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**
- 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 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 washsbasin 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 INSTALLATIONS 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