Republic of Vanuatu
National Guidelines
for the
Selection and Assessment of
Evacuation Centres

Government of Vanuatu
Ministry of Climate Change Adaptation

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Developed by the National Disaster Management Office (NDMO)
With the technical assistance of the International Organization for Migration (IOM)
in partnership with Norwegian Capacity (NORCAP) and the European Union Humanitarian Aid and Civil Protection

National Disaster Management Office

International Organization for Migration

European Union Humanitarian Aid and Civil Protection

NORWEGIAN CAPACITY
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Acronyms

MCCCA – Ministry of climate change and adaptation
SPREP – South Pacific Regional Environment Program
NDMO – National Disaster Management Office
PWD – Public Works department
MIPU – Ministry of Infrastructure and Public Utilities
MoE – Ministry of Education
PDO – Provincial Disaster Officer
PDCCC – Provincial Disaster Climate Change Committee
CDCCC – Community Disaster Climate Change Committee
DRM – Disaster Risk Management
DRR – Disaster Risk Reduction
VCAP – Vanuatu Coastal Area Project]
PRRP – Pacific Risk Resilience Program
DLA – Department of Local Authorities
VCC – Vanuatu Church Council
INGO – International Non-Government Organization
NGO – Non-Government Organization
CSO – Civil Society Organization
VHT – Vanuatu Humanitarian Team
UN-OCHA – United Nations Office for Coordination and Humanitarian Affairs
IOM – International Organization for Migration
CCCM – Camp Coordination and Camp Management
UNISDR – United Nations Office for Disaster Risk Reduction
SPC – Secretariat of Pacific Community
SDG – Strategic Development Goal
SRDP – Strategic Regional Development Program
NSDP – National Strategic Development Program
IFRC – Internal Federation of Red Cross and Red Crescent Societies
EC – Evacuation Centre
IDP – Internal Displace Person
IASC – Inter Agency Standing Committee
NRC – Norwegian Refugee Council
FEMA – Federal Emergency Management Agency

National guidelines for selection and assessment of evacuation centres

1. Executive Summary

The island Republic of Vanuatu is one of the most climatologically and seismically vulnerable countries in the world. Situated in the Pacific's 'Ring of Fire' and 'cyclone belt', it is susceptible to volcanic eruptions, earthquakes, tsunamis, cyclones and both flood and drought. With the onset of climate change, extreme weather events are increasing the number and severity of natural disasters. Within this document, an emergency shelter from impending disaster will hereafter be called an 'evacuation centre' (EC) and longer-term temporary accommodation for those who lose their homes as a result of disaster will hereafter be called 'emergency or transitional shelter'.
Guided by national policy MCCA-DRR 2016–2030, the National Disaster Management Office (NDMO) intends to improve coordination, disaster management planning and preparedness and to enhance response capacity. The NDMO intends to mainstream disaster risk reduction (DRR) across the sector and to coordinate and advocate for DRR projects and funding across the ministries, departments, development partners, academia, civil society organisations (CSOs) and the private sector. The NDMO has the mandate and responsibility to strengthen preparedness and response capacity. To be better prepared to respond to any future disaster and manage its impact, one precautionary step is to provide safe, dignified shelter for those people at risk of a forecasted disaster such as a cyclone, hurricane or flood. Within Vanuatu's Climate Change and Disaster Risk Reduction Policy and the NDMO's strategic plan, such provision is termed an 'evacuation centre'. Through strategic partnership, the NDMO acquired support from the International Organization for Migration (IOM) to write these guidelines to identify, select and establish a database of potential evacuation centres to supplement the organization's plan to meet its strategic objective 3: Enhance Disaster Risk Management (DRM) operations preparedness, response and recovery for a safer, secure & resilient Vanuatu . The NDMO as the coordinating body, with the help of these guidelines, will also be able to map and classify the different key stakeholders, actors and strategic partners to reach the goal of setting up evacuation centres across the country to strengthen disaster preparedness and response capacity.

This document will help the NDMO:
- to identify, map and establish an initial database of potential evacuation centres across the country; and
- to plan and form strategic partnerships (see section 8 of this document) with government line departments, UN agencies, non-government organisations (NGOs) and CSOs to ensure that technical support is available for carrying out field assessments of pre-selected buildings and facilities to determine their suitability to serve as evacuation centres that will deliver safe, effective and appropriate shelter and accommodation for people affected by emergency, disaster or precautionary evacuation.

2. Policy Framework

These guidelines are developed in line with global, regional and national policies, as these evacuation centres will form the main part of the NDMO's overall preparedness and response planning. The United Nations Office for Disaster Risk Reduction (UNISDR) Sendai Framework for Disaster Risk Reduction 2015–2030 , which carries forward from the UNISDR Hyogo Framework for Action 2005–2015, has as one of its four priorities '[e]nhancing disaster preparedness for effective response, and to "Build Back Better" in recovery, rehabilitation and reconstruction' (priority 4). At the regional level, the Secretariat of the Pacific Community (SPC) and the Secretariat of the Pacific Regional Environment Programme (SPREP) have jointly come up with a proposed Strategy for Climate and Disaster Resilient Development in the Pacific (SRDP) 2015. Its overall goal is to strengthen the resilience of Pacific island communities to the impacts of both slow and sudden-onset natural hazards, by developing more effective, integrated ways to address climate and disaster risks, within the context of sustainable development. The SRDP identifies 'strengthened disaster preparedness, response and recovery' as one of its three goals to enhance climate and disaster resilience. Following these key global and regional policy priorities, Vanuatu's Ministry of Climate Change and Disaster Risk Reduction has a section on 'Strengthened preparedness activities' in its national policy, Climate Change and Disaster Risk Reduction 2016–2030. Within this section, action point 1.1.12 is to 'provide evacuation centres in all vulnerable areas designed and constructed in a climate-proofed manner', which will help the NDMO to complement national policy by establishing evacuation centres all over the country.

http://gsd.spc.int/srdp/

Climate Change and Disaster Risk Reduction Policy 2016–2030. Add the online source.

Action point 1.1.12, Climate Change and Disaster Risk Reduction Policy 2016–2030. Add online source.

See the checklist of minimum requirements

Republic of Vanuatu. (2007). Disaster Risk Reduction and Disaster Management National Action Plan (2006–2016). Suva, Fiji: Pacific Islands Applied Geoscience Commission. pp. 3, 9–10.

"to provide evacuation centres in all vulnerable areas designed and constructed in a climate-proofed manner'

(MCCA DRR Policy 2016-2030)

3. Purpose of the Guidelines

These guidelines are a tool to help emergency planners to meet the NDMO's strategic objective for 2016–2020. Their purpose is to give emergency planners an effective and coordinated approach to identifying, assessing, classifying and mapping evacuation centres countrywide.

The guidelines will also help the NDMO to strengthen its plan of action under the national policy framework and enable the environment for change and adaptation. A final report on the selection and assessment process led by these guidelines will help the NDMO and its partners to analyse the current situation (need versus available response capacity) as well as the gap between the existing capacity and government infrastructure.

Structures that meet all of the recommended criteria for evacuation centres described in the relevant section of this document (Section 9, Assessment criteria for final selection) will be rare, probably non-existent. The intention of these guidelines is not to stipulate absolute prerequisites for selection, but to provide a list of the factors that should be considered in assessment and selection. The guidelines should be seen as a model, recognising that many of the buildings being assessed and selected will not satisfy all of the criteria and will be limited in their capacity to respond, however; the minimum requirements should be not be compromised during the assessment of any building to select as an evacuation centre.

These guidelines will help the NDMO:

- To identity, map, and assess buildings and facilities to determine their suitability to serve as evacuation centres that will deliver safe, effective and appropriate shelter and accommodation for people affected by the emergency, disaster or precautionary evacuation;
- To set up strategic partnerships with line departments such as the Public Works Department (PWD), the Ministry of Education (MoE), the Water Department, the Vanuatu Church Council (VCC) and the Department of Local Authorities (DLA) to improve the quality and capacity of buildings to strengthen the national preparedness for an adequate response in case of any future disaster, including operation and management of the selected evacuation centres;
- To classify and capitalise the outcome of the assessment and selection process to mainstream recommendations to the National Strategic Development Programme (NSDP); and
- To prepare an advocacy package to mainstream the concept of an evacuation centre into the national education system (in both the education curriculum and teacher training).

4. Guiding Principles

The principles guiding this process are:
- applying well-recognised international humanitarian best practices to the Vanuatu emergency sheltering context;
- focusing on building local resilience, through proactive technical assistance during planning and operation;
- adapting and targeting assistance accordingly for affected people with special needs who require additional assistance during the emergency sheltering process; and
- ensuring that all materials will support and maintain human dignity and respect the privacy of affected people, including being responsive to gender, culture, religion and accessibility considerations.

Assessment criteria for final selection) will be rare, probably non-existent. The intention of these guidelines is not to stipulate absolute prerequisites for selection, but to provide a list of the factors that should be considered in assessment and selection. The guidelines should be seen as a model, recognising that many of the buildings being assessed and selected will not satisfy all of the criteria and will be limited in their capacity to respond, however; the minimum requirements should be not be compromised during the assessment of any building to select as an evacuation centre.

5. What is an evacuation centre?

Evacuation centres play a fundamental role in managing the impacts of a natural disaster and in protecting the lives of vulnerable communities at risk before such a disaster. They provide emergency shelter from the worst impacts of the disaster as well as essential data to emergency planners regarding those Internally Displaced Persons (IDPs) who have been made fully homeless, or whose shelter is severely damaged rendering them in need of a transition shelter/ durable solution (illustrated in Figure 1).

It is important to develop a common understanding among all stakeholders and respective communities through an effective communication plan that evacuation centres are not a long-term solution. Within the preparedness plan, evacuation centres are to provide safe emergency shelter for a short time before the disaster strikes. In principle, evacuation centres will provide safe shelter to communities at potential risk of disaster (cyclone, flash flood, fire, etc.). Evacuation centres will provide lifesaving shelter to IDPs/affected or vulnerable communities pre and at the point onset of natural disasters for a few hours to a few days. Upon formal closure of the evacuation centres, the IDPs will either return to their place of origin or, in the case of those whose homes are lost or damaged such that they cannot return, relocate to an alternate area (ideally close to their place of origin) under the recovery and durable solution framework until their houses are rebuilt.

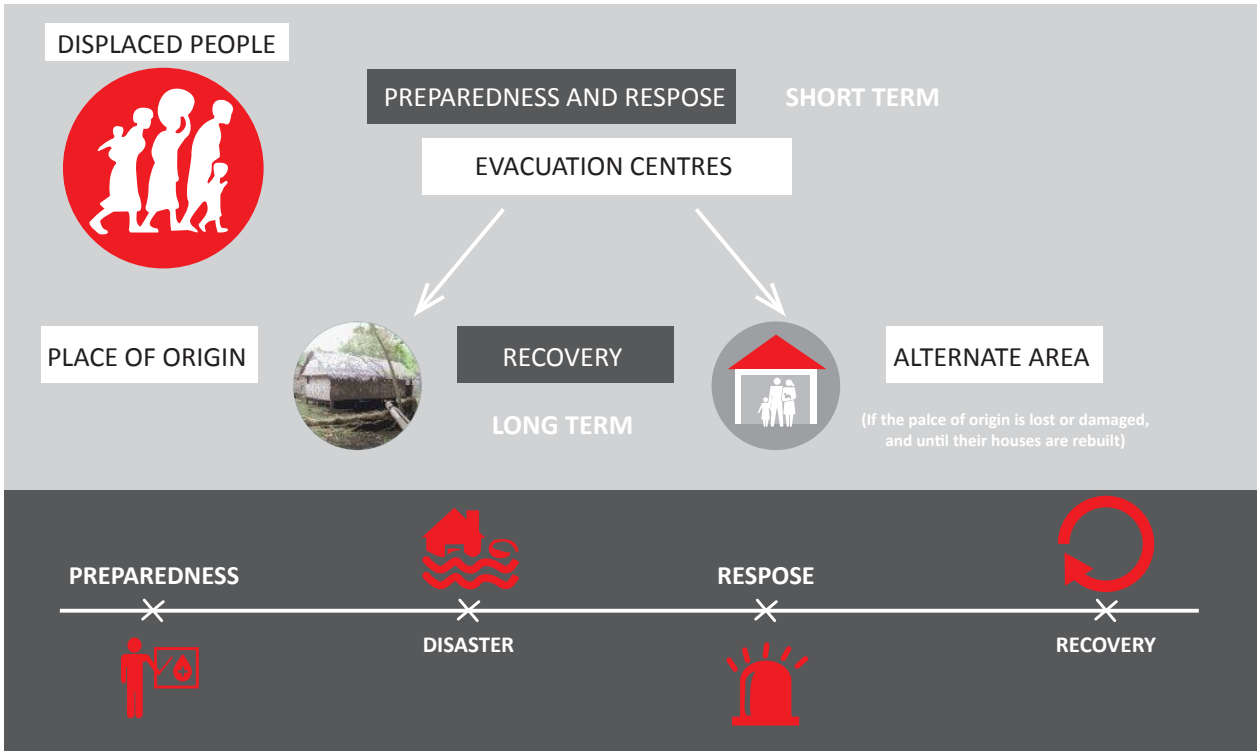
The core functions of an evacuation centre are:

- to provide safe and secure shelter in anticipation of an impending disaster;
- to provide safe and secure shelter during a disaster; and
- to provide data on affected people who have lost their home and are unable to return to their place of origin

Fig 1) NDMO/IOM community awareness tool for EC

* *The NDMO's emergency response plan explains the specific process for evacuating people.*

Fig 2) Displacement Cycle



6. Possible types of evacuation centre in

An evacuation centre could be set up in a state building such as a convention centre, a government office building, a school, a town hall, or it might be established in a community centre, a place of worship such as a church or even a private property such as a hotel or resort, etc. These are places with the greatest potential to be used in case of an emergency to provide safe shelter for the people at risk of imminent disaster.

**The operation and management guidelines will have a detailed Standard operating procedure (SoP) from opening to closure of an EC, along with a training package for EC managers, deputies, etc.*
**These data will help the shelter/CCCM Cluster for transition solutions to those who lost/damaged their shelter in disaster.*

Fig 3) types of Evacuation centers in Vanuatu

7. Selection and assessment process

Some steps are involved in identifying and classifying a nominated building as an evacuation centre within the NDMO's national database, as discussed in more detail below.

7.1 setting up of baseline data of evacuation centres

The initial step is for the NDMO to obtain a list of potential evacuation centres that have been identified/nominated by different partners based on their areas of governance. For example, the MoE might identify schools as possible evacuation centres, the VCC might identify/nominate a church, and the DLA in consultation with the Area Secretaries might identify a community, public or private building as a potential evacuation centre. Based on a census report from the Department of Statistics Ministry of Finance, emergency planners will evaluate how many evacuation centres are needed in each province/community. The NDMO will then request line ministries/partners (MoE, VCC, DLA) to identify potential centres from within their respective departments.

This initial step will establish baseline data for the number of potential evacuation centres as follows:

- type of facility (school, church or other)
- number of schools
- number of churches
- number of community centres
- list and maps of ECs – NDMO to maintain the list of ECs all over the country along with key information provided by partners
- name of the province
- addresses of ECs
- GPS coordinates
- name and contact details of EC manager (if already appointed, otherwise to be appointed)
- name and contact details of deputy manager (if already appointed, otherwise to be appointed)
- name and contact details of relevant Provincial Disaster Officer (PDO);
- Name and contact of relevant area secretary;
- Name and contact of community chief;

7.2 Pre-selection

The pre-selection will be done mainly through desktop review and shortlist of identified/ nominated potential evacuation centres by the different line departments and partners. The emergency planners/evacuation centre coordinator will carry out this pre-selection in consultation with relevant partners to ensure that geographical balance, coverage and population needs are addressed.

7.3 Assessment

Upon completion of the pre-selection process, the NDMO will coordinate with the various line departments (PWD, MoE/Schools Building Department) to create a plan for the detailed assessment of pre-selected buildings. The NDMO will follow the formal procedure/MoU for support as and when required, guided by CAP267.

7.4 Selection

The assessment results will lead the NDMO and its partners to select suitable facilities that meet the minimum criteria to be evacuation centres. A detailed list of selection criteria is in Section 9 of this document.

7.5 Classification of assessed buildings

Evaluation based on the assessment results will help the emergency planners to finalise the selection and classify the facilities as evacuation centres.

Sample classification of buildings

CLASS A+

- The building will maintain operability post-disaster, with only minor damage.
- The building will provide life-safety shelter for all regional natural hazard events.
- Building availability is unrestricted; available on agreed prior notice to owner.
- All essential facilities are available: gender-segregated toilets, washing, cooking, safety protection, recreation, etc.

CLASS A

- The building will maintain operability post-disaster, with only minor damage.
- The building will provide life-safety shelter in all regional natural hazard events.
- Building availability is unrestricted; available on agreed prior notice to owner.
- Essential facilities are available except safety protection, gender-segregated toilets and recreational facilities.

CLASS B

- The building will provide life-safety shelter for only some regional natural hazard events.
- Some damage will be sustained to non-structural and services components.
- Building availability needs arrangement between the NDMO and the owner regarding maintenance of building post closure of EC.
- There is no running water, cooking facilities, or ventilation.

CLASS C

- The building will provide life-safety shelter for only some regional natural hazard events.
- Some damage will be sustained to non-structural and services components.
- Building availability is restricted to certain times of the year; duration of stay is limited.
- There is no running water, only one toilet (or two maybe) and cooking facilities are outside and not accessible during rain or storms.

NO CLASS

- The building is unsafe and/or unsuitable for use in evacuations.

Selection and Assessment Process

7.6 Situation analysis (needs versus available capacity and resources)

The existing capacity of schools, churches and other buildings would not meet a claim of preparedness for standard response. However, the assessment data will help the NDMO and its partners to analyse the gaps then address the need for budget and resources to improve the capacity of selected facilities to ensure that preparedness and response capacity are strengthened and improved. The same analysis will also help the NDMO and its partners together to form a set of recommendations for regular development programmes.

7.7 Resource and budget planning to strengthen preparedness and response capacity

The assessment report will help planners with resource and budget planning. However, this will be at the level of the respective line departments, such as the PWD, the MoE, the DLA, etc.

7.8 Information and data management for effective coordination and partnership

Baseline data will enable the NDMO to plan/set up partnerships with government and non-government organisations for the operation, management and maintenance of identified evacuation centres. The assessment report and resource budget planning will help the NDMO to initiate strategic planning and set up partnerships:

- to improve the identified evacuation centres to ensure that the facilities meet the minimum standards outlined in this document, and
- to manage the operation of the selected evacuation centres country-wide.

7.9 Recommendations for the NDSP concerning MCCA & DRR Policy 2016–2030

The assessment selection and classification exercise will systematically segregate the buildings that cannot be used, and through analysis the current situation will become clear. Budgeting and resource planning will outline the amount required to maintain the evacuation centres at the level of the minimum standards, and the end report will not only highlight any serious gaps in infrastructure regarding design and quality but will also provide strong recommendations to consider when new buildings are to design and plan.

These recommendations are likely to be mainly lessons learned that will be linked to the NSDP, such as:

- improved cyclone and earthquake resistance in designs; and
- essential additional facilities such as public utilities (bathrooms, toilets, water, electricity), kitchens, stock rooms for Non-food items (NFIs), operations rooms, etc.

8. Resources and budget for assessment and selection of evacuation centres

To identify, assess, select, maintain and manage/ operate evacuation centres, the NDMO will need to rely on partners and to set up strategic partnerships (MoUs) with relevant departments (see the diagram below).

As key mandate holder, the NDMO should advocate, coordinate and negotiate these partnerships and prepare the partnership agreement for their responsibilities and accountability. The diagram below shows some potential partners who have also been involved throughout the process of setting up these guidelines through the EC working group (EC-WG).

It is important to understand the dynamics of strategic partnerships for identification, assessment, selection, management and operation of evacuation centres. Budget and resources are required for the selection and assessment of evacuation centres all over the country, and this section, with the help of MCCA & DRR Policy 2016-2030, proposes a most viable way forward. The proposal is aligned with national policy and guided specifically by section 7.2.1 on 'Funding allocations', which explains: 'For Vanuatu to achieve progress on the full range of priorities identified in this policy, it will need the support of development partners and donors, and commitment from all levels of government and stakeholders. Given the cross-cutting nature of climate change and disaster risk reduction, funding from the budgets of ministries, departments, provincial governments, area councils, CSOs and industry sectors will be required to enable and implement climate change and disaster risk reduction measures.'

**The EC-WGwas established in July 2015, led by the NDMO and with IOM as co-lead.*

** This proposed way forward needs further details and requires a separate document for strategic partnerships to be produced in consultation with line ministries/departments using the legal framework of disaster law and MCCA-DRR Policy 2016-2030 and other legislative frameworks for inter-departmental cooperation and sharing of resources.*

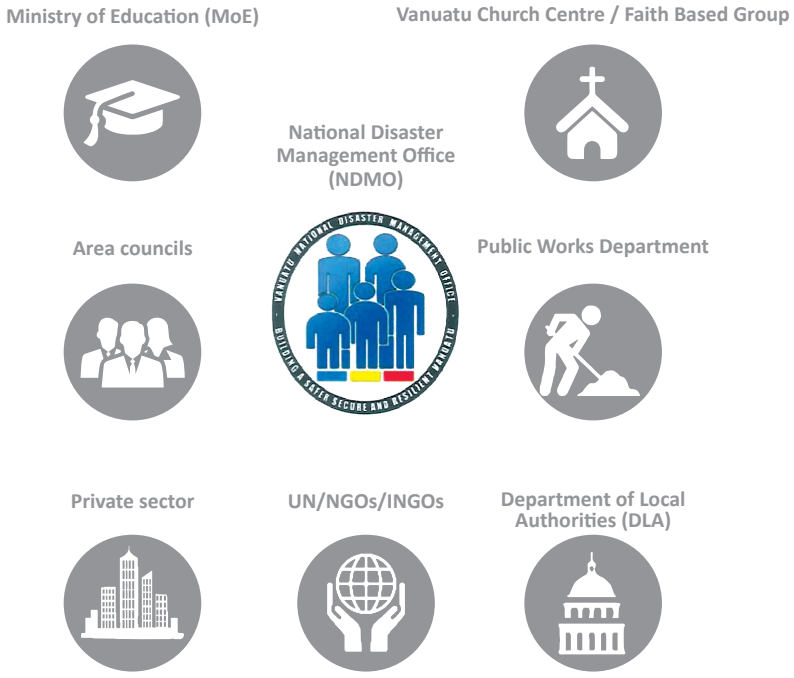


Fig 4) NDMO partners in EC

9. Assessment criteria for final selection

9.1 Safe, accessible locations

Each evacuation centre ideally needs to provide safe, secure shelter from tropical cyclones, heavy rain and associated flooding, tsunamis, volcanic eruptions, earthquakes and landslides. The selection and assessment of evacuation centres must take into account all of the potential impacts from these hazards.

9.2 Can one style fit all?

It is obvious that there will not be one centre to fit all, the assessment team's outcome will help planners and practitioners to tag each centre's existing capacity and quality to categorise its suitability.
Evacuation centres must be protected from likely hazards.
They should:

- Be elevated above any likely impact from high tide or storm surge level (without being unnecessarily exposed to wind impacts);
- Be raised at least 500mm above the identified highest known or predicted flood levels;
- Be located on stable geotechnical land, not subject to potential landslip or exposed to potential landslides of adjacent land;
- Have no nearby large trees, structures, power lines (or other potential hazards) that might represent a threat;
- Not be close to facilities that manufacture, use or store hazardous materials;
- Be easily accessible by vehicle and foot, and for those with disability (for all types of a hazard event, whether cyclone, flooding or tsunami);
- Have adequate parking, safe areas for traffic turning and manoeuvring (including trucks);
- reflect communities' natural gathering places;
- have all-weather access for vehicles where possible;
- be safe for women, children, the elderly, people with disabilities and other vulnerable individuals; and
- be centrally located servicing communities.

9.3 Structural requirements

Ideally, any structure used as an evacuation centre should be designed to withstand category five cyclones, earthquakes and other natural disasters that are endemic to the area. Any existing structures should be assessed to confirm their existing capacity and to identify what is required to upgrade the buildings to meet the minimum standards for evacuation centres.
Existing buildings that do not have the structural integrity to withstand the expected disaster should be classified and identified accordingly as not suitable for use. Engineering and construction work required to get particular buildings up to specification could be undertaken and shared with respective departments. In cases where the only option is buildings constructed using traditional materials and design, there may be scope to use local training and close work with the respective community to make them as durable as possible. This approach also represents an opportunity to learn communities' existing coping mechanisms and assess any infrastructure gaps for the relevant government departments to address. Buildings that should be avoided could be identified as part of the pre-cyclone season awareness planning. These programmes should be undertaken during the lead up to the cyclone season to alert people to the need to prepare for cyclones, including identifying appropriate buildings to seek refuge in.

9.4 Shortlisting of buildings

While shortlisting buildings, the assessment teams need to pay attention to these key considerations:

- As Vanuatu is an earthquake prone area, buildings should be no more than 9m high and ideally should be designed by an earthquake load standard, according to either national building codes or equivalent codes from neighbouring countries like New Zealand or Australia.
- Suitable buildings should be shielded from high winds by established trees, and be at least two tree lengths away from them.
- Structurally sound buildings that are shielded from high winds are still not suitable if poorly built structures surround them.
- Square or rectangular-shaped buildings are more suitable than L-shaped or U-shaped buildings, which have more vulnerable aerodynamics.
- Preferably buildings should have access routes that are not tree-lined.

Evacuation centres ideally should be:

- preferably certified by a practising structural engineer as capable of withstanding expected wind and/or earthquake loads;
- fitted with cyclone shutters for windows and doors;
- in a location that has been assessed as being free from natural hazards;
- weatherproofed against water penetration;
- designed to ensure sufficient ventilation for proposed capacity usage and venting of kitchen fumes;
- fitted with provision for people with disabilities, including ramps where necessary and appropriate design for Unimpeded wheelchair access;
- designed with adequate fire exits;
- set out to ensure that vulnerable persons are catered for and that the personal security of women, girls and boys is addressed.

Displaced persons would benefit if they had access to the following resources:

- Protection from mosquitoes;
- fire extinguishers and smoke detectors in working order;
- guaranteed long-term sustainability regarding ongoing community ownership and maintenance (the

responsibility for maintenance should be clearly defined and provided over the lifetime of the structure);

- a dedicated medical treatment area (or as close as possible to a nearby health facility);
- perimeter fencing with a dedicated main entry/exit;
- areas for personal hygiene and cooking;
- open space for additional toilets if necessary;
- open space for a recreational area;
- Separate spaces to ensure adequate privacy (particularly an issue for women and girls). These spaces could be created with temporary screens.

9.5 Capacity/space of evacuation centres

The occupancy capacity of evacuation centres needs to be considered. The Sphere standards suggest that in the immediate aftermath of a disaster, particularly in extreme climatic conditions where shelter materials are not readily available, a covered area of no less than 3.5m2 per person may be appropriate to save life and to provide adequate short-term shelter. As an evacuation centre is used ideally only for a very short time, the maximum 'event sheltering' capacity of a centre should allow for no less than 1.5m2 per person. In such instances, the covered area should be increased to 3.5m2 per person as soon as possible to minimise any adverse impact on the health and well-being of the people accommodated if there is the expectation of longer-term shelter needs.
When assessing an existing structure, these standards should be used to calculate the number of evacuees that could potentially use the facility (after making allowance for space for reception, support services, etc.). This number should then be compared with the expected demand for use of the evacuation centre from the local community, which is defined in these guidelines as the 'target occupancy'. This result informs the determination of basic needs, including provision for water and sanitation.

9.6 Water

Evacuation centres should allow displaced person access to water necessary for drinking, cooking and personal hygiene. For basic survival needs, a minimum supply of 2.5–3 litres of safe drinking water per person per day should be ensured. On top of that, a minimum 2 litres of water per person per day for basic hygiene practices and a minimum 3 litres of water per person per day for cooking should be available. In total, to cover basic water needs, a minimum of 7.5 litres of water should be available per person per day and, where possible, the target should be to provide 15 litres of water per person per day.
A minimum quantity of drinking water for the target occupancy for three days should be stored on site in water tanks to cover basic needs in case of disruption to piped water supplies. A worked example calculation for minimum water provision is given below.

9.9 Cooking facilities

The kitchen should be sufficiently equipped for hygienic food preparation for the target occupancy, including the provision of cooking facilities and sinks for washing utensils and, where possible, a refrigerator or freezer.
If the cooking facilities use gas, then adequate provision should be made to procure additional supplies quickly to respond to an emergency. Gas cylinders and regulators must be positioned outside in secure cages away from the building to provide protection from wind-borne debris, to allow leaks from cylinders/regulators to vent outside and to prevent unauthorised access to bottles. Gas systems (including connections, regulators and cylinders) should be inspected annually.

9.10 Electrical installations

Evacuation centres should be provided with a good quality and suitably sized emergency generator (and associated maintenance programme). Provision should be made for an inlet generator plug connected to a manual change-over switch at the switchboard/metre box to allow for the connection of the generator.
Where the generator is external to the evacuation centre, the generator and fuel tank need to be protected from the effects of the wind, rain and wind-borne debris, and access to refuelling the generator needs to be protected. If the generator

is located in the evacuation centre, ventilation, noise and fire safety issues need to be addressed. Adequate earthing of the generator must be ensured.
To minimise the risk of danger to persons in evacuation centres, the electrical installations in centres (and associated buildings and generator housing) should be inspected, tested and recorded. Such inspection must be done regularly, ideally twice, before and at the end of every year's cyclone season. While budgeting for any new project keeping these guidelines as a tool, solar energy system is recommended for consideration.

9.11 Safety and protection

There is an increased need for the provision of appropriate protection for families, women, children and vulnerable people in evacuation centres. Protection measures to consider when selecting and assessing evacuation centres include:

- meeting with host communities before identifying centres to assess the level of local support for the centres;
- properly securing buildings with night latches for doors and burglar-proof bars for windows;
- using smaller evacuation centres where possible, because self-regulation for protection is more likely within smaller groups;
- allowing sufficient space for each person/ household;
- ensuring that any dark areas such as basements, hallways and especially access to toilets, washrooms, latrines and showers have appropriate lighting;
- providing child-friendly spaces and areas for education purposes;

Recognising that lack of privacy is a serious protection issue, particularly for families, women and children and other vulnerable evacuees.

Where possible, provision should be made for movable partitions in living/sleeping spaces. As an absolute minimum, residents – particularly women and girls – must be able to bathe, use the toilet and attend to personal hygiene needs (including menstrual hygiene) with dignity, and in safety and privacy.

10. Reporting

An Evacuation Centre Survey is attached in Appendix A to assist assessments. The form reflects the criteria described in this guide. Completed forms should be submitted to the NDMO. The joint action committee will then analyse:

- the total number of evacuation centres countrywide
- the coordinates of each centre
- the name of each facility
- the total number of schools, churches, community buildings and public buildings selected as possible evacuation centres
- the geographical maps
- the available space
- the status of each facility
- Photographs of the assessed buildings.

Based on this information the NDMO will finalise the master list of final selected evacuation centres countrywide and will proceed for a formal agreement with the respective line ministries and authorities for the use of facilities as part of a preparedness response plan. The next and most intense part "operations and management of evacuation centres" (See Section 12) will begin from there, NDMO with

11. Assessment Team .

The assessment teams need informed opinions regarding the suitability of proposed or existing structures for use as evacuation centres, using these guidelines as a template for their decisions. Below are provided some suggestions for expert agencies that might be considered for inclusion within the assessment teams. The NDMO will coordinate with each department at the practical level; for instance, for technical/building assessments the PWD would be consulted, and teams of engineers/architects/ technicians from the MoE possibly also be of help. However, the necessary inter-departmental formal processes and protocol with the line departments for allocating time and resources for assessment need to be completed by the NDMO.

Disaster Management National Disaster Management Office (National, Provincial & Area Council Levels)

Evacuation Centre Coordination, IM & Communication NDMO/IOM

Education Department of Education

Security National Fire Authority, Police Department

Structural Assessment Ministry of Public Utilities, Works & Transport – Public Works Department (Housing WG)

Water, Sanitation & Hygiene Ministry of Lands and Natural Resources – Department of Water, Geology and Mines (Wash Cluster Lead)

Protection & Gender Ministry for Justice and Community Services – Department of Women (Protection Cluster Lead)

Shelter Ministry for Public Utilities, Works & Transport – Public Works Department (Shelter Cluster lead)

Health Ministry of Health (Health & Nutrition Cluster Lead)

Evacuation Centre Support UN agencies, Vanuatu Red Cross Society, IFRC, NGOs, CSOs, VCC

12. Operations and management

A companion guideline for the Management and Operation of Evacuation Centres will be made available in due course, to help those tasked with managing and operating the evacuation centres. A detailed capacity-building exercise will be delivered through a standard training package after the resources have been appointed to operate and manage the selected centres. This training will be designed according to the assessed need of those appointed evacuation centre staff, in line with the country's context and the IASC framework for CCCM (IM, communication, registration, profiling, reporting, feedback and response/CwC), protection of IDPs/affected communities and AAP (accountability to affected population).the help of respective line ministries and partners will start to identify and appoint the operation's centre managers and deputy managers.

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Government of the Republic of Vanuatu
National Disaster Management Office
Phone: +678 22699 / +678 23035 **Email:** ndmo@vanuatu.gov.vu
Post: NDMO, Private Mail Bag 9107, Port Vila, Vanuatu

Evacuation Centre Checklist for planning, assessment & classification

LOCATION AND ACCESSIBILITY

- ☐ Be elevated above likely impact from high tide storm surge level 10m
- ☐ Minimum 500mm above identified flood level
- ☐ Equally accessible for the disabled (ramp for wheel chairs)
- ☐ Provision of emergency door/exit
- ☐ Centrally located in the community
- ☐ No nearby large trees, structures use/store hazardous materials or high voltage power lines
- ☐ Building to be less than 9 meter height and designed in accordance with earthquake load standards
- ☐ Be close to a health facility (where possible)
- ☐ Perimeter fencing adequate main entrance/exit gate
- ☐ Be located on geotechnical stable land, not subject to potential landslides nor exposed to potential land slide of adjacent land

STRUCTURAL & ARCHITECTURAL MINIMUM REQUIREMENTS

- ☐ Engineer's cyclone certificate
- ☐ Structure engineer's certification that the design can withstand earthquake loads (Vanuatu buildings code or equivalent international e.g. New Zealand or Australia) New, but recommended for old also wherever possible
- ☐ Building is not more than 9 meter high
- ☐ Building is square or rectangular shape
- ☐ Fitted with cyclone shutters for windows and doors
- ☐ Fitted with provision for people with disabilities, including ramps where necessary and adequate design for unimpeded wheel chair access
- ☐ Provision of all services and facilities to cover the gender and protection aspects

OCCUPANCY CAPACITY

- ☐ Minimum 1.5 Sq.m/person for the shelter 1 to 3 days (Short term)
- ☐ Minimum 3.5 Sq.m/person for the shelter 4 days & above (Long term)

COOKING FACILITIES (LONG TERM)

- ☐ Kitchen should be equipped for the hygienic food preparation
- ☐ Provision of utensils
- ☐ Provision of water tap inside kitchen
- ☐ Sinks for washing utensils
- ☐ If using gas cylinders, must be installed outside
- ☐ Gas cylinders regulators must be positioned outside in secure cages away from building (Recommended in safety point of view)
- ☐ If wood will be used for fire, an adequate arrangement of wood storage must be made available (Preferred, this storage is for preparedness)
- ☐ Kitchen must be provided with adequate ventilation to exhaust the fume/ventilation

WATER SANITATION AND HYGIENE

- [ ] Minimum 3-5 liter per person per day drinking water
- [ ] Minimum 2liter per person per day for basic hygiene
- [ ] Minimum 3 liters per day per person for cooking
- [ ] 10-20 liter water per person per day if the conventional flushing toilet is provided
- [ ] 1.5-3.0 liter per person per day if pour flushing is used
- [ ] Minimum one toilet per 30 female
- [ ] Minimum one toilet plus one urinal per 50 male or one toilet per 40 male
- [ ] Gender segregated toilets
- [ ] Conventional handwashing facilities one hand washbasin per 10 toilets
- [ ] Minimum one toilet for people with disabilities
- [ ] Gender segregated shower facility one shower/ 30 person
- [ ] Toilet should be at least 20m away from kitchen but no more than 30 meter away from main building and ideally be all weather accessible.
- [ ] Laundry block be provided where possible
- [ ] Protection and gender aspects should not be overlooked during the design and site planning facilities (for instance male & female toilets should not be face to face, water point should not be in dark areas etc. general guidance protection & gender principles)
- [ ] Toilets are internally lockable
- [ ] External lock key should remain with Evacuation Center manager.

ELECTRICAL INSTALATIONS AND EMERGENCY POWER SUPPLIES

- [ ] Adequate electrical installation
- [ ] An alternate/emergency backup system (Alternate not necessarily generator or UPS, it can also be a Kerosene lamp)
- [ ] If alternate/emergency backup is a generator a manual changeover switch at the switch board to connect the generator should be provided
- [ ] If alternate/emergency backup is a solar panel, batteries/UPS are to be provided with an adequate inlet for the battery/UPS to connect with the switch board.
- [ ] Generator and fuel tank ideally be located outside and should be protected from rain, wind born debris. Access to fuel and generator should be all weather
- [ ] Inspection of electrical installation should be done upon completion by an electrical engineer to issue a certificate (despite new or old, an old installation could be vulnerable and inspection can help to know and mitigate the risk)
- [ ] All corridors, toilet areas, shower points, drinking water points and hand washbasin areas should be lit during the night
- [ ] Provide exhaust fan/ventilation in the evacuation center to avoid suffocation due to large number of people inside

SAFETY AND PROTECTION

- [ ] Ensure building properly secured with night latches for doors
- [ ] Ensure burglar proof bars for windows
- [ ] Ideally an Evacuation Center should be small for an easy operations and management from activation to closure.
- [ ] Ensure all dark areas, toilets washrooms, showers ,water points are provided with appropriate lighting
- [ ] Where possible provide moveable partitions to give privacy for women and girls in the evacuation center.
- [ ] Ensure an adequate emergency exit

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