

**ANNEX A Standard Operating Procedures
End-To-End Tsunami Warning for Tsunami Warning Focal Points
and Tsunami Emergency Response Operations**

Table I. Tsunami evacuation responsibilities checklist for government disaster response agencies

Tsunami Evacuation Responsibilities Checklist for Government Disaster Response Agencies		
This is a simple checklist to use when doing an evacuation. List the agency (ies) / department(s) responsible for actions and recommended number of minutes (e.g. +10 minutes) after earthquake origin time.	Earthquake Origin Time: 0000	
	Agency(ies) / Department(s):	Time (mins):
Strong and/or long duration earthquake is felt (vary depending distance from source)	_____	+__
Tsunami message received from tsunami service provider (NTWCs)	_____	+__
Call in staff	_____	+__
Activate emergency centers / Notify public safety agencies	_____	+__
Coordinate sounding of public sirens and alarm notifications	_____	+__
Initiate media notifications and evacuation announcements	_____	+__
Initiate evacuation of people away from coast (Tsunami Evacuation Maps)	_____	+__
Put boats/ships out to sea if wave impact time permits	_____	+__
Setup road-blocks and evacuation routes	_____	+__
Guide people through traffic points to shelter	_____	+__
Initiate recall of disaster response workers	_____	+__
Open and operate refuge centers	_____	+__
Prepare to start electrical generators	_____	+__
If your facility is located in a tsunami evacuation zone: -Prepare to shutoff utilities (e.g. electrical, gas, water) -Protect key equipment (e.g. computers) -Remove key documents (e.g. financial, personal information)	_____	+__
Determine if tsunami has caused coastal damage / injuries and the need to initiate search and rescue operations	_____	+__
Determine when to declare the "all clear"	_____	+__
Prepare for post tsunami impact operations	_____	+__
Do roll call for workers _____ and volunteers _____	_____	+__

Table A1. Table to be used as a guide the timing, actions, authority, communication means and target audiences for a tsunami event.

EVENT	TIME (WHEN)	ACTIVITY (WHAT INFO)	AUTHORITY (WHO)	MEDIUM (HOW)	TO (TARGET)
EQ Occurs					
Tsunami might come					
Evacuate					
Tsunami comes					
Safe to return					

Source:

Intergovernmental Oceanographic Commission. 2015. Exercise Caribe Wave 16. A Caribbean and Northwestern Atlantic Tsunami Warning Exercise, 17 March 2016 (Venezuela and Northern Hispaniola Scenarios). Volume 1: Participant Handbook. IOC Technical Series No. 125 vol.1. Paris: UNESCO. (English) Pages 17-18 Annex A. Standard Operating Procedures