Section E1 - Operational Plans –Relief Distribution Plan

Table of Contents

LIST OF TABLES 3
ABBREVIATIONS 4
1. INTRODUCTION 5
2. PURPOSE/POLICY STATEMENT 5
3. ADMINISTRATION 6
4. RESPONSIBILITY 6
5. AUTHORITY 7
6. PLAN DEVELOPMENT AND MAINTENANCE 7
7. LEGAL REFERENCES 7
8. TASKS 8
Relief Working Group 8
9. TRAINING (all government employees for resource pool) 9
10. CONCEPT OF OPERATIONS 9
GENERAL 10
KITS 10
REGISTRATION 10
SPECIAL PROTOCOLS 10
Functional based tasks of Relief Operations 13
2. Fumigate 13
11. Relief Distribution Flow Diagram 14
12. STANDARD OPERATION PROCEDURES (SOP'S) 15
GENERAL 15
Glossary of Terms 16
Appendix 19
Appendix A: RELIEF COMMITTEE MEMBERS 19
Appendix B: RELIEF FIELD DISTRIBUTION COORDINATORS AND TEAMS 20
Appendix C: EMERGENCY RELIEF SUPPLY STORES, STORAGE AND DISTRIBUTION SITES 21
Appendix D: PERSONS AUTHORISED TO PROCURE SUPPLIES 22

Section E1 - Operational Plans –Relief Distribution Plan

Appendix E: MAP OF EMERGENCY RELIEF DISTRIBUTION SITES AND FBT ROUTES..... 23

Appendix F: FISHING BOAT TRANSPORT PORTS 24

Appendix G: RELIEF STORAGE AND DISTRIBUTION SITES 25

Appendix H: INVENTORY OF FOOD AND SUPPLIES AT STORGAE SITES 26

Appendix I: INVENTORY OF FOOD AND SUPPLIES NEEDED & PROJECTED DAYS OF REQUEST 27

Appendix J: STATUS OF FACILITIES FOR PROVISION OF MEALS /RELIEF DISTRIBUTION SITES 28

Appendix K: RELIEF REGISTRATION FORM 29

Appendix L: NEEDS ASSESSMENT FORM 30

Appendix N: Sessions Facilitated and People Addressed by Psychosocial Teams 32

Appendix O: LOCAL RESOURCES AND LOCAL OVERSEAS VENDORS 33

Appendix P: PERSONNEL ASSIGNED TO RELIEF OPERATIONS..... 35

Appendix Q -1: Memorandum of Understanding for the Acquisition of Supplies Draft..... 36

Appendix Q – 2: Memorandum of Understanding for the Use of Distribution of Storage Sites 36

Appendix R: Memorandum of Understanding for the Use of a Facility for the Provision of Meals 37

Appendix S: (consider including a statement in the document body regarding criteria for opening a feeding centre, not the usual model as will come and get provisions and walk with them). 38

Appendix T: MASTER RELIEF KITS LIST..... 39

Appendix U Kits and associated Band Colour 42

Appendix W: PERSONAL EMERGENCY PREPAREDNESS RECOMMENDATIONS 43

Appendix X: SUPPLIES MANAGEMENT FORMS/EQUIPMENT 44

Section E1 - Operational Plans –Relief Distribution Plan

LIST OF TABLES

Table 1 Relief Committee Members 19
Table 2 Relief Fielf Distribution Coordinators and Teams 20
Table 3 Emergency Relief Supply Stores, Storage and Distribution Sites.....21
Table 4 Relief Distribution Sites.....25
Table 5 Inventory of Food and Supplies at Storage Sites 26
Table 7 Sessions Facilitated and People Addressed by Psychosocial Teams.....32
Table 8 Fisherment Contact Information 33
Table 9 Water Companies and Suppliers.....33
Table 10 Members of the Food and Clothing Committee 34
Table 11 Supermarkets and Hardware.....34
Table 12 Personnel Assigned to Relief Operations 35
Table 13 Master Relief Kits List 39

Section E1 - Operational Plans –Relief Distribution Plan

ABBREVIATIONS

RGW	Relief Working Group
DANA	Damage and Needs Assessment
NDMC	National Disaster Management Committee
RWGC	Relief Working Group Coordinator
NEOC	National Emergency Operations Centre
RC	Relief Coordinator
LSS	Logistics Support System
RCP	Relief Coordination Point
RDP	Relief Distribution Point
DDM	Department of Disaster Management
LO	Liaison Officer
SLO	Ships Liaison Officer
FBT	Fishing Boat Transport
GOA	Government of Anguilla
IDA	Initial Damage Assessment
UKOT	United Kingdom Overseas Territory
HMS	Her Majesty's Ships
DFID	Department for International Development
HMG	Her Majesty's Government
PAC	Position Action Checklist
NRP	National Response Plan
CDERA	Caribbean Disaster Emergency Response Agency

Section E1 - Operational Plans –Relief Distribution Plan

1. INTRODUCTION

The Community Services Sub-Committee is responsible for all efforts related to provisioning shelters and supplying critical supplies to residents and visitors to Anguilla during any event where relief is deemed necessary. These events could be a hurricane, medical incident, flooding or any other incident that would cause people to lose regular access to basic needs.

The Relief Working Group (RWG) is responsible for coordinating with the Damage and Needs Assessment Working Group (DANA) to identify the needs for relief supplies, government and volunteer staff, storage and distribution points and for assuring supplies tracking systems are verified and in place.

2. PURPOSE/POLICY STATEMENT

The purpose of the National Relief Plan is to outline measures to be taken for acquiring and distributing relief supplies before and after a disaster, and assessing needs of victims. It will assign roles and responsibilities to Ministries, suppliers, volunteers and agencies, and sets out the sequence of activities to perform toward providing relief on behalf of:

- The National Disaster Management Committee (NDMC) and
- The Residents and Visitors of Anguilla

The overarching Policy of the plan is: **To provide for the fair and equitable distribution of basic human food, clothing and sanitation based on demonstrated need**.

The conditions for activating relief are based on the expectation of significant damage to property and the loss of personal resources during a disaster emergency event.

The RWG is responsible to distribute this aid to the community coordinated with the needs identified by, but not dependent on the, DANA programme. Shelter Managers will distribute relief supplies to those persons accommodated in shelters through their shelter stores and in coordination with the Relief and Shelter Coordinators.

Any persons taking shelter are facilitated by the Shelter programme until they sign out of the shelter at which time they fall under the Relief programme for any further relief needs. Persons must register with the relief programme (Appendix L: NEEDS ASSESSMENT FORM) for these needs whether via the DANA Programme or a Relief Distribution Centre.

Only buildings/areas designated by the Department of Disaster Management in conjunction with the Community Services Sub-Committee (prior to an emergency disaster event) or by the National Emergency Operations Centre Executive Emergency Director following an emergency disaster event) shall be used as official relief distribution sites.

Not all sites are necessarily used or activated for any one emergency disaster event, as they are activated based on need.

Relief Distribution Managers will only communicate with the NEOC Relief Coordinator via the NEOC Communications Branch on the emergency frequency (channels 1, 2 5, 6 and 7)

3. ADMINISTRATION

This Working Group is an integral component in the **Community Services SubCommittee** of the NDMC. The Chair of the **Community Services Sub Committee** is responsible for ensuring the development and management of a national relief programme for Anguilla.

The term "*Relief Working Group Coordinator*" (RWGC) refers to the person appointed by the Chair of the **Community Services Sub Committee** to coordinate the efforts of the Relief Working Group who are tasked with development of the National Relief Plan and Relief programme development.

The term "*NEOC Relief Coordinator*" (RC) refers to the person appointed by the Chair of the **Community Services Sub Committee** to coordinate the efforts of the Relief Section at the National Emergency Operations Centre. The Relief Coordinator [and alternate] will be the representative coordinating field activities and resource management through other NEOC positions such as Logistics, Shelter, DANA and the Anguilla Red Cross.

When notified of a potential activation of the National Emergency Operations Centre (NEOC) the RWGC will transition to the position of Relief Coordinator (RC) unless otherwise delegated by the Chair of the Community Services Sub Committee. This position resides in the NEOC under direction of the Support Services Section Manager.

The "Relief Working Group Coordinator" and the "NEOC Relief Coordinator" shall be appointed by the Chairman of the Community Services Sub-Committee after consultation with the NDMC and the Director Disaster Management. The RWGC and the RC may not necessarily be the same person.

The NEOC Relief Coordinator for 2012 is Sanford Richardson. The second shift coordinator is Kenroy Rawlins.

The Chair of the **Community Services Sub Committee** will schedule personnel resources to cover at least two rotational shifts for all relief distribution, coordination and NEOC activities until the NEOC is deactivated and/or Relief Centres are closed.

4. RESPONSIBILITY

The responsibility for maintaining, reviewing, updating and amending the Relief Plan lies with the Chairperson, Community Services Sub Committee and ultimately with the Chair of the NDMC. The Relief Plan will be reviewed and updated after any real event and/or simulation exercise, and once per year prior to the start of the hurricane season, as identified in the Policy Statement (May 1st).

Section E1 - Operational Plans –Relief Distribution Plan

5. AUTHORITY

In the event that the Governor declares an emergency, he is empowered under the Disaster Management Act 2007 to make regulations for securing the essentials of life for the residents and visitors of Anguilla. This declaration of emergency can lapse at the expiration of 90 days from the day it was made and can be revoked at any time by the Govenor and published in the gazette as stated in the Emergency Powers Act.

Such regulations may confer or impose on a Minister or on any Government Department or on any person or persons in Her Majesty's service or acting on Her Majesty's behalf, such powers and duties as the Governor may deem necessary to deal with the situation that exists.

Such regulations may also make such provision incidental to the powers conferred as may appear to the Governor to be required for making the exercise of those powers effective.

Part 8 of The Disaster Management Act 2007 details the powers and provisions which may be regulated in regard to *Diplomatic Immunities and privileges respecting the Agency, sending States and their Representatives and Personnel etc* and section 33 of this part details the *Provisions as to regulations made under this part*.. Part 10 section 41 speaks to regulations.

Such regulations as are made under Part 8 are to be laid before the Executive Council and the House of Assembly as soon as practicable, *within the period of 40 days beginning with the day any such regulations are laid before it*, *the House of Assembly by resolution requests that the regulations be annulled, the Governor in Council may annul the regulations*. *In reckoning the period of 40 days, no account shall be taken of any time during which the House of Assembly is dissolved or prorogued*. Any such regulations may be varied or revoked by subsequent regulations in like manner.

Any regulations so made under section 4 of the Emergency Powers Act shall be signed by the Governor and shall come into operation upon publication of the Gazette.

The regulations made shall have effect as if enacted in the Emergency Powers Act but may be added to, altered or revoked by the House of Assembly or by regulations made in like manner and subject to the like provisions as the original regulations

6. PLAN DEVELOPMENT AND MAINTENANCE

In preparation for any Hurricane Season, the National Relief Plan will be revisited by the 1st of May of each year by the RWG and an updated version of the plan will be presented to the NDMC at their May meeting.

7. LEGAL REFERENCES

1. The Emergency Powers Act (2000).
2. The Police Act A70 (2000).

3. The Disaster Management Act (2007)
4. The British Red Cross Memorandum of Understanding (2007)
5. The CDERA Agreement (2008)

8. TASKS

Relief Working Group

The committee based tasks of the Relief Working Group (RWG) include:

i. To identify and ensure the readiness of relief supplies

ii. Make ready for use, the Anguilla National Relief Plan

iii. Make ready for use a Relief Distribution Guide.

iv. To **identify suppliers and develop memoranda of understanding**, as practicable, with existing suppliers and storage and distribution sites to ensure an appropriate quantity of relief supplies are available for immediate expected needs, emergency disaster event and **make provision for the acquisition of additional relief supplies** as required

v. In addition to managing provision of resources where needed, the RWG is responsible to **maintain a compendium of basic relief resources** (kits) as documented in Appendix T: . Lists of required resources, sources/vendors, contact information, and reference to pre-disaster agreements where they exist including resources that may come through DFID/HMG, CDERA or other organizations can be found in the appendices of this plan. The focus is on available local resources but information will also be included for international sources when they cannot be found locally.

vi. **Provide input to and extraction from the Disaster Management Volunteer database** as needed to perform operations. Additional resources can be gained from the Department of Public Administration via the Support Services Section Manager during an active emergency disaster event.

vii. **Annually identify specific local resources, and local and overseas vendors** for the procurement and management of relief supplies. These are documented in Appendix D.

viii. Provide the work plan and priorities **of the National Relief Programme by December 31st each year** (covering January to December of the prior year) **to the Chairman of the Community Services Sub-Committee** for onward transmission to the National Disaster Management Committee.

ix. **Develop a Relief Distribution Plan for each centre** detailing staffing; room usage and support materials.

Section E1 - Operational Plans –Relief Distribution Plan

x. **Annually review memorand(a)um of understanding(s)** by April 15th, so that any adjustments can be completed in time for the Hurricane Season.

xi. **Determine the number of persons that can be readily serviced at each Distribution Centre** and document it in the Relief Distribution Plan for that centre and copy it to the National Disaster Plan.

xii. Conduct annual **training and exercise(s) for Relief Teams**. The exercise(s) may include delivery of supplies, recoding of supplies, transport to storage and or packaging site(s), opening a relief distribution centre(s), packaging supplies, simulated distribution. Forms will be tested, as well as applicant processing and delivery flows. Information from the exercise will be passed up to the NEOC for use in other exercises.

The *Working Group Coordinator* is responsible for:

1. **Convening monthly meetings of the Relief Working Group**.

2. **Developing the annual Work Programme** by December 15th for submission to the Community Services Sub Committee for further submission to the NDMC.

3. **Ensuring that all members of the Relief Working Group is kept informed as to the Work Groups tasks** and assures they are a part of an inclusive process.

4. Ensuring that Relief Distribution Team assignments are tracked and kept updated throughout the year. A list of current assignments will be forwarded to the Community Services Sub Committee Chair immediately upon notification of a Disaster Emergency Event (See Appendix B: RELIEF FIELD DISTRIBUTION COORDINATORS AND TEAMS).

5. Ensuring members of the RWG, relief distribution team and NEOC relief staff are briefed as to their roles and responsibilities on a yearly basis prior to May 1st of each year.

9. TRAINING (all government employees for resource pool)

Annually, the Relief Working Group in coordination with the Damage Assessment and Needs Analysis (DANA) Working Group and the Department of Disaster Management will provide for at least one Relief Operations Training, Radio Operations Training and a functional or operational exercise.

10. CONCEPT OF OPERATIONS

Section E1 - Operational Plans –Relief Distribution Plan

GENERAL

Items arriving in Anguilla via the various ports of entry (Wallblake, Blowing Point, Sandy Ground, Post Office, Fed-X/DHL, Web portal [Donations]) are to be recorded and registered into the Logistics Support System (LSS). This process is to address the following:

- Need to identify WHO has provided the relief supplies, resources and/or monetary instruments;
- Identify WHAT has been provisioned
- Identify HOW supplies or monetary instruments were provisioned;
- Identify gaps to facilitate relief requests by the Liaison Officer to CDEMA, UK and other Donor Groups; and to
- Facilitate recognition post incident of the provisioning entities;

The physical supplies are then to be taken to the Relief Coordination Point (RCP) at the Ruthwill Auditorium to be sorted, packed and then dispatched to the Operational Relief Distribution Points (RDP) where goods will then be supplied to the communities.

KITS

Supplies will be repackaged (if not received already kitted) in the following kits:

- Cleaning Kit;
- Individual Kit;
- Baby Kit;
- Home Kit
- Additional Supplies

See Appendix T: MASTER RELIEF KITS LIST for a breakdown of the kits.

REGISTRATION

Persons who are not already wearing relief band(s) who are asking for aid other than water will need to provide information to complete a Relief Registration Form in Triplicate. The Registration Team needs to try and ascertain if the family requesting aid is already represented by another family member.

Once registered the family will be assigned to a specific relief distribution point and the appropriate bands put on.

It is important for the registrant to understand they are the designated representative for the subject family and to avoid shifting this responsibility or pursuing registration at multiple locations or by multiple persons as supplies are limited and must be fairly distributed.

SPECIAL PROTOCOLS

To address the issues of road blockage, damage or infrastructure loss and transport of water, basic medical supplies and responding sailors from Her Majesty's Navy and Merchant Ships, in 2007 the islands fishermen put forward the majority of the following protocols which have been

Section E1 - Operational Plans –Relief Distribution Plan

adopted by the Relief Working Group of the Community Services Sub Committee of the National Disaster Management Committee.

Annually and prior to peak hurricane season, the Department of Disaster Management (DDM) will provide all HMS Vessels patrolling the Caribbean an updated digital copy of:

- The UKOT's Status of National Plans and Issues presentation for Anguilla;
- The National Disaster and Response Plans;
- The National Relief Plan;
- Flight and Critical Infrastructure Map(s); and
- Changes to the Concepts of Operations for coordination with ships.

During an incident once the National Emergency Operations Centre (NEOC) is operational, and if a ship is requested to respond, the NEOC Liaison Officer (LO) will verify which ship is responding and identify if logistics and executive officers on board have been briefed on the Anguilla Relief Protocols. If not, the Relief Coordinator and NEOC Director will brief the LO on the protocols for ships relief and the LO will then brief the ships Logistics Chief. If feasible, at least the Concepts of Operations Section of this plan will be faxed, emailed or read to the Logistics Chief.

The Logistics Chief will assure the NEOC Liaison Officer has a list of the current supplies and technical resources available for deployment, status of the helicopter and water/fuel delivery systems.

The NEOC Logistics Officer will ensure a Ships Liaison Officer (SLO) is assigned and notify the NEOC Director of who has been assigned to this post.

The SLO will coordinate with the Relief Coordinator to assure the Relief Coordinator is kept informed of arrangements made by the SLO to facilitate transport of ships officer/crew, supplies for ships responders, setup of the Ships Command Centre at the DDM and delivery of NEOC HMS Daily Workplans/Status Reports.

The fishermen on the relief transportation team will, as available, able and safe to do so, put in and begin to respond to Sandy Ground mooring once notified HMS has arrived.

DFID supplies on board **HMS** include *5 gallon Jerry Jugs* which can be used for either diesel fuel or water.

The NEOC LO will contact the DFID Risk Reduction Advisor and request release of the Jerry Jugs (and additional supplies as applicable) prior to the ships arrival based on the initial situation status report.

Transport A- HMS will fill initially *250 jerry jugs with water and 100 with diesel fuel*. When the Fishing Boat Transport (FBT) vessels start to arrive, the **HMS** will utilise the ships hoist and netting to offload jerry jugs and basic medical supplies to the fishing boats (in single file!). Three to five (3-5) Teams of 5 FBT's will rotate to provide the water, supplies and fuel distribution during daylight hours for the first day of response (or as determined by the Relief and NEOC Logistics Transportation Coordinators. The FBT's will also supply Officer and Crew groundings and pickups at Sandy Ground or assigned landing points for the **HMS.**

The NEOC Ships Liaison Officer (SLO) will facilitate all ground transport for the ships Officers and

Section E1 - Operational Plans –Relief Distribution Plan

Crew.

If at any time it is determined that the sea is too high or the transfer too dangerous, ship to ship transfer will be aborted and supplies transported will transition to **Transport B**.

Transport B- HMS will facilitate the transport of other emergency and response supplies via helicopter and nets to the Sandy Ground Relief Collection Point (RCP) at the Football Field. Royal Anguilla Police Force will provide security at the RCP.

HMS crew will assist with logistics at the RCP and with unloading of nets and loading of Relief Transport Containers in support of the RCP operations.

HM Navy and other Merchant Ships, as discussed with Command Staff during visits to Anguilla prior, all ships have the capacity to generate water in sufficient quantity to support initial relief operations in Anguilla. However they do not have the facilities to package or deliver the water to the outlying relief distribution points and these facilities could be inaccessible following a large disaster event due to landslides, debris, fissures or failure of the transportation network. It is a unique opportunity that the islands fishermen have come forward to supply their vessels and heavy seas handling skills to help facilitate early response to their communities.

Following a disaster event, and should any of HMS aside from the Fort George respond to Anguilla; The fishermen on the relief transportation team will, as available, able and safe to do so, put in and begin to respond to Sandy Ground mooring once notified HMS has arrived.

The DDM offices will become the Ship's Command Center if needed.

The NEOC Relief and Logistics Coordinators will facilitate the procurement of 5 gallon Water Jugs from Aronel, Le Bleu and any other water purveyors which can be used exclusively for emergency water. These purveyors will deliver the jugs to the FBT communities as soon as the "All Clear" is announced by the NEOC. Location of FBT Ports can be identified in Appendix F: FISHING BOAT TRANSPORT PORTS.

In the event the roads are blocked and the ship has a helicopter **Transport C** should be facilitated.

The NEOC LO will contact the DFID Risk Reduction Advisor and request release of the Jerry Jugs (and additional supplies as applicable) prior to the ships arrival based on the initial situation status report.

Transport A- HMS will fill initially 250 jerry jugs with water and 100 with diesel fuel. When the Fishing Boat Transport (FBT) vessels start to arrive, the **HMS** will utilise the ships hoist and netting to offload jerry jugs and basic medical supplies to the fishing boats (in single file!). Three to five (3-5) Teams of 5 FBT's will rotate to provide the water, supplies and fuel distribution during daylight hours for the first day of response (or as determined by the Relief and NEOC Logistics Transportation Coordinators. The FBT's will also supply Officer and Crew groundings and pickups at Sandy Ground or assigned landing points for the **HMS.**

The NEOC Ships Liaison Officer (SLO) will facilitate all ground transport for the ships Officers and Crew.

Section E1 - Operational Plans –Relief Distribution Plan

If at any time it is determined that the sea is too high or the transfer to dangerous, ship to ship transfer will be aborted and supplies transported will transition to **Transport B**.

Transport C - HMS will facilitate the transport of other emergency and response supplies via helicopter and nets to the Sandy Ground Relief Collection Point (RCP) at the Football Field. Royal Anguilla Police Force will provide security at the RCP.

HMS crew will assist with logistics at the RCP and with unloading of nets and loading of Relief Transport Containers in support of the RCP operations.

Functional based tasks of Relief Operations include but are not limited to:

1. Communicate with the NEOC Relief Coordinator via the NEOC Communications Branch on the emergency frequency (channels 1, 2 5, 6 and 7).

2. Fumigate/Exterminate at Relief Distribution Coordination Centre to reduce the influence of rats!

3. The NEOC Relief Coordinator at the NEOC will:
   - Liaise with the NEOC DANA Coordinator, the NEOC Shelter Coordinator and the Anguilla Red Cross Liaison to obtain their assessments of the resources they expect will be required for the level of the emergency (Post Impact).

   - As soon as possible, start collecting Needs Analysis and Relief Registration Forms as well as Projected Needs Forms from the Relief Distribution Points and Relief Distribution Coordination Centre.

   - Utilise census figures, evacuation area population, health and welfare services knowledge of indigent or incapacitated persons and previous demand for relief distribution supplies to assist in calculating relief need projections.

   - Coordinate with Logistics and Finance Section Managers for procurement, storage and transfer of relief resources.

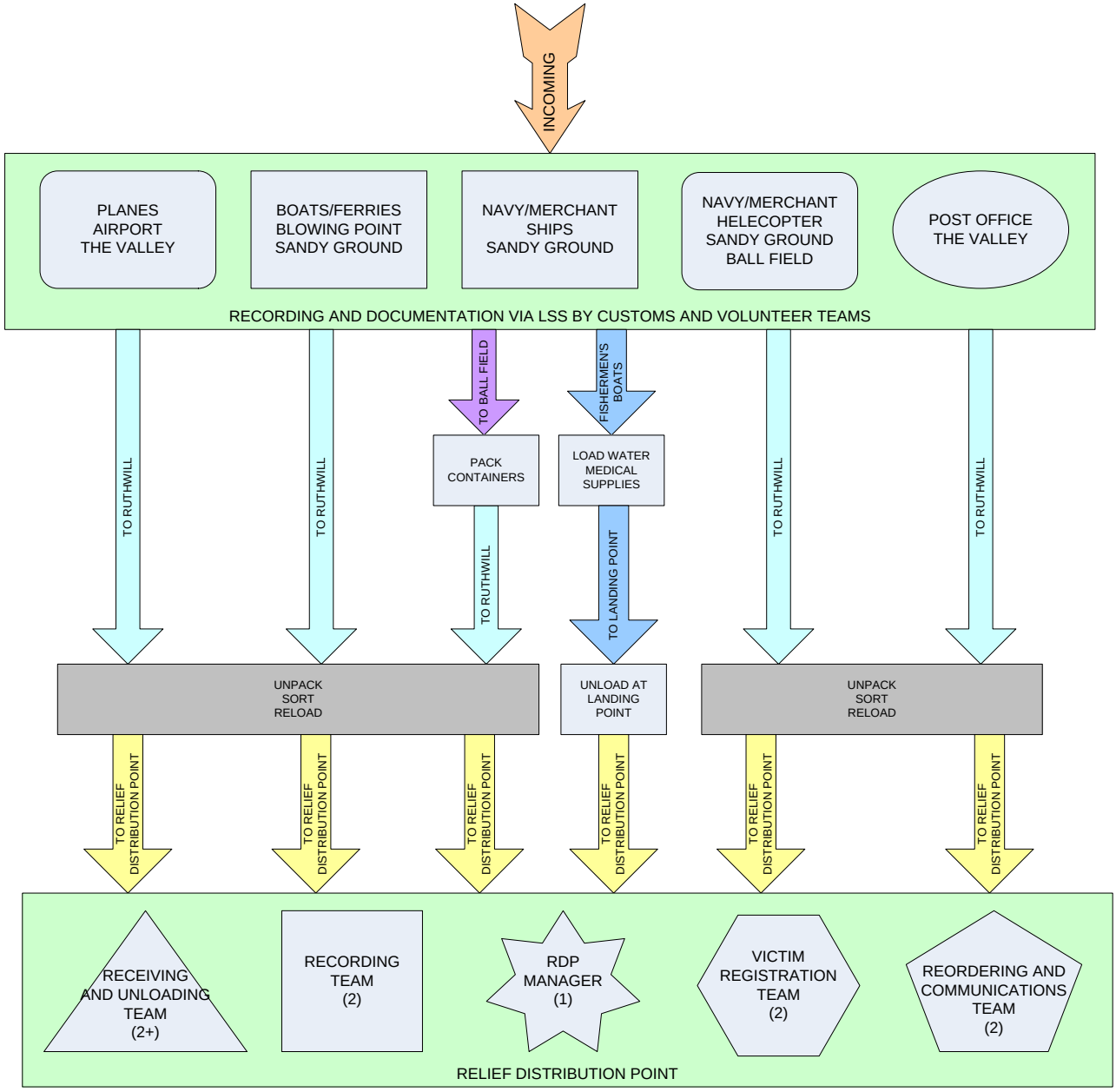
   - Coordinate with the Plans and Intelligence Section Manager for the transfer of SUMA/LSS recorded records to the Relief Coordination Centre as soon as they have been processed.

   - Overseas relief supplies will be initially received and processed through Customs and entered into the SUMA/LSS tracking system by Customs and/or Relief Operations Support Teams.

   - Distribution of the goods and supplies following initial processing will be the responsibility of the NEOC Support Services Section Manager in coordination with Logistics Section Manager and the NEOC Anguilla Red Cross Liaison.

Section E1 - Operational Plans –Relief Distribution Plan

11. Relief Distribution Flow Diagram



Depending on availability Staffing may alternately include:

- Counselor
- Security
- DANA Liaison

Section E1 - Operational Plans –Relief Distribution Plan

12. STANDARD OPERATION PROCEDURES (SOP'S)

GENERAL

1. The National Response Guide (NRP) in the document used during the Operations Phase of a disaster in the National Emergency Operations Center (NEOC).

2. The format for the NRP is primarily checklists based on functional position. The Structure of the NEOC is based on the Standardized Emergency Management System implementation of the Incident Command System utilized in Canada, the US and some Caribbean Islands.

3. Relief falls under the jurisdiction of Community Services Sub Committee and is a part of the Support Services Section of the NEOC hierarchy. Other functions in this branch include Search and Rescue, Anguilla Red Cross, Evacuation, Shelter, Health and the Tourism.

4. Reference the NRP Position Action Checklist (PAC) for the Relief Coordinator Checklist for steps to be taken in all hazard events by the Relief Coordinator in the National Emergency Operations Centre.

Glossary of Terms

Advisory
A formal message from a Hurricane Warning Office giving warning information together with details on tropical cyclone location, intensity and movement, and precautions that should be taken.

Assembly Point
Command post located in evacuation zone, responsible for registering evacuees, organizing transportation, dispatching vehicles and updating DEOC on progress of evacuation.

Bulletin
A public release from a weather office issued in the event of the occurrence or forecast occurrence of severe weather, including the developing stage of a tropical cyclone or after formal advisories on a hurricane or tropical cyclone has been discontinued.

Disaster
Any adverse event (natural or human-induced) which disrupts the basic fabric and normal functioning of a society or community, giving rise to casualties and/or damage to property, infrastructure, essential services and means of livelihood on a scale which is beyond the capacity of the affected society to cope with without assistance.

Disaster Management
A collective term encompassing all aspects of planning for and responding to disaster, including policy and administrative decisions and operational activities.

Disaster Management Cycle
Disaster management can be seen as a series of phases on a time continuum. ”The Disaster Management Cycle”. This is a six-stage system on this continuum, designed for effectively managing disasters by relying on (preventative, mitigatory) pre and post-disaster measures.

Damage Assessment
The preparation of quantified estimates of physical and economic damage resulting from a disaster.

Disaster Mitigation
Measures taken to reduce the loss of life, livelihood and property by hazards and disasters, either by reducing vulnerability or by modifying the hazard where possible.

Disaster Preparedness
Actions taken in advance of a disaster to minimise loss of life and damage, organise temporary removal of people and property from a threatened location, and facilitate timely and effective rescue, relief rehabilitation (which would enhance response, recovery and reconstruction actions) after the disaster.

Disaster Prevention
Measures taken to prevent hazards from giving rise to disasters

Section E1 - Operational Plans –Relief Distribution Plan

Disaster Response/Relief
Actions intended to save lives, alleviate suffering and provide basic care in the immediate aftermath of a disaster.

Drill
An activity that tests or maintains skill in a single emergency response procedure.

Early Warning
Process of monitoring vulnerable areas or in order to enable protective or preventive actions to be taken by disaster management officials.

Emergency Operations Centre
Central command post from which emergency and/or disaster management activities are coordinated. Called National Emergency Operations Centre at national level.

Evacuation Route
Road or Highway designated by NDMC as a primary route for moving evacuees from threatened areas.

Exercise
An activity designed to promote emergency preparedness by testing and evaluating emergency plans and procedures

Evacuation
The removal of persons and property from a threatened area in order to safeguard life and property prior to or during an emergency or disaster

GOA
Government of Anguilla

Hazard
A potentially damaging phenomenon, whether natural or man-induced

Hazardous Substance/Materials
Any substance or material which may be classified into one of the following categories: toxic, corrosive, flammable, explosive or infectious.

Hurricane
A tropical cyclone with pronounced counter-clockwise rotation, low pressure centre and sustained wind speeds of 74 miles per .hour (mph). or more.

Initial Damage Assessment (IDA)
An assessment usually carried out within the first 48 hours after the impact of a hazard, by trained evaluators, to obtain an initial evaluation of the damage.

NDMC
National Disaster Management Committee

Section E1 - Operational Plans –Relief Distribution Plan

Post-Disaster
Period following a disaster event

Rapid-Onset Disaster/Event
A disaster or event which occurs with little or no warning.

Reconstruction
Full restoration of all services, infrastructure, damaged structures, revitalization of the economy and restoration of social and cultural life to conditions equal to or better than pre-disaster. May extend for months or even years after a disaster.

Recovery
Medium to long-term actions for repair of physical, social and economic damage and the return of affected structures to a condition equal to or better than before the disaster. As used here, includes Rebuilding and Rehabilitation phases.

Refuge of Last Resort
A facility identified for temporary shelter. It is a possible safe haven for emergency workers or other persons caught in the evacuation area, and unable to leave due to dangerous outside conditions.

Rehabilitation
Short-term actions such as restoration of basic services, repair, and restoration of physical, social and economic damage, undertaken after the immediate threat has passed, intended to bring life back to normal. May be completed within 10 – 12 weeks of the disaster event.

Risk
Expected losses from a given hazard to a given element at risk over a specified time period

Saffir-Simpson Scale
A scale which projects potential hurricane intensities from least damaging at Category One to most damaging at Category 5.

Shelter
A building used for the purpose of housing persons displaced by emergencies or disasters. The facility is usually identified in advance.

Storm Surge
The increase in height of sea level caused by wind and pressure of the storm system and interaction with the sea-floor topography

Tropical Storm Force Winds
Wind speeds of 39 miles per hour (mph) or higher.

Vulnerability
The extent to which a community's structures, services or environment are likely to be damaged or disrupted by a disaster

Section E1 - Operational Plans –Relief Distribution Plan

Appendix

Appendix A: RELIEF COMMITTEE MEMBERS

Relief Committee Members

Table 1 Relief Committee Members

Name	Organisation - Position	E-mail	Phone		
			Home	Cell	Work
Sanford Richardson	Department Social Development - *Chairman*	Sanford.Richardson@gov.ai		476-3407	497 - 5917
Janice Hodge	Lions Club				
Carolyn Richardson	West end Community	Carolyn.Richardson@gov.ai			497–1241
Lydia Dasent	Red Cross				
Candaicy David	Environmental Health	Candaicy.David@gov.ai			497 – 2631
Ambrell Richardson	Environmental Health	Ambrell.Richardson@gov.ai			497 – 2631
Melissa Meade	Disaster Department - *DDM liaison*	Melissa.Meade@gov.ai		476-3622	497-2926
Claudette Bryan	East End Community				
Rodney Rey	South Hill Community				497–2308
Aurjul Wilson	Public Administration	Aurjul.Wilson@gov.ai			497–3041
William Vanterpool	Agriculture Department	William.Vanterpool@gov.ai			497–2615
Calvin Bartlette	Chamber of Commerce				497–2839
Kenroy Rawlins	Fisheries and Marine Resources	Kenroy.Rawlins@gov.ai			497–2871

Section E1 - Operational Plans –Relief Distribution Plan

Appendix B: RELIEF FIELD DISTRIBUTION COORDINATORS AND TEAMS

RELIEF FIELD DISTRIBUTION COORDINATORS AND TEAMS

Table 2 Relief Fielf Distribution Coordinators and Teams

NAME	POSITION	ADDRESS	CONTACT			
			e-mail	phone (w)	phone (c)	phone (h)

Section E1 - Operational Plans –Relief Distribution Plan

Appendix C: EMERGENCY RELIEF SUPPLY STORES, STORAGE AND DISTRIBUTION SITES

EMERGENCY RELIEF SUPPLY STORES, STORAGE AND DISTRIBUTION SITES

Table 3 Emergency Relief Supply Stores, Storage and Distribution Sites

Names	Address	Contact			
		E-mail	Phone (w)	Phone (h)	Phone (c)
Emergency Relief Supply Stores					
Emergency Relief Storage Sites					
Emergency Relief Distribution Sites					

Section E1 - Operational Plans –Relief Distribution Plan

Appendix D: PERSONS AUTHORISED TO PROCURE SUPPLIES

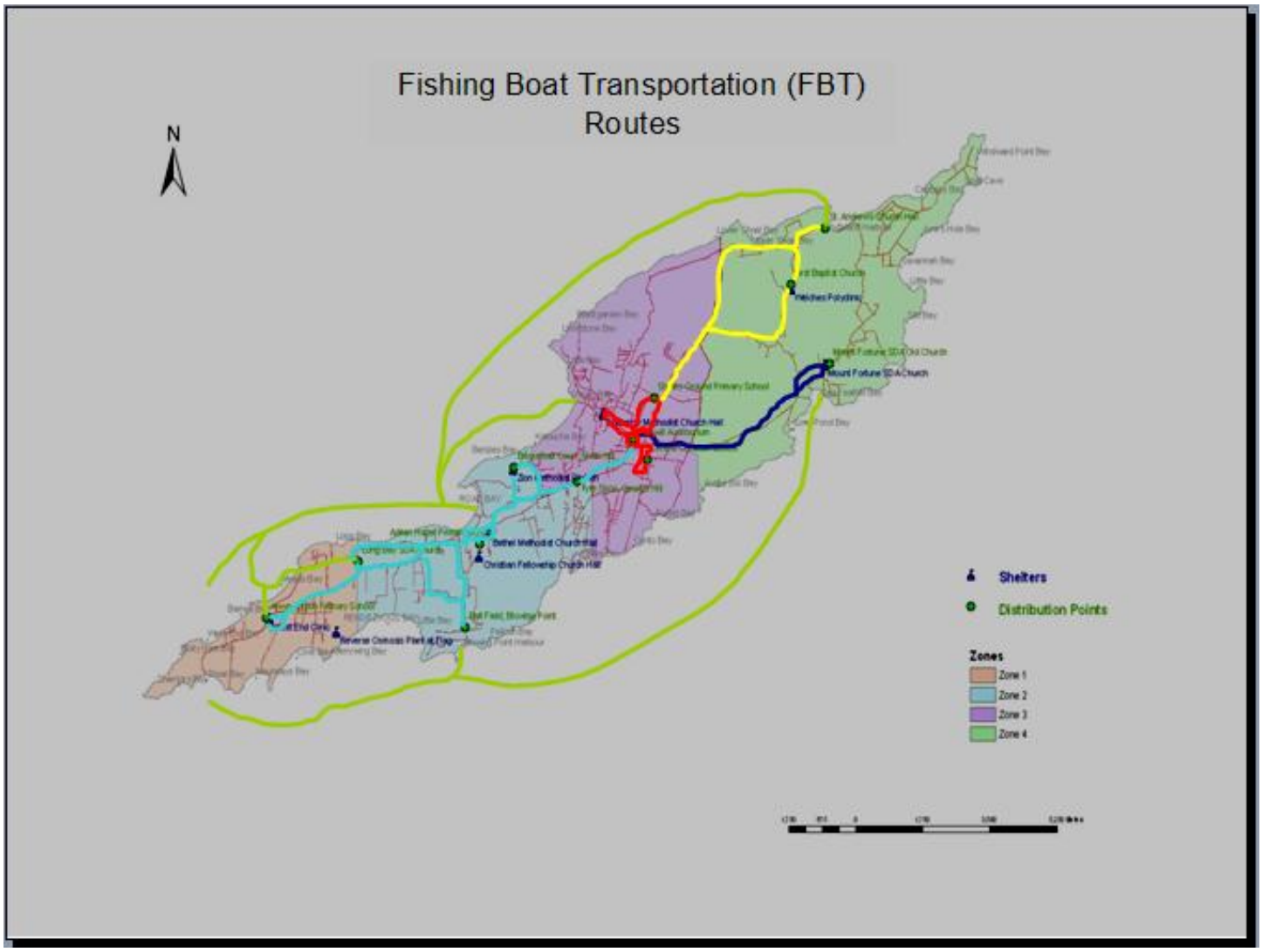
PERSONS AUTHORISED TO PROCURE SUPPLIES

Table 4 Persons Authorised to Procure Supplies

Names	Address	Contact			
		E-mail	Phone (w)	Phone (h)	Phone (c)

Section E1 - Operational Plans –Relief Distribution Plan

Appendix E: MAP OF EMERGENCY RELIEF DISTRIBUTION SITES AND FBT ROUTES



Section E1 - Operational Plans –Relief Distribution Plan

Appendix F: FISHING BOAT TRANSPORT PORTS

FISHING BOAT TRANPORTATION PORTS

Table 5 Fishing Boat Transport Ports

Island Harbour Pier
Crocus Bay
Blowing Point
Sandy Ground Commercial Dock
Sandy Ground Fishing Pier
Meads Bay

Section E1 - Operational Plans –Relief Distribution Plan

Appendix G: RELIEF STORAGE AND DISTRIBUTION SITES

Relief Storage and Distribution Sites

Table 6 Relief Storage and Distribution Sites

ZONE	STORAGE SITE	DISTRIBUTION SITE	
1 (ED 1-6)		Emmanuel Methodist Church Hall	
		Allwyn Allison Primary -	Auditorium
			Multipurpose room
			Store room
		Shemei Tabernacle – *West End*	
2 (ED 7 – 22)	Ruthwill	C&N Jumbo Plaza	
		Seventh day Adventist Church – *South Hill*	
		Church of God of Prophecy – *South Hill*	
		Louis Price Gym	
3 (ED 23 – 40)		Church of God Holiness	
		ALCHS Campus B Auditorium	
		Ruthwill / Pedros	
4 (ED 41 – 54)		St. Andrews Anglican Church Hall	
		Seventh day Adventist Church – *Mount Fortune*	
		Morris Vanterpool Primary – Band Room	

Relief Storage Sites
*Red Cross
*Storage Building adjacent to Inland Revenue

Section E1 - Operational Plans –Relief Distribution Plan

Appendix H: INVENTORY OF FOOD AND SUPPLIES AT STORGAE SITES

Inventory of Food and Supplies at Storage Sites

Table 7 Inventory of Food and Supplies at Storage Sites

Towels	
Bath	57
Wash Cloth	160
Hand	21
Floor	85
Sub-Total	**323**
Sheets	
King (white)	62
King (cream)	9
Unsure (white)	47
Unsure (striped white)	17
Unsure (blue)	90
Pillow Case (white)	41
Pillow Case (blue)	19
Blankets (king)	23
Blankets (twin)	14
Sub-Total	**322**
Generators	17
Food	
Supplies	
Folders	12
Clip Boards	3
Sub-Total	**15**
Total	**677**

Section E1 - Operational Plans –Relief Distribution Plan

Appendix I: INVENTORY OF FOOD AND SUPPLIES NEEDED & PROJECTED DAYS OF REQUEST

Appendix J: STATUS OF FACILITIES FOR PROVISION OF MEALS /RELIEF DISTRIBUTION SITES

Section E1 - Operational Plans –Relief Distribution Plan

Appendix K: RELIEF REGISTRATION FORM

Form 1 Relief Registration

Relief Registration Form

Relief Distribution Point (RDP) _____
Location/Zone: _____ / ☐☐
Type of Incident: Hurricane ☐ Flood ☐ Earthquake ☐ Other ☐
Name of Incident (e.g Hurricane Omar/ Loma Prieta earthquake):_____
Date of Incident: _____/_____/_____ (DD MM YY) Today's Date: _____/_____/_____ (DD MM YY)

Family Representative: _____
Date of Birth: _____/_____/_____ [DD/MM/YY]
Sex: Male ☐ Female ☐
Social Security/License Number/ID: _____
Family Name (surname): _____
Names of All Family at Location: _____
Address: _____
_____

Number of occupants in household:

Child(ren)	0-3yrs	☐
	3-18yrs	☐
Elderly	60-70	☐
	70 yrs & over	☐
Adults		☐

Are you or anyone in your family feeling stressed, afraid, scared ☐ Yes ☐ No
If yes, would they like to speak to a counselor or volunteer? ☐ Yes ☐ No Initials (of recipient):_____
Does Anyone within the household have any *special medical needs*? ☐ Yes ☐ No
If *yes*, specify: _____ Initials:_____

Relief Supplies Received (indicate by a number in the box):

Cleaning Kit	☐
Individual Kit	☐
Baby Kit	☐
Home Kit	☐
Other	☐

Details:_____

_____

For Official Use Only

Receipt of DANA Form	Yes ☐	No ☐	Site Visit	Yes ☐	No ☐
Date Received:	_____ /_____ /_____		Verification Done	Yes ☐	No ☐
Name of Officer	_____		Valid	Yes ☐	No ☐
Signature	_____		Comments: _____		

☐☐☐☐☐☐

Section E1 - Operational Plans –Relief Distribution Plan

Appendix L: NEEDS ASSESSMENT FORM

Department of DISASTER MANAGEMENT Protecting our future

Damage and Needs Assessment
Needs Form

Statistics Department

Household Details

Family Name: _____

Family Representative: _____ _____

Description of House:

Residents: No. of Babies: ☐☐ No. of Elderly Persons: ☐☐

No. of Children: ☐☐ Other Individuals: ☐☐

Needs

Please tick the appropriate box based on the items specified by the household. *(tick all that apply)*

Available Kits	Comments
☐ No Kit Needed	_____
☐ Home Kit (Blue)	_____
☐ Baby Kit (Tan)	_____
☐ Individual Kit (Green)	_____
☐ Cleaning Kit (Red)	_____

Any other needs necessary that are not included in a kit listed above, please state and provide quantity:

_____

_____

_____

Does this household include anyone with special dietary needs? ◯ Yes ◯ No

If **Yes**, please specify: _____

Does this household include anyone with allergies? ◯ Yes ◯ No

If **Yes**, please specify: _____

Assessor Name: _____ Date Completed: ☐☐-☐☐-☐☐ (D D M M Y Y) Time: ☐☐:☐☐ (Hr Min)

Household #: ☐☐☐☐☐ Building #: ☐☐☐☐☐

Date Sent: ☐☐-☐☐-☐☐ (D D M M Y Y) E.D. #: ☐☐ E.D .Name: ☐

Relief Centre Recommended: _____

Section E1 - Operational Plans –Relief Distribution Plan

Appendix M: NUMBER OF PERSONS RECEIVING FOOD AND OTHER SUPPLIES BY LOCATION

Table 8 Persons Receiving Food

Persons Receiving Food

Distribution Site:						
Distributor Name:						
No.	Name	Supplies				
		Type of Kit			Water	Other
		Home	Individual	Baby		

Section E1 - Operational Plans –Relief Distribution Plan

Appendix N: Sessions Facilitated and People Addressed by Psychosocial Teams

Table 9 Sessions Facilitated and People Addressed by Psychosocial Teams

Sessions Facilitated and People Addressed by Psychosocial Teams

Sessions Facilitated	Persons addressed by Psychosocial Teams	Psychosocial Team

Section E1 - Operational Plans –Relief Distribution Plan

Appendix O: LOCAL RESOURCES AND LOCAL OVERSEAS VENDORS

a) Fishermen Contact Information

Table 10 Fisherment Contact Information

NAME	PORT	CONTACT
*Aristo Richardson	Road Bay	772 - 2201
*Kurt Paul		729 - 8714
Roland Hodge		729 - 0049
Danny		--
*Patrick Stevens	Island Harbour	772 - 7515
*Trivon Webster		729 - 3776
*Wayne John		772 -3458
Samuel Webster		497 - 0936
Mumba Webster		--
*Errol Richardson	Cove	582-2711
*Boyston Hughes		497-6185 / 772-23
*Fred Richardson		235-8191
Steven Richardson		497-6557
*George Romney	Blowing Point	581-6210
Errol Romney		--
Richard Romney		729-1467
Boo		--
Blokie		--

***Confirmed**

b) Water Companies and Suppliers

Table 11 Water Companies and Suppliers

COMPANY	REPRESENTATIVE	BUSINESS LOCATION	PHONE/E-MAIL
Aronel	Colin Hodge	Stoney Ground	497 - 0171
Vanterpool Enterprises	Joseph Vanterpool	Welches	235 - 7543
National Trucking	Frankie Hughes	South Hill	497 – 3559 / Frankiehughs@yahoo.com
Charlie Water Del Svcs	Ethlyn Fleming	Long Road	497 – 4474
Ashley and Son	Ashley Brooks (son)	The Valley	497 – 2641

Section E1 - Operational Plans –Relief Distribution Plan

c) Members Relief Committee

Table 12 Members of the Relief Committee

NAME	ORGANISATION	CONTACT
Sanford Richardson - Coord	Community Development	497-2317
Janice Hodge	Service Club	497-6348 (Road Primary)
William Vanterpool	Agriculture Department	497-2615
James Gumbs	Fisheries Department	497-2871
Lucien Mcdonna	Ang. Evangel Association	235-6336
Ambrell Richardson	Environmental. Health	497-2631
Lynrod Brooks	Public Health	497-2631
Ursil Webster Brooks	Ang. Christian Council	497-5403
Calvin Bartlette	Ang. Chamber Com.	497-2839
Louisa Richardson	Red Cross	
Pastor Danny Phillip	Seventh Day Adventist	497-2579

d) Supermarkets and Hardware

Table 13 Supermarkets and Hardware

Shops	Location	Contact
Ashley and Sons Supermarket	The Valley	497-2641
Albert Lake Supermarket/ Hardware		497-2240/497-2628
Proctors Supermarket		497-2445
Caracasbaai Supermarket and Hardware		497-2249
Apex Utilities		497-2141
Anguilla Trading		
Merchants Market of Anguilla Ltd		497-5533
El Dorado Mall	Water swamp	
Ace Hardware	South Hill	498-1223
Foods ninety-five	West End	497-6196
Best Buy Supermarket	Long Path	497-4444
Tropical Distributors Co Ltd	Long Path	497-4315 / 8605
Syd & Pete's Grocery Store	George hill	497-1688
Chinese Supermarket	The Farrington	
Ashley and Sons Supermarket	Blowing Point	498-2641

Section E1 - Operational Plans –Relief Distribution Plan

Appendix P: PERSONNEL ASSIGNED TO RELIEF OPERATIONS

Table 14 Personnel Assigned to Relief Operations

Name	Address	Contact			
		Phone (w)	Phone (h)	Phone (c)	E-mail

Section E1 - Operational Plans –Relief Distribution Plan

Appendix Q -1: Memorandum of Understanding for the Acquisition of Supplies Draft

Memorandum of Understanding for the Acquisition of Supplies Draft

Appendix Q – 2: Memorandum of Understanding for the Use of Distribution of Storage Sites

Memorandum of Understanding for the Use of Distribution of Storage Sites

Appendix R: Memorandum of Understanding for the Use of a Facility for the Provision of Meals

Memorandum of Understanding for the Use of a Facility for the Provision of Meals

Section E1 - Operational Plans –Relief Distribution Plan

Appendix S: (consider including a statement in the document body regarding criteria for opening a feeding centre, not the usual model as will come and get provisions and walk with them).

Section E1 - Operational Plans –Relief Distribution Plan

Appendix T: MASTER RELIEF KITS LIST

Master Relief Kits List

Table 15 Master Relief Kits List

Number	Content			Unit price (XCD)	Total number	Total price (XCD)
a) ***25 – HOME PACKS*** **(to support average *family of 4* for 3 days)**						
1	Luggable Loo				25 (1 x 25)	
4	Biodegradable Toilet paper			5.50 (for 4)	100 (4 x 25)	**137.50**
4	Luggable Loo Bio Blue Chemical				100	
2	Light Sticks				50	
5	Ziplock Bags (gallon)			8.00 (for 10 bags)	125 (5 x 25)	
1	Paper Towels			4.75	25 (1 x 25)	**118.75**
1	Can Opener			20.00	25 (1 x 25)	**500.00**
2	Waterproof Matches			--	50 (2 x 25)	
1	Basic First Aid Kit			65.00	25 (1 x 25)	**1625.00**
2	Water purification Tablets			--	50 (2 x 25)	
2	Soap Bars (lifebuoy)			2.35	50 (2 x 25)	**117.50**
1	Comfort kit: *a) Male (9400.00)*	Toothbrush		7.00	80	**560.00**
		Comb		--	80	
		Ear plugs??		20.00	80	**1600.00**
		Disposable Razor		12.50	80	**1000.00**
		Shave crème		6.00	80	**480.00**
		Deodorant		12.00	80	**960.00**
		Toothpaste		7.50 (4.2oz)	80	**600.00**
		Body Lotion		19.50	80	**1560.00**
		Powder	Medicated	20.00	80	**1600.00**
			Baby	13.00	80	**1040.00**
	b) Female (9360.00)	Toothbrush		7.00	80	**560.00**
		Comb			80	
		Ear plugs??		20.00	80	**1600.00**
		Disposable Razor		12.50	80	**1000.00**
		Shave crème		5.50	80	**440.00**
		Deodorant		12.00	80	**960.00**
		Toothpaste		7.50	80	**600.00**
		Body Lotion		19.50	80	**1560.00**
		Powder	Medicated	20.00	80	**1600.00**
		Powder	Baby	13.00	80	**1040.00**
1	25' Nylon cord			15.00	25 (1 x 25)	**375.00**
1	Duct Tape					
1	Gallon Water (Heavenly)			9.50	25 (1 x 25)	**237.50**

Section E1 - Operational Plans –Relief Distribution Plan

TOTAL			**254.60**	**n/a**	**12511.25*/ 12471.25*[1]**
b) *150 – INDIVIDUAL FOOD PACKS* (as needed for food 3 meals by 3 days)					
2	Canned meat/fish	Sardines	2.75	300 (2 x 150)	**825**
		Tuna	4.35	300 (2 x 150)	**1305**
		Beef	4.50	300 (2 x 150)	**1350**
		Sausage/Vienna	2.40	300 (2 x 150)	**720**
1	Starch food	Rice (1 lb)	9.65 (5 lbs)	150lbs (1 x 150)	**289.50**
		Cornmeal (1 lb)	4.35 (2 lbs)	150lbs (1 x 150)	**326.25**
		Flour (1 lb)	7.00 (2 lbs)	150lbs (1 x 150)	**525.00**
		Potatoes (3 lb)	14.75 (5 lbs)	450 lbs	
		Cereal (1 box)	12.85 (Kellogs Cornflakes)	150	**1912.50**
		Crackers (1 Tin)	16.75	150	**2512.50**
		Butter (1 Tin)	6.75	150	**1012.50**
1	Powdered eggs (1 tin)			150	
1	Cooking Oil		12.75 (1L vegetable)	150	**1912.50**
1	Salt (1 Box)		2.35	150	**352.50**
3	Canned Soup		10.50 (3.50 x 3)	450 (150 x 3)	**1575.00**
1	Onions (3 lbs)		9.95	450 lbs (150 x 3)	**1492.50**
2	Beverage	Milk		300 (150 x 2)	
		Gatorade (3 quartz)	6.25	450 quart bottles	**2812.50**
		Water (3 gallons)	7.00	450 gallon bottles	**3150.00**
1	Sugar	Brown	8.51 (4.6 lbs)	150	**1276.50**
1		White	7.50 (4 lbs)	150	**1125.00**
12	Plates		14.00	150	**2100**
12	Plastic Utensils		12.00 (25 in a pack)	150	**1800**
12	Cups		9.00 (50 pack)	150	**1350**
1	Paper Towels		15.00	150	**2250**
	Napkins		10.35 (for 250)	150	**1552.50**
TOTAL			**211.26**	**n/a**	**33,527.25**
c) *25 - BABY PACKS* (as needed for 3 days)					
1	Diapers/ Disposable Huggies		50.00	90 bags	**4500.00**
6	Cloth Diapers with pins		20.00	25	**500.00**
1	Baby powder		13.00	25	**325.00**
1	Vaseline		14.00	25	**350.00**
2	Baby wipes		11.00	50	**550.00**
12	Bottled Foods		40.00 (for 12)	300	**1000.00**
1	Similac		43.00	150	**6450**

Section E1 - Operational Plans –Relief Distribution Plan

1	Biscuit (1 Box)	2.00	25	**50.00**
1	Electrolytes (3 quartz)	28.00	75 quart bottles	**2100**
1	Pacifier	10.00	25	**250**
1	Toy	10.00	25	**250**
1	Baby Aspirin/ Tylenol	13.00	30	**390**
TOTAL		**254**	**n/a**	**16,715.00**
d) ***1500 - CLEANING KIT***				
1	Bleach (1 Gallon)		1500	
1	Disinfectant (1 Quart)		1500	
1	String Mop		1500	
1	Broom		1500	
2	Rags		3000	
1	Sponge		1500	
1	Bucket w/ lid (5 Gallon)		1500	
2	Rubber Gloves		3000	

***[1] Price inclusive Female comfort kit**
*** Price inclusive Male comfort kit**

Section E1 - Operational Plans –Relief Distribution Plan

Appendix U Kits and associated Band Colour

Table 16 Band and Associated Kits

Band Colour	Kit
Blue	Water
Red	Home
Green	Individual
Tan	Baby

Section E1 - Operational Plans –Relief Distribution Plan

Appendix W: PERSONAL EMERGENCY PREPAREDNESS RECOMMENDATIONS

a) ***First Aid Supplies***

b) ***Prescription & Non Prescription Medicine Kit/Supplies***

c) ***Sanitation and Hygiene***

d) ***Equipment & Tools***

e) ***Food & Water***

f) ***Cloths & Bedding***

g) ***Documents & Keys***

Section E1 - Operational Plans –Relief Distribution Plan

Appendix X: SUPPLIES MANAGEMENT FORMS/EQUIPMENT

a) ***Household Needs Assessment Form (Immediate) – See DANA***

b) ***Needs Assessment Form (48 hours) – See DANA***

c) ***Immediate Needs Relief Bands - coordinated with DANA***

d) ***Distribution Record***

e) ***Post Incident Relief Needs Assessment (21 days)***

f) ***Anguilla National Relief Distribution Managers Guide***

g) ***Donations Policy***