

EVACUATION PLAN TASKS

WARNING COMMITTEE

Upon sounding of evacuation signal

1. Village members gather at village headman's house or another designated area.
2. Motorcycle warning team organizes to disseminate warning information to remote areas of village outside of signal range.
3. The team should observe sea conditions and keep in contact with village headman.
4. Coordinate with DDPM, NDWC, District and Province office and report to village headman.
5. Disseminate evacuation procedures to all village households.

EVACUATION COMMITTEE

Upon sounding of evacuation signal

1. Village members should gather at village headman's house or another designated area.
2. Delegate responsibility for evacuation preparation and stand by vehicles.
 - a. Identify shelter site and coordinate with vehicle owners.
 - b. Identify a person to direct vehicular traffic at major intersections.
 - c. Direct and coordinate foot, motorcycle and vehicle traffic.
3. Assist people unable to evacuate by themselves.
4. When the evacuation signal is heard, have the evacuation committee transport village members to the shelter site in single file, all headed in the same direction.
 - a. Village members gather personal items and form a single file line to walk the evacuation route.
 - b. People unable to evacuate themselves load into waiting vehicles for evacuation.
 - c. Evacuate all village zones to shelter site.
 - d. At the evacuation shelter, coordinate with shelter site committee to identify anyone left behind.
 - e. Provide assistance to evacuate additional village members that may have been left behind.

RESCUE COMMITTEE

Upon sounding of evacuation signal

1. Village members should gather at assigned meeting site.
2. Prepare and organize rescue equipment.
3. Move rescue team, equipment and supplies to the evacuation site.
4. Coordinate with government agencies such as police, Army, Tambon, and set up and organize three rescue teams.
 - a. Search Team
 - b. Rescue Team
 - c. Transportation Team
5. When the immediate disaster is over, check:
 - a. With the warning committee to confirm the immediate danger has passed
 - b. The list of names to identify reported missing people
 - c. With relatives of presumed missing people to identify their last whereabouts
6. Have the team search for missing people and assist in transporting people to the evacuation shelter site.
7. Continue rescue activities until outside assistance arrives. Cease rescue activities once confirmed with District office.

EVACUATION SHELTER COMMITTEE

Upon sounding of evacuation signal

1. Village members should gather at village headman's house or other designated area.
2. Delegate the following tasks:
 - a. Shelter Site Preparation Team
 - Open the building, put up disaster maps.
 - Create a Sign-In area (prepare table and chairs for sign-in).
 - Confirm areas for food preparation, medical treatment, and parking.
 - b. Equipment and Supply Preparation Team
 - Lay out cooking utensils, sleeping materials, water.
 - Prepare equipment and transfer supplies from community health center to evacuation site.
 - Prepare tents, chairs, food.
 - Ensure an adequate supply of water for drinking and household use.
3. Prepare restroom facilities.
4. Provide a location for evacuated village members and parking for medical response.
5. Check people in as they arrive to the evacuation site against a list of village members.
6. Report to evacuation team leader about people whose location has not been identified.
7. When preparations are complete, report to district officials and coordinate with other committees.

MEDICAL COMMITTEE

Upon sounding of evacuation signal

1. Meet at community health center or other agreed upon area.
2. Delegate responsibilities to medical committee members.
3. Prepare medical supplies.
4. Transport medical supplies to evacuation site.
5. Prepare medical station at evacuation site.
6. Assist injured people and provide medical first-response assistance as appropriate.
7. Coordinate with the Public Health Officer and hospital to report on injured people, those in need of further medical support, and those that may have died at the shelter.

RECOVERY TEAM

Upon sounding of evacuation signal

1. Meet and assist other committees at the discretion of the village head.
2. Following the evacuation, gather at a designated area at the evacuation shelter site.
3. Check with village database about population, agriculture, household information as a baseline to determine damages from the event.
4. Conduct damage assessment with village head and Tambon.
5. Confirm damages.
6. Estimate losses.
7. Work with village head, Tambon, and district office to begin an initial assessment of local needs and coordinate relief effort.

PUBLIC RELATIONS COMMITTEE

Upon sounding of evacuation signal

1. Meet at an appropriate, pre-identified place where information can be disseminated easily.
2. Announce instructions and recommendation to village members—for example, before you leave the house, close all doors to prevent theft.
3. Provide information to prevent hysteria.
4. Reduce panic and fear by explaining how the evacuation plan works, and ensure them they will be assisted in evacuating.
5. Provide instruction on appropriate behavior at the evacuation site.