



Government of Saint Lucia

Emergency Telecommunications Procedures Manual

Document of the Saint Lucia National Emergency Management Plan

*Based on the
Model Emergency Telecommunications Procedures Manual
Produced by the Caribbean Disaster Emergency Response Agency – 1995*

**Adopted by the Cabinet of Ministers on August 1, 1996 by
Cabinet Conclusion No. 1149 of 1996**



EMERGENCY TELECOMMUNICATIONS PROCEDURES MANUAL

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1.0 INTRODUCTION

The National Emergency Operations Center [NEOC] will be managed by the Director NEMO who will have an advisory committee consisting of Executive and Operations Personnel from Disaster Related Organizations.

This Committee will have a designated Telecommunications Coordinator in the person of the Chairman of the Telecommunications Committee who will be responsible for ensuring the availability of telecommunications facilities required for necessary information transfer before, during and after an emergency.

The method implemented to satisfy the objectives will be documented in this National Telecommunications Plan which will be prepared and maintained by the Telecommunications Sub-committee.

2.0 OBJECTIVES

This manual is to provide guidance in the Establishment, Operations and Management of the **National Communications Control Center (NCCC)**

3.0 IMPLEMENTATION AND COORDINATION

The Telecommunications Sub-Committee will appoint a Communications Officer (CO) who, **during a crisis** will administer the day by day operation of the National Communications Control Center (NCCC) from where the National Telecommunication Plan will be coordinated.

The Communications Officer will be guided by the procedures and activities included in this manual.

The Communications Officer will report to the NEOC's Operations Officer in the absence of the Telecommunications Chair.

The Communications Officer may also be responsible for actual message handling in which case he will be responsible for managing **NEMO's** network.

NCCC OPERATING STATES

The NCCC will be in one of four (4) clearly defined states:

- (a) Routine
- (b) Alert
- (c) Response
- (d) Recovery

- (a) Routine

This state can only be achieved at NCCC which exist during normal periods with an identified Telecommunications Officer.

(b) Alert

A warning state due to an imminent disaster associated event. During this state, resources are put in a state of mobilization if the routine state was not in place.

(c) Response

These are the activities carried out during (when possible) or as soon as possible after an event.

(d) Recovery

The activities carried out to support the longer term restoration process leading to normality.

4.0 APPLICATION

The following procedures and activities for each of the four states will apply to any NEOC as it currently exists. The initial procedure will depend on the type and extent of the emergency.

The procedures should be written for each NEOC including relevant specifics and displayed in the NCCC.

A - Routine

The following procedures must be carried out on a daily basis.

(1) Check NEMO's radio network

- Call each station through the repeater
- Call each station on the simplex mode
- RECORD

- (a) Date and Time
- (b) Organisation
- (c) Quality of transmission
- (d) Remarks

- All non-responses must be investigated and remedial action taken.

(2) Check all other Network Radios located at NCCC.

The following procedures must be carried out on at least a weekly basis.

- Maintain required electrical characteristics of the NCCC in particular and the NEOC in general. This will require the assistance of two other persons and a volunteer.
- With the assistance of other person(s) transmit on as many radios as possible simultaneously and check the NCCC's voltage. The voltage should not drop by more than 10% of the voltage with the radios transmitting. Refer to electrician if necessary.

(3) Check Emergency Generator and battery backup.

- Exercise under normal load conditions for at least 30 minutes.
- Check and restore fuel tank as required.
- Ensure at least two (2) oil change quantity of engine oil and filter available.

(4) Check Radio Output Power

- Requires applicable watt meter.
- Repair or adjust as necessary.
- Check all radios

(5) Maintain a checklist (including comments) on all associated networks.

(6) Ensure back up weather data facility at NCCC or elsewhere is operational.

- A hard copy of the data and/or picture must be held in a designated file.

(7) Maintain Emergency Information System and exercise radio link.

- Alternate stations maybe used to check link and update its data.

(8) Generate a Telecommunication Network report.

- Include information on NDO's and associated networks.

(9) Ensure that an adequate supply of message forms and logs are always available.

The following activities should be carried out at least once per month.

(1) Carry out physical inspections of antennas antenna brackets, cable and connectors.

(2) Maintain an updated list of contact persons, their telephone numbers, radio call signs, organization post, function (in plan) and addresses.

(3) Maintain a library of manuals for equipment own and operated by **NEMO**.

- Records of checks and adjustments must be included.

(4) Maintain an updated inventory list of all equipment owned or held by **NEMO**.

(5) Ensure that adequate waterproof materials are available to protect equipment if this becomes necessary.

B - ALERT STATE

The following procedures from the Routine State must be carried out in the shortest possible time at the initiation of this state.

From Routine State

Weekly Procedure #1

Weekly Procedure #3

Daily Procedure #1

Weekly Procedure #8

Monthly Procedure #5

In addition to the above, the following must be carried out.

(1) Check all telephone related instruments

(2) Open relevant files

- Open personnel log, record date and time of arrival
- Open in out message register
- Open Personnel contact file

(3) Open for message/instructions

- These maybe left by other personnel

(4) Contact operations for call out

- All operators to report or remain on short call.

(5) Report communications status to Operations Officer.

(6) Open communications Status Board.

(7) Establish contact with District EOCs if applicable.

(8) Prepare for one Telecom Officer to be on the Night Shift together with the Director NEMO and two Police Officers.

C - RESPONSE

This state assumes all operators are in place at the NCCC.

- Communications Officers and Ham Operators re-establish communications at NCCC immediately after event.

(1) Restore power if necessary.

- Use mains supply if available.

- Start emergency plant if required.

- Check voltage value before turning on any equipment.

- Set up a radio if necessary.

(2) Check telephone lines and associated equipment and report to Operations Officer.

- Note if any equipment is working i.e. conventional phones, cellular phones, fax machines, modems if any.

- Use telephone related equipment where possible.

(3) Switch on all radio equipment and check for proper working conditions.

- Check repeaters radios for Repeaters signal.

- Check HF radios for channel activity.

- Check Simplex radio with each other.

(4) Establish radio contact with critical agencies by the most appropriate means available and record.

(5) Determine status of **NEMO's** network in all possible modes.

- Check Repeater Mode

- Check Simplex Mode

- Check Dispatch Mode

(6) Summarize telecommunication facilities and report to Operations Officer.

- Complete prepared Form

(7) Establish radio contact with **District EOCs, Local HAMs and CDERA.**

(8) Request status report on all relevant support networks and records.

- Update communications status boards

- Reassign networks where necessary

(9) Request Damage Report **from Utility Telecom Suppliers.**

- Information to be used to minimize efforts on telephone lines (if NCCC own is still working) and those without power to be targeted for assistance where radios are being used.

- If necessary obtain information on INMARSAT Terminal.

- If necessary obtain information on NEMO Satellite Phone.

(10) Establish communication links with:

- District EOCs
- Radio Saint Lucia and **Other Radio Stations**
- Meteorological Office, if applicable (HF/VHF)
- Seismic Research Unit, if applicable (HF)
- CDERA (HF)
- Police Control and the Marine Unit if applicable
- Other appropriate agencies

See Appendix 2 for Call Signs

(11) Communications Officer must check stations and/or organizations for which equipment assignments were pre-arranged based on National Plan.

- Effect remedial action where necessary.

(12) Manage NEMO's network as necessary.

D - RECOVERY

This involves closing off the Response phase and gradually returning to the Routine phase or to Pre-Alert State.

(1) Monitor restoration of telephone service at the **Local and National** levels and in particular the critical organisations/institutions. The Restoration times should be recorded.

(2) Instruct **District** EOCs to close off emergency channels.

(3) Instruct HAMs and CBers to close channels as required.

(4) Recall all cellular phones as necessary.

(5) File all documents as appropriate.

(6) Submit status report to Operations Officer.

(7) Close Communications Status Board and Log Out.

5.0 BASIC RADIO OPERATION

To Transmit a Message

- i. Select correct channel
- ii. Listen before transmitting to ensure channel is idle.
- iii. Place mouth about 10cm from microphone.
- iv. Activate PTT and speak clearly without shouting.
- v. At the end of your message, release PTT to receive.

To Receive Message

- i. Set volume control to mid position.
- ii. Set Mute/Squelch control until rushing noise is heard.
- iii. Reset volume to a comfortable listening level.
- iv. Reset Mute/Squelch control until rushing noise is just silenced.
- v. Select correct channel.

Fault Finding Procedure

- Total Failure

If the radio is unable to transmit or receive, follow the procedures below.

Receiver Failure

- a. Check volume control and mute setting.
- b. Check speaker connections.
- c. Check that antenna is satisfactorily connected.

Transmitter Failure

- a. Check that microphone button is connected and that PTT is operational.
- b. Check if transmit lamp is glowing.
- c. Check antenna connection.
- d. If watt meter available, check output power.

6.0 RADIO BATTERIES

The most popular portable battery is the rechargeable Nickel Cadmium (NICAD) battery. They are capable of being recharge in one (1) hour, compact and light weight.

To maintain optimum performance, these batteries should not be subjected to:

1. Continual overcharging
2. Complete discharging
3. Reduced cycle charging
4. Storage in excessively hot or cold locations.

Because the output voltage remains virtually constant until the batteries are almost discharged little warning of battery failure is given.

Batteries should not be continuously left on charge or returned for charging after a short period of use. This will severely shorten the battery life. Batteries should be used for at least eight (8) hours and then returned for charging.

It is recommended that a spare battery be kept on charge and used on a regular basis.

7.0 BASIC RADIO MAINTENANCE

It is recommended that radio communications equipment be installed and serviced every six (6) months by qualified technical personnel. There are, however, some basic checks and remedial action which can be carried out by a knowledgeable operator.

Operator Maintenance

Operators should carry out regular maintenance checks as follows:

- a. Visual check of all connections.
- b. Regular on-air testing.
- c. Keep batteries charged and ensure that dry cells are removed from equipment in storage.
- d. Keep radio clean, dry and dust free.
- e. Check all accessories.

Should a fault be found label the radio and describe the fault with as much information as possible to aid repair. Include name, contact number and all accessing items prior to dispatch for servicing.

8.0 EMERGENCY PLANT

Emergency Plants are intended to provide an electrical supply similar to the normal mains supply. It consists of three main sections.

- (i) Alternator
- (ii) Engine
- (iii) Controls

The Alternator provides the electrical output while the engine provides the mechanical input. The engine can use either gasoline or diesel oil.

While the Alternator and the controls require little or no Routine Maintenance, the engine must be serviced regularly. The engine is similar to the automobile engine and routine servicing will be similar. This includes the regular changing of engine oil and filter and sometimes the 'topping' up of the engine oil. The oil can be checked when the engine is off by removing the dipstick and checking the manufacturer's marks. Plant must be off when refueling.

The Alternator usually has a voltmeter, ammeter and frequency meters installed to check the voltage, current and frequency respectively of the generated voltage.

The controls are used to start and stop the engine, check oil pressure, engine speed etc. If the plant is to start automatically after mains failure, it is equipped with an automatic transfer switch which sense the mains failure and mains return.

The plant will usually start 30 seconds to a minute after the failure.

The plant is equipped with a battery and charger for starting the engine. The battery will also require maintenance.

In all cases the manufacturer's service schedule and procedures must be followed.

9.0 MESSAGE HANDLING

Messages may be handled verbally. Where phonetics may clarify the words of a message, the following I.T.U Phonetic Alphabet is recommended.

Phonetic Alphabet

A - Alpha

C - Charlie

B - Bravo

D - Delta

E - Echo

P - Papa

F - Fox-trot

Q - Quebec

G - Golf

R - Romeo

H - Hotel

S - Sierra

I - India

T - Tango

J - Juliet

U - Uniform

K - Kilo

V - Victor

L - Lima

W - Whiskey

M - Mike

X - X-ray

N - November

Y - Yankee

O - Oscar

Z - Zulu

Phonetic Numbers

0 - ZERO

6 - SIX

1 - WUN

7 - SEVEN

2 - TOO

8 - ATE

3 - THUH REE

9 - NINER

4 - FOR WER

10 - WUN ZERO

5 - FIFE

Distress Calling

One who finds himself in a situation where immediate emergency assistance is required (at sea, in a remote location, etc.), would call "MAYDAY" on whatever frequency seems to offer the best chance of getting a useful answer. "MAYDAY" is from the French m'aidez (help me). The Operator involved should be prepared to supply the following information to the stations who respond to his "MAYDAY".

The location of the emergency, with enough detail to permit rescuers to locate it without difficulty.

The nature of the distress.

The type of assistance required (medical aid, evacuation, food, clothing, etc.)

Any other information that might be helpful in locating the emergency area or in sending assistance.

Note: Messages out of distress state should have priority over incoming messages.

Written Messages

When the messages are official and formally received in writing, the following message format must be used:

A message contains four (4) parts:-

I Preamble which gives:

- (a) Number of message;
- (b) Precedence;
- (c) Handling instructions
- (d) Station of origin;
- (e) Check (number of the words in the text);
- (f) Place of origin;
- (g) Time filed;
- (h) Date

II Address

To be as complete as possible, telephone numbers, if possible.

III Text

IV Signature:

Who has originated the message.

The use of message forms improves the speed of dispatch and also makes for easy filing. (Form Attached).

The preamble is transmitted in the order given above as set out on the message form attached.

The number of the message beginning with the 001 at the beginning of each year.

a. The precedence may be '**EMERGENCY**' by which is meant any message having life and death urgency to any person or group of persons. This includes official messages authorized by the NDC during emergencies requesting supplies, materials, or instructions vital to relief of stricken populace in emergency areas. In normal times, this category is very rare. **EMERGENCY MUST NEVER BE ABBREVIATED.**

b. The precedence may be 'Priority' - TRAFFIC ABBREVIATED 'P' and includes important messages having a specific time limit. It can be allocated to official messages not covered in the Emergency category; press dispatches and other emergency related traffic not of the utmost urgency; notification of death in a disaster area; personal or official.

c. The precedence may be 'Welfare' - Abbreviated 'W'. It includes inquiries as to health and welfare of an individual in the disaster area; and advisory messages from the disaster area indicating that all is well.

d. The precedence may be 'Routine' - Abbreviated 'R' and refers to most normal traffic.

e. The precedence may be 'SIMULATION' in which case it is written out 'SIMULATION EXERCISE'.

HANDLING INSTRUCTIONS

This is optional, normally follows an 'HX prosign' followed by A through G with or without numbers, indicating how the message should be disposed of.

HF PROSIGN

HXA (Followed by a number) Collect telephone call authorized by addressee within miles. If no number, collect authorization is unlimited.

HXB (Followed by a number) If message is not delivered within hours of the filing time, notify originating station.

HXC Report to the originating station, the date and time of delivery (TOD).

HXD Report, to originating station, date, time and method of delivery of message.

HXE Delivery station to get reply from addressee and to originate message back.

HXF (Followed by a date) Hold delivery until (date).

NOTE

If more than one HX Prosign is used, they can be combined if no numbers are to be inserted; otherwise, the HX should be repeated.

The other items in the preamble are self-explanatory.

10.0 MESSAGE HANDLING TECHNIQUE

The objective is to handle all messages received accurately and with dispatch.

Rules for Net Discipline

A good net is a disciplined net, and discipline must be enforced or the efficiency of the net suffers.

1. Priority must be given to messages out of the stricken area over messages to the area.
2. The net must start on time on the assigned frequency.
3. Ensure that your station is on the net controller's frequency.
4. Be ready to report present when called. Avoid being late.
5. List your traffic; but if you have none, say so when you check in. The proper designation is given first, followed by the number of your message. Be familiar with the check-in procedure of the net.
6. Transmit only when called upon to do so except when you have an emergency. If you are re-checking into the net, announce "recheck" and keep your transmission brief as possible.
7. Address all transmissions to the net controller unless he instructs you otherwise.
8. Answer promptly when called. Stay alert.
9. Do not leave the net until you are excused either singly or by a general securing of the net. If you must leave the net temporarily, be sure to get the net controller's permission, then report back as soon as you return by saying "recheck".
10. Answer the net controller's questions briefly and to the point.
11. Know your procedure. The more thoroughly familiar you are with the procedure, the more valuable you are as a net station.

11.0 RECORDS AND FILING

Station Log

Many administrations require that a station keep a log of the contacts made giving the frequency, mode, power, time and date of each contact. The attached form includes a remarks column in which notes pertaining to future schedules, malfunctioning of the equipment, propagation conditions may be entered. Official messages should be entered on the separate form provided. It is preferable though not mandatory that the log should be in a bound volume and the pages numbered.

Inventory

An inventory of all equipment at the station must be kept in a hard cover book. The inventory should show the date that the equipment was acquired and installed and should be kept up-to-date as additional equipment is acquired or as consumable (batteries, etc.) are consumables.

Message File

All messages received and sent from the station should be numbered consecutively and placed on file; incoming messages should be separate from outgoing. Such records should include date and time received and dispatched and if known, what action was taken.

Maintenance Records

A record should be kept of the routine maintenance and repairs to all substantial equipment at the station, including the consumables on standby generating plant.

Routing of Messages

All communications must be sent in accordance with the accepted practice of the EOC Office and filing procedures.

12.0 STATION LOG

DATE CHANNEL OR FREQUENCY SIDE BAND POWER STATION WORKED REPORT
TIME REMARKS
RECEIVED SENT IN OUT

13.0 SAFETY PROCEDURES

Safety is of paramount importance. Every precaution should be taken to ensure that the equipment is perfectly safe, not only for the Operator himself but also for other personnel working in or visiting the station. Double Pole switches should be used for all mains circuits and interconnecting switches should be fitted so that individual items may be isolated. The whole station should be controlled by one master switch located in a prominent position so that, if

anything goes wrong, the whole system can be switched off before anything is touched.

All antennas should be safeguarded against lightning either manually by switching to a good earth when the station is not in use or by the use of the lightning arrestors. Great care should be exercised before touching feeders if these have been disconnected during a thunder storm.

Most shocks sustained from electronic equipment are derived from the 120/240 mains line lead. Also, be sure the electric circuit feeding the station is of adequate capacity and that the fuses/circuit breakers do not exceed the recommended rating.

Emergency antennas and inverted V antennas are often near ground level. These portions of the antenna should be protected, and no one should be allowed within 3 feet of these antennas while the station is transmitting. This is a safeguard against radiation burns.

Stations are advised to insure against risk of damage to the equipment by whatever cause, and against liability to damages against persons who may be injured as a result of component failure or other accident in the station.

Smoking in an enclosed area where batteries are on charge is a hazard.

Coffee and soft drinks must not be placed on equipment or where they may accidentally be spilled on the equipment.

14.0 RADIO STATIONS

There are three main types of Radio Stations.

1. Mobile Radio - for use and installation in motor vehicles.
2. Base Radio - for use as fixed station e.g. in an office.
3. Portable Radio - For personal use, easy to carry in one's hand.

Yet another type is the man pack Portable Radio which is a mobile radio equipped with a battery pack.

Main Frequency Bands

HF (High Frequency) - 3 - 30 MHz

VHF (Very High Frequency) - 30 - 300 MHz

UHF (Upper High Frequency) - 300 - 3000 MHz

Main Radio Components

- i. Transceiver - Combination of Receiver and Transmitter

- ii. Power Supply - Used to provide energy for transceiver.
- iii. Microphone - Device to change voice vibrations into electrical impulses.
- iv. Speaker - Device to change electrical impulses in to audible sound.
- v. Antenna - Device used to pick up or radiate RF energy.

Except for portable radios all components can be separate entities. In portable radios, all four components are included in a single unit.

15.0 RADIO OPERATIONS AND PROCEDURES

All operators are to know power equipment and location of fuses of all equipment.

Control & Equipment

1. ON - OFF Power Switch - Turns Radio On or Off.
2. Volume Control - Control audio output level of speaker.
3. Mute/Squelch Control - Eliminates background noise and affects receiver sensitivity.
4. Channel Control - Allows selection of channel on multi-channel radios.
5. Frequency Tuning Control - Allows selection of frequency.
6. Indicator Lights - Used to indicate power on, signal receive, transmitter on or channel number etc.
7. Microphone - Two main functions
 - (i) Push to talk switch (PTT) - used to change radio from receive to transmit.
 - (ii) A microphone to convert speech to electrical signals.

Network Modes

These are: (i) Simplex
(ii) Repeater
(iii) Dispatch

(i) Simplex - Applicable to both HF and VHF Bands. This mode is characterized by direct radio to radio communication using a single frequency. HF communication is almost always in this mode. VHF also use this mode but range is much more restricted than HF.

(ii) Repeater - Applicable to VHF and higher bands. This mode used two frequencies, one for transmit and the other for receive. An intermediate "amplifier" receive the weak signal from the radio, amplifies it and retransmits it on another frequency. The Repeater does this automatically.

This extends the range significantly depending on the size of the amplifier.

However, if the Repeater fails, communication is impossible (even if both radios are adjacent) in the mode.

(iii) Dispatch - Applicable to VHF and higher bands. This is similar to the Repeater mode but without automatic operation. An Operator is required to retransmit the received message on the second frequency. Radio users will only be able to hear the Operator but not the other radio users.

Application - Emergency use of Radio as

(iv) Repeater - Discourage direct conversation e.g. taxis

Operating HF Radios

The operation of the HF radio is complex and a number of available factors can assist or restrict communication. Considerable training and experience is necessary for effective use of HF radio. While VHF and UHF systems are usually employed in line of sight communications, HF is effective over, short, medium and long distances. Distances in excess of 3000 km are within the capabilities of HF radios.

HF Propagation

HF propagation has two distinct features GROUND WAVE and SKY WAVE. Some of the energy radiated from the Transmitter follows the ground contours and is termed GROUND WAVE. GROUND WAVE Transmissions are usually short range because a significant amount of the energy is absorbed by the terrain during the transmission. Pure Ground Wave transmission are not subject to fading. However, topography and terrain can block signals over relatively short distances depending on the location of any two stations at a given time or place.

The situation with SKY WAVE transmission is totally different. Energy from the Transmitter is radiated into the ionosphere. The ionosphere is formed by layers of gas surrounding the Earth. Gases within these layers are ionized - electrically charged - by radiation from the sun and become conductive. The layers retract or bend radio signals back towards the Earth. This allows transmission over considerable distances. This situation is complicated by the fact that the ionosphere varies in height and density with the time of day, season and solar activity. Solar storms can completely disrupt HF transmission. The ionosphere layers also bend signals at varying degrees depending on the frequency in use. This means that operating frequencies must be carefully chosen according to the time of day and the distance of the communication path required. Generally lower frequencies are more suitable for night time use while higher frequencies are chosen for daytime use. Due to alteration in height and composition of the ionosphere, fading occurs on HF transmission.

There may be a gap in the coverage of the transmission between the ground wave and sky wave. This is termed the Skip Zone or distance. The signal in this zone is too weak for any useful purpose. The problem associated with the Skip Zone may be overcome by relay techniques via a third station that has sky wave communication with both ends of the link. Additional procedures that may assist include changing frequency or changing the type of antenna in use, always remembering to return to the original contact frequency if no contact is made on alternate frequency.

HF Base Stations

Fixed HF radio base stations may be controlled locally or remotely. Locally controlled bases have their transmitters and receiver combined (transceiver) and connected to an external antenna. The transceiver is usually a mobile radio connected to a mains operated 12V power supply, with a battery back-up.

Remote Control

Due to local electrical noise problems or difficulty in finding sufficient space for antennas, HF transceivers may be remotely located but controlled from a central point by telephone landlines or radio link.

To achieve optimum performance HF base stations should be sited so that they are:

- (i) located away from electrical noise sources such as power lines, industry, computers, portable generators etc.
- (ii) allow sufficient space to erect antennas with appropriate orientation.
- (iii) are installed in areas with good conductivity (moist ground)

Mobile Communications

HF Mobile transceivers are used to provide communication from vehicles operating in the field. Several interference problems may be encountered as a result of the following:

1. Vehicle components such as spark plugs, alternators, oil and fuses sensors, wind screen wipers, motor and engine management computers.
2. Proximity to other vehicles.
3. Proximity to industrial areas and machinery.
4. Atmospheric conditions such as thunderstorms and high humidity.

5. Topography/high mountains can block signals thus causing fade-out between other station or repeater.

Antennas

The antenna is a critical part of HF Communication, both transmission and reception. There are two main types in common use.

- (1) Auto Tune Antenna - these antennas are automatically tuned according to the frequency selected.
- (2) Tapped Wired Antenna - This type of antenna has various taps along its length marked with frequencies corresponding to channels of the transceiver. These tap-lengths have been previously calculated for optimum antenna gain.
- (3) Random length wire antennas which must be used with an automatic tuning unit (ATU).

Appendix 1 - Standing Operating Procedures

[Extract from *SOPs of the Saint Lucia National Emergency Management Plan*]

Appendix 8
to Annex A

COMMUNICATIONS OFFICER

1. General responsibilities

- Acts as message controller/Emergency Coordinator in the absence of the Assistant Operations Officer
- Supervises operations of the communications center
- Receives and disseminates warnings to regions, parishes and communities as directed by the Operations Officer or Director.
- Establishes and maintains radio communications (National, Regional and International)

2. Alert phase

- Check personal telephone
- Open personal log and record date and time of arrival
- Ensure a ready supply of message forms and logs at all work stations.
- Check for any messages which relate to your function or responsibilities, delivered prior to your arrival
- Open in/out message register
- Switch on all radios, fax machines, telephones etc.
- Conduct a complete operational check of all available radio networks
- Assign radio operators to location as required
- Establish radio communications with site
- Open radio logs
- Report communications status to Operations Officer

3. Response phase

- Coordinate establishment of communications in the disaster area.
- Arrange for additional communications, with capability as directed by the Operations Officer.
- Ensure communications and backup equipment are fully operational.
- Maintain communications status board

4. Recovery phase

- Prepare communications portion of after action reports.

RADIO OPERATOR

1. General responsibilities
 - Operates assigned radio frequencies
 - Maintains accurate in/out message logs under the direction of the Communications Officer
 - Monitors and documents alternate frequencies.

Appendix 2 - Call Signs

Agency	HF	VHF	UHF
National EOC			
District EOCs			
RSL			
RCI			
HOT FM			
Helen FM			
The Wave			
Meteorological Office			
Seismic Research Unit			
CDEMA			
Police Control			
Marine Unit			
Fire Service			

Appendix 3 - Tampere Convention on the Provision of Telecommunication Resources for Disaster Mitigation and Relief Operations

Document of the Saint Lucia National Emergency Management Plan

<i>Article 1</i>	<i>Definitions</i>
<i>Article 2</i>	<i>Coordination</i>
<i>Article 3</i>	<i>General Provisions</i>
<i>Article 4</i>	<i>Provision of Telecommunication Assistance</i>
<i>Article 5</i>	<i>Privileges, Immunities, and Facilities</i>
<i>Article 6</i>	<i>Termination of Assistance</i>
<i>Article 7</i>	<i>Payment or Reimbursement of Costs or Fees</i>
<i>Article 8</i>	<i>Telecommunication Assistance Information Inventory</i>
<i>Article 9</i>	<i>Regulatory Barriers</i>
<i>Article 10</i>	<i>Relationship to Other International Agreements</i>
<i>Article 11</i>	<i>Dispute Settlement</i>
<i>Article 12</i>	<i>Entry into Force</i>
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THE STATES PARTIES TO THIS CONVENTION,

recognizing

that the magnitude, complexity, frequency and impact of disasters are increasing at a dramatic rate, with particularly severe consequences in developing countries,

recalling

that humanitarian relief and assistance agencies require reliable, flexible telecommunication resources to perform their vital tasks,

further recalling

the essential role of telecommunication resources in facilitating the safety of humanitarian relief and assistance personnel,

further recalling

the vital role of broadcasting in disseminating accurate disaster information to at-risk populations,

convinced

that the effective, timely deployment of telecommunication resources and that rapid, efficient, accurate and truthful information flows are essential to reducing loss of life, human suffering and damage to property and the environment caused by disasters,

concerned

about the impact of disasters on communication facilities and information flows,

aware

of the special needs of the disaster-prone least developed countries for technical assistance to develop telecommunication resources for disaster mitigation and relief operations,

reaffirming

the absolute priority accorded emergency life-saving communications in more than fifty international regulatory instruments, including the Constitution of the International Telecommunication Union,

noting

the history of international cooperation and coordination in disaster mitigation and relief, including the demonstrated life-saving role played by the timely deployment and use of telecommunication resources,

further noting

the Proceedings of the International Conference on Disaster Communications (Geneva, 1990), addressing the power of telecommunication systems in disaster recovery and response,

further noting

the urgent call found in the Tampere Declaration on Disaster Communications (Tampere, 1991) for reliable telecommunication systems for disaster mitigation and disaster relief operations, and for an international Convention on Disaster Communications to facilitate such systems,

further noting

United Nations General Assembly Resolution 44/236, designating 1990-2000 the International Decade for Natural Disaster Reduction, and Resolution 46/182, calling for strengthened international coordination of humanitarian emergency assistance,

further noting

the prominent role given to communication resources in the Yokohama Strategy and Plan of Action for a Safer World, adopted by the World Conference on Natural Disaster Reduction (Yokohama, 1994),

further noting

Resolution 7 of the World Telecommunication Development Conference (Buenos Aires, 1994), endorsed by Resolution 36 of the Plenipotentiary Conference of the International Telecommunication Union (Kyoto, 1994), urging governments to take all practical steps for facilitating the rapid deployment and the effective use of telecommunication equipment for disaster mitigation and relief operations by reducing and, where possible, removing regulatory barriers and strengthening cooperation among States,

further noting

Resolution 644 of the World Radio communication Conference (Geneva, 1997), urging governments to give their full support to the adoption of this Convention and to its national implementation,

further noting

Resolution 19 of the World Telecommunication Development Conference (Valletta, 1998), urging governments to continue their examination of this Convention with a view to considering giving their full support to its adoption,

further noting

United Nations General Assembly Resolution 51/194, encouraging the development of a transparent and timely procedure for implementing effective disaster relief coordination arrangements, and of ReliefWeb as the global information system for the dissemination of reliable and timely information on emergencies and natural disasters,

with reference

to the conclusions of the Working Group on Emergency Telecommunications regarding the critical role of telecommunications in disaster mitigation and relief,

supported

by the work of many States, United Nations entities, governmental, intergovernmental, and non-governmental organizations, humanitarian agencies, telecommunication equipment and service providers, media, universities and communication- and disaster-related organizations to improve and facilitate disaster-related communications,

desiring

to ensure the reliable, rapid availability of telecommunication resources for disaster mitigation and relief operations, and

further desiring

to facilitate international cooperation to mitigate the impact of disasters,

have agreed as follows:

Article 1

Definitions

Unless otherwise indicated by the context in which they are used, the terms set out below shall have the following meanings for the purposes of this Convention:

1. "State Party" means a State which has agreed to be bound by this Convention.
2. "Assisting State Party" means a State Party to this Convention providing telecommunication assistance pursuant hereto.
3. "Requesting State Party" means a State Party to this Convention requesting telecommunication assistance pursuant hereto.
4. "This Convention" means the Tampere Convention on the Provision of Telecommunication Resources for Disaster Mitigation and Relief Operations.
5. "The depositary" means the depositary for this Convention, as set forth in Article 16.
6. "Disaster" means a serious disruption of the functioning of society, posing a significant, widespread threat to human life, health, property or the environment, whether caused by accident, nature or human activity, and whether developing suddenly or as the result of complex, long-term processes.
7. "Disaster mitigation" means measures designed to prevent, predict, prepare for, respond to, monitor and/or mitigate the impact of, disasters.

8. "Health hazard" means a sudden outbreak of infectious disease, such as an epidemic or pandemic, or other event posing a significant threat to human life or health, which has the potential for triggering a disaster.

9. "Natural hazard" means an event or process, such as an earthquake, fire, flood, wind, landslide, avalanche, cyclone, tsunami, insect infestation, drought or volcanic eruption, which has the potential for triggering a disaster.

10. "Non-governmental organization" means any organization, including private and corporate entities, other than a State or governmental or intergovernmental organization, concerned with disaster mitigation and relief and/or the provision of telecommunication resources for disaster mitigation and relief.

11. "Non-State entity" means any entity, other than a State, including non-governmental organizations and the Red Cross and Red Crescent Movement, concerned with disaster mitigation and relief and/or the provision of telecommunication resources for disaster mitigation and relief.

12. "Relief operations" means those activities designed to reduce loss of life, human suffering and damage to property and/or the environment caused by a disaster.

13. "Telecommunication assistance" means the provision of telecommunication resources or other resources or support intended to facilitate the use of telecommunication resources.

14. "Telecommunication resources" means personnel, equipment, materials, information, training, radio-frequency spectrum, network or transmission capacity or other resources necessary to telecommunications.

15. "Telecommunications" means any transmission, emission, or reception of signs, signals, writing, images, sounds or intelligence of any nature, by wire, radio, optical fibre or other electromagnetic system.

Article 2

Coordination

1. The United Nations Emergency Relief Coordinator shall be the operational coordinator for this Convention and shall execute the responsibilities of the operational coordinator identified in Articles 3, 4, 6, 7, 8, and 9.

2. The operational coordinator shall seek the cooperation of other appropriate United Nations agencies, particularly the International Telecommunication Union, to assist it in fulfilling the objectives of this Convention, and, in particular, those responsibilities identified in Articles 8 and 9, and to provide necessary technical support, consistent with the purposes of those agencies.

3. The responsibilities of the operational coordinator under this Convention shall be limited to coordination activities of an international nature.

Article 3

General Provisions

1. The States Parties shall cooperate among themselves and with non-State entities and intergovernmental organizations, in accordance with the provisions of this Convention, to facilitate the use of telecommunication resources for disaster mitigation and relief.

2. Such use may include, but is not limited to:

a) the deployment of terrestrial and satellite telecommunication equipment to predict, monitor and provide information concerning natural hazards, health hazards and disasters;

b) the sharing of information about natural hazards, health hazards and disasters among the States Parties and with other States, non-State entities and intergovernmental organizations, and the dissemination of such information to the public, particularly to at-risk communities;

c) the provision of prompt telecommunication assistance to mitigate the impact of a disaster; and

d) the installation and operation of reliable, flexible telecommunication resources to be used by humanitarian relief and assistance organizations.

3. To facilitate such use, the States Parties may conclude additional multinational or bilateral agreements or arrangements.

4. The States Parties request the operational coordinator, in consultation with the International Telecommunication Union, the depositary, and other relevant United Nations entities and intergovernmental and non-governmental organizations, to use its best efforts, in accordance with the provisions of this Convention, to:

a) develop, in consultation with the States Parties, model agreements that may be used to provide a foundation for multinational or bilateral agreements facilitating the provision of telecommunication resources for disaster mitigation and relief;

b) make available model agreements, best practices and other relevant information to States Parties, other States, non-State entities and intergovernmental organizations concerning the provision of telecommunication resources for disaster mitigation and relief, by electronic means and other appropriate mechanisms;

c) develop, operate, and maintain information collection and dissemination procedures and systems necessary for the implementation of the Convention; and

d) inform States of the terms of this Convention, and to facilitate and support the cooperation among States Parties provided for herein.

5. The States Parties shall cooperate among themselves to improve the ability of governmental organizations, non-State entities and intergovernmental organizations to establish mechanisms for training in the handling and operation of equipment, and instruction courses in the development, design and construction of emergency telecommunication facilities for disaster prevention, monitoring and mitigation.

Article 4

Provision of Telecommunication Assistance

1. A State Party requiring telecommunication assistance for disaster mitigation and relief may request such assistance from any other State Party, either directly or through the operational coordinator. If the request is made through the operational coordinator, the operational coordinator shall immediately disseminate this information to all other appropriate States Parties. If the request is made directly to another State Party, the requesting State Party shall inform the operational coordinator as soon as possible.

2. A State Party requesting telecommunication assistance shall specify the scope and type of assistance required and those measures taken pursuant to Articles 5 and 9 of this Convention, and, when practicable, provide the State Party to which the request is directed and/or the operational coordinator with any other information necessary to determine the extent to which such State Party is able to meet the request.

3. Each State Party to which a request for telecommunication assistance is directed, either directly or through the operational coordinator, shall promptly determine and notify the requesting State Party whether it will render the assistance requested, directly or otherwise, and the scope of, and terms, conditions, restrictions and cost, if any, applicable to such assistance.

4. Each State Party determining to provide telecommunication assistance shall so inform the operational coordinator as soon as possible.

5. No telecommunication assistance shall be provided pursuant to this Convention without the consent of the requesting State Party. The requesting State Party shall retain the authority to reject all or part of any telecommunication assistance offered pursuant to this Convention in accordance with the requesting State Party's existing national law and policy.

6. The States Parties recognize the right of requesting States Parties to request telecommunication assistance directly from non-State entities and intergovernmental organizations, and the right of non-State entities and intergovernmental organizations, pursuant

to the laws to which they are subject, to provide telecommunication assistance to requesting States Parties pursuant to this Article.

7. A non-State entity or intergovernmental organization may not be a "requesting State Party" and may not request telecommunication assistance under this Convention.

8. Nothing in this Convention shall interfere with the right of a State Party, under its national law, to direct, control, coordinate and supervise telecommunication assistance provided under this Convention within its territory.

Article 5

Privileges, Immunities, and Facilities

1. The requesting State Party shall, to the extent permitted by its national law, afford to persons, other than its nationals, and to organizations, other than those headquartered or domiciled within its territory, who act pursuant to this Convention to provide telecommunication assistance and who have been notified to, and accepted by, the requesting State Party, the necessary privileges, immunities, and facilities for the performance of their proper functions, including, but not limited to:

a) immunity from arrest, detention and legal process, including criminal, civil and administrative jurisdiction of the requesting State Party, in respect of acts or omissions specifically and directly related to the provision of telecommunication assistance;

b) exemption from taxation, duties or other charges, except for those which are normally incorporated in the price of goods or services, in respect of the performance of their assistance functions or on the equipment, materials and other property brought into or purchased in the territory of the requesting State Party for the purpose of providing telecommunication assistance under this Convention; and

c) immunity from seizure, attachment or requisition of such equipment, materials and property.

2. The requesting State Party shall provide, to the extent of its capabilities, local facilities and services for the proper and effective administration of the telecommunication assistance, including ensuring that telecommunication equipment brought into its territory pursuant to this Convention shall be expeditiously licensed or shall be exempt from licensing in accordance with its domestic laws and regulations.

3. The requesting State Party shall ensure the protection of personnel, equipment and materials brought into its territory pursuant to this Convention.

4. Ownership of equipment and materials provided pursuant to this Convention shall be unaffected by their use under the terms of this Convention. The requesting State Party shall

ensure the prompt return of such equipment, material and property to the proper assisting State Party.

5. The requesting State Party shall not direct the deployment or use of any telecommunication resources provided pursuant to this Convention for purposes not directly related to predicting, preparing for, responding to, monitoring, mitigating the impact of or providing relief during and following disasters.

6. Nothing in this Article shall require any requesting State Party to provide its nationals or permanent residents, or organizations headquartered or domiciled within its territory, with privileges and immunities.

7. Without prejudice to their privileges and immunities in accordance with this Article, all persons entering the territory of a State Party for the purpose of providing telecommunication assistance or otherwise facilitating the use of telecommunication resources pursuant to this Convention, and all organizations providing telecommunication assistance or otherwise facilitating the use of telecommunication resources pursuant to this Convention, have a duty to respect the laws and regulations of that State Party. Such persons and organizations also shall have a duty not to interfere in the domestic affairs of the State Party into whose territory they have entered.

8. Nothing in this Article shall prejudice the rights and obligations with respect to privileges and immunities afforded to persons and organizations participating directly or indirectly in telecommunication assistance, pursuant to other international agreements (including the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly on 13 February 1946, and the Convention on the Privileges and Immunities of the Specialized Agencies, adopted by the General Assembly on 21 November 1947) or international law.

Article 6

Termination of Assistance

1. The requesting State Party or the assisting State Party may, at any time, terminate telecommunication assistance received or provided under Article 4 by providing notification in writing. Upon such notification, the States Parties involved shall consult with each other to provide for the proper and expeditious conclusion of the assistance, bearing in mind the impact of such termination on the risk to human life and ongoing disaster relief operations.

2. States Parties engaged in providing or receiving telecommunication assistance pursuant to this Convention shall remain subject to the terms of this Convention following the termination of such assistance.

3. Any State Party requesting termination of telecommunication assistance shall notify the operational coordinator of such request. The operational coordinator shall provide such

assistance as is requested and necessary to facilitate the conclusion of the telecommunication assistance.

Article 7

Payment or Reimbursement of Costs or Fees

1. The States Parties may condition the provision of telecommunication assistance for disaster mitigation and relief upon agreement to pay or reimburse specified costs or fees, always bearing in mind the contents of paragraph 8 of this Article.
2. When such condition exists, the States Parties shall set forth in writing, prior to the provision of telecommunication assistance:
 - a) the requirement for payment or reimbursement;
 - b) the amount of such payment or reimbursement or terms under which it shall be calculated; and
 - c) any other terms, conditions or restrictions applicable to such payment or reimbursement, including, but not limited to, the currency in which such payment or reimbursement shall be made.
3. The requirements of paragraphs 2 b) and 2 c) of this Article may be satisfied by reference to published tariffs, rates or prices.
4. In order that the negotiation of payment and reimbursement agreements does not unduly delay the provision of telecommunication assistance, the operational coordinator shall develop, in consultation with the States Parties, a model payment and reimbursement agreement that may provide a foundation for the negotiation of payment and reimbursement obligations under this Article.
5. No State Party shall be obligated to make payment or reimbursement of costs or fees under this Convention without having first expressed its consent to the terms provided by an assisting State Party pursuant to paragraph 2 of this Article.
6. When the provision of telecommunication assistance is properly conditioned upon payment or reimbursement of costs or fees under this Article, such payment or reimbursement shall be provided promptly after the assisting State Party has presented its request for payment or reimbursement.
7. Funds paid or reimbursed by a requesting State Party in association with the provision of telecommunication assistance shall be freely transferable out of the jurisdiction of the requesting State Party and shall not be delayed or withheld.

8. In determining whether to condition the provision of telecommunication assistance upon an agreement to pay or reimburse specified costs or fees, the amount of such costs or fees, and the terms, conditions and restrictions associated with their payment or reimbursement, the States Parties shall take into account, among other relevant factors:

- a) United Nations principles concerning humanitarian assistance;
- b) the nature of the disaster, natural hazard or health hazard;
- c) the impact, or potential impact, of the disaster;
- d) the place of origin of the disaster;
- e) the area affected, or potentially affected, by the disaster;
- f) the occurrence of previous disasters and the likelihood of future disasters in the affected area;
- g) the capacity of each State affected by the disaster, natural hazard or health hazard to prepare for, or respond to, such event; and
- h) the needs of developing countries.

9. This Article shall also apply to those situations in which telecommunication assistance is provided by a non-State entity or intergovernmental organization, provided that:

- a) the requesting State Party has consented to, and has not terminated, such provision of telecommunication assistance for disaster mitigation and relief;
- b) the non-State entity or intergovernmental organization providing such telecommunication assistance has notified to the requesting State Party its adherence to this Article and Articles 4 and 5; and
- c) the application of this Article is not inconsistent with any other agreement concerning the relations between the requesting State Party and the non-State entity or intergovernmental organization providing such telecommunication assistance.

Article 8

Telecommunication Assistance Information Inventory

1. Each State Party shall notify the operational coordinator of its authority(ies):

- a) responsible for matters arising under the terms of this Convention and authorized to request, offer, accept and terminate telecommunication assistance; and

b) competent to identify the governmental, intergovernmental and/or non-governmental resources which could be made available to facilitate the use of telecommunication resources for disaster mitigation and relief, including the provision of telecommunication assistance.

2. Each State Party shall endeavour to inform the operational coordinator promptly of any changes in the information provided pursuant to this Article.

3. The operational coordinator may accept notification from a non-State entity or intergovernmental organization of its procedures for authorization to offer and terminate telecommunication assistance as provided in this Article.

4. A State Party, non-State entity or intergovernmental organization may, at its discretion, include in the material it deposits with the operational coordinator information about specific telecommunication resources and about plans for the use those resources to respond to a request for telecommunication assistance from a requesting State Party.

5. The operational coordinator shall maintain copies of all lists of authorities, and shall expeditiously disseminate such material to the States Parties, to other States, and to appropriate non-State entities and intergovernmental organizations, unless a State Party, non-State entity or intergovernmental organization has previously specified, in writing, that distribution of its material be restricted.

6. The operational coordinator shall treat material deposited by non-State entities and intergovernmental organizations in a similar manner to material deposited by States Parties.

Article 9

Regulatory Barriers

1. The States Parties shall, when possible, and in conformity with their national law, reduce or remove regulatory barriers to the use of telecommunication resources for disaster mitigation and relief, including to the provision of telecommunication assistance.

2. Regulatory barriers may include, but are not limited to:

a) regulations restricting the import or export of telecommunication equipment;

b) regulations restricting the use of telecommunication equipment or of radio-frequency spectrum;

c) regulations restricting the movement of personnel who operate telecommunication equipment or who are essential to its effective use;

d) regulations restricting the transit of telecommunication resources into, out of and through the territory of a State Party; and

e) delays in the administration of such regulations.

3. Reduction of regulatory barriers may take the form of, but shall not be limited to:

a) revising regulations;

b) exempting specified telecommunication resources from the application of those regulations during the use of such resources for disaster mitigation and relief;

c) pre-clearance of telecommunication resources for use in disaster mitigation and relief, in compliance with those regulations;

d) recognition of foreign type-approval of telecommunication equipment and/or operating licenses;

e) expedited review of telecommunication resources for use in disaster mitigation and relief, in compliance with those regulations; and

f) temporary waiver of those regulations for the use of telecommunication resources for disaster mitigation and relief.

4. Each State Party shall, at the request of any other State Party, and to the extent permitted by its national law, facilitate the transit into, out of and through its territory of personnel, equipment, materials and information involved in the use of telecommunication resources for disaster mitigation and relief.

5. Each State Party shall notify the operational coordinator and the other States Parties, directly or through the operational coordinator, of:

a) measures taken, pursuant to this Convention, for reducing or removing such regulatory barriers;

b) procedures available, pursuant to this Convention, to States Parties, other States, non-State entities and/or intergovernmental organizations for the exemption of specified telecommunication resources used for disaster mitigation and relief from the application of such regulations, pre-clearance or expedited review of such resources in compliance with applicable regulations, acceptance of foreign type-approval of such resources, or temporary waiver of regulations otherwise applicable to such resources; and

c) the terms, conditions and restrictions, if any, associated with the use of such procedures.

6. The operational coordinator shall regularly and expeditiously make available to the States Parties, to other States, to non-State entities and to intergovernmental organizations an up-to-date listing of such measures, their scope, and the terms, conditions and restrictions, if any, associated with their use.

7 Nothing in this Article shall permit the violation or abrogation of obligations and responsibilities imposed by national law, international law, or multilateral or bilateral agreements, including obligations and responsibilities concerning customs and export controls.

Article 10

Relationship to Other International Agreements

This Convention shall not affect the rights and obligations of States Parties deriving from other international agreements or international law.

Article 11

Dispute Settlement

1. In the event of a dispute between States Parties concerning the interpretation or application of this Convention, the States Parties to the dispute shall consult each other for the purpose of settling the dispute. Such consultation shall begin promptly upon the written declaration, delivered by one State Party to another State Party, of the existence of a dispute under this Convention. The State Party making such a written declaration of the existence of a dispute shall promptly deliver a copy of such declaration to the depositary.

2. If a dispute between States Parties cannot be settled within six (6) months of the date of delivery of the written declaration to a State Party to the dispute, the States Parties to the dispute may request any other State Party, State, non-State entity or intergovernmental organization to use its good offices to facilitate settlement of the dispute.

3. If neither State Party seeks the good offices of another State Party, State, non-State entity or intergovernmental organization, or if the exercise of good offices fails to facilitate a settlement of the dispute within six (6) months of the request for such good offices being made, then either State Party to the dispute may:

a) request that the dispute be submitted to binding arbitration; or

b) submit the dispute to the International Court of Justice for decision, provided that both States Parties to the dispute have, at the time of signing, ratifying or acceding to this Convention, or at any time thereafter, accepted the jurisdiction of the International Court of Justice in respect of such disputes.

4. In the event that the respective States Parties to the dispute request that the dispute be submitted to binding arbitration and submit the dispute to the International Court of Justice for decision, the submission to the International Court of Justice shall have priority.

5. In the case of a dispute between a State Party requesting telecommunication assistance and a non-State entity or intergovernmental organization headquartered or domiciled outside of the territory of that State Party concerning the provision of telecommunication assistance under Article 4, the claim of the non-State entity or intergovernmental organization may be espoused directly by the State Party in which the non-State entity or intergovernmental organization is headquartered or domiciled as a State-to-State claim under this Article, provided that such espousal is not inconsistent with any other agreement between the State Party and the non-State entity or intergovernmental organization involved in the dispute.

6. When signing, ratifying, accepting, approving or acceding to this Convention, a State may declare that it does not consider itself bound by either or both of the dispute settlement procedures provided for in paragraph 3 above. The other States Parties shall not be bound by a dispute settlement procedure provided for in paragraph 3 with respect to a State Party for which such a declaration is in force.

Article 12

Entry into Force

1. This Convention shall be open for signature by all States which are members of the United Nations or of the International Telecommunication Union at the Intergovernmental Conference on Emergency Telecommunications in Tampere on 18 June 1998, and thereafter at the headquarters of the United Nations, New York, from 22 June 1998 to 21 June 2003.

2. A State may express its consent to be bound by this Convention:

a) by signature (definitive signature);

b) by signature subject to ratification, acceptance or approval followed by deposit of an instrument of ratification, acceptance or approval; or

c) by deposit of an instrument of accession.

3. The Convention shall enter into force thirty (30) days after the deposit of instruments of ratification, acceptance, approval or accession or definitive signature of thirty (30) States.

4. For each State which signs definitively or deposits an instrument of ratification, acceptance, approval or accession, after the requirement set out in paragraph 3 of this Article has been fulfilled, this Convention shall enter into force thirty (30) days after the date of the definitive signature or consent to be bound.

Article 13

Amendments

1. A State Party may propose amendments to this Convention by submitting such amendments to the depositary, which shall circulate them to the other States Parties for approval.
2. The States Parties shall notify the depositary of their approval or disapproval of such proposed amendments within one hundred and eighty (180) days of their receipt.
3. Any amendment approved by two-thirds of all States Parties shall be laid down in a Protocol which is open for signature at the depositary by all States Parties.
4. The Protocol shall enter into force in the same manner as this Convention. For each State which signs the Protocol definitively or deposits an instrument of ratification, acceptance, approval or accession, after the requirements for the entry into force of the Protocol have been fulfilled, the Protocol shall enter into force for such State thirty (30) days after the date of the definitive signature or consent to be bound.

Article 14

Reservations

1. When definitively signing, ratifying or acceding to this Convention or any amendment hereto, a State Party may make reservations.
2. A State Party may at any time withdraw its prior reservation by written notification to the depositary. Such withdrawal of a reservation becomes effective immediately upon notification to the depositary.

Article 15

Denunciation

1. A State Party may denounce this Convention by written notification to the depositary.
2. Denunciation shall take effect ninety (90) days following the date of deposit of the written notification.
3. At the request of the denouncing State Party, all copies of the lists of authorities and of measures adopted and procedures available for reducing regulatory measures provided by any State Party denouncing this Convention shall be removed from use by the effective date of such denunciation.

Article 16

Depositary

The Secretary-General of the United Nations shall be the depositary of this Convention.

Article 17

Authentic Texts

The original of this Convention, of which the Arabic, Chinese, English, French, Russian and Spanish texts are equally authentic, shall be deposited with the depositary. Only the English, French and Spanish authentic texts will be made available for signature at Tampere on 18 June 1998. The depositary shall prepare the authentic texts in Arabic, Chinese and Russian as soon as possible thereafter.

TELECOMMUNICATIONS BREAKTHROUGH FOR DISASTER MANAGERS

Barbados, Jan 7, 2005 (CDERA) - Coming on the heels of the Asian tsunami disaster, the path has been cleared to rectify a major telecommunication hurdle facing relief organizations working across the globe for many years.

With the Tampere Convention coming into force tomorrow January 8, 2005, it means that victims of disasters can benefit from faster and more effective rescue operations. Until now relief agencies have been hampered by local regulations which delay the importation and establishment of emergency communication systems to help rescue and relief workers. For example, barriers have included the licensing requirements to use allocated frequencies, restrictions on the import of telecommunication equipment as well as limitations on the movement of humanitarian teams.

The Convention requires Participating States waive the regulations and assist in every way possible the importation and establishment of emergency telecommunication equipment and processes to mitigate the impact of a disaster. It also safeguards the privileges, immunities and facilities granted to persons providing disaster assistance by granting them immunity from arrest and detention and exempting them from taxation and duties.

"In emergency situations, telecommunication saves lives," said Yoshio Utsumi, Secretary-General of the International Telecommunication Union (ITU), the United Nations specialized agency for telecommunications, which, along with the UN Office for Coordination of Humanitarian Affairs (OCHA), has been a driving force in drafting and promoting the Convention. "With this Convention, relief workers can make full use of today's telecommunication tools which are essential for the coordination of rescue operations."

The Caribbean Disaster Emergency Response Agency (CDERA) has welcomed the news and announced that it is speaking with the ITU on the next steps to implement the Convention in the region. A Regional Consultation amongst key stakeholders and Participating States will be convened this year to discuss issues relevant to the promulgation and operations of the Convention and how this new framework may be best utilised to enhance disaster communications and early warning systems in the Caribbean.