

## **PART 2**

# **DETAILED TERMS OF REFERENCE FOR COMMITTEES, AGENCIES AND INDIVIDUALS WITH DISASTER RELATED FUNCTIONS**

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## 1.0 INTRODUCTION

The National Emergency Organization comprises all members of the subcommittees, governmental, non-governmental and voluntary organizations, agencies, interest groups, donors, religious bodies and individuals, all of which must be coordinated to function as one organization in times of crisis and disorder.

This is a most difficult undertaking even in normal times, and as such great effort must be placed in planning and organizing for the ultimate event of a national disaster.

As such, each entity must be allocated certain tasks which they will be expected to perform in preparation for a disaster, while taking direction and guidance from a designated central focal point. The following TOR's represent these tasks, which provide guidelines for participants in the disaster scenario, and are not intended to by any means be exhaustive.

Participants must therefore prepare their own guidelines and detailed agency plans to complement these TOR's. Detailed agency plans must be forwarded to the ODPEM whenever they are formulated or revised.

The following TOR's for named public agencies and individuals must be written into their job descriptions, through the Personnel Department in the Ministry of the Public Service.

## 2.0 TERMS OF REFERENCE FOR THE NEO

### 2.1 NATIONAL DISASTER COMMITTEE (NDC)

#### 2.1.1 Composition:

The National Disaster Committee is the senior Jamaican Disaster Planning body. The members of the Committee are holders of the following offices:

1. The Prime Minister ( Chairman)
2. Chairperson of the following NDE Committees:
  - Health
  - Emergency Operations , Transport and Communications
  - Public Information and Education
  - Welfare and Shelter/Relief Clearance
  - Damage Assessment, Recovery and Rehabilitation
  - Administration and Finance
3. The Senior Cabinet Minister ( with Portfolio responsibility for the ODPEM)
4. The Permanent Secretary - Office of the Prime Minister
5. The Financial Secretary - Min. of Finance and Planning
6. The Permanent Secretary - Min. of Health.
7. The Permanent Secretary - Min. of Local Government and Works
8. The Permanent Secretary - Min. of Agriculture & Mining.
9. The Permanent Secretary - Min. of National Security and Justice.
10. The Permanent Secretary - Min. of Public Utilities & Transport
11. The Permanent Secretary - Min. of Labour, Social Security and Sports
12. The Permanent Secretary- Min. of Industry Investment and Commerce
13. The Permanent Secretary - Min. of Tourism
14. The Permanent Secretary - Min. of Foreign Affairs & Foreign Trade.

15. The Permanent Secretary - Min. of Education Youth & Culture.
16. The Permanent Secretary - Min. of Public Utilities and Transport
17. The Chief of Staff - Jamaica Defence Force.
18. The Commissioner of Police.
19. The Commissioner of the Jamaica Fire Brigade
20. The Chief Technical Director - Min. of Environment and Housing
21. The Executive Director - Jamaica Information Service
22. The Chairman - Council of Voluntary Social Services
23. The President - Jamaica Red Cross Society
24. The Territorial Commander - Salvation Army
25. The Chairman - Disaster Committee for Churches
26. The Chairman - Private Sector Organization of Jamaica.
27. The General Secretaries of the Major Political Parties.
28. ADRA
29. Meteorological Office
30. Earthquake Unit
31. The Director General - ODPEM

### **2.1.2 General Responsibilities**

The general function of the National Disaster Committee, is to advise and assist the National Disaster Executive and the ODPEM in the planning and implementation of measures considered necessary or desirable to counter the effects of a disaster.

The Committee shall be empowered to appoint as a member of the Committee for such periods as the Committee may deem fit, the Administrative Head of any Government Department, Division or Ministry, Instrumentality, Statutory Corporation or Body. It is to be noted that all functions of the NDC are Pre-Disaster.

#### **PRE-DISASTER**

- Meet once annually (November) to provide policy directives for the NEO aimed at saving lives and protecting property in the event of a disaster
- Review and monitor the national strategy for dealing with disasters.
- Formulate guidelines for the organization and operation of the NEO
- Assign responsibilities to the NEO
- Ensure adequate manpower and physical resources for emergency operations before, during and after a national disaster.
- Review and evaluate national emergency operations contingency plans
- Promote a public awareness programme on disaster preparedness
- Ensure that potential disaster areas are properly mapped and that a data base exists for effective management action
- Monitor and supervise the annual work program of disaster related activities.
- Advise on the coordination of emergency activities of voluntary organizations, both locally and overseas, in the event of a disaster
- Advise on the overall coordination and planning of disaster related activities.



- Technical agencies (GSD, WRA, Met. Office, NRCA) will under the direction of the TPD/ODPEM identify and map vulnerable areas as specified in the National Land Policy of 1996.

## **2.2 NATIONAL DISASTER EXECUTIVE (NDE)**

### **2.2.1 Composition**

The members of the National Disaster Executive are:

1. The Prime Minister ( Chairman )
2. The Senior Cabinet Minister (with portfolio responsibility for the ODPEM)
3. The Permanent Secretary - Office of The Prime Minister
4. The Cabinet Secretary - Office of The Prime Minister
5. The Permanent Secretary Ministry of Health
6. National Health Disaster Coordinator - Ministry Of Health
7. The Permanent Secretary Ministry of Environment and Housing
8. The Permanent Secretary Ministry of Public Utilities and Transport
9. The Permanent Secretary Ministry of Labour ,Social Security and Sports
10. The Chief of Staff - Jamaica Defence Force
11. The Commissioner of Police
12. The Commissioner - Jamaica Fire Brigade
13. The Chief Technical Director- Ministry of Local Government and Works
14. The Executive Director - Jamaica Information Service
15. CEO's - National Water Commission,  
- Jamaica Public Service Company,  
- Telecommunications of Jamaica
16. Head of The Meteorological Office

17. Head of the Earthquake Unit
18. The Director General - ODPEM
19. Permanent Secretary - Ministry of National Security and Justice
20. Financial Secretary - Ministry of Finance and Planning
21. Red Cross
22. Salvation Army
23. Chairmen of the Subcommittees of the NDC

### **2.2.2 General Responsibilities**

- To carry out all necessary counter-disaster functions as determined by the National Disaster Committee.
- Meet at least twice annually to deal with general policy issues

Should it appear that a state of emergency is to be declared or should a state of disaster or special emergency have been declared, the National Disaster Executive will meet at the Office of The Prime Minister, 1 Devon Road, Kingston 10, or at any other site as agreed upon by the members of the Executive.

Should it not be practical for the National Disaster Executive to meet, the members may confer by telephone, radio or any other available means, and the decisions of the Executive may be implemented through the Director, Office of Disaster Preparedness & Emergency Management.

Counter-disaster actions implemented by the National Disaster Executive, or directives or instructions issued by the Executive, will, whenever practicable, be implemented by the ODPEM or passed on to the respective Parish Disaster Executive through the appropriate Emergency Operations Centre by the ODPEM.

The Executive shall be expected to review from time to time or as deemed by the Chairman, the coordinating mechanisms required to respond to emergency situations Nationally, or requests to or from agencies of Government during local or National disaster; the dissemination of preparedness and disaster related information to community level through the Office of Disaster Preparedness Committees, or in the event of disaster to respective Parish Disaster Executives, and the management of the National Emergency Operations Centre by the Office of Disaster Preparedness in time of Local or National disaster.

## **ALERT**

- Meet as necessary to deal with specific disaster situations
- Ensure that effective management response procedures are in place for on-site multi-agency coordination and are supported by:
  - ◊ A disaster communications network for on-site command, information sharing and relay, logistic and technical support
  - ◊ Other existing telecommunications systems to serve as private single agency systems to their individual headquarters
- Designated members move to the NEOC to monitor preparations and response to a national disaster

## **RESPONSE**

- Provide executive, supervisory, coordination and management functions during and after a national disaster from the NEOC, or by regular meetings using available communications.
- Provide the resources for the administration of all aspects of assistance during and after a national disaster.

## **3.0 NDE STANDING COMMITTEES**

The Standing Committees of the National Disaster Executive are:

- The Health Committee
- The Emergency Operations, Transport and Communications Committee
- The Public Information and Education Committee
- The Administration & Finance Committee.
- The Welfare and Shelter/Relief Clearance Committee.
- The Damage Assessment, Recovery & Rehabilitation Committee.

### 3.1 General Responsibilities

These committees have been involved in the preparation of relevant segments of this plan and in time of disaster are to attend the Office of Disaster Preparedness so as to be where possible, or be available to provide specialist advice as required.

Each Region is responsible to produce and continually revise its own Parish Disaster Plan. This task, falls to the Parish Disaster Planning Group.

#### a. HEALTH COMMITTEE

**Composition:**

- Disaster Health Officer - Ministry of Health ( Chairman)
- Chief Medical Officer - Ministry of Health
- Chief Nursing Officer- Ministry of Health
- Admin. Nursing Sister - Community Services
- President - Nurses Association
- Principal Environmental Health Officer
- Nutrition Officer
- Hospital Services Manager
- Senior Director for Preparedness ( ODPEM)
- Representatives
  - Jamaica information Service
  - Hospitals - Public & Private
  - St. John Ambulance
  - Seventh Day Adventist
  - PAHO
  - Red Cross
  - Ja. Constabulary Force
  - Ja. Fire Brigade
  - Medical Association of Ja.

**PRE-DISASTER**

- Develop a National policy on Emergency Health Care
- Formulate a National Emergency Health Care Plan for slow and rapid onset of emergencies; to review and update this plan as necessary
- Ensure coordination between the National Emergency Health Care Plan and the Ministry of Health Disaster Plan
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution
- Review and monitor all national programmes impinging on emergency health care
- Maintain a current listing of available resources , human and material
- Bring to the attention of the National Disaster Committee potential problem areas which might affect emergency Health care management.
- Develop mass casualty management plans, training programmes and simulations to satisfy all aspects relating to Health matters in the event of a national disaster
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the Director ODPEM.

**b. EMERGENCY OPERATIONS, TRANSPORT AND TELECOMMUNICATIONS COMMITTEE**

**Composition:**

Representation will be as follows:

- Senior Director ODPEM/JFB (Chairman)
- Jamaica Defence Force
- Jamaica Fire Brigade
- Jamaica Constabulary Force
- Min. of Local Government and Works (Construction)
- Post and Telecommunications Services
- Civil Aviation Department
- Telecommunications of Jamaica
- Jamaica Citizens' Band Association
- Airports Authority of Jamaica
- Alumina Partners of Jamaica
- Min. Agriculture and Mining
- Customs Department
- Correctional Services
- Ports Authority of Jamaica
- Jamaica Amateur Radio Association
- Jamaica Public Service
- Jamaica Gasoline Retailers Association
- Private Sector Organization of Jamaica
- Survey Department
- Min. of Public Utilities and Transport
- Transport Authority
- Jamaica Railway Corporation
- Petroleum Corporation of Jamaica

**General Responsibilities:****PRE-DISASTER**

- Develop Contingency Plans to coordinate emergency actions dealing with any incident which may affect the island
- Develop and maintain a National Emergency Network, and carry out tests and simulation exercises at least once each year so as to ensure continuity of Government efforts under any circumstances
- Develop mutual aid agreements with private and commercial operators, Amateur Radio Association, and national CB Association
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution
- Devise drills and joint training programmes for all the agencies involved in the prevention and control of, and response to environmental pollution and emergency operations
- Nominate a radio operator training officer and monitor his/her performance
- Develop and implement a radio operator training programme in association with the radio operator training officer through the facilities of the ODPEM
- Make annual review and revision to the radio operator training programme
- Train Radio Operators in emergency operation techniques
- Develop plans for rapid deployment and responses to both natural and man-made hazards
- Develop a communications plan to ensure that an adequate communications system to serve the communications needs of the NEO before, throughout and after a disaster exists
- Advise the ODPEM on telecommunications matters
- Approve purchases of emergency telecommunications equipment and advise on the improvement, maintenance and upgrading of this equipment.

- Establish a dynamic inventory of all equipment purchased by the NEO
- Develop and conduct a simulation exercise to test equipment on an annual basis
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

**c. WELFARE AND SHELTER/RELIEF CLEARANCE COMMITTEE**

**Composition:**

- Ministry of Labour, Social Security and Sport (Chairman)
- Principal Community Development Officer-Ministry of Local Govt. and Works
- Min. of Agriculture and Mining
- Red Cross
- Salvation Army -Relief Distributor
- Church Disaster Committee
- Food for the Poor
- Ministry of Health
- Ministry of Housing and Environment
- Customs Department
- Association of Development Agencies
- Police/Immigration Department
- General Secretaries of Major Political Parties
- Ministry of Education , Youth and Culture
- Private Sector Organization of Jamaica
- CVSS/United Way
- Ministry of Foreign Affairs and Foreign Trade
- Ministry of Local Government and Works
- Service Clubs
- Parish Disaster Coordinators
- Jamaica Defence Force
- Office of Disaster Preparedness



- CERC
- Jamaica Commodity Trading Company
- Representatives of Shipping Companies

### **General Responsibilities :**

#### **PRE-DISASTER**

- Develop plans and training programmes for effective post-disaster, relief distribution needs, in conjunction with the Red Cross and Parish Committees
- Develop a distribution system which will expand the existing capacity on an emergency basis
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution

#### **(i) Relief and Clearance Subcommittee**

##### **Responsibilities:**

#### **PRE-DISASTER**

- Clearly define what constitutes relief items
- Establish guidelines on procedures for clearing relief items
- Maintain liaison with overseas missions, donor agencies, private voluntary organizations etc.
- Formulate up-to date need list for circulation to overseas missions, donor agencies, private voluntary organizations etc.
- Facilitate speedy action for purchasing of relief items locally
- Establish guidelines and expenditure limits for purchase of relief supplies locally

- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

## **(ii) Welfare and Shelter Subcommittee**

### **Responsibilities :**

#### **PRE-DISASTER**

- Review and update the National emergency Welfare and Shelter/Relief Clearance Plan as necessary
- Develop a national policy on emergency shelter
- Ensure adequate sanitary facilities are available in all buildings chosen as shelters
- Ensure physical integrity of all buildings chosen as shelters
- Maintain current listing of needed and available resources, human and material
- Oversee and ensure coordination of all organizations, public and private involved in post-disaster shelter and welfare
- Ensure training of adequate numbers of shelter managers
- Ensure that adequate numbers of shelter managers are available for manning shelters after any disaster
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

## **d. PUBLIC INFORMATION AND EDUCATION COMMITTEE**

### **Composition:**

- Jamaica Information Service (Chairman)
- JAMPRESS
- Jamaica Association of General Insurance Companies
- Bureau of Health Education
- Meteorological Service
- Earthquake Unit
- Jamaica Tourist Board
- National Safety Council
- Broadcasting Commission
- Public Relations and Advertising Organizations
- Jamaica Library Service
- Managers - Radio stations
- Managers - TV stations
- Editors - Newspapers
- Senior Director, Information and Training - ODPEM

### **General Responsibilities :**

#### **PRE-DISASTER**

- Develop a National Policy on Public Education and Information for Emergency Management
- Clearly define the roles of all media houses and ensure smooth information flow between the committee and media houses
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution
- Oversee activities relating to public information and education in national Disaster Preparedness.
- Oversee the establishment of a National Public Information Centre in the event of a national emergency or disaster
- Maintain an up-to-date list of available resources, human and material

- Set training objectives for disaster preparedness, response and recovery, and assist the ODPEM in the implementation of these programmes.
- Form part of an information dissemination network through the individual agencies represented on the committee.
- Keep the public constantly aware of disaster preparedness and relief programmes and procedures
- Monitor available educational and mass communications resources
- Establish a dynamic inventory of all training material purchased by the NEO
- Advise the ODPEM on public relations and information matters
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

**e. DAMAGE ASSESSMENT/ RECOVERY AND REHABILITATION COMMITTEE**

**Composition:**

- Chief Technical Director - Ministry of Local Government and Works (Chairman)
- Ministry of Finance and Planning
- Geological Survey Department
- National Met. Service
- University of the West Indies
- Earthquake Unit
- Underground Water Authority
- Min. Agriculture and Mining
- Min. Local Government and Works
- Bank of Jamaica
- Statistical Institute of Jamaica
- Min. Education, Youth and Culture

- Min. Labour, Social Security and Sports
- Office of Disaster Preparedness
- Resource Agencies
  - ◊ Pan American Health Organization
  - ◊ United Nations Development Programme
  - ◊ United States Agency for International Development

### **General Responsibilities:**

#### **PRE- DISASTER**

- Establish clear procedures for multi-agency post-disaster damage assessment
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution
- Develop national policy on Post-disaster Recovery and Rehabilitation
- Maintain a current capital stock inventory for all government property and resources islandwide
- Standardize damage assessment surveys among agencies so as to facilitate rapid damage assessment procedures and documentation
- Ensure development and maintenance of an up-to-date Multi-Sector Data Base.
- Ensure existence of sectoral Recovery and Rehabilitation Plan based on National Development Programmes as long term planning objectives.
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

## f. **ADMINISTRATION AND FINANCE COMMITTEE**

### **Composition:**

- Financial Secretary- Ministry of Finance and Planning (Chairman)
- Jamaica Chamber of Commerce
- Private Sector Organization of Jamaica
- Jamaica Exporters Association
- Jamaica Manufacturers Association
- Office of Disaster Preparedness
- Office of the Prime Minister
- Min. National Security and Justice

### **General Responsibilities:**

#### **PRE- DISASTER**

- Review the National Disaster Action Plan
- Identify the resource needs to enable the ODPEM to perform effectively
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution
- Assess the need for a management and equipment audit of the ODPEM and, if it is necessary identify the appropriate agency to undertake the assignment
- Merge all existing Disaster and / Relief Funds into a single National Emergency Relief Fund, to be placed in an interest bearing account and to co-opt a National Emergency Fund Committee to manage and administer the activities of the fund
- Develop strategies aimed at establishing and implementing legislation to define the role and functions of all Public and private entities involved in emergency management
- Identify funding for disaster preparedness and response programmes.

## **4.0 GOVERNMENT DEPARTMENTS AND AGENCIES**

### **ALERT**

- Permit and encourage government staff not specifically required for response work, to join volunteer groups and assist as necessary.
- Department Liaison Officers activate their department disaster plans
- Implement all agency plans

### **RESPONSE**

- Continue to exercise normal functions as far as possible during and after the disaster

## **4.1 OFFICE OF DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT (ODPEM)**

### **Primary Responsibilities:**

- Response, Readiness and Plan Implementation
- Logistic Administrative Support
- Tracking and Clearance of Incoming relief
- Coordination of Volunteers
- Damage Assessment/Data gathering

### **Secondary Responsibilities:**

- Public Information and Education
- Liaison with Overseas missions

### **Support Responsibilities:**

- Communications
- Hazmat/Oil Spills
- Fire Management
- Building Inspection ( Demolition/Declaration)
- Evacuation
- Emergency Shelter/ Mass Care Relief
- Rehabilitation

### **PRE-DISASTER**

- Provide administrative and secretarial functions for the NDC
- Implement all policy decisions made by the NDC.
- Design and implement a comprehensive Disaster Management Programme, involving all Parishes and for phases of disaster management in order to adequately prevent, prepare for, mitigate against, respond to, and recover from a disaster.
- Make provisions in response plans for CDERA, and other response donor agencies with which mutual aid agreements have been developed.
- Identify training needs and design a training program to meet these needs.



- Establish a three year programme for training of persons to support emergency management actions
- Prepare an annual work programme outlining the projects and training programmes to be undertaken for that year, which , must be approved by the Prime Minister and Disaster Committee
- Ensure that all emergency response services are in the state of readiness to provide relief to victims of a disaster within 24 to 36 hours after such occurrence
- Design, maintain and upgrade an emergency telecommunications system to ensure the coordination of emergency operations involving emergency services (security, health, fire, public utilities, private and voluntary groups, CBers, Amateurs, etc.)
- Establish and support Parish Disaster Committees that will coordinate response activities in the event of a disaster.
- Monitor the activities of the Parish Disaster Committees to assess their state of preparedness, and impart information to, and receive information from them, on current membership.
- Liaise with all government departments on disaster management issues and assist in the development and testing of disaster preparedness and response plans.
- Define and review roles of key agencies in disaster management.
- Ascertain that all key Government offices have identified alternate headquarters and developed relocation plans.
- Develop a network with government agencies, NGOs, and the private sector for disaster mitigation and preparedness activities.
- Prepare budgets and financial statements for disaster related activities and programmes.
- Design, plan and run annual field simulation exercises as necessary to include all aspects and agencies involved in disaster response, to adequately enhance disaster preparedness and awareness.

- Obtain and collate regular weather reports from local and overseas met services, and CDERA during the hurricane season.
- Transmit to the Prime Minister and other relevant government departments, full details of any weather forecast likely to adversely affect the Country.
- Participate in local and international disaster preparedness activities through UN, CARICOM and other disaster management agencies with a view to improving the local systems, sharing information and facilitating a transfer of technology.
- Identify ongoing bilateral and multilateral technical cooperation programmes which can facilitate development of national disaster programme objectives.
- Develop action plans, training programmes and simulations for the selection, upgrading, maintenance, alert, notification, management, opening and closing of the Country's emergency shelters in the event of a national disaster.
- Update and maintain a shelter managers list for the Country.
- Prepare Parish Disaster Coordinators to respond to disasters
- Develop job specifications for Parish Disaster Coordinators
- Develop and maintain a list of National emergency resources (personnel, facilities, equipment, supplies, etc.) and undertake a continuous programme for upgrading and enhancing these resources.
- Arrange hazard and risk assessments of the Country and use the information to design and implement a hazard/loss reduction programme, focusing on key areas such as critical facilities, housing, agriculture, tourism, ports and shipping.
- Establish a three year programme to review loss reduction measures involving the Planning Institute of Jamaica, geological research, housing agencies and vocational training institutions, as well as professional organizations (Architects, Engineers, etc.)
- Review legal arrangements for disaster action

- Review and catalogue past disaster events and list credible emergency events
- Develop an emergency shelter policy and training programme.
- Establish and equip a suitable EOC capable of handling emergency communications, and facilitating coordination of emergency responses involving many services.
- Treat disaster planning as an ongoing process of public education, training, inventory and resource procurement and not as development of a paper plan
- Develop and maintain a data bank of disaster preparedness activities and general disaster management information as it relates to the Country.

## **ALERT**

- Alert all key emergency services including:
  - Ministry of Health
  - Jamaica Union of Travelers Association
  - PWD
  - Police
  - Fire Brigade
  - JDF
  - Volunteers
  - Red Cross
  - St. Johns Ambulance
  - JIS
  - Media
  - Other
- Alert members of the NDE
- Notify all PS's of the impending disaster and:
  - ◊ Instruct them to inform their Departments and staff
  - ◊ Direct them to activate their emergency plans and to take all precautionary measures
- Ensure adequate communications exists between the NEOC and key essential services

- Issue instructions, warnings, and other relevant information to the public by radio, or other available means through the JIS.
- Alert Parish Disaster Coordinators and instruct them to:
  - ◇ Activate their Parish emergency plans
  - ◇ Notify their respective Parishes of the impending disaster
  - ◇ Alert HAM Radio Society and maintain contact throughout the disaster
- Alert major voluntary organizations & NGO's to activate their emergency plans

## **4.2 OFFICE OF THE PRIME MINISTER**

### **PRE-DISASTER**

- Ensure that the necessary resources are provided to allow the NDC/NDE to fulfill their mandate
- Conduct review of the annual plans submitted by the ODPEM
- Make provision for the allocation of manpower to support emergency operations
- Ensure that all ministries of Government have established standing disaster procedures in all of their agencies to ensure the safety of Government officers and records
- Promulgate guidelines for closing and opening Govt. offices before and after disasters

### **ALERT**

- Provide necessary support staff for the NEOC

## **4.3 MINISTRY OF FOREIGN AFFAIRS AND FOREIGN TRADE**

### **Primary Responsibility:**

- Liaison with overseas mission

### **Support Responsibility:**

- Tracking and clearance of incoming relief

### **PRE-DISASTER**

- Ensure that overseas missions are informed about procedures for obtaining International disaster relief.
- Establish liaison with Red Cross Society to assist with tracing of missing persons.

### **ALERT**

- Implement Agency Plans

### **RESPONSE**

- Act as overseas liaison for the National Disaster Committee in disaster situations (including the provision of information on the health and welfare of visitors).

## **4.4 MIN. OF PUBLIC UTILITIES AND TRANSPORT**

### **PRE- DISASTER**

- Provide technical assistance and guidance on emergency communications
- Coordinate emergency communications planning
- Identify emergency communications resources
- Monitor the communications spectrum and allocate frequencies for emergency use

- Regulate the transportation of hazardous materials on the public highways and byways
- Provide for Security and Emergency Services at airports
- Provide warning of potential air emergencies which may require off-airport resource use
- Conduct vulnerability audit of all major critical facilities i.e. water storage distribution systems, power, gas, oil refining, to ensure that they are able to withstand the impact of hurricane/earthquake

## **RESPONSE**

- Restoration of Utilities
- Provide technical and professional assistance in assessment of damages to telecommunications systems, advice on circuit restoration priority and on the priority use of communications systems during and after National emergencies or disasters
- Allocate transport resources on a priority basis for disaster relief activities
- Provide support for airport emergency operations
- Investigate aircraft accidents and incidents

## **4.5 JAMAICA PUBLIC SERVICE COMPANY**

### **Support Responsibilities:**

- Transportation
- Communication
- Hazmat/Oil Spill
- Fire Management
- Search and Rescue
- Heavy Rescue
- Damage Assessment / Data gathering
- Rehabilitation

## **PRE-DISASTER**

- Develop, test and upgrade agency disaster plans.
- Ensure that adequate stocks of fuel and other electrical supplies are readily available in the event of a disaster.
- Ensure that electricity poles and lines are in adequate condition to withstand potential disasters
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.
- Conduct assessment of all handling and storage facilities including detention bunkers to ensure ability to withstand the impact of disasters

## **RESPONSE**

- Assist with damage assessment in association with the NEOC and damage survey team
- Restore electricity as soon as possible to essential points and provide damage statistics

## **4.6 NATIONAL WATER COMMISSION**

### **Primary Responsibility:**

- Distribution of Potable water

### **Secondary Responsibility:**

- Fire Management

### **Support Responsibilities:**

- Hazmat/Oil Spill
- Damage Assessment/Data gathering
- Rehabilitation

## **PRE-DISASTER**

- Develop, test and upgrade agency disaster plans
- Initiate arrangements with private water companies to act as complementary suppliers of fresh water
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

## **ALERT**

- Secure water supplies for immediate post - disaster use
- Pre-position water trucks

## **RESPONSE**

- Assess damage to all public and private water supply facilities, related drainage, and protective works in association with the NEOC and damage survey team.
- Restore key water supply points etc., by carrying out short term repairs

## **4.7 POST AND TELECOMMUNICATIONS SERVICES**

### **General responsibilities:**

- Telecommunications and frequency allocation



## 4.8 MINISTRY OF HEALTH

### **Primary responsibilities:**

- Emergency Health Care
- Public Health

### **Support responsibilities:**

- Response readiness and Plan Implementation
- Communication
- Public Information/Education
- Public Service Announcements

### **PRE-DISASTER**

- Provide and coordinate all Public Hospital and Medical Services, facilities and personnel.
- Coordinate all Private and Voluntary Hospital and medical services.
- Ensure that measures are taken to prevent the spread of disease and hazard to human health by way of radiation, water, food supplies, refuse, unburied human or animal remains or dangerous chemicals.
- Develop, test and upgrade agency disaster plans
- Establish plans and procedures in collaboration with the ODPEM, Red Cross and other emergency response agencies.
- Act as advisor to the ODPEM on matters relating to the protection of environmental health

### **ALERT**

- Call up and deploy emergency medical personnel
- Distribute medical supplies to designated Parish Hospitals and Health Clinics.

## **RESPONSE**

- Act as advisor to the National Disaster Committee on matters relating to the protection of health and environmental health hazard.
- Coordinate the distribution of medical supplies to Parish casualty stations and emergency shelters.
- Coordinate the deployment and control of medical personnel.
- Monitor the implementation of the Health Services disaster plan
- Carry out first aid treatment and triage of victims as required
- Assist with damage assessment as it relates to casualties and environmental health issues, in association with the NEOC and damage survey team.

## **4.9 MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE**

### **Support responsibilities:**

- Hazmat/Oil spill
- Emergency Health care
- Public Health
- Tracking and clearance of incoming relief

### **PRE-DISASTER**

- Identify and monitor the availability of critical supplies whose absence may have a large multiplier effect (petrol, containers, petroleum products, etc.).
- Ensure that safety and performance standards and specifications of consumer products are adequate and assess the performance of materials under disaster conditions.
- Establish, maintain, monitor and enforce adequate safety standards in industrial plants in order to minimize the occurrence of industrial related disasters (e.g. pollutants from industry, air pollution etc.) and disposal sites

- Adopt appropriate conservation policies and propose the implementation of environmental impact assessments for development projects with a view to reducing vulnerability to natural hazards
- Ensure that adequate basic food stocks are available in the Country especially during the hurricane season
- Maintain a listing of items, that are critical to post disaster recovery (galvanized roofing, nails etc.) and monitor their availability
- Establish arrangements for priority allocation and rationing of petroleum and petroleum products
- Establish standards and maintain standing plans for the safety and security of petroleum product installations.
- Maintain adequate storage and emergency supplies
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

#### **RESPONSE**

- Supervise and encourage the rapid resumption of normal commercial trade after disaster.
- Ensure that critical food stocks arriving in the Island after a disaster are properly distributed.

### **4.10 MINISTRY OF AGRICULTURE AND MINING**

#### **Support responsibilities:**

- Response readiness and plan implementation
- Damage assessment/Data gathering
- Transportation
- Public cleansing and disposal of dead animals
- Rehabilitation

## **PRE-DISASTER**

- The command and direction of all counter measures needed to control or eradicate an outbreak of an exotic animal or plant disease, and the responsibility for organizing relief measures for any other emergency situation which has a significant effect on animal welfare.
- Establish standards, monitor and maintain adequate standing contingency plans for the safety and security of all bauxite (alumina) installations.

## **RESPONSE**

- Assess agricultural damage and needs in association with the NEOC and damage survey team.
- In association with the NEOC, assist with the coordination of all counter measures needed to control or eradicate the outbreak of any exotic animal or plant disease
- Organize relief measures, in association with the NEOC, for any situation which has a significant effect on animal welfare

## **4.11 MINISTRY OF FINANCE AND PLANNING**

### **Support Responsibilities:**

- Response readiness and plan implementation
- Public Information/education
- Public service announcements
- Tracking and clearance of incoming relief
- Damage assessment/Data gathering
- Rehabilitation

## **PRE-DISASTER**

- Create standing arrangements for financing emergency operations, restoration, rehabilitation and reconstruction activities.
- Ensure that insurance programmes appropriate to the level of hazard risks are made available.

- Maintain a standard formula for the quick release of foreign exchange to procure items needed for disaster relief, reconstruction and mitigation.
- Handle Emergency requests for emergency and restoration activities.
- Develop plans and procedures for the disbursement of financial assistance to victims of a disaster
- Prepare guidelines and qualification requirements for the receipt of financial assistance by victims from the Government in the response and recovery period
- Establish guidelines and procedures for financial compensation of private individuals and companies whose services may be required in the response and recovery phases.
- Initiate the formation of a disaster relief fund and develop priorities and procedures for its use
- Manage and administer the disaster relief fund
- Report annually to the Minister of Finance on the activity and administration of the fund.
- Create standing arrangements for financing emergency operations, including relief, rehabilitation and reconstruction activities, without unnecessary delays.
- Maintain a standard formula for the quick release of funds to procure items needed for disaster relief, reconstruction and mitigation
- Provide support for the national mitigation plan and mitigation projects
- Ensure that potential hazards are considered when undertaking development planning and spatial development projects.
- Establish clear procedures, guidelines, training programmes and simulations for local, Parish and International multi-agency, post-disaster damage assessment, to facilitate completion of initial damage assessment within 48 hours after a disaster.
- Maintain a current capital stock inventory for all Govt. property and resources in the Country

- Develop a system of needs assessment which incorporates an ongoing inventory of supplies within the Country.
- Assess the potential damage to existing human and material assets in the event of various types of disasters, and maintain a database of corresponding requirements.
- Design forms for:
  - ◊ Rapid initial damage assessment
  - ◊ Detailed sectoral damage assessment
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.
- Ensure that data processing and information systems are available to support emergency operations through the NEOC
- Ensure that policies, procedures and protocols for obtaining international disaster relief are formulated and circulated to all departments
- Ensure that disaster issues are taken into consideration in preparation of economic development projects
- Assist the ODPEM in securing funding for work programme projects.

## **ALERT**

- Representative to report to the NEOC with arrangements to facilitate payments for emergency supplies.

## **RESPONSE**

- Ensure that prices of critical food stocks arriving in the Island after a disaster are maintained at reasonable levels.
- Deploy the damage assessment team on a quick reconnaissance of the Country for a rapid overview of the situation as soon as the all clear is given.

- Coordinate initial damage assessment surveys among agencies (including donor agencies and CDRU survey teams) through the NEOC, so as to facilitate rapid damage assessment immediately after a disaster.
- Submit to the Prime Minister (through the NEOC), within 48 Hours of a disaster, an initial situation report of the damage faced by all sectors in the Country to include:
  - ◇ Communications facilities
  - ◇ Buildings
  - ◇ Agriculture
  - ◇ Tourism
  - ◇ Fisheries
  - ◇ Jetties
  - ◇ Airport
  - ◇ Runways and Taxiways
  - ◇ Harbours
  - ◇ Roads
  - ◇ Bridges
  - ◇ Drainage
  - ◇ Power supply
  - ◇ Water supply
  - ◇ Casualties
  - ◇ Silos
  - ◇ Hazardous materials storage
  - ◇ Reservoirs
- Provide support to all major response agencies as appropriate
- Assist the NEOC in the provision of emergency clothing and feeding
- Document the distribution of relief supplies and donations
- Coordinate statisticians and data entry personnel and have them on hand to enter and tabulate damage assessment figures at the NEOC

## **4.12 MINISTRY OF EDUCATION YOUTH & CULTURE**

### **Support responsibilities:**

- Response readiness and plan implementation
- Public information/education
- Public service announcements
- Emergency shelter/Mass care relief
- Emergency health care/Public Health
- Damage assesment/Data gathering

### **PRE-DISASTER**

- Coordinate with ODPEM in the dissemination of general information on disaster preparedness in educational institutions
- Ensure that information on standard operating procedures to be undertaken during a disaster is distributed to educational institutions
- Ensure that schools are prepared to deal with all disasters and enforce fire and earthquake drills
- Ensure that all educational facilities likely to be required as public shelters are in good repair and that arrangements exist for their security and refurbishing after use as shelters
- Liaise with Parish Committees so as to obtain information on the local disaster plans and encourage the development of Parish arrangements to reduce the effects of disasters
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

### **RESPONSE**

- Assist the NEOC with the evacuation of school children.



## 4.13 MIN. OF THE ENVIRONMENT AND HOUSING

### **Secondary Responsibility:**

- Hazmat/Oil Spill

### **Support Responsibilities:**

- Response, readiness and plan implementation
- Public Information/Public education
- Public service announcements
- Fire management
- Building inspection (declaration/demolition)
- Public cleansing and disposal of dead animals
- Damage assesment/Data gathering
- Distribution of Potable water

### **PRE-DISASTER**

- Establish a system for monitoring and reducing the adverse environmental effects of industrial activities (e.g. pollutants from alumina plants, air pollution, etc.) and disposal sites to avoid adverse environmental effects.

### **RESPONSE**

- Commence a survey of damage done to housing, beaches, coastlines, parks and other environmental areas, and report to the NEOC
- Assist with the coordination of resources and manpower for information, warnings and response to all environmental disasters in association with the NEOC
- Assess impacts on the housing, energy and environmental sector of all disasters and report on the immediate and long term effects.
- Provide aerial photographs, remote sensing data, and geotechnical assessment teams for monitoring and assessing physical effects of disasters and emergencies, including inspection of housing, dams and embankments.

## **4.14 MINISTRY OF LABOUR, SOCIAL SECURITY AND SPORTS**

### **Primary responsibilities:**

- Emergency shelter/mass care relief
- Rehabilitation

### **Secondary responsibility:**

- Tracking and clearance of incoming relief

### **Support responsibility:**

- Damage assessment/Data gathering

## **4.15 MINISTRY OF LOCAL GOVT. AND WORKS**

### **General Responsibilities:**

- Damage assessment (roads, bridges and public buildings)
- Radio communications services to NEOC
- Clearance of blocked roads and drains
- Oversee the activities of the Parish Disaster Committees

### **PRE-DISASTER**

- Support Parish Disaster Committees that will coordinate local activities in the event of disaster.
- Provide a basic Islandwide radio communications network for emergency management and communication between Government Ministries, Authorities and Instrumentalities.
- Develop emergency operations procedures and identify physical facilities available for use in emergency situation.
- Establish through Parish Disaster Committees arrangements for procuring resources (man power, material, equipment) in all the Parishes and their mobilization for operational purposes during emergencies and disasters.

- Ensure that local emergency services are adequately prepared for emergency operations (e.g. fire services).
- Ensure that building codes adequately address disaster risks.
- Maintain drainage systems and other infrastructure designed to reduce the effects of disasters.
- Establish financial arrangements to permit relief activities to commence without unnecessary delays.
- Identify hazard-prone areas and adopt mitigation strategies to avoid or limit the development and use of these areas by people.
  
- Liaise with the local Parish Disaster Committee so as to provide information on the local disaster plan and encourage the development of community arrangements to reduce the effects of emergencies and disasters.

Each Parish, is charged with the responsibility to:

- ◇ Nominate a person to be the Local Coordinator for Disaster Preparedness and furnish that nomination to the Director.
- ◇ Prepare a local counter-disaster plan to deal with all counter-disaster measures within it area.
- ◇ Use as prescribed, or so far as is not prescribed, as the Director determines for counter-disaster purposes its resources made available to if for those purposes.

## 4.16 PARISH COUNCILS

### **Primary responsibility:**

- Building inspection (demolition/declaration)

### **Secondary responsibilities:**

- Response, readiness and plan implementation
- Emergency shelter/Mass care relief
- Logistic administrative support
- Public cleansing/disposal of dead animals
- Damage assessment/ Data gathering
- Rehabilitation
- Distributon of potable water

### **Support responsibilities:**

- Transportation
- Communications
- Public information/education
- Public service announcements
- Fire management
- Evacuation
- Search and rescue
- Heavy rescue
- Tracking and clearance of incoming relief
- Coordination of volunteers

## **PRE-DISASTER**

- Ensure construction standards are appropriate to the level of risk from various hazards and review current methods of enforcing these standards in the Public and Private sectors.
- Ensure that Public buildings are constructed and maintained to adequate standards of safety.
- Preposition heavy equipment in secure locations to reduce time that key routes are closed or partially closed after a disaster.

- Develop a deployment plan and training programme to cope with transportation, road clearance and logistic requirements at national and Parish levels, to include but not be limited to:
  - ◇ A resource list of all transport services and heavy equipment available for use in a disaster throughout the Country
  - ◇ Relief drivers to assist in road clearance.
  - ◇ The release of vehicles, equipment and marine craft to be used as emergency ambulances, or for other purposes, from any Govt. dept. or private agency or company during a disaster
  - ◇ The clearing of main roads and for the movement of emergency personnel and relief supplies as soon as possible after a disaster
  - ◇ Identification of solid waste disposal and land fill sites
  - ◇ Other
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.
- Develop, test and upgrade departmental disaster plans
- Inspect and repair Govt. buildings to ensure adequacy to withstand natural disasters
- Complete repairs for selected Govt. buildings by 15 May each year and report to the ODPEM
- Maintain drainage systems and other infrastructure designed to reduce the effects of disasters
- Be responsible for the inspection, maintenance, and retrofitting of the Country's emergency shelters.
- Provide expertise in engineering construction and property management to the ODPEM
- Conduct inventory of equipment and supplies held by private contractors and builders

**ALERT**

- Preposition heavy equipment in strategic locations to reduce time that key routes are closed or partially closed after a disaster.
- Secure government buildings and homes of key response personnel as directed by the ODPEM

**RESPONSE**

- Assist in rescue operations
- Coordinate engineering and construction resources for emergency operations.
- Secure temporary accommodation for Government operations.
- Assess damage to all public facilities, roads, related drainage, and protective works.
- Restore key roads, bridges, etc. by carrying out short term repairs, debris clearance, diversions, demolitions, etc.
- Provide expertise in engineering construction and property management during recovery from a disaster.
- Ensure that recommendations for hazard mitigation in the reconstruction of public facilities are implemented.
- Provide transport and logistic services at national and Parish levels as required by the NEOC to include:
  - ◇ Distribution of relief and rehabilitation supplies from the docks and airport to storage areas, food kitchens and shelters.
  - ◇ Delivery of fuel from bulk storage to service points
  - ◇ Transportation of relief workers
  - ◇ Transportation of the dead
  - ◇ Other

- Clear roads and dispose of debris as directed by the NEOC
- Engage all Engineers, Architects, Foremen or any other capable persons in the department, in a Country-wide survey of damage to public and private structures drainage, and roads, forms and report to the NEOC
- Provide engineering and construction resources for emergency operations
- Secure temporary accommodation for Govt. operations as required
- Coordinate collection and deployment of all Govt. vehicles for use in emergency operations through the NEOC
- Obtain private vehicles for use in emergency operations by request or requisition
- Allocate transport resources as directed by the NEOC, for disaster relief activities on a priority basis
- Restore key roads, bridges etc., by carrying out short term repairs, debris clearance, refuse disposal, diversions, demolitions etc. in association with the NEOC
- Assist in rescue operations in association with the NEOC and Fire Brigade.
- Assist the Parish Disaster Committees with the establishment and maintenance of shelters

## **4.17 TOWN PLANNING DEPARTMENT**

### **Support responsibilities:**

- Response, readiness and plan implementation
- Building inspection (declaration/demolition)
- Damage assessment/Data gathering

## **PRE-DISASTER**

- Enforce land use and physical planning legislation designed to reduce the use of such lands to acceptable levels.
- Ensure that national and Parish plans take adequate account of disaster risk and vulnerability
- Monitor the level of investment in high level risk areas of the Island, and enforce land use and physical planning legislation designed to reduce the use of such lands to acceptable levels.
- Ensure that National, Parish and local development plans take adequate account of disaster risk and vulnerability.
- Identify vulnerable locations and prepare re-settlement plans

## **4.18 AIRPORTS AUTHORITY OF JAMAICA**

### **General Responsibilities:**

- Air accidents
- Inspection of runways and taxiways
- Airport security

## **PRE-DISASTER**

- Develop, test and upgrade agency disaster plans.
- Provide security and emergency service at airports
- Develop, test and maintain effective Airport disaster plans which interfaces closely with the national disaster plan
- Carry out joint simulation exercises annually on all aspects of airport emergency response and coordination to include mass casualty management, on-site command, communications and logistics, infrastructural planning, and manpower deployment and control in association with ODPEM and other Government departments and submit after action reports to the ODPEM



**ALERT**

- Provide warning of potential air emergencies which may require "off-airport" resources.

**RESPONSE**

- Provide the on-scene commander for all incidents at the airport involving aircraft.
- Provide support for aircraft emergency operations off the airport as requested by the NEOC
- Assist with damage assessments in association with the NEOC and damage survey team.

**4.19 PORT AUTHORITY****Secondary responsibility:**

- Hazmat/Oil spill

**Support responsibilities:**

- Transportation
- Search and rescue
- Damage assessment/Data gathering

**PRE-DISASTER**

- Develop a deployment plan and training programme to cope with:
  - ◇ Contingency plans and procedures for marine accidents.
  - ◇ Contingency plans for the loss of port facilities.
- Develop a comprehensive list of all marine craft in the Country, including mooring locations, ownership and occupancy
- Develop, test and upgrade agency disaster plans
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

## **RESPONSE**

- Assist with damage assessment in association with the NEOC and damage survey team.
- Provide professional, technical and operational advice to the ODPEM/NEOC, related to marine emergencies and disasters
- Control marine traffic and assess effects of disasters on harbours, jetties, shipping, yachts, and harbour infrastructure
- Provide the on-scene commander for marine emergencies and disasters.

## **4.20 JAMAICA TOURIST BOARD**

### **General Responsibilities:**

- Tourist safety, welfare and information

### **PRE-DISASTER**

- Ensure that all resorts have adequate safety standards and up-to-date contingency plans for emergencies and disasters, including provisions for the rapid evacuation of tourists in the event of a major disaster

### **ALERT**

- Contact all hotels and guest houses through the Tourist Board, and inform them to activate emergency procedures

### **RESPONSE**

- Maintain liaison with all resorts to ensure the well being of visitors
- Maintain liaison with Ministry of Foreign Affairs and Foreign Trade.

## 4.21 JAMAICA FIRE BRIGADE

### **Primary responsibilities:**

- Hazmat/oil spill
- Fire management
- Evacuation
- Search and rescue

### **Secondary responsibilities:**

- Transportation
- Hazmat/Oil spill
- Search and rescue

### **Support responsibilities:**

- Response, readiness, and plan implementation
- Communication
- Public information/education
- Public service announcements
- Building inspection (demolition/declaration)
- Heavy rescue
- Evacuation
- Emergency shelter/mass care relief
- Emergency health care/Public health
- Logistic Administrative support
- Damage assessment/Data gathering
- Rehabilitation

### **PRE-DISASTER**

- Develop internal plans, training programmes and simulations for fire fighting and other emergency response.
- Formulate comprehensive search and rescue plans, training programmes and simulations to cope with:
  - ◇ Search and rescue of trapped persons to include:
    - i. Vehicle extraction
    - ii. Rescue from collapsed buildings
    - iii. High angle rescue

iv. Other

- ◇ First aid treatment for disaster victims
- ◇ Other
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.
- Regulate the transportation of hazardous materials on public roads

**ALERT**

- Maintain a state of readiness to respond to requests from NEOC for assistance
- Ensure all fire officers are on duty 24 hours before the emergency, if sufficient warning is given.
- Warn and pre-position rescue personnel

**RESPONSE**

- Ensure appropriate personnel report for duty immediately after the disaster
- Mount fire fighting, and search and rescue operations as required.
- Provide support to authorities when such assistance is requested through the NEOC, except in cases where immediate action is necessary to save lives or to prevent extensive loss or damage to property.
- Provide the on-scene commander for fire fighting and search and rescue operations.
- Coordinate rescue of trapped or dislocated persons in post disaster operations, in association with the NEOC

## 4.22 JAMAICA CONSTABULARY FORCE

### Primary responsibility:

- Law enforcement

### Secondary responsibilities

- Communication
- Evacuation
- Search and rescue

### Support responsibilities:

- Response, readiness and plan implementation
- Transport
- Hazmat/Oil Spill
- Fire management
- Heavy rescue
- Emergency shelter/mass care relief
- Emergency health care/Public health
- Logistic Administrative support
- Tracking and clearance of incoming relief
- Damage assessment/Data gathering

### PRE-DISASTER

- Develop a deployment plan and training programme to cope with:
  - ◊ The evacuation of persons from any point within the Country to and from designated shelters to include the development and legal authority of evacuation orders
- Formulate comprehensive plans, training programmes and simulations to include:
  - ◊ First aid treatment for victims
  - ◊ Hospital evacuation for victims in collaboration with Ministry of Health
  - ◊ Identification, care and disposal of the dead in collaboration with the Ministry of Health
  - ◊ Other

- Ensure that adequate arrangements exist for maintaining law and order during and after a disaster
- Develop and test procedures for mass evacuations
- Develop procedures for dealing with cases involving missing persons and the identification and handling of dead, including the collection and protection of their property.
- Participate in training activities and simulations organized by the ODPEM.

### **ALERT**

- Police Commissioner reports to NEOC
- Maintain a state of readiness to respond to requests from NEOC for assistance
- Ensure all officers are on duty 24 hours before the emergency, if sufficient warning is given.
- Coordinate the evacuation of victims to shelters in conjunction with the NEOC

### **RESPONSE**

- Provide JCF resources for maintaining adequate security during emergencies and disasters.
- Maintain a state of readiness to respond to ODPEM requests for assistance.
- Provide liaison officers as requested to be located in the National Emergency Operations Centre.
- Ensure all personnel report for duty immediately after the disaster
- Provide support to authorities when such assistance is requested through the NEOC, except in cases where immediate action is necessary to save lives or to prevent extensive loss or damage to property.

- Coordinate the evacuation of victims to and from shelters, through the NEOC
- Provide crowd and traffic control services
- Assist with search and rescue operations in association with the Fire Brigade and NEOC
- Provide resources for maintaining security during and after disasters at sites to include the NEOC, shelters, hospitals, evacuated areas, and the homes of response personnel.
- Coordinate evacuation activities in association with the NEOC and JDF.
- Assist with the location and tracing of missing persons
- Assist with communications as necessary
- Provide support for the CDRU (if deployed)
- Provide the on-scene commander for evacuations, transport accidents and crowd control situations.

## **4.23 JAMAICA DEFENCE FORCE**

### **Primary responsibilities:**

- Hazmat/Oil spill
- Evacuation
- Search and rescue at sea

### **Secondary responsibilities:**

- Heavy rescue
- Law enforcement

**Support responsibilities:**

- Response, readiness and plan implementation
- Transportation
- Communications
- Hazmat/Oil spill
- fire management
- Evacuation
- Emergency shelter/Mass care relief
- Emergency Health care/Public health
- Logistic administrative support
- Tracking and clearance of incoming relief
- Liaison with overseas missions
- Damage assessment/data gathering
- Rehabilitation
- Distribution of potable water

**PRE DISASTER**

- Establish routine orders for the call up and embodiment of the JDF in the event of an emergency
- Liaise with the ODPEM on emergency/disaster procedures

**ALERT**

- Implement agency plan
- Chief of Staff or Representative reports to NEOC
- Maintain a state of readiness to respond to requests from ODPEM/NEOC for assistance
- Assist the Police Force with the evacuation of victims to shelters in conjunction with the NEOC



## **RESPONSE**

- Provide military resources as necessary during emergencies and disasters.
- Coordinate emergency search and rescue operations undertaken by the Security Forces.
- Maintain a state of readiness to respond to requests from ODPEM/NEOC for assistance.
- Provide liaison officers as requested to be located in the National Emergency Operations Centre.
- Ensure that personnel report for duty immediately after the disaster
- Assist the Police with maintaining security during and after disasters.
- Assist the Police with evacuation activities.
- Provide support for the CDRU (if deployed)
- Assist with communications, medical, construction, search and rescue, debris removal and any other response function as required by the NEOC.
- Receive, sort and document relief supplies and donations at ports of entry if requested by the NEOC.
- Coordinate, distribute and document relief supplies and donations
- Erect tents as required

## **4.24 PLANNING INSTITUTE OF JAMAICA**

### **Support Responsibilities:**

- Response, readiness and plan implementation
- Damage assessment/Data gathering
- Rehabilitation

### **PRE-DISASTER**

- Monitor the level of investment in high risk areas of the Country

### **RESPONSE**

- Assist with inspections and damage assessment in association with NEOC and the damage survey team.

## **4.25 AUDITOR GENERAL'S DEPARTMENT**

### **General Responsibilities:**

- The Audit of emergency/disaster expenditure incurred by Government Ministries, Authorities, and Instrumentalities.

### **RECOVERY**

- Ensure compliance with approved financial procedure and any associated legislation.
- Verification of proceeds from the sale of residual assets.
- Certification of financial statements as required by legislation.

## **4.26 ACCOUNTANT GENERAL'S DEPARTMENT**

### **General Responsibilities:**

- Issue of money for emergency/disaster expenditure, from the Consolidated Fund.

## **4.27 ATTORNEY GENERAL'S DEPT.**

### **General Responsibilities:**

- The provision of legal advice as required to the ODPEM on counter measures employed during an emergency or disaster situation.

### **PRE-DISASTER**

- Provide legal guidance on the review and development of appropriate legislation for the ODPEM including counter measures employed during a disaster and the use and demolition of private property

## **4.28 JAMAICA INFORMATION SERVICE (JIS)**

### **Primary responsibility:**

- Public information
- Public service announcements

### **Support responsibility:**

- Response readiness and plan implementation
- Communication

### **PRE-DISASTER**

- Assist in the development and implementation of a national public awareness and education programme for all sectors of the country involving government information houses, the mass media, schools, voluntary agencies, etc. This programme should be ongoing and should focus on educating the public and response personnel on prevention, reduction and preparedness measures.
- Establish priorities for the use of public media for disaster information and education before, during and after a disaster event.

- Aid in the provision of information to the public on:
  - ◊ How to cope with disasters
  - ◊ Government policies, regulations and procedures related to disasters.
- Provide public information for the NEO
- Develop warning systems to warn the public in the absence of mass media

### **ALERT**

- Information Officer reports to the NEOC
- Provide up-to-date information to the public
- Provide staff for the Public Information Centre

### **RESPONSE**

- Maintain liaison with all resorts to ensure the well being of visitors.
- Keep the public advised of the situation by regular updates, in association with the NEOC, to include information on:
  - ◊ Missing persons
  - ◊ Precautionary and survival measures
  - ◊ Food and water distribution points
  - ◊ Feeding sites
  - ◊ Public health and health care issues
  - ◊ Temporary housing/shelter
  - ◊ Reports of damage to homes
  - ◊ Claims for uninsured housing
  - ◊ How to cope with disasters
  - ◊ Govt. policies, regulations and procedures relating to disasters
  - ◊ Other
- Maintain liaison with the Prime Minister's Office and Ministry of Foreign affairs to ensure that public information to the tourist market is handled so as to minimize adverse publicity

- Assist the Ministry of Foreign Affairs and Foreign Trade with the establishment of overseas liaisons (including the provision of information on the health and welfare of visitors)

## 4.29 REGIONAL DISASTER PLANNING GROUP

### Composition:

For the purpose of carrying out all necessary counter-disaster functions within a Region, a Regional Disaster Planning Group shall be established. Membership of these groups consist of:

1. The Regional Disaster Coordinator, who is the Chairman of the Group.
2. A senior Police Officer within the Region
3. A senior Fire Brigade Officer within the Region
4. A Senior Medical Officer of Health within the Region
5. A senior officer of the Ministry of Local Government and Works within the Region
6. A senior officer or the Ministry of Labour Social Security and Sports Region
7. A senior officer of the Jamaica Information Service
8. The Parish Disaster Coordinators within the Region
9. Such other persons as the Regional Coordinator, in consultation with the Director General, may from time to time appoint as members of the Group, for such periods as is thought fit.

### General Responsibilities:

The functions of the Regional Disaster Planning Group are:

- To prepare counter-disaster plans for the Region and to review them from time to time and to submit plans and reviewed plans to the ODPEM.

- To prepare and maintain up to date standing orders for counter-disaster purposes within the Region.
- To carry out such other functions as may be allocated from time to time by the Director.

### **4.30 PARISH DISASTER COMMITTEE**

#### **Composition:**

1. The Custos - Honorary Chairman
2. The Mayor - Chairman
3. Secretary/Manager - Parish Council
4. The Parish Disaster Coordinator
5. The Parish Councilors
6. The Senior Police Officer
7. The Senior Fire Brigade Officer
8. The Senior Medical Officer at the Hospital
9. The Medical Officer of Health
10. The Senior Poor Relief Officer/Inspector of Poor
11. The Superintendent - Public Works Department
12. The Parish Managers for Public Utilities (JPS, NWC, TOJ, etc.)
13. The Parish Managers of Central Government entities
14. Representatives of Service Clubs and Voluntary Organizations
15. Representatives of the Chamber of Commerce and Private Sector
16. Representatives of HAM/CB Clubs

17. Representative of JIS

18. Parish Manager - Ministry of Labour, Social Security and Sports

**Primary responsibilities:**

- Response, readiness and plan implementation (Parish level)
- Logistic Administrative support (Parish level)
- Coordination of volunteers (Parish level)
- Damage assessment/Data gathering (Parish level)

**Secondary responsibilities:**

- Public information/education
- Public service announcements
- Tracking and clearance of incoming relief

**Support responsibilities:**

- Communication
- Hazmat/Oil spill (land)
- Fire management
- Building inspection (demolition/declaration)
- Evacuation
- Emergency shelter/Mass care relief
- Rehabilitation

**PRE-DISASTER**

- Meet at quarterly intervals or as considered necessary by the Chairman.
- Communicate all plans, or revisions thereof to the ODPEM by the Parish Secretary.
- Establish and test plans for welfare relief
- Develop programmes for the rehabilitation of disaster victims
- Ensure plans exist for taking care of special groups (handicapped, aged, etc.) and institutionalized population in an emergency.

- Formulate a system for the equitable distribution of critical food items arriving into the Island after a disaster and a policy for pricing these goods.
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

## **4.31 PARISH DISASTER EXECUTIVE**

### **Composition:**

1. The Mayor - Chairman
2. Chairman - The Parish Disaster Committee
3. The Deputy Mayor
4. The Secretary/Manager - Parish Council
5. The Parish Manager - Ministry of Labour Social Security and Sports
6. The Parish Disaster Coordinator
7. The Senior Police Officer
8. The Senior Fire Brigade Officer
9. The Senior Medical Officer of the Parish Hospital
10. The Medical Officer of Health
11. The Superintendent of Roads and Works - Parish Council
12. Superintendent of the Public Works Department
13. A Representative of the HAM/CB Clubs
14. A Representative of JIS



### **General Responsibilities:**

- To expedite the implementation of all measures considered necessary or desirable by the PDC to counter the effects of disaster within the Parish.
- The PDE will ensure that the PEOC carries out the following functions:

### **PRE-DISASTER**

- Meet at quarterly intervals or as considered necessary by the Chairman.
- All plans, or revisions thereof are to be communicated to the ODPEM by the Parish Secretary.
- Liaise with the ODPEM
- Establish operational plans for the procurement and deployment of resources (manpower, material and equipment) in the Parish during disasters
- Select and train persons for field operations via the ODPEM
- Participate in the overall planning of disaster preparedness in the Parish.
- Coordinate the development of Parish plans for:
  - ◇ Emergency communications
  - ◇ Evacuation
  - ◇ Shelter management
  - ◇ Welfare and rehabilitation of victims
  - ◇ Transportation and road clearance
  - ◇ Health and search and rescue services
  - ◇ Emergency relief
  - ◇ Damage assessment
  - ◇ Youth affairs and volunteer deployment
  - ◇ Training and public awareness programmes
  - ◇ Evaluation
  - ◇ Public information
- Liaise with hotels in the Parish
- Designate Casualty Collection Points (CCPs) for the Parish at Clinics and Health Centres to include a helicopter landing zone.

- Advise the ODPEM by 31 March each year, of suitable buildings for use as emergency shelters, and make the necessary arrangements for their staffing and supply.
- Prepare lists of alternate shelters for use in the event that those designated are destroyed or otherwise rendered unsuitable
- Arrange for the training of shelter management personnel through the facilities of the ODPEM
- Assist the ODPEM in conducting shelter management training for the Parish.
- Advise Parish personnel on the locations of emergency shelters
- Designate a Chief Shelter Warden for the Parish.
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.
- Select strategic storage areas for emergency supplies in the Parish.
- Provide quarterly reports to the Director General- ODPEM on disaster plans and activities, and state of preparedness
- Ensure that local emergency services are adequately prepared for emergency operations (e.g. fire service)
- Ensure that building codes adequately account for disaster risks and that such codes are enforced
- Develop a communications deployment plan for implementation in a disaster, in collaboration with the ODPEM, to include messenger and runner services to inaccessible areas
- Prepare a list of all Parish communications facilities which can be used in a disaster to include but not limited to:
  - ◇ Police
  - ◇ Fire
  - ◇ Ministry of Health
  - ◇ HAMS
  - ◇ CBers
  - ◇ Other

- Select potential radio operators
- Participate in simulation exercises conducted by the ODPEM, to evaluate the effectiveness of the Parish's emergency communications system.
- Organize and monitor on-going awareness and educational programmes on all types of disasters as well as preventive measures in collaboration with the ODPEM, schools and other educational institutions
- Participate in the implementation of Parish Public Information plans and policies
- Develop a resource list of all transport, chain saws, heavy equipment, both Govt. and privately owned, that would be available to the Parish for use in a disaster
- Develop a vehicle deployment plan to cope with all transportation requirements in the event of a disaster at Parish level
- Compile and update a list of qualified relief drivers, heavy equipment operators that may be required for use in a disaster situation
- Develop a road clearance plan for implementation after a disaster
- Identify suitable buildings to be designated as emergency shelters for inspection by the ODPEM and a representative from PWD
- Recommend suitable buildings to the Parish shelter warden, listing their capacity and facilities available
- Maintain a list of all approved emergency shelters to include:
  - ◇ Location
  - ◇ Ownership
  - ◇ Capacity
  - ◇ Facilities
  - ◇ Contact persons
  - ◇ Addresses
  - ◇ Telephone numbers
- Assist the Parish shelter warden in selecting personnel to manage and administer the shelter

- Determine a probable number of persons to be fed and accommodated in each village at institutions such as:
  - ◇ Churches
  - ◇ Schools
  - ◇ Designated shelters
- Arrange for structurally sound and suitably secured buildings for storage and emergency food and other supplies in the Parish
- Maintain a database of special provisions (e.g. medication) to be made for persons in the Parish, in the event that they have to be moved to shelters.
- Arrange for the staffing of welfare centres
- Assist in damage assessment after a disaster and pass information to the NEOC
- Select and train key disaster preparedness personnel such as:
  - ◇ Shelter wardens and aids
  - ◇ Emergency relief personnel
  - ◇ Messengers
  - ◇ Rescue workers
  - ◇ Support staff
  - ◇ Record keeping
  - ◇ Typing
  - ◇ Other
- Define clear job descriptions for members of the Parish EOC
- Develop operational plans for the Parish

## **ALERT**

- Alert the Parish of impending disasters and precautionary measures to be taken
- Coordinate Parish communications resources to provide communications with the NEOC, Towns, Villages, shelters and other institutions
- Implement evacuation and shelter plans

- Coordinate the allocation, supervision and management of emergency shelters before the disaster, through the NEOC
- Establish and Report to the Parish EOC
- Establish communications with the NEOC by any means
- Register persons occupying emergency shelters
- Advise and encourage the public to take precautionary measures as recommended by the NEOC
- Call in private and public transport and equipment and other resources that may be needed to combat the disaster, according to mutual aid agreements.
- Identify, warn and pre-position personnel to provide administrative support for disaster operations
- Assess disaster risk and ensure that mitigation strategies are implemented.

## **RESPONSE**

- Assist in the registration of persons affected by the disaster and assist in emergency relief programmes, such as feeding and shelter management.
- Provide for activation and assignment of personnel to named shelters.
- Assist in the provision of emergency clothing, feeding, lodging.
- Assist with debris clearance and refuse disposal where possible.
- Assist with the repair and operation of public facilities, including water plants, sewerage plants, power plants and communication system where possible.
- Participate in the provision of welfare services and counseling of disaster victims.
- Assess the social effects of disasters and emergencies and establish rehabilitation programmes sensitive to social needs of the victims.
- Provide and coordinate welfare and distribution of relief supplies to all as needed

- Take initial rescue and relief measures
- Provide periodic reports to the NEOC by any means available
- Initiate arrangements for the care of injured and homeless
- Assist damage assessment teams with available and accurate data
- Receive and transmit reports on persons who have suffered loss or damage to the NEOC
- Implement welfare and rehabilitation programmes
- Maintain communications between agencies as required
- Coordinate the allocation, assignment of personnel, supervision, and management of emergency shelters during and after the disaster, through the NEOC.
- Ensure provisions for food, clothing, supplies, storage and distribution to Parish after a disaster
- Ensure the availability of first aid and medical supplies and service
- Provide information to the NEOC for requesting assistance
- Assist in the collation of damage assessments for the Parish
- Provide the NEOC with regular reports of response efforts
- Keep the Parish informed of the situation
- Arrange for the use of additional vehicles to augment any existing service that may exist in the Parish
- Request medical supplies, equipment and other emergency services as may be considered necessary
- Ensure that field personnel are aware of all Parish casualty stations so that they could inform the public of the location and availability of this service
- Ensure that adequate trained first aid persons are available at emergency shelters and other first aid centres and stations

- Act in accordance with the NEOC
- Maintain a register of persons occupying emergency shelters
- Determine the quantity and type of assistance required
- Request relief supplies from the NEOC
- Assist with the distribution of relief supplies to villages and institutions in the Parish
- Arrange for staff to assist with packaging and distribution of relief supplies to villages and institutions in the Parish
- Arrange for the transportation of relief supplies from warehouses to villages and institutions
- Maintain records of relief supplies received and distributed in Parishes and send reports to the NEOC
- Work in close association with voluntary agencies such as the Red Cross, Lions clubs, etc.
- Coordinate the provision of welfare assistance to the aged and disabled and others in need
- Coordinate a preliminary survey in each Parish within 48 hours of the disaster in order to determine needs:
  - ◇ Number of persons homeless
  - ◇ Number injured, missing, dead
  - ◇ Number of buildings destroyed
    - Totally
    - Seriously
    - Slightly
  - ◇ Number of persons requiring food, shelter and medical treatment
- Conduct a survey of roads, bridges etc. indicating location and extent of damage
- Coordinate a survey of food crops and food stocks

- Coordinate a survey of the extent of damage to telephone and electricity, lines, water supply and drainage facilities
- Report findings to the NEOC within 48 hours of the disaster
- Provide administrative support for disaster operations
- Coordinate youth activities in a recovery programme as soon as possible after a disaster
- Ensure the general welfare of young people is administered in a period where families are separated and dislocated



## **5.0 INDIVIDUAL RESPONSIBILITIES**

### **5.1 PRIME MINISTER**

#### **PRE-DISASTER**

- Formulate policy and operational guidelines in support of policy for the conduct of disaster operations
- Enter into bilateral and multilateral mutual aid agreements with friendly neighboring states and other external agencies including the West Indian Guard Ship (WIGS), for assistance in the event of a disaster, to include procedures for requesting and receiving assistance.
- Approve general policy for disaster operations as set forth in the National Disaster Plan
- Ensure that every effort has been made to enhance the capacity and quality of public shelters
- Ensure that all government departments with operational roles are prepared to respond

#### **ALERT**

- Activate the NEOC
- Ensure that the public has been fully informed of the steps to be taken in the disaster
- Ensure that all means are used to warn the public and that people are given explicit instructions regarding the actions they should take to increase their chances of survival.

## **RESPONSE**

- Manage the Country's survival and recovery efforts, working through the NEOC.
- Maintain public morale by informing the population of actions being taken for their welfare and safety
- Receive assessments of damage suffered in Parishes during the disaster
- Review plans for recovery and post-disaster establishment of medical and welfare systems, and the restoration of vital facilities
- Receive estimates of the time required to execute recovery plans and the number of men and equipment needed over that which is available
- Advise the Governor General to declare a National Disaster or State of Emergency if the situation warrants
- Maintain contact with the appropriate departments of government, and receive update situation reports.

## **5.2 DIRECTOR GENERAL ODPEM**

### **PRE-DISASTER**

- Assist and advise the Chairman on all matters with respect to counter-disaster measures.
- Be responsible to the Chairman for the coordination and adequacy of counter-disaster measures.
- Prior to, during or subsequent to the occurrence of a disaster or a special emergency, translate into action/instructions the decisions of the Executive, and shall ensure that those instructions are transmitted and carried out by the bodies to whom they are directed.
- If it is made to appear that the resources of other National, Parish or International organizations are necessary to make better provision for the relief of the effects of a disaster or special emergency, request the appropriate aid.

- Assist in the production of the National Disaster Plan, the Director shall cause specialist Planning Committees to be formed. These Committees are:
  - ◊ Health Planning Committee
  - ◊ Welfare and Relief Planning Committee
  - ◊ Public Information Committee
  - ◊ Administration and Finance Committee
  - ◊ Emergency Operations, Communications, & transportation planning Committee
  
- Coordinate all national emergency services
  
- Liaise with CDERA continuously on all pertinent disaster management operations
  
- Implement and follow-up request by the Parish Disaster Committees
  
- Sit on CDERA Board of Directors as the National representative
  
- Be available on a 24 hour basis
  
- Advise the Prime Minister on disaster Prevention, Mitigation, Preparedness, Response and Recovery activities
  
- Manage the daily functioning of the ODPEM
  
- Provide support for the preparation of all agency plans and ensure that they are recorded at the Office of Disaster Preparedness
  
- Be responsible for the preparation, testing, revision and update of the National Disaster Plan.
  
- Convene Council meetings as directed by the NDC Chairman
  
- Manage and supervise the emergency telecommunications system
  
- Maintain the national response mechanism, thereby ensuring that all response services are in a state of readiness, and that the Country's level of preparedness and response is capable of providing post-impact relief to victims of a disaster for a minimum of 36 hours.
  
- Implement and maintain a public awareness programme in association with the JIS

- Identify the training needs of disaster preparedness personnel and create or utilize all opportunities for such training
- Identify hazard prone areas and advise on mitigation strategies to avoid or limit the development and use of these areas by people
- Formulate SOPs for the NEOC
- Ensure that the NEOC can be fully activated within 12 hours of a disaster
- Maintain communications linkages with the various ministries and departments as well as with the private sector, service clubs and voluntary and other organizations on continuing emergency planning.
- Provide information on the operation of the ODPEM, or other information pertaining to national disaster management procedures as requested by government authorities.
- Plan practice exercises for the organization.
- Make arrangements with Customs and Immigration for the speedy clearance of relief supplies and personnel in the event of a disaster
- Prepare an annual work programme.
- Prepare an annual report of the activities undertaken, to be presented to the NDC meeting at the beginning of the hurricane season.
- Sit on all standing committees of the NDC, and provide advice on disaster management issues when necessary
- Prepare, participate in and assess joint annual exercises with all response services of the NEO, and submit after action reports to the NDC.

**ALERT**

- Activate the NEOC
- Request that the Prime Minister make appropriate announcements to the public over broadcast facilities, as necessary and available
- Check deployment of disaster response personnel to Forward Command Posts
- Check the deployment of manpower, vehicles and equipment of the various utility and industrial organizations and their availability for operational assignments
- Monitor general and specific hazard alert procedures
- Establish communications with CDERA.
- Review with CDERA, the availability of military assistance.
- Call up all Ministries and inform Ministers, including the Prime Minister, of the impending situation.
- Inform all Heads of Department and instruct them to activate their disaster plans
- Keep the Prime Minister informed of the situation.
- Activate shelter plan
- Make contact with NGO's, community groups, and other voluntary organizations
- Test emergency communications system:
  - ◇ Run radio check
  - ◇ Check repeaters
  - ◇ Start up generator
  - ◇ Batten down the NEOC

◇ Secure office files and equipment

- Make contact with all Parish Disaster Coordinators
- Publish the list of shelters and shelter managers
- Check on the shuttering of government buildings and the homes of emergency personnel
- Check on the stand-by water supply
- Have on hand water purification tablets for distribution
- Deploy and start all generators at shelters
- Check with PWD on the pre-deployment of heavy duty equipment
- Make contact with all Parish Disaster Coordinators and instruct them to activate their Parish plans, and ensure that the Parish information system is activated (bells, flags, loudspeakers, etc.)
- Re-check food supplies for NEOC staff
- Request Prime Minister to make contact with other external agencies including the West Indian Guard Ship (WIGS)
- Check on alternate NEOC communications equipment and shuttering
- Request security from the police at the NEOC
- Ensure that all required forms are at the NEOC and shelters
- Advise on the release of staff for government agencies

**RESPONSE**

- Assess the extent of the disaster
- Monitor general and specific hazard response procedures
- Advise the Ministry of Finance on the likelihood of additional resources being required above and beyond those committed
- Coordinate all emergency services

- Refer to the Prime Minister all problems that require the exercise of emergency powers or changes to, and interpretation of policy
- Liaise with local, Parish and international Organizations regarding general information on the disaster, requests for assistance, pledges from donors, donations and receipts in association with the Ministry of Finance
- Convene daily or 'as needed' coordination meetings at the NEOC
- Arrange daily or 'as needed' press briefings at the NEOC
- Consult with Govt. departments and Parish Committees in order to determine whether a recovery coordinator is required
- Recommend a suitable person to the Prime Minister for appointment as recovery coordinator
- Hand over coordination of the disaster effort to the recovery coordinator
- Scale down operations and deactivate the NEOC.
- Return to normalcy
- Ensure that information on the event is properly documented

## **5.3 PERMANENT SECRETARIES**

### **PRE-DISASTER**

- Review and update agency disaster plans annually and submit revised plans to the NDC through the ODPEM by 31 March of each year
- Elect and appoint Departmental Liaison Officers who must be sufficiently senior so as to be able to make decisions on disaster related matters on behalf of their departments. Appoint the Head of Dept. as the Disaster Liaison Officer where the department is not sufficiently large to allow another member to perform this function.

- Provide the necessary resources for disaster preparedness activities
- Ensure that Departmental Liaison Officers are adequately trained by the ODPEM
- Ensure that all job descriptions include disaster responsibilities

#### **ALERT**

- Permanent Secretary Office of the Prime Minister reports to the NEOC as NDE member

#### **RESPONSE**

- Provide resources to facilitate speedy response and recovery

### **5.4 GOVT. DEPT. LIAISON OFFICER**

#### **PRE-DISASTER**

- Develop and document relevant departmental disaster plans to interface with national disaster plans.
- Conduct training and annual preparedness exercises in association with the ODPEM to improve the levels of efficiency and preparedness within the Dept.
- Identify, establish and maintain a dynamic inventory of human and material disaster resources within the Dept.
- Inspect and report to the PS on the physical security of buildings on charge by the end of March each year.

#### **ALERT**

- Activate departmental disaster plans.
- Send home non-essential staff and encourage them to join volunteer organizations in response



**RESPONSE**

- Ensure the efficient operation of departmental disaster plans
- Advise the NEOC of Departmental requirements and responses.

**5.8 JAMAICA INFORMATION SERVICE****PRE-DISASTER**

- Advise the ODPEM on media related matters
- Develop methods for authenticating the source of information before broadcast or publication

**ALERT**

- Report to the NEOC as NDE member
- Be aware of alternative methods of public information in the event that "mass" media is not available. (e.g. loud hailers)
- Brief the Executive on procedures:
  - ◇ By which decisions and guidelines for public information purposes will be issued from the Executive authority; and
  - ◇ for the staff to follow in answering inquiries or issuing public statements and news releases
- Meet with the management and staff of the news media (newspaper, radio and television stations) to review emergency public information plans and procedures

- After securing approval from the executive, issue news releases announcing preliminary steps the government is taking for increasing preparedness and readiness including:
  - ◇ Individual and family protective measures
  - ◇ Available public shelters
  - ◇ Recommended routes to public shelters and other traffic control arrangements
  - ◇ Ways to improve private shelters or improvise shelters where none exist
  - ◇ Supplies which individuals should take to public and private shelters and how supplies can be obtained.
  - ◇ Other relevant information

## **RESPONSE**

- Gather facts on the crisis and prepare for dissemination of safety bulletins/clips to the media and public
- Prepare news release to the public and include:
  - ◇ What happened (cause and effect)
  - ◇ A request for people to stay away from the emergency/disaster area
  - ◇ Any other relevant information
- Ensure the monitoring of print and electronic media coverage of the event

## **5.9 DIR. GEN. -PLANNING INSTITUTE OF JAMAICA**

### **PRE-DISASTER**

- Use the hazard and risk assessments of the Country as special planning tools
- Liaise with the ODPEM for hazard specific information prior to the approval of physical development projects.

### **RESPONSE**

- Working with the statistician, Director of Public Works and all able personnel in his/her dept., prepare damage estimates for the NEOC

## **5.10 PARISH DISASTER COORDINATOR**

### **PRE-DISASTER**

- Prepare a Parish Disaster Plan.
- Ensure that Parish plans are published as separate documents and are available from the Parish concerned. Copies of these plans are to be held at Parish and National Headquarters and at appropriate Police Stations and the headquarters of other emergency, essential, or voluntary organizations in the Parish.
- Provide support and leadership for Parish Disaster Committee
- Develop job functions for officials of the Parish Disaster Committee
- Ensure that the Parish has adequate response plans in place
- Be aware of preparatory arrangements being made in the Parish
- Assesses potential requirements for assistance
- Represents the Parish at national meetings
- Keeps the DIRECTOR ODPEM advised of the situation and conditions in the Parish

- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.
- Complete Parish Return Form annually and deliver to the DIRECTOR ODPEM by mid May each year.
- ◇ Be responsible to the Director of the ODPEM for the care and maintenance of such equipment as is made available to the Parish by the ODPEM.
- ◇ Advise and assist all officers of the Parish or with respect to counter-disaster functions.
- ◇ Act as executive officer to the Parish with respect to the production of the local counter-disaster plan.
- ◇ Act as officer-in-charge of such local emergency service as may be raised by the parish.
- In his or her capacity as officer-in-charge of a local emergency service, the Local Coordinator may:
  - ◇ Nominate suitable persons to be registered volunteer members of the ODPEM.
  - ◇ Nominate suitable persons for attendance at counter-disaster training courses.
  - ◇ Utilize the resources of the local emergency service in support of police or statutory services for emergency purposes within the Parish.
  - ◇ Advise officers of the Parish in respect of such facilities as may be required for effective operation of the local emergency service.
  - ◇ Exercise such other powers and perform such other functions and duties as are prescribed or, so far as not prescribed, as the Director determines.

**ALERT**

- Ensure that the PEOC is activated and set up
- Ensure that communications between NEOC, PEOC, and response agencies are established

**RESPONSE**

- Act as liaison between the Parish and the NEOC
- Assist the Parish in its attempts to return to normalcy
- Coordinate relief services and material to the Parish

## **6.0 NON GOVERNMENTAL ORGANIZATIONS**

### **6.1 JAMAICA AMATEUR RADIO SOCIETY**

**Support responsibilities:**

- Communications
- Search and rescue
- Tracking and clearance of incoming relief
- Liaisons with overseas missions
- Damage assessment/Data gathering

### **6.2 CHAMBER OF COMMERCE**

**General Responsibilities:**

- Availability of critical supplies

### **6.3 JAMAICA UNION OF TRAVELERS ASSOCIATION (JUTA)**

**General Responsibility:**

- Assist the Police to transport victims to and from shelters under the direction of the NEOC and Parish Disaster Coordinators.

### **6.4 TELECOMMUNICATIONS OF JAMAICA**

**Primary responsibility:**

- Communication

**Support responsibility:**

- Damage assessment/data gathering

**PRE-DISASTER**

- Assist with telecommunications planning and advice
- Provide technical assistance and guidance on emergency communications
- Identify emergency communications resources

- Assist in emergency communications planning
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

### **ALERT**

- Representative reports to the NEOC
- Provide telephone service for NEOC and shelters where necessary and possible

### **RESPONSE**

- Assess needs and report to the NEOC
- Restore telephone services as soon as possible after a disaster
- Ensure that voice communications are maintained with the NEOC and PEOC's throughout and immediately following a disaster

## **6.5 RED CROSS**

### **Support responsibilities:**

- Communication
- Public information/education
- Public service announcements
- Search and rescue
- Emergency shelter/Mass care relief
- Emergency Health care/Public Health
- Logistic administrative support
- Tracking and clearance of incoming relief
- Coordination of Volunteers
- Liaison with overseas missions
- Damage assessment/Data gathering
- Rehabilitation

## **PRE-DISASTER**

- Assist the ODPEM with first aid training

## **RESPONSE**

- Assess needs and report to the NEOC
- Assist the Police with tracing missing persons
- Provide first aid to disaster victims and aged persons in association with the NEOC
- Provide, manage and distribute relief supplies, storage, requisitions, etc. during and after a disaster in association with the ODPEM/NEOC
- Coordinate medical and first aid assistance with voluntary organizations as required.

## **6.6 SERVICE CLUBS**

### **General Responsibilities:**

- Evacuation assistance
- Relief distribution assistance
- Transport assistance
- Welfare and rehabilitation of victims

## **6.7 CDRU TEAM (if deployed)**

### **RESPONSE**

- Assist and complement the JDF to:
  - ◇ Provide communications, medical, construction, search and rescue, debris removal and any other response function as required by the NEOC.
  - ◇ Receive, sort and document relief supplies and donations at ports of entry



- ◇ Coordinate, distribute and document relief supplies and donations
- ◇ Erect tents as required

## **6.8 SUMA TEAM (if deployed)**

### **RESPONSE**

- Document relief supplies and donations at ports of entry
- Document relief supplies and donations distributed

**ANNEX A TO PART 2**

**RECOVERY PLAN**

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## **1.0 INTRODUCTION**

No matter what form emergencies take, they will seriously threaten the physical and emotional well-being of large numbers of people. Individuals may experience bereavement, injury, separation from family and personal or business losses. Communities may be affected by severe damage to public services and transport and the loss of community facilities and employment opportunities. These and other factors may require the evacuation of some or all of the population from the disaster area, or they may require some other form of recovery assistance centered on the area of the emergency.

## **2.0 AIM OF DISASTER RECOVERY**

The aim of disaster recovery is to restore the fabric of the affected community to allow the return to normal social and economic activity as quickly as possible, at the same time taking additional action which may mitigate against future occurrences, and noting opportunities which may arise to make both qualitative and quantitative improvements within the community.

## **3.0 DEFINITION**

The period between the initial response and the point at which normal activities are re-established is called the recovery period. Recovery encompasses all those measures necessary to re-establish a stable social, physical and economic basis to a community affected by a disaster.

## **4.0 RECOVERY PLAN**

This plan details the framework and responsibilities of disaster recovery operations. Detailed statements will be contained within departmental instructions.

The recovery plan describes a set of procedures and responsibilities designed to assist a community to recover from a natural disaster. This plan is not all-encompassing in the sense that it provides a blue print for action which cannot be applied without regard to the prevailing circumstances. There will be a need to assess the situation and obtain as much information and advice as possible before action is taken. Once a decision to take action is made, the principles of this plan should be applied with flexibility to ensure that the needs of the affected community are satisfied in the recovery process.

Effective and rapid recovery from disasters will require:-

- A well planned disaster recovery mechanism in place before any disaster occurs
- A clear set of policies and directions based on equity, and speed of implementation
- Collective motivation of the affected community
- A flow of timely and relevant information to all involved with the recovery
- The maintenance of an appropriate economic base which supports the rapid achievement of community recovery
- Appropriate competent technical advice to all levels of recovery activities.

## **5.0 PRINCIPLES OF DISASTER RECOVERY**

Recovery can take a relatively short time, or may take many years. Measures to assist in recovery should begin as soon as possible. The Response and Recovery measures after a disaster are inter-related, and action to achieve these ends should be concurrent and coordinated.

The goal of all those involved in recovery, the community, voluntary agencies, private firms, and Government, should be to reduce the recovery period to as short a time as possible. Consequently, it is the responsibility of all non-government and government agencies which could be involved with a disaster, to ensure that disaster recovery measures are planned before the event, and speedily implemented afterwards.

Where possible, the organization of disaster recovery should be managed by the government who is responsible for the affected community.

## **6.0 RECOVERY COORDINATOR**

If considered necessary by the Prime Minister, a recovery coordinator (who will ideally be the Chairman of the Damage Assessment, Recovery and Rehabilitation Committee) will be appointed to oversee the restoration of the country after the immediate response has been completed. The Director ODPEM may in some cases be appointed the recovery coordinator, as well as other persons such as a retired or seconded public officer.

The recovery coordinator should be directed by a recovery task force if the situation dictates, or be assisted by a staff as required. His/her terms of reference will include:

- Role and specific requirements and limitations placed on him/her
- Scope of recovery effort
- Rate of pay
- Payment of overtime
- Rules for expenditure of money

## **7.0 RECOVERY TASK FORCE**

The recovery task force will, as a sub-committee of the Damage Assessment Recovery and Rehabilitation Committee, act under the general direction of the Disaster Executive, and be charged with providing specific direction to and assistance for long term recovery, with terms of reference to include:

- Sphere of responsibility during pre and post-disaster periods
- Membership
- Responsibilities of each member



The recovery task force will normally comprise the following:

- Prime Minister (Chairman)
- PS - Prime Minister's Office ( Dep. Chairman)
- Director ODPEM ( Secretary)
- Financial Secretary
- PS - Min. Local Govt. and Works
- PS - Min. Agriculture and Mining
- PS - Min. Industry Investment and Commerce
- PS - Min. Education Youth and Culture
- PS - Min. Health
- PS - Min. Finance and Planning
- Director - Public Works Department
- Chief Engineer - National Water Commission
- Manager - Port Authority
- Managing Director- Jamaica Public Service Company
- Chief Physical Planner
- Rep. NRCA
- Commissioner of Police (or Representative)
- Chief of Staff - JDF (or Representative).

Its exact composition will however depend on the situation, and be determined on each occasion by the Disaster Executive, to whom it will report weekly.

## **8.0 BASIS FOR GOVERNMENT ASSISTANCE**

Government assistance in the recovery of a community, may be required following a variety of events. A state of emergency may be declared in some, but not in all cases.

Government assistance should be called on when the resources of the community are inadequate to achieve full recovery because:

- The scope of the disaster is so great, OR
- Recovery cannot be achieved within a reasonable time frame, OR
- There are advantages of economies of scale, OR
- There is a statutory requirement, OR

- There is need to invoke a statute to achieve compliance.

Not all emergencies will be of a type or scale to warrant a formal declaration of emergency in terms of the acts discussed before. Despite this, there will be times when a situation exists which requires coordinated government response to aid the recovery process.

## **9.0 GENERAL PRINCIPLES OF GOVERNMENT ASSISTANCE**

The aim of any government assistance is to provide the minimum level of assistance required to restore to the community the capacity for self-help. This does not imply an obligation to restore to levels greater than existed before the emergency; however, upgrading of facilities to a level greater than previously existed, may be considered as special policy in cases where such upgrading would decrease the likelihood of a recurrence of the emergency. Where possible, government assistance will be provided in accordance with existing social welfare, housing and economic policies.

## **10.0 PRIORITIES FOR DISASTER RECOVERY**

Recovery from a disaster should acknowledge the following in order of priority as listed:

- Safety of people
- Social restoration
- Economic restoration
- Physical restoration

### **10.1 SAFETY OF PEOPLE**

This may be influenced by a variety of secondary factors arising from the disaster ranging from tidal and earthquake aftershocks, to health and sanitation problems. The first priority of recovery is to ensure the safety of the public through an effective emergency recovery mechanism. Ongoing threats to the safety of the community may necessitate maintaining or re-imposing a state of emergency.

## **10.2 SOCIAL RESTORATION**

This encompasses two aspects:

**10.2.1** To restore the physical needs of the community such as:

- Food and water
- Housing
- Electricity
- Communications
- Transport
- Supplies
- Medical and sanitation facilities

**10.2.2** To provide for the physiological and social needs of the community such as re-establishing cohesion and stability to social networks. the affected community themselves. They must however know that international guidance and assistance is available and able to react promptly and efficiently to reasonable requests. It is equally important that international assistance withdraw into the background when not required. The community must feel that it is in control and that the role of international agencies is to assist.

## **10.3 ECONOMIC RESTORATION**

This will depend on the nature and scale of the disaster. Some disasters will involve minimal impact on the economy of the affected community, whereas others may result in complete destruction of the economic base. Any intervention to assist the economy of a community affected by a disaster should balance the disaster recovery needs, (including the elements of speed and equity), to prevent unnecessary distortions in the economy. It should be recognized however, that disasters in themselves can distort the country's economic base and cause severe market instabilities, both of which may require forms of intervention in order to assist recovery. Nevertheless, full restoration is unlikely to be accomplished without social and economic restoration.

## **10.4 PHYSICAL RESTORATION**

This will usually be accomplished as part of the social and economic restoration. That which remains will be of a lower priority, and can be catered for as recovery proceeds.

Reference should at all times be made to land use zonation maps, and adherence to building standards ensured.

## **11.0 DISASTER RECOVERY FUNCTIONS**

The functions of a disaster recovery programme, will depend on the nature and scope of the disaster, and the physical, social and economic structure of the affected community. The following functions should be taken into consideration either in their entirety, or in a combination most appropriate to the circumstances, by the organizations and agencies involved in disaster recovery, under the direction of the Recovery Coordinator.

### **11.1 COORDINATION**

The over-riding priority of disaster recovery is the need to ensure effective leadership and coordination of the various agencies and their resources. This is the primary responsibility of the Recovery Coordinator.

### **11.2 INFORMATION COLLECTION, COLLATION AND DISSEMINATION**

A flow of reliable information about the extent of the disaster and recovery requirements is essential. This aspect must be considered in detail before any disaster strikes and must be implemented early in the recovery process.

### **11.3 REHABILITATION**

Within the priorities outlined above, rehabilitation should encompass the needs of:-

#### **11.3.1 Housing**

Ensuring the community has immediate shelter and that longer term housing needs of the community are met as soon as possible

**11.3.2 Utilities**

Meeting the needs of water, sanitation, power, transportation systems, communications and community services

**11.3.3 Industry rehabilitation**

Should consider the needs of industry (primary, secondary and tertiary) as vital elements in the economic and social recovery of the community.

**11.4 RECONSTRUCTION**

After a disaster has occurred, it may be necessary to oversee for some time, needs for feeding, clothing, and public health. It should be a priority to attempt to solve the housing and basic needs early in the period.

**11.5 REASSURANCE**

At all stages during the recovery, there must be a deliberate and sustained effort to establish and maintain mutual understanding between those managing the recovery, the affected community and the wider public. This understanding incorporates instructions and information to the public and counseling of those affected by the disaster and involved in the recovery period.

The Prime Minister, using the resources public relations resources of the media and the ODPEM, will be primarily responsible for this function.

**11.6 RESTORATION**

It is essential that the financial needs of the community are catered for swiftly and efficiently. Those needs may be met through benefit payments, insurance payments, or through other forms of assistance which promote the recovery of a community's economic base.

**11.7 RESEARCH**

The lessons learned during the recovery period, must be recorded in order that improvements can be made in the event of future disasters

## 11.8 MITIGATION

All recovery activities should be undertaken with a view to preventing or inhibiting the repetition of any similar disaster, where physical, social and economic factors allow.

## 12.0 FINANCIAL MATTERS

Funding for recovery from an emergency fall into two(2) categories:

### 12.1 EXISTING POLICIES

These include funding to support programmes already administered by a department. These programmes are defined as **existing policies**, and will follow the principles described above. Funding for these policies is met from within departmental votes, although funding applied to the affected area may be greater than envisaged when departmental estimates were prepared.

### 12.2 SPECIAL POLICIES

Special policies are required to establish new programmes to meet the specific needs of emergency recovery in the affected area, or are required to achieve funding over and above that available from existing departmental resources. These require approval and funding from the government.

The need for Special policies cannot normally be defined in advance.

The need to meet specific circumstances of an emergency and for which government coordination is recognized is a signal for the development of a Special policy.

Special policy proposals will normally be for fixed sums, and for set periods of time, rather than for open-ended amounts or periods. Where administratively practicable, the principle of 'affordable finance' will be followed. This means that the interest rate for recovery assistance loans, will be set at a level which can be realistically afforded by the recipient. This rate will be established by negotiation between the agency concerned and the recipient.

## **13.0 WELFARE BENEFITS**

### **13.1 REGISTRATION**

Victims will register claims at pre-designated points. Registration points will be manned by officers from the Ministry of Local Government.

Registration will take place during normal working hours, unless the magnitude of the event warrants working overtime.

At registration, they will receive a card on which all benefits received will be recorded.

All registration **MUST** take place within ten (1-10) working days of the event. Victims will not be registered after this deadline unless extraordinary circumstances have prevented them from doing so.

The locations of registration centres, and the hours of registration will be disseminated through the media and will be posted at post offices, community centres and other appropriate public places before hand.

At registration, some valid national identification document must be presented. This document will be used to track victims, and must be presented every time any transaction or query is made by or on behalf of a victim. Acceptable forms of identification are:

- Passport
- Drivers License
- NIS Card
- Other

Victims will be registered by families in the name of the head of the household, and their names passed to the District Chairmen.

### **13.2 VERIFICATION OF CLAIMS**

Physical checks of the premises of registered victims will be coordinated by the Ministry of Local Government, through the Parish Disaster Committees, in order to avoid duplications and omissions. Verification will begin on the second day, and will continue for six weeks, or until all claims are verified. Every effort should be made to distribute benefits within six (6) weeks of registration.

### **13.3 PROCESSING OF CLAIMS**

This procedure has the advantage of producing one list of victims from any given district. The PDC will make appropriate administrative arrangements.

Payment records of each victim and all benefits received should be kept in a database to enable identification of victims who receive multiple or recurring benefits.

### **13.4 BENEFITS**

In order to avoid the logistic problems associated with distribution of large amounts of items, benefits will preferably be in the form of vouchers or cheques. Supplies may then be purchased from local hardware suppliers in accordance with arrangements made by the Ministry of Finance through the PDC.

### **13.5 DISTRIBUTION**

When cheques or vouchers are ready, call letters will be issued to beneficiaries by representatives of the Ministry of Local Government and Parish Disaster Committees. These officers will deliver call letters to beneficiaries.

Beneficiaries will collect cheques or vouchers at designated registration points. Cheques or vouchers will be delivered only on presentation of the same identification which was presented at registration, or of a letter of permission from the beneficiary.

### **13.6 TRACKING**

A common database listing all victims who have received benefits, will be kept at the Ministry of Finance with a copy list at the ODP. This should include benefits received from NGO's.

Benefits received will also be recorder on the victim's registration card, which will be kept as a backup to the computerized database.

### **13.7 VICTIMS OCCUPYING GOVERNMENT HOUSES**

Victims occupying government-owned houses or houses insured under government schemes, will not qualify for housing grants, but may qualify for other assistance.



### **13.8 LOSS OF TOOLS AND EQUIPMENT**

In cases where victims have lost their means of economic support, they will qualify for assistance if they are not receiving assistance from elsewhere.

### **13.9 CASES OF RECURRING IMPACT**

Persons living in locations which are subject to repeated events will be required to relocate to safer locations. No beneficiary should receive more than two (2) sets of benefits for the same hazard, unless he/she has made an effort to relocate.

### **13.10 COORDINATION AMONG RELIEF AGENCIES**

To ensure that victims do not receive benefits from several agencies, all organizations involved in relief distribution should be coordinated through the Relief Committee.

### **13.11 DETERMINATION OF LEVELS OF BENEFIT**

Levels of compensation for a particular degree of damage will be decided for each event and based on available resources. Maximum benefits could be categorized as follows:

- Total damage
- Major damage
- Minor damage
- Furniture loss
- Loss of equipment
- Loss of crops etc.

All lists from registration centres will be sent to the ODP for verification.

## **14.0 IMPLEMENTATION OF RECOVERY PROCEDURES**

As soon as it becomes apparent that an emergency will require recovery assistance from government, the procedures outlined below, will be initiated by government on the direction of the Prime Minister.

Simplicity, consistency and speed are the keys. The procedures in the plan are designed to be initiated as soon as possible and they are arranged to assist the transition of responsibility from those agencies controlling the immediate response, to those agencies responsible for initiating the recovery plan.

The procedure and chronology for formulating and implementing the recovery plan will vary according to the type of emergency, its scope, and the ability of government to control events.

## **15.0 INITIATING THE RECOVERY PLAN**

In any emergency, there will be a requirement to make decisions which will ultimately affect the quality of the recovery programme. These decisions can only be made on the basis of accurate and timely information. Some information requirements will be standard. Whenever it is believed that there will be a requirement to initiate the provisions of the recovery plan, information should be provided by all departments and agencies.

Recovery tasks should commence as early as possible after the disaster event.

## **16.0 RECOVERY PROCEDURES**

### **16.1 PRIME MINISTER**

- Appoint a recovery coordinator for a specific period (normally 28 days at a time) and provide staff and facilities for him/her to carry out his/her duties
- Decide on policy for restoration of the community or services to a greater level than those which existed before the disaster in cases where such upgrading would decrease the likelihood of a recurrence of the disaster

- Designate a disaster recovery task force if considered necessary, to assist the recovery coordinator and to give directions to long-term recovery with TORs to include:
  - ◊ Sphere of responsibility during pre and post-disaster periods
  - ◊ Membership
  - ◊ Procedures for activating the organization
  - ◊ Responsibilities of each member
- Assist the recovery coordinator by personal announcements to the public to ensue orderly recovery from the disaster
- Ensure the continuity of authority in all major government departments and agencies, and in all major institutions, business and industry
- Ensure that steps are taken to ensure integrity in the use, and distribution of any resources that are made available by Regional or International agencies and/or Governments.

## **16.2 PERMANENT SECRETARY - PRIME MINISTER'S OFFICE**

- Be available to call a meeting of the recovery task force within 24 hours after the disaster
- Ensure that departments under this ministry function according to agency recovery plan
- Recruit all labour required for relief and clearing operations by all means including radio appeals, loud speakers, personal contact etc. in association with the recovery coordinator.
- Prescribe within seven days after the disaster, the rate of remuneration for emergency workers

## **16.3 RECOVERY TASK FORCE**

- Coordinate the recovery process after a disaster
- Assist with the development of special policy and oversee funding matters

## 16.4 RECOVERY COORDINATOR

- Be responsible to the Prime Minister for recovery coordination
- Act as an information focal point for NGO's.
- Establish and determine the scale of the recovery task and the organization and staff required to accomplish it
- Select recovery deadlines
- Consider resources required
- Provide additional expertise to assist in detailed damage assessment as necessary
- Include all social groups (especially opinion leaders) in recovery and development programmes.
- Determine when it is safe for displaced persons to leave shelters
- Maintain surveillance over post-shelter deployment
- Closely monitor the establishment of a recovery system
- Monitor the implementation of plans for the restoration of vital services
- Ensure the conservation, proper use and distribution of vital supplies and materials made available by outside sources and international relief organizations and/or Governments
- Ensure that reports are made to the appropriate government officials.
- Coordinate detailed surveys of damage to structures, roads and bridges
- Provide the minimum level of assistance required to restore the community to the capacity for self help

- Facilitate the restoration of services and facilities which are not the responsibility of Govt. to provide, but for which commercially viable insurance cannot be obtained, or where the responsible agency cannot effect restoration within an appropriate time frame, or where the shortfall between insurance cover held and the cost of recovery is significant.
- Facilitate and coordinate the operation of Governmental and non-Governmental agencies involved in the recovery operations
- Establish procedures and any necessary support to expedite insurance claims and damage repair
- Provide rapid and effective communications of district needs to the Govt.
- Coordinate recruitment and deployment of emergency workers
- Designate districts requiring recovery assistance and coordinate work force deployment to them
- Coordinate inquiries as well as pledges and donations from the International community
- Provide factual information to the media through the JIS, regarding progress on the recovery effort
- Identify areas where existing policy provisions are unlikely to be sufficient to achieve the desired recovery and suggest special policy which may be applied
- Initiate and monitor special policy proposals
- Restore the community to a position whereby normal social and economic activity exists.
- Think of local people who experience loss in a disaster as "participants" in the recovery process, instead of "victims".
- Provide an after action report detailing the actions taken, lessons learned and any recommendations for future coordinators

## 16.5 OFFICE OF DISASTER PREPAREDNESS

- Provide support for recovery coordinator
- Using recent experience, conduct hazard vulnerability analysis to describe, at least in general terms, the population at risk, and the extent of damage to buildings and public infrastructure to be expected for different locations. Record this information in the appropriate database.
- In association with the recovery coordinator, establish retrofit priorities, giving top priority to critical facilities, (such as electric power lines).
- Prepare information on potential sources of disaster recovery assistance and instructions on how to apply for such assistance
- Provide for training that brings together persons from different organizations involved in the recovery effort
- Educate sponsors of donor organizations to gain support for using their funds for development activities in disaster relief programmes
- Compile and maintain information regarding NGOs that are undertaking (or could undertake) development activities. Establish and maintain contact with such organizations
- Identify and train local leadership for local and national relief organizations to facilitate long term recovery.
- Set up a continuous system of monitoring progress toward sustainability, to involve assessment of performance of policies, laws and other institutional arrangements.
- Establish evaluation criteria to hold Government and NGO relief activity accountable to long term development standards. These should include mitigation, environmental protection and economic growth, among others
- Update National Disaster Plan's recovery component to incorporate lessons learned from recovery experiences

## **16.6 PARISH DISASTER COMMITTEE**

- Reduce the effects of hazards by long term projects and district programmes and advise the Recovery Coordinator
- Identify and recommend for training, local leadership for local and national relief organizations to facilitate long term recovery.
- Implement welfare and rehabilitation programmes in association with Ministry of Local Government
- Assist the recovery coordinator as necessary in the recovery of the district
- Provide the recovery coordinator with needs assessments
- Coordinate the relocation of shelter personnel to their homes as soon as possible after the situation permits, under direction of the recovery coordinator.
- Establish and maintain a emergency assistance and inquiries desk at the Parish EOC
- Operate in conjunction with the Recovery Coordinator

## **16.7 JAMAICA CONSTABULARY FORCE**

- Provide resources for maintaining security during and after disasters

## **16.8 JAMAICA DEFENCE FORCE**

- Assist with any/all areas of recovery for which resources are available.

## **16.9 MINISTRY OF LOCAL GOVERNMENT AND WORKS**

- Ensure the expeditious restoration of roads, and the clearance of gutters
- Maintain sanitary services and facilities
- Dispose of solid waste at earmarked sites

- Review existing building codes and compliance procedures for adequacy, in relation to hurricane forces to assure safety.

#### **16.10 TOWN PLANNING DEPARTMENT**

- Define areas where new building construction should be prohibited or subject to special requirements to assure safety.

#### **16.11 MINISTRY OF HEALTH**

- Assess long term health and welfare considerations and report to the recovery coordinator.
- Certify food supplies as fit for distribution and consumption
- Organize a health team to inspect private buildings and water supplies as a public health measure
- Distribute medical supplies to district casualty stations and emergency shelters
- Deploy and control health personnel.
- Assist clinics and health centres with staffing and establishment of first aid stations, and with medical supplies and sanitary services where necessary
- Maintain strict epidemiological surveillance of radiation, water, food supplies, refuse, unburied human or animal remains or dangerous chemicals, and initiate mass immunization as required.

#### **16.12 MINISTRY OF HOUSING AND THE ENVIRONMENT**

- Assess the impact on the energy and environmental sectors of all disasters and report to the ODP on the immediate and long term effects
- Coordinate the provision of temporary housing as directed by the Recovery Coordinator



**16.13 RED CROSS**

- Responsibility for Shelter Management Programme and any other role assigned by the Parish Disaster Committee depending on the availability of resources
- Acting in conjunction with the Ministry of Local Government and recovery coordinator, provide relief supplies to shelter victims within 5 days of the disaster.

**16.14 MINISTRY OF FINANCE AND PLANNING**

- Develop types of surveys to determine damage to all types of installations and facilities.
- If data is inadequate, institute programmes to improve information base for making damage estimates to be used in recovery planning
- Classify, quantify and prioritize damage
- Coordinate the provision of bulk supplies including reception, transportation and storage in association with the ODP
- Supervise and encourage the rapid resumption of normal commercial trade after a disaster
- Review and approve all expenditure of funds related to Search and Rescue, Health, Welfare and the importation of essential items and emergency supplies
- Receive, manage and administer all financial donations and pledges that may come into the island in the immediate post impact period
- Transfer funds to appropriate areas in the island to facilitate and honor response actions that may require financial disbursements
- Analyze damage assessment data for private housing
- Recommend and distribute assistance for rehabilitation of private housing
- Monitor the use of aid for private housing
- Establish claims desk for persons with no insurance

- Contact donor agencies about requirements when requested by the recovery coordinator
- Assess the performance of materials under disaster conditions

#### **16.15 FINANCIAL SECRETARY**

- Be available for a meeting of the recovery committee as early as 24 hours after a disaster
- Provide financial aid, including insurance assessment and availability of temporary housing grants and loans as recommended by the Recovery Coordinator or task force
- Approve, fund and administer special policy situations as required
- Ensure that departments under this ministry function according to agency recovery plan

#### **16.16 AUDITOR GENERAL'S DEPARTMENT**

- Audit emergency expenditure incurred by Govt. ministries, agencies and departments, including:
  - ◇ Compliance with approved financial procedures and any associated legislation
  - ◇ Verification of proceeds from the sale of residual assets
  - ◇ Certification of financial statements as required by legislation

#### **16.17 PLANNING INSTITUTE OF JAMAICA**

- Conduct economic assessment on impact of disaster on mitigation and recovery.

#### **16.18 MIN. OF PUBLIC UTILITIES AND TRANSPORT**

- Facilitate transport and communications as required to support the recovery operations

**16.19 PORT AUTHORITY**

- Provide professional, technical and operational advice to the ODP.

**16.20 MINISTRY OF LABOUR, SOCIAL WELFARE AND SPORTS**

- Assess the social effects of the disaster and establish rehabilitation programmes sensitive to the social needs of affected communities.
- Coordinate public assistance and other welfare support programmes with Govt. agencies and voluntary groups
- Coordinate and implement welfare and relief distribution services with the Red Cross
- Provide an enhanced welfare base for the area affected by the disaster for a period of time which may take the form of:
  - ◇ Social welfare grants
  - ◇ Counseling
  - ◇ Other
- Conduct needs assessment for welfare benefits
- Verify, distribute and track welfare benefits received by affected persons from the government, NGO's or any other agency, to ensure that there is a genuine need and that there is no duplication.

**16.21 ATTORNEY GENERAL'S DEPARTMENT**

- Ensure that legal and regulatory framework exists to assist recovery
- Provide legal advice as required to the recovery coordinator on counter measures employed during disaster recovery, including the use and demolition of private property
- Provide legal advice as required to the ODP/NEOC on counter measures employed during a disaster

## 16.22 JAMAICA INFORMATION SERVICE

- Establish a public information programme with communications aimed at various segments of the population to cover information on:
  - ◇ Information about the disaster and its effect on the Territory.
  - ◇ Updates on programmes and plans for recovery
  - ◇ Information for homeowners and businesses which describe assistance programmes and "how to" instructions for repairs.
  - ◇ Continuous progress reports on major recovery problems, and responses to such problems
  - ◇ The kinds of relief available
  - ◇ The agencies responsibilities for providing the relief and where it may be obtained.
- Ensure that approvals have been obtained for Govt. funding and that the recovery coordinator has been informed before any announcement of such funding for recovery operations
- Obtain assistance from the media as requested by the Recovery Coordinator.

## 16.23 GOVERNMENT DEPARTMENT LIAISON OFFICERS

- Keep the parent department or agency informed of the situation in the disaster area with particular emphasis on recovery tasks
- Provide the parent department or agency with early warning of any requirements which may be placed on them
- Assist the recovery coordinator in the preparation of the information collection plan by providing advice as to what data their departments or agencies has available or can obtain
- Assist the recovery coordinator in the preparation of recovery plans by providing information on the capabilities and resources of their departments or agencies.
- Assist the recovery coordinator in the resolution of problems which may arise during the implementation of a recovery plan

- Provide other support and assistance to the recovery coordinator as necessary

#### **6.24 TELECOMMUNICATIONS OF JAMAICA**

- Maintain telephone services to the community including the repair of damage to exchange and service lines, and provide emergency service lines to support emergency operations

#### **16.25 JAMAICA PUBLIC SERVICE COMPANY**

- Restore power as soon as possible to the community

#### **16.26 NATIONAL WATER COMMISSION**

- Restore water as soon as possible to the community

#### **16.27 ALL GOVERNMENT DEPARTMENTS**

- Continue to exercise normal functions as far as possible during and after the disaster

#### **16.28 ALL PERMANENT SECRETARIES**

- Ensure that departments under your ministries function according to agency recovery plan