



Evacuation Centre minimum requirements- check list

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
- Be located on geotechnical stable land to avoid risk of landslides
- 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)
- 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



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- 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