

UNESCO-IOC
Strengthening tsunami Warning and Emergency Responses:
Training Workshop on the Development of End-to-End Tsunami Standard Operating
Procedures (SOPs)

COURSE MANUAL
DETAILED TABLE OF CONTENTS

1. Workshop Overview

- a. Agenda
- b. Session Plan – Objectives, Outcomes and Topics
- c. Project Executive Summary
- d. Participant List
- e. Lecturer and IOC Tsunami Team
- f. List of Reference Materials

2. Philippines Tsunami Warning and Mitigation System

- a. Tsunami Risk Mitigation Program of the Philippines
- b. NDCC's Emergency Operations Center
- c. Tide Monitoring Network of the Philippines
- d. Philippine Coast Guard role in tsunami warning

3. IOC Global Tsunami Warning and Mitigation System

- a. IOC Tsunami Programme
- b. Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System – Information, Fact Sheet, PTWS-XXII Summary, 2007 Achievements

4. Tsunami Early Warning System Overview

- a. A Global Tsunami Reduction Strategy: Building Effective Tsunami Warning and Mitigation Systems
- b. Guarding Against Tsunamis: What does it mean to be ready?
- c. End to End Tsunami Warning - Stakeholders, Roles and Responsibilities, Standard Operating Procedures, and their Linkage
- d. Concept of Operations for End-to-End Tsunami Response and Standard Operating Procedures for Tsunami Early Warning and Mitigation System
- e. Types of documentation to support Global Tsunami Warning Systems and/or National Tsunami Warning Centre and Tsunami Emergency Operations Centre operations
- f. Developing Early Warning Systems: A Checklist (EWC III, 2006)
- g. End-to-end Tsunami Warning Considerations: Public Alert Systems
- h. Alerting Technologies: RANET example
- i. Tsunami Education and Awareness

5. Tsunami Warning Centres - Guidance and Templates

- a. Tsunami Warning Centres – An Overview
- b. Tsunami Product Codes – WMO Headers

- c. National Tsunami Warning Centre SOP Templates - 4 NTWC Cases: Seismic / No Seismic Monitoring - Local / Distant Tsunami Threats
- d. NTWC SOP (Guidance and Samples)
- e. PTWS Operational Users Guide - Annexes
 - i. Annex I. Tsunamis
 - ii. Annex II. Earthquake Source Characterization
 - iii. Annex III. Interpretation of PTWC Messages and Emergency Response Guidance
 - iv. Annex IV. Sea Level Measurement
 - v. Annex V. Methods for Tsunami Travel Time Calculation used by PTWC, WC/ATWC, and JMA
 - vi. Annex VI. Tsunami Wave Forecasting
 - vii. Annex VII. Glossary of Tsunami Terms (Tsunami Glossary, Revised Jul 2008)
- f. Tsunami Warning Centre Operations Manual – PTWC example
System, processing, products, flow charts, checklists, and abbreviated SOPs (cheat sheets)
- g. PTWS Operational Users Guide – PTWS System, including PTWC and JMA Communications Methods and Message Content

6. Tsunami Warning Centres - Case Studies

- a. Lessons Learned from Past Tsunami: Highlights from Indian and Pacific Oceans
- b. Case Study – Local Tsunami: 17 July 2006, Java, Indonesia

7. Tsunami Emergency Response – Guidance and Templates

- a. 10 Steps to Enable a Successful Tsunami Emergency Response
- b. Glossary – Disaster Management Organizations
- c. Tsunami Planning Template
- d. Standard Operating Procedure for Tsunami, including Media Releases - New Zealand Civil Defense and Emergency Management
- e. Tsunami Emergency Response SOPs
 - i. Roles and Responsibility Matrix
 - ii. Evacuation Checklist
 - iii. Emergency Response Matrix
 - iv. Tsunami Occurrence Checklist
 - v. Tsunami Information Checklist
 - vi. Tsunami Warning Checklist
 - vii. Timeline Template for Tsunami Emergency Response
- f. Tsunami Evacuation and Sheltering, City and County of Honolulu
- g. Local Planning Guidance on Tsunami Response - California Office of Emergency Services

8. Tsunami Emergency Response - Case Studies

- a. Hawaii, USA: State Civil Defense Distant and Local Tsunami Response
 - i. Hawaii SOP for Distant Generated Tsunami

- ii. Hawaii Distant-Generate Tsunami Response Checklist
 - iii. SOPs for Locally Generated Tsunami and Earthquake
 - iv. Locally Generated Tsunami Response Checklist
 - v. Hawaii Urgent Local Tsunami Warning Emergency Broadcast Script
- b. Wakayama Prefecture, Japan: Local Government Tsunami Emergency Response SOP
- c. Shizuoka Prefecture, Japan: Earthquake and Tsunami Disaster Prevention
 - i. Earthquake and Tsunami Preparedness
 - ii. Effective Disaster Management
 - iii. Disaster Management Drills
- d. Vertical Evacuation
 - i. Japan Guideline: Buildings Used for Tsunami Evacuation
 - ii. Volunteer Evacuation Building Agreement - Yaizu City, Shizuoka Prefecture
- e. Small Boat Safety
 - i. Japan Tsunami Response: Fishing Ports and Harbors
 - ii. Hawaii Boaters Manual: Tsunami guidance
 - iii. ITIC Tsunami Safety for Boaters
- f. Aceh Darussalam, Indonesia: Draft SOP for local tsunamis
- g. Community Based Disaster Risk Management

9. Drills and Exercises

- a. Exercise Types
- b. Tabletop Exercise Development Steps
- c. Exercise Planning Templates – US Department of Homeland Security Exercise and Evaluation Program, 2006
- d. Tsunami Warning Communications Exercise: State of California Exercise Program, 28 March, 2007
- e. Training Exercise Philippines 08 (General Instruction)
- f. Training Exercise Philippines 08 – messages, injects, and other (distributed on Day 4-5)

10. Media Interactions

- a. Media Plan and Template
- b. Case Study: Japan: JMA and NHK
- c. Case Study: USA: NOAA, Hawaii, Washington State

11. Miscellaneous

- a. Tsunami Glossary
- b. ITIC Tsunami Awareness and Educational Material DVD Overview
- c. ITIC Tsunami Warning Decision Support Tools
- d. Indonesia materials - list
- e. New Zealand materials - list
- f. USA materials - list