



# Government of Saint Lucia

## Volume 4: Standard Operating Procedure for a Systematic National Shutdown

*Saint Lucia National Emergency Management Plan*

*Based on the Barbados Central Emergency Relief Organisation  
Proposal Framework policy and procedures for Systematic National Shutdown*

*Rev. July 15, 2005 / 9 November 2005*

**Cabinet Conclusion 649/2007 (2 August, 2007)  
Authorised the National Influenza Plan for Saint Lucia**



**Table of Contents**

- 1.0 Introduction
- 2.0 Purpose
- 3.0 Overall Policy
- 4.0 National Shutdown Standard Operating Procedures
- 5.0 Select Committee
- 6.0 General Guidelines for National Shutdown
- 7.0 General Guidelines for Staggered Approach to National Shutdown
  - 7.1 Public Sector Shutdown Procedures
  - 7.2 Private Sector Shutdown Procedures
- 8.0 Definition of Essential Services
- 9.0 Public Information
  
- 10.0a Shutdown Procedure for an Epidemic or Pandemic
- 10.0b Shutdown Schedule For Storm or Hurricane

Annex 1: Police Ordinance No. 30 of 1965 Part IV Section 22 (1) (H) and (M)

## 1.0 INTRODUCTION

The National Emergency Management Organization (NEMO) has been mandated by the Government of Saint Lucia to prepare the country to respond to and recover from any emergency /disaster impact, which threatens or occurs in Saint Lucia.

This document therefore outlines the policy and standard operating procedures to be followed in the event that Saint Lucia is under WARNING conditions, particularly those posed by the threat of severe weather, tropical storm or hurricane.

## 2.0 PURPOSE

The purpose is to ensure that a systematic and orderly shutdown of the country is undertaken when there is a national **WARNING** issued by the Director of Meteorological Services.

## 3.0 OVERALL POLICY

The Government of Saint Lucia will take appropriate action in the interest of public safety to ensure that the population of Saint Lucia and critical personal and national assets are protected from major impacts from severe weather, tropical storms and hurricanes.

### **National Shutdown Policy**

The Government of Saint Lucia through the Chairman of NEMO will issue a **National Shutdown Order** after the National Emergency Management Advisory Committee [NEMAC] recommends that such an order should be issued in the interest of the Country.

## 4.0 NATIONAL SHUTDOWN STANDARD OPERATING PROCEDURES

In the case of a Storm/Hurricane, the Director of Meteorological Services will issue a severe weather/tropical storm or hurricane warning for Saint Lucia.

Standard Operating Procedures for the determination of the meteorological warnings is laid out in the Met Services Procedures.

## 5.0 SELECT COMMITTEE

The Chairman of NEMO will convene a meeting of NEMAC, which will discuss the warning and recommend to the Government of Saint Lucia if necessary that a National Shutdown Order should be issued for Saint Lucia.

### 5.1 Terms of Reference of NEMAC

- a. Review the warning issued by the Director of Meteorological Services.
- b. Consider the recommended strategies and approach to affect a systematic and orderly shutdown of Saint Lucia.

- c. Make recommendation to the Government of Saint Lucia on the nature of the national shutdown.

## 6.0 GENERAL GUIDELINES FOR NATIONAL SHUTDOWN

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

- a. Time of Likely Impact – determine daylight hours available.
- b. Extent of likely damage – this will determine the urgency and priority issues.
- c. Existing activity and general conditions in country (workday, weekend, public holiday, etc).
- d. Staggered Approach to Shutdown. [ See Section 10]
- e. Segment of population, which will be prioritized in Shutdown.
- f. Strategies and approach for mass media dissemination.

## 7.0 GENERAL GUIDELINES FOR STAGGERED APPROACH TO NATIONAL SHUTDOWN

The Select Committee may consider the following staggered approach to National Shutdown:

- a. Schools and Day Care Centres should be considered as priority sectors. The Ministry of Education and the Early Childhood Education Unit should therefore be included in the early notification process.
- b. Non-essential operations of the Public Services should be considered as the second priority. Ministry of the Public Service will therefore determine which sections of the public service fall into this category. This sector will close after Permanent Secretaries and Heads of Department have ensured that the departments and ministries' disaster plans for securing of public sector assets have been satisfactorily activated.
- c. Non-essential operations of the Private Sector should be considered for closure along with the closure of the non-essential services of the Public Sector. The Executive Director, Chamber of Commerce after consultation with relevant authorities will request a closure of the private sector based on predetermined procedures.
- d. Ministries and Departments which are part of the **Essential Services (as defined in the Act)** will shut down their operations in accordance with their Standard Operating Procedures (SOPs): for example:
  - i. The Ministry of Transportation will issue a shutdown order for the public transport sector taking into consideration the needs of the traveling public, safety of drivers, security and safety of rolling stock.
  - ii. The Saint Lucia Air and Sea Ports Authority will order the closure of Ports of Entry based on pre-determined procedures.

- iii. The Royal Saint Lucia Police Force will facilitate the smooth movement of traffic exiting the city.
- iv. The Royal Saint Lucia Police Force shall monitor the national shutdown and provide regular updates to the Prime Minister on the status of the national shutdown.

The issuance of a National Shutdown Order shall be in effect for EVERY sector of the island.

Police Ordinance No. 30 of 1965 Part IV Section 22 (1) (h) and (m) shall be in effect. [See Annex 1]

1. The Head of the Public Service shall issue the National Shutdown Order to the Public Service on the instructions of the Prime Minister. The Ministries and Statutory Authorities shall commence shutdown as per Sections 7.1 and 10
2. The Employers Federation, Chamber of Commerce, Chamber of Agriculture and all similar groupings shall commence shutdown as per Sections 7.2 and 10
3. The Saint Lucia Hotel and Tourism Association shall commence shutdown as per Section 10
4. Gatherings of any kind are postponed / cancelled.

## **7.1 PUBLIC SECTOR SHUTDOWN PROCEDURES**

The Permanent Secretary - Public Service will inform all Permanent Secretaries and Heads of Departments of the decision to shutdown the country and its implications for the closure of the public sector.

Permanent Secretaries and Head of Department will invoke Ministry, Office and National Disaster Response plans and procedures which govern the orderly and systematic closedown of ministries and departments which falls under their jurisdiction.

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

- a) The provision of their own disaster plans.
- b) The security and operational procedures of the entity/company.
- c) The welfare of the employees and the need for them to take their domestic precautions, especially those living in remote and flood prone areas.
- d) The critical service, which they provide to the population.

## **7.2 PRIVATE SECTOR SHUTDOWN PROCEDURES**

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

- a) The provision of their own disaster plans.
- b) The security and operational procedures of the entity/company.
- c) The welfare of the employees and the need for them to take their domestic precautions, especially those living in remote and flood prone areas.
- d) 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.

## **8.0 DEFINITION OF ESSENTIAL SERVICES**

### **8.1 Statutory Definition.**

“essential services” means any services listed in Schedule 1;

Schedule 1:

- An undertaking which generates and supplies electricity to the public.
- A public health service.
- A hospital service.
- A sanitation service.
- A telephone service.
- A service undertaking the supply of water to the public.

For the purpose of this Procedure the definition of Essential Service have been widened.

### **8.2 Public Sector**

This section speaks to the essential functions as required by virtue of the status post within Public Sector.

Within the context of a National Shutdown essential persons within the Government are also expected to remain after the dismissal of public servants. These persons are:

1. Permanent Secretaries
2. General Managers
3. Principals
4. Deputy Permanent Secretaries
5. Deputy General Managers
6. Deputy Principals

7. Department Heads
8. Deputy Department Heads

This is to ensure that the shutdown of the Public Sector is properly coordinated.

### **8.3 Private Sector**

Within the context of the Private Sector, Essential Services are those companies/entities which provide an indispensable service to the general public in times of emergencies. These include, but are not limited to the following:

1. The Utility Companies
2. Supermarkets, mini-marts
3. Pharmacies
4. General Stores, including hardware stores and lumberyards
5. Petrol Stations
6. Bus Services

### **8.4 Special Service**

Upon being placed on a Storm/Hurricane Watch, the Customs and Excise Department, together with the Saint Lucia Air and Seaports Authority [SLASPA] shall intensify operations and ensure the immediate release of priority items.

In anticipation of a National Shutdown, the Customs and Excise Department with SLASPA shall, together with the Public and Private Sectors ensure that all priority items are cleared.

These priority items are:

1. Food
2. Water
3. Medicines
4. Construction Material
5. Construction Tools
6. Petroleum Products [e.g. K-Oil, Diesel, Petrol, Cooking Gas, etc.]

## **9.0 PUBLIC INFORMATION**

The Government through the Government Information Service will broadcast a National Statement on the current situation.

## **10.0A SHUTDOWN PROCEUDURE FOR AN EPIDEMIC or PANDEMIC**

- Epidemic / Pandemic Defined

**EPI** = UPON; **DEMIC** = “THE PEOPLE”  
**PAN** = “ALL OVER”; **DEMIC** = “THE PEOPLE”

- The Quarantine Act Cap.11.16

**S.6 POWER TO MAKE ORDERS IN EMERGENCY**

*(1) When in the opinion of the Quarantine Authority an emergency exists, the Quarantine Authority may by order direct special measures to be taken during the continuance of the emergency...*

**10.0B SHUTDOWN SCHEDULE FOR STORM OR HURRICANE**

**Tropical Storm**

A Tropical Storm carries sustained winds of 39 mph to 73 mph with higher gusts.

A Tropical Storm warning means that Tropical Storm conditions are expected within the warning area within the next 24 hours.

<b>TIME</b>	<b>ACTION</b>
ZERO Hour [Impact time]	<ul style="list-style-type: none"> <li>• Except for the Emergency Services the ENTIRE COUNTRY has shut down.</li> <li>• Everyone is at home.</li> </ul>
6 hours before impact	<ul style="list-style-type: none"> <li>• Except for Emergency Services the ENTIRE COUNTRY has shut down.</li> <li>• The Essential Services of the Public and Private Sectors have shut down.</li> <li>• Except for the Emergency Medical Services [EMS] all persons are now at home.</li> </ul>
8 hours before impact	<ul style="list-style-type: none"> <li>• The non-essential services personnel of the Public and Private Sectors have shut down.</li> <li>• Non-essential persons have been dismissed and are now at home.</li> <li>• Essential Services / Personnel as described in Section Eight [8] remain open a bit longer.</li> </ul>
12 hours before impact [minimum time]	<ul style="list-style-type: none"> <li>• Educational Institutions: Schools, Pre Schools, Day Care Centres, UWI Extra Mural Department, Community College etc. have shut down.</li> <li>• All persons are now at home.</li> </ul>

## 10B SHUTDOWN SCHEDULE FOR STORM OR HURRICANE

### Hurricane

A Hurricane carries sustained winds of 74 mph and above.

A Hurricane warning means that Hurricane conditions are expected within the warning area within the next 24 hours.

TIME	ACTION
ZERO Hour [Impact time]	<ul style="list-style-type: none"> <li>• Except for the Emergency Services the ENTIRE COUNTRY has shut down.</li> <li>• Everyone is at home.</li> </ul>
7 hours before impact	<ul style="list-style-type: none"> <li>• Except for Emergency Services the ENTIRE COUNTRY has shut down.</li> <li>• The Essential Services of the Public and Private Sectors have shut down.</li> <li>• Except for the EMS all persons are now at home.</li> </ul>
10 hours before impact	<ul style="list-style-type: none"> <li>• The non-essential services personnel of the Public and Private Sectors have shut down.</li> <li>• Non-essential persons have been dismissed and are now at home.</li> <li>• Essential Services / Personnel as described in Section Eight [8] remain open a bit longer.</li> </ul>
12 hours before impact [minimum time]	<ul style="list-style-type: none"> <li>• Educational Institutions: Schools, Pre Schools, Day Care Centres, UWI Extra Mural Department, Community College etc. have shut down.</li> <li>• All persons are now at home.</li> </ul>

Annex 1: Police Ordinance No. 30 of 1965 Part IV Section 22 (1) (h) and (m)

Part IV

Section 22 (1) -- It shall be the duty of the Force to take lawful measurers for –

(h) assisting in preserving order in the different ports and harbours in the Colony, and in enforcing the port regulations therein;

(m) Assisting in the protection of life and property in cases of fire, hurricane, earthquake, flood and other disasters