationsEmergency foodsEmergency water supplyTarpaulinEtc.	
2				
3	Lelea Viliamu			
4	Paseka			
5	Utufiti			
6	Loreuso			
7	Miriama F			
8	Peka L			
ROLE & RESPONSIBILITY				
Before Disaster		During Disaster		After Disaster
<ul style="list-style-type: none">Identify appropriate shelters within the village. Emphasis should be given to shelters used in past disasters, location to emergency water supply, etc.Ensure sufficient emergency supplies are stocked, out of village contingency fund (if one exists).The team would make necessary arrangements to ensure there is proper health and sanitation during peoples stay in the shelters.Temporary latrines to be		<ul style="list-style-type: none">Ensure that people come to shelters with minimum food/water/clothing/bedding etc for at least 3 days.Register the name of all evacuees. If anyone is missing inform the Rescue Team immediately.Make special arrangements for pregnant women and the sick.The team should strictly maintain health/hygiene in the shelterEvacuees may be asked to use their own foodstuff first.		<ul style="list-style-type: none">Arrange/collect relief items from other sources to maintain buffer stockMaintain cleanliness inside and outside of the sheltersMake necessary arrangements to repair, if any, shelters immediately after the event is overSupport other teamsSubmit expenditure report, if any, to VDMC

made separately for men and women	Ensure people use safe drinking water.	
<ul style="list-style-type: none"> Special arrangements should be made for pregnant women and the sick within the shelters. 	<ul style="list-style-type: none"> All Teams must remain in the shelters or in a safe place during the disaster. A battery-operated radio should be turned on so the team will know the current situation of the possible threat as well as its departure. 	

3.5 Security Team

Security Team

	Name	M/F	Checklist	
			Materials / Equipment	No.
1	Malama Tiitii		<ul style="list-style-type: none">TorchWhistleEtc.	8
2	Leapai Kalepo			8
3	Alameki			
4	Muaau Vesi			
5	Tipeni L			
6	Taa			
7	Malilo			
8	Epenesa			
ROLE & RESPONSIBILITY				
<ul style="list-style-type: none">Give confidence/assurance to people not to worry about their belongings/property and help people move to designated safe places.Take care of community propertyGuard property of evacuated peopleEtc.				

3.6 Sanitation Team

Sanitation Team				
	Name	M/F	Checklist	
			Materials / Equipment	No.
1	Leapai Uale		<ul style="list-style-type: none">SpadeWater purifierDisinfectantsTemporary toiletsNotebook/penBuilding toolsEtc.	
2	Pua Lesiete			
3	Ola Salimu			
4	Taula Fala			
5	Tenari L			
6	Loise T			
7	Peti Ross			
8	Filipi			
ROLE & RESPONSIBILITY				
Before Disaster		During Disaster		After Disaster
<ul style="list-style-type: none">Take measures to protect water sources from		<ul style="list-style-type: none">Ensure proper sanitation near shelters		<ul style="list-style-type: none">Ensure any epidemics are contained

contamination <ul style="list-style-type: none"> • Arrange temporary toilets near shelters with adequate disinfectants • Explain/demonstrate to villagers on how to use disinfectants/water purifier and maintain good hygiene • Etc. 	<ul style="list-style-type: none"> • Arrange/ensure evacuees take boiled/purified water for drinking • Ensure emergency water supply reserved by the shelter management team is safe to use. 	<ul style="list-style-type: none"> • Help Rescue Team to clear debris • Ensure villagers are aware of how to use purifiers for drinking water. • Etc.
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3.7 First Aid Team

First Aid Team				
	Name	M/F	Checklist	
			Materials / Equipment	No.
1	Taala Mose		<ul style="list-style-type: none">• First Aid Box• List of sick, old, children, pregnant women etc.• Water purifier• Stretcher• Notebook/pen• Etc.	
2	Faiga Toma			
3	Tui Samuelu			
4	Leapai Taa			
5	Fiaaiti			
6	Sosefina			
7	Ropeti			
8	Tuafele			
ROLE & RESPONSIBILITY				
Before Disaster		During Disaster		After Disaster
<ul style="list-style-type: none">• Check list of pregnant women, children, ailing, old and disabled and make necessary arrangements• Ensure First Aid box contains medicine, bandages, plaster, sterilized blade, needle, scissors etc.• Instruct Rescue Team to take special care for pregnant women, sick and disabled.• Etc.		<ul style="list-style-type: none">• Take immediate steps to address sick and injured. If possible, move to the nearest hospital or clinic.• Try to accompany Rescue Team in getting victims/sick and ailing safe to designated shelters• Make special arrangement for pregnant women• Instruct evacuees to take proper food and drinking water• Assure people not to panic• Etc.		<ul style="list-style-type: none">• Try to reach the injured and make proper arrangement to move patients to nearest hospital or clinic.• Help the government medical staff• Support government or outside medical teams to attend patients. Inform about serious cases• Take proper care not to allow epidemic spread inside the village. If noticed inform government officials immediately with accurate information regarding the number and symptoms of the patients.• Etc.

3.8 Damage Assessment Team

	Name	M/F	Checklist
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			Materials / Equipment	No.
1	Lepale S		<ul style="list-style-type: none">List of villagersLivestock inventoryResource inventoryCameraDamage Assessment Form/Notebook/pen <ul style="list-style-type: none">Etc.	
2	Leapai U			
3	Ofa S			
4	Matua K			
5	Malae S			
6	Sau R			
7	Lepale E			
8	Leapai K			
ROLE & RESPONSIBILITY				
<ul style="list-style-type: none">Check all lists and ensure they are updated regularlyAccurately tally and record all damage to people, livestock, houses, boats, community, infrastructure, livelihood assets, vegetation, etc.Support government agencies to assess damageAssist families to receive assistance for damaged homes etc.Etc.				

3.9 Bodies Team

Bodies Team				
	Name	M/F	Checklist	
			Materials / Equipment	No.
1	Lepale Samuelu		<ul style="list-style-type: none">SpadeStretcherDisinfectantsGlovesNotebook/penEtc.	
2	Lelea Uelese			
3	Lilo Sefo			
4	Lepale Taifau			
5	Matua Kitiona			
6	Iloilo			
7	Faalaga			
8	Oliva			
ROLE & RESPONSIBILITY				
<u>Human bodies</u>				
<ul style="list-style-type: none">Designate a place for the storage of dead bodies until they can be moved to the nearest morgue. Ensure the designated place is away from people and water supply.Collected dead bodies and identify them.Sprinkle bleaching powder on areas/spot where the dead bodies foundWith someone from the Counseling Team, inform the families of victims.				
<u>Animal carcasses</u>				
<ul style="list-style-type: none">Determine safest method of disposal and carry out				

3.10 Counseling Team

	Name	M/F	Checklist	
			Materials / Equipment	No.
1	Lepale Tupito		<ul style="list-style-type: none"> Notebook/pen 	
2	Matual Pelea			
3	Muaau Vesi			
4	Malae Iosia			
5	Tui Sione			

6	Lepale Taifau			
7	Pua Ieremia			
8	Samuelu Asiata			
ROLE & RESPONSIBILITY				
<ul style="list-style-type: none"> Listen to victims family those who have lost close relatives, homes, livelihoods and give assurance Inform those affected of planned rehabilitation programme by different agencies Help them to get involved in the recovery and rehabilitation programmes directly 				

3.11 Relief Team

Relief Team				
	Name	M/F	Checklist	
			Materials / Equipment	No.
1	Sau Toeupu		<ul style="list-style-type: none">List of all villagersList of livestockList of people shelteredStock of dry food, baby food etcFuelList of volunteers who helped in the last disasterList of donors with telephone numbersFamily relief registerTransportation for relief itemsEtc.	
2	Tui Mau			
3	Muliaga Tavele			
4	Tootalu Solomona			
5	Lepale Ierome			
6	Matasina T			
7	Taeseri T			
8	Leatealu			
ROLE & RESPONSIBILITY				
Before Disaster		During Disaster		After Disaster
<ul style="list-style-type: none">Keep an emergency supply of dry food, water, baby food, medicine, fuel and other necessary items according to village population beforehand in readiness for any disaster eventEnsure safe storage of emergency supplies (e.g. shipping containers)Arrange materials for providing temporary shelterCalculate/arrange dry food requirements for designated shelters for at least the first 3 days.Etc.		<ul style="list-style-type: none">Store required amount of relief materials in designated sheltersMake individual household cards for evacuees for the distribution of relief suppliesDistribute relief supplies and take proper care that no affected individual is left outTeam members should inform the leader if any item is falling shortTeam leader to inform government of items which need to be replenishedAssist government/non-government organizations to distribute relief without any hassleMaintain peaceEtc.		<ul style="list-style-type: none">Arrange government/non-government relief and assist in distribution to affected householdsProvide reliable and accurate list of those affected to outside relief agencies (government/NGO/international agencies)Ensure the Damage Assessment Team prepare proper report and submit as quickly as possible to government agencyArrange food and other assistance for those people in the community who have special needs (old, young children, sick, injured and disabled, etc.)

3.12 Coordination Rehabilitation Team

Coordination/Rehabilitation Team				
	Name	M/F	Checklist	
			Materials / Equipment	No.
1	Sila Sapati		<ul style="list-style-type: none">List of various donor agenciesList of neighboring VDMCNotebook/penEtc.	
2	Lepale Taifau			
3	Malietau Maletino			
4	Huro			
5	Leti			
6	Samuelu Tusani			
7	Tina			
8	Uiui			
ROLE & RESPONSIBILITY				
<ul style="list-style-type: none">Make necessary arrangement to avail compensation from government for the victims who have suffered full/partial damage including life/livestock/livelihood etc.Facilitate the carrying out of government/non-government recovery/rehabilitation programmeSupport victims to rebuild/retrofit their housesMake necessary arrangements including food and temporary shelter for people who have not recovered from the disasterEtc.				

4 MITIGATION PLAN

4.1 SAVAIA VULNERABILITY PROFILE

Main Hazards	Vulnerable Condition	Causes	Solution	Possible Options
1. Cyclone 2. Flooding from heavy rain 3. Drought 4. Plant/crop disease 5. Earthquake 6. Tsunami	1. Vulnerable location of buildings	Houses, school, church located near sea and within the CFHZ and CEHZ.	Relocate inland	Relocate and request assistance to move government infrastructure inland (roads, electricity, water supply etc.)
		Seawall partially damaged	Rebuild seawall	VDMC to identify mitigation options and select best option
	2. Weak construction	Houses are structurally weak	Strengthen homes	Training programme for builders Community training for strengthening of housing
	3. Condition of potential evacuation route(s)	Main evacuation route (main road) in bad condition	Repair public road	Request government assistance to repair road
	4. Plant disease	Plants/crops prone to disease	MAF to investigate and provide training	MAF to provide appropriate advice and training Encourage planting of disaster and disease resistant crops (e.g yam)

4.2 SAVAIA MITIGATION ACTION PLAN
To be completed by VDMC

	Options	Activities to be implemented	Resources Required	Responsibility	Timeframe / Date of Implementation
1.	Relocate inland	Relocate and request assistance to move government infrastructure inland (roads, electricity, water supply etc.)			
2.	Build seawall	VDMC to identify mitigation options and select best option			
3.	Strengthen homes	Training programme for builders Community training for strengthening of housing			
4.	Repair road	Request government assistance to repair road			
5.	Control crop disease	MAF to provide appropriate advice and training			

5 DEVELOPMENT INITIATIVES / LINKAGES

5.1 Training

All Teams to submit Training Needs for Team members and village to the VDMC

Needs	Resources Available	Requirement
Disaster Committee Training		
1. Warning Team	MNRE – SMD / DMO	
2. Rescue & Evacuation	SFESA	
3. Shelter Management	MNRE- DMO/MWTI/MOH	
4. Security Team	Police	
5. Sanitation Team	MOH/SRCS	
6. First Aid Team	SRCS	Initial training conducted 29/12/09
7. Rehabilitation Coordination Team	MNRE – DMO	
8. Bodies Team	MOH	
9. Counseling Team	MOH / FLO / MOA	
10. Relief Team	MNRE – DMO	
11. Damage Assessment Team	MNRE - DMO	Initial training completed 11/12/09
Village Training		
12. Strengthening Building (Local Builders)	MWTI	
13. Control crop disease	MAF	

5.2 Village Contingency Fund

Process	When	Responsible Person
Fundraising Contribution by families Financial Reporting Etc.		

5.3 Mock Drill Plan

To be developed by the VDMC

Hazard	When	Responsible Person
Cyclone Earthquake/Tsunami Flooding Etc.		

5.4 Inter Village Linkages

VDMC to meet with neighboring VDMC to discuss possible linkages

Area of Need	Process	Responsible Person

5.5 Village Disaster Management Plan Update/Review

To be reviewed and updated annually

Time	Process	Responsible Person(s)
Immediately	<p>Completion of the VDM Plan</p> <ul style="list-style-type: none">• All Teams to meet and complete tasks list and Material and Equipment Checklist, and any lists that is required for the team to compile• Team Leaders to report to VDMC• Completed VDM Plan sent to DMO• Etc. <p>Review of VDM Plan</p> <ul style="list-style-type: none">• Decide on the review date• Etc.	VDMC President

