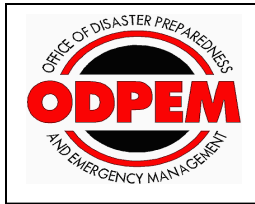


COMMUNITY DISASTER RISK MANAGEMENT PLAN



**For
Alligator Pond, Manchester**



Facilitated through the
Building Disaster Resilient Communities Project,
An Office of Disaster Preparedness and Emergency Management (ODPEM) Project
Funded by the Canadian International Development Agency

in collaboration with the
Manchester Parish Council
And other stakeholders

Prepared October 2011



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GLOSSARY OF TERMS

TERM	MEANING
Capacity	A combination of all the strengths and resources available within a community, society or organization that can reduce the level of risk, or the effects of a disaster. Capacity may include physical, institutional, social or economic means as well as skilled personal or collective attributes such as leadership and management. Capacity may also be described as capability.
Capacity Building:	Efforts aimed to develop human skills or societal infrastructures within a community or organization needed to reduce the level of risk.
Climate Change:	The climate of a place or region is changed if over an extended period (typically decades or longer) there is a statistically significant change in measurements of either the mean state or variability of the climate for that place or region.
Coping Capacity:	The means by which people or organizations use available resources and abilities to face adverse consequences that could lead to a disaster.
Disaster:	A serious disruption of the functioning of a community or a society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources.
Disaster Risk Management:	The systematic process of using administrative decisions, organization, operational skills and capacities to implement policies, strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental and technological disasters. This comprises all forms of activities, including structural and non-structural measures to avoid (prevention) or to limit (mitigation and preparedness) adverse effects of hazards.
Early Warning:	The provision of timely and effective information, through identified institutions, that allows individuals exposed to a hazard to take action to avoid or reduce their risk and prepare for effective response.

TERM	MEANING
Emergency Management:	The organization and management of resources and responsibilities for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation.
Hazard:	A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.
Hazard Analysis:	Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour.
Mitigation:	Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.
Preparedness:	Activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.
Prevention:	Activities to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters.
Recovery:	Decisions and actions taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk.
Relief/Response:	The provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.
Resilience:	The capacity of a system, community or society potentially exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure. This is determined by the degree to which the social system is capable of organizing itself to increase its capacity for learning from past disasters for better future protection and to improve risk reduction

TERM	MEANING
Retrofitting:	measures. Reinforcement of structures to become more resistant and resilient to the forces of natural hazards.
Risk:	The probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between natural or human-induced hazards and vulnerable conditions.
Structural/Non-Structural Measures:	Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure. Non-structural measures refer to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk and related impacts.
Vulnerability:	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.
*Zone:	Means a Disaster Risk Management Area/Zone which is a specifically defined geographical area (Local Level) in which Disaster Risk Management issues are discussed, planned for and executed in the context of the local area. This Zone maybe one or more communities, depending on the demographics of the community, nature of hazards, established governance structures, and the sociopolitical environment, as defined by the respective parish.
*Zonal Committee:	Means an organised community group within a zone that has accepted the responsibilities for leading the charge of disaster management issues of the zone, has a wide cross representation of the zone and has elected officers to serve as the execute of the committee under the guide of the Parish Disaster Committee through the Parish Coordinator-Disaster Preparedness.

Source: The International Strategy for Disaster Reduction; Terminology: Basic Terms of Disaster Risk Reduction. Internet Resource at <http://www.unisdr.org/eng/library/lib-terminology-eng%20home.htm>

* Not from source quoted above

ABBREVIATIONS

CBDRM	Community-Based Disaster Risk Management
DRM	Disaster Risk Management
IDB	Inter-American Development Bank
MP	Member of Parliament
MLSS	Ministry of Labour and Social Security
NGO	Non-Governmental Organisation
ODPEM	Office of Disaster Preparedness and Emergency Management
PDC	Parish Disaster Coordinator/Committee
PEOC	Parish Emergency Operations Centre
CBO	Community Based Organizations

PREAMBLE

Name of the Plan

The name of the plan is the “**Alligator Pond Community Disaster Risk Management Plan**”.

Purpose of the Plan

This plan provides:

1. The residents with a workable emergency system to minimize loss of life and property to prevent disasters from occurring.
2. A basic outline of shelters, welfare and relief system as well as some focus on evacuation planning that will make preparation, response and recovery from a disaster more effective.
3. An emergency contact list and identification of vulnerable populations living in **Alligator Pond**.
4. A basic guideline for the community as to who is responsible for what and who is in charge of critical functions in managing an emergency.
5. An overall framework for reducing risks in the community including mitigation and preparedness.

Actors:

1. Members of the **Alligator Pond Disaster Area Committee**
2. Manchester Parish Council
3. Office of Disaster Preparedness and Emergency Management (ODPEM)
4. Ministry of Labour and Social Security (MLSS)
5. Social Development Commission (SDC)
6. Jamaica Fire Brigade (JFB)
7. Rural Agricultural Development Authority (RADA)
8. Other stakeholders and Government agencies
9. The Red Cross

Disaster Risk Management in **Alligator Pond** will be taken on by the **Alligator Pond Disaster Area Committee**. The table outlines the membership of the committee and the roles and responsibility of each member is outlines in the DRM Group Terms of Reference.

Scope of Plan

The Plan will cover Pre and Post-impact aspects of disaster risk management, that is, prevention, mitigation, preparedness, response and recovery.

Authority

This plan was developed with the guidance and assistance of the ODPEM and the Manchester Parish Council. Under the Disaster Preparedness and Emergency Management Act 1993, ODPEM has the responsibility for ensuring development of hazard management plans. The ODPEM also has the responsibility to collaborate with local government authorities and community based organizations in supporting disaster preparedness and mitigation.

Responsibility

The responsibility for updating and testing the plan lies with the **Alligator Pond Disaster Area committee**. It is recommended that the Committee review and test elements of the plan at least once per year and after every major event.

Assumptions

1. There will always be a CBO in place that will continue to assume the leadership role for disaster risk management in the community
2. In a disaster utility services may be unavailable for extended periods (i.e., electricity, water, and telephone)
3. Police and fire response services will be overrun within the first 3-5 days after a major disaster, do not expect help from them initially
4. The community will largely be on its own in the initial days following a disaster.
5. There will be serious problems with transportation. Road closures will occur and access to outside help will not be possible.
6. The community and the parish disaster committee will work together to identify and source resources to continue the development and maintenance of the plan.

Relationship to Parish and National Plans/Structure

The ***Alligator Pond Community Disaster Risk Management Plan*** represents the operational procedures and strategies to be employed at community level in response to, recovery from and preparing for a number of hazards. The community will be supported by and will work through the Manchester Parish Disaster Committee and will be closely integrated with the Parish Emergency Operations Centre. Therefore, the community disaster risk management plan will draw on other existing parish plans and national plans where necessary for the mounting of an efficient response and preparedness programme. The ODPEM collaborates with the Manchester Parish Council on Disaster Risk Management matters through the Parish Disaster Committee and the Parish Disaster Coordinator.

MAP OF ALLIGATOR POND, MANCHESTER



COMMUNITY PROFILE

The community of Alligator Pond is a small fishing community in South Manchester. Alligator Pond lies at the foot of the Don Figuero Mountains to the North East, some 35 km from [Mandeville](#), the parish capital. The name is said by locals to derive from the shape of the mountain range, which viewed from the beach, has bumps which suggest an alligator's back. The community stretches about two miles along the sea coast in southern Jamaica. The community has area coverage of 1.5 km sq. The community of Alligator Pond borders the Caribbean Sea to the south, the community of New Forrest to the north, the community of Plowden to the east and Junction community in the west. Most of terrain is flat with features of the largest sand dunes in the western hemisphere.

The community has a population of approximately 2152 people with 538 households. The community is served with a police station, library, community centre, market, cemetery, post office, primary and basic school. The main economic activity in the community is fishing with cash crops such as escallion and thymes being the other minor activities.

Alligator Pond is rich in biodiversity with endemic species such as the giant yellow tail butterfly and the bull thatch palm species. The community is unique in its climate pattern as it either suffers from massive droughts or excessive rainfall that sometimes lead to flooding. The Canoe Valley area situated in the community is a reserved one because it is a wetland that is rich in flora and fauna and micro organisms.

Disaster Risk Management (DRM) Organizational Structure

The Disaster Risk Management in **ALLIGATOR POND** will be taken on by the **Alligator Pond Community Disaster Response Team**. The table outlines the membership of the committee and the roles and responsibility of each member is outlined in the DRM Group Terms of Reference on Page .

Alligator Pond Disaster Committee - Disaster Risk Management Sub-committee Group Structure

The Disaster Risk Management Group meets on a monthly basis in collaboration with the Alligator Pond Citizens Association. This meeting headed by the President, is actively engaging in ways to improve the wider community's resilience to disasters.

EXECUTIVE TITLES	NAME/ RESPONSIBILITY	TELEPHONE	ADDRESS	E-MAIL
Chairman	Anasies Adrian Nephew	860-1279		anasiesnephew@yahoo.com
Vice Chairman	Andree Smith	867-0155		
Secretary	Deidra Wright	560- 2435		deajoney_deandre@yahoo.com
Asst Secretary	Anasies Adrian Nephew			
Treasurer	Anthony Slowley	447-7104		anthony_slowley@hotmail.com
Coordinator – Public Education and Fund Raising	Omar Robinson			
Coordinator - Vulnerability & Risk Identification	Rushie Neil	398-4434 423- 0876		
Coordinator - Prevention & Mitigation	Conroy Watson	426-2876		
Coordinator - Response & Recovery	Citizens' Association\Red Cross Area Group	449 -1285		
Coordinator – Preparedness	Alligator Pond Development Area Council\Red Cross Area group			
Coordinator – Damage Assessment	Dorcas Jones	433 - 5399		
Parish Disaster Coordinator	La Jean Powell	363-3068		Ljn_powell@yahoo.com
Regional Disaster Coordinator	Camille Beckford-Palmer	449-8579		cbeckford@odpem.org.jm

TERMS OF REFERENCE CDRM GROUP CONCEPT

CDRM Group

The Community Disaster Risk Management (CDRM) Group is that arm of the community which has taken on the role of local level advocacy and planning for Disaster Risk Reduction activities at the community level. All matters relating to prevention, mitigation, preparedness, response and recovery are therefore, the preview of the group. They shall be the team that leads the development of Community DRM Plans and links directly the Parish Disaster Committee and other local level agencies/NGOs regarding disaster management.

N.B

The ODPEM has previously promoted the establishment of Zonal Committees as that local/community level body with responsibilities for Disaster Management. CDRM teams are being postulated as a re-visioning of zonal groups in keeping with current Disaster Risk Reduction (DRR) initiatives. Therefore, for all intent and purposes the groups are interchangeable in name and function. Management and reduction of disaster risk being the major difference/improvement.

Executive Membership

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Assistant Secretary
- Coordinator – Public Education & Fundraising
- Coordinator – Vulnerability & Risk Identification
- Coordinator – Prevention & Mitigation
- Coordinator – Response & Recovery

The executive membership of the DRM Group may assume that of an existing CBO Structure or Zonal Committee. The Coordinators outlined above must be made part of any existing structure to be used.

Community Organization with responsibility for CDRM

- Any existing Community Based Organization (CBO) that is active should be made part of the DRM Group.
- Where there is no existing CBO, the community should form the executive membership of the DRM Group from reliable individuals with leadership qualities in the community.
- Individuals who are not members of an existing CBO may be made part of the DRM Group. These individuals may be:
 - Assigned/ appointed as coordinators only, where there is an active CBO
 - Assigned/ appointed as any part of the executive membership where there is no active CBO.

Naming the CDRM Group

- The DRM group will assume the name of the existing CBO that will carry out the functions of the group OR the name of the existing Zonal Committee.
- Where no CBO exists the name may be decided by the community leadership
- The DRM tag should remain to indicate

Leadership the CDRM Group

Leadership of the group will be the same as that of the existing CBO or Zonal Structure (this includes the already assigned individuals). Where there is no existing group (CBO or Zonal); the persons engaged by the facilitation team and have shown interest should be encouraged to assume responsibilities. The leadership, specifically President and Vice President – should maintain regular dialogue with the Parish Disaster Coordinator for guidance and support.

Frequency of CDRM Meetings

- The group should meet officially on an average bi-monthly (every 2 months).
- However, for existing groups they should include DRM as an agenda item at the regular CBO (E.g. Citizens Association) or Zonal Meetings.
- Special meetings, briefings, and workshop sessions may be called by the execute as is necessary – inviting stakeholders as appropriate.

Funding of CDRM Group and Activities

The group is expected to mobilize support of community stakeholders to provide funding for programmes and activities. Other sources of funding will include:

- Fundraising activities
- Proposal writing to private sector and donor agencies
- Donations or Grants
- Parish Disaster Committee

- ODPEM
- Government entities with specific mandates

Interaction with Local Authorities and the Parish Disaster Committee (PDC)

- The President or Vice President of the CDRM group must attend the PDC Meetings, as invited by the Parish Disaster Coordinator.
- The group must provide the Parish Disaster Coordinator with DRM related information that will support community and parish interventions
- The Parish Disaster Coordinator should be invited to attend CDRM Group Meetings on occasions and are deemed an ex-officio member of the CDRM Group

Interact with ODPEM and other technical agencies/departments (local or national)

ODPEM:

- ODPEM to provide the CDRM Group with technical advice for the development and review of the CDRM Plan through the Parish Disaster Coordinator.
- ODPEM to provide the community with disaster related information through the Parish Disaster Coordinator
- Any request for assistance or information by the CDRM Group must be channeled through the respective Parish Disaster Coordinator.

Other Technical Agencies

- Any official request or engagement of agencies or departments of government regarding training, disaster related information or programming must be channeled through the Parish Coordinator.
- CDRM Groups may however, formally write to agencies/departments regarding the respective agencies functions or execution of same in relation to the community.

Interaction with Councillors, Members of Parliament and other political representatives

- Political representatives must be seen as a significant resource to the CDRM Groups and Communities.
- Sharing of issues, concerns and needs of the community or CDRM group may be facilitated through representation at the Parish Disaster Committee level.
- Initial engagement of political representatives may also be channeled through the Parish Disaster Coordinator.
- The CDRM group after formal introduction through the Parish Disaster Committee may make direct contact with political representatives regarding issues of the community. It is recommended that formal (written) communication be made as far as possible.

Interaction with Private Sector and other NGOs/CBOs

- CDRM Group should recognize existing private sector organizations and NGOs/CBOs within the community as critical stakeholders.

- Parish Disaster Coordinators should be approached to make initial contacts with these groupings on behalf of the CDRM group.
- CDRM group may maintain contact (formally and informally), however, it is encouraged that the CDRM group executive discuss with representatives from these groups (private sector, NGOs/CBOs) the possibilities of partnerships (mutual help).

Recording keeping by CDRM Group

- Minutes/notes of all meetings of the group should be formally kept in a safe place.
- Correspondence, financials and other documents regarding the CDRM group or community should be safe a secure place.
- A copy of the CDRM Plan must be in the possession of the Parish Council. A copy should also be in any dedicated facility used for meeting and planning.
- General documents kept by the group such as minutes, brochures, financial records and other documents should be held by the President, Secretary or any other executive appointed by the group – where a dedicated facility does not exist.

Wider Community Involvement

- CDRM team should constantly engage wider community through meetings, forums, brochures, flyers and pamphlets.
- Views, concerns, and issues of the community regarding disaster matters must be discussed within the group and possible solutions identified.
- Public education and awareness should be integral for community involvement.
- CDRM should establish creative initiatives for garnering community support and involvement.

Roles & Functions of the Executive Membership for DRM

Chairman:	Assume similar duties as outlined in existing CBO or Zonal Committee
Vice Chairman:	Assume similar duties as outlined in existing CBO or Zonal Committee
Secretary:	Assume similar duties as outlined in existing CBO or Zonal Committee
Treasurer:	Assume similar duties as outlined in existing CBO or Zonal Committee
Assistant Secretary:	Assume similar duties as outlined in existing CBO or Zonal Committee

Coordinator – Public Education & Fundraising

- To develop DRM public education programmes for the schools, churches, and CBOs in the community
- To source and distribute Disaster Preparedness brochures and other education material
- To identify Community DRM Training needs and communicate them to the Parish Disaster Coordinator
- To work with the PDC and other partners in organizing training programmes in the community
- Identify sources of funding for educational and training programmes to be conducted
- Provide the Parish Disaster Coordinator (through the President) with updates and status reports on the effectiveness of training and public education and awareness programmes
- Conduct fundraising initiatives to support community DRM objectives.

Coordinator – Vulnerability & Risk Identification

- Identify and Assess historical hazard impacts
- Conduct research on changing hazard risk trends in the community
- Calculate the probability of occurrence of hazard events
- Develop and maintain list of critical facilities at risk
- Conduct vulnerability capacity Assessments
- Prepare vulnerability and risk identification reports to be submitted to the Parish Disaster Coordinator
- Provide the Prevention and Mitigation Coordinator with information on vulnerability and risks in the community.
- Evaluate risk assessments, risk management plans, and risk monitoring results as directed and recommend appropriate actions.
- Ongoing, systematic and consistent observation of hazard-related parameters.
- Ensuring that the data can be located and retrieved by users.
- Takes lead in vulnerability assessment tasks.
- Notifying residents of vulnerable areas to disasters via the DRM Group meetings.
- Estimate expected damage in the event of a disaster.
- Identify the vulnerable assets of the community and the associated risks
- Solicit support of key community members for execution of responsibilities; especially elderly and trained professionals.

Coordinator – Prevention & Mitigation

Duties related to Mitigation

- Assess hazard impacts.
- Identify areas of damage that would require reconstruction to existing codes and regulations.
- Renew and evaluate existing mitigation plans, emergency plans and strategies.
- Organize the development of Prevention and Mitigation Action Plans for implementation with the help of the Parish Disaster Coordinator and larger CDRM.
- Recommend appropriate hazard mitigation measures for reducing the impact of a disaster.
- Review and evaluate existing hazard mitigation plans and other pertinent information, such as, urban renewal, rehabilitation, or master plans.

Duties related to Prevention

- To know the main areas of risk and to take steps to prevent hazard impact/exposure or detect any problems as early as possible.
- To assess training needs and communicate them to the Public Education Coordinator
- To ensure good lines of communication with all coordinators
- Conduct/facilitate community hazard hunts with the help of the Parish Coordinator and CDRM team.

Coordinator – Response & Recovery

- The Response Coordinator has primary responsibility for the coordination and contractual management of the emergency response projects/initiatives.
- Ensure that adequate needs assessments are carried out in accordance with good DRM practice.
- Advise and support where necessary and to monitor the response.
- Recommend relevant and appropriate training where necessary in minimum standards in emergency response.
- Ensure systems are in place for monitoring and evaluating the impact of the disaster.
- Takes lead in damage assessment and disaster recovery tasks.
- Plan and organize disaster recovery activities along with the aid of the Parish Disaster Coordinator
- Report the status of the disaster recovery activity.
- Identifies acceptable recovery time periods.
- Establishes disaster recovery testing methodologies.
- Recommend disaster recovery planning and training activities.
- Provides instructional and informational materials on how to respond during an emergency.
- Develops and maintains SOPs for emergency/disaster response and recovery with the aid of the PDC.
- Plan regular exercises to test community plans
- Monitors the effectiveness of procedures during evacuation drills and revises the procedures as necessary.
- Maintains contact with outside sources participating in reciprocal agreements.
- Ensures that as new equipment, facilities, services, and systems are installed that the disaster response and recovery issues are highlighted and addressed.
- Maintains contact with outside contingency planning professional organizations and local or regional emergency response groups.
- Ensure and recommends establishment of CERTs as appropriate.

HAZARD HISTORY

History of Hazards and Coping Mechanisms

The hazard analysis provides a detailed timeline account of the disaster history and significant events that happened in the community of Alligator Pond and includes the impact as well as the coping strategy and/or mechanism.

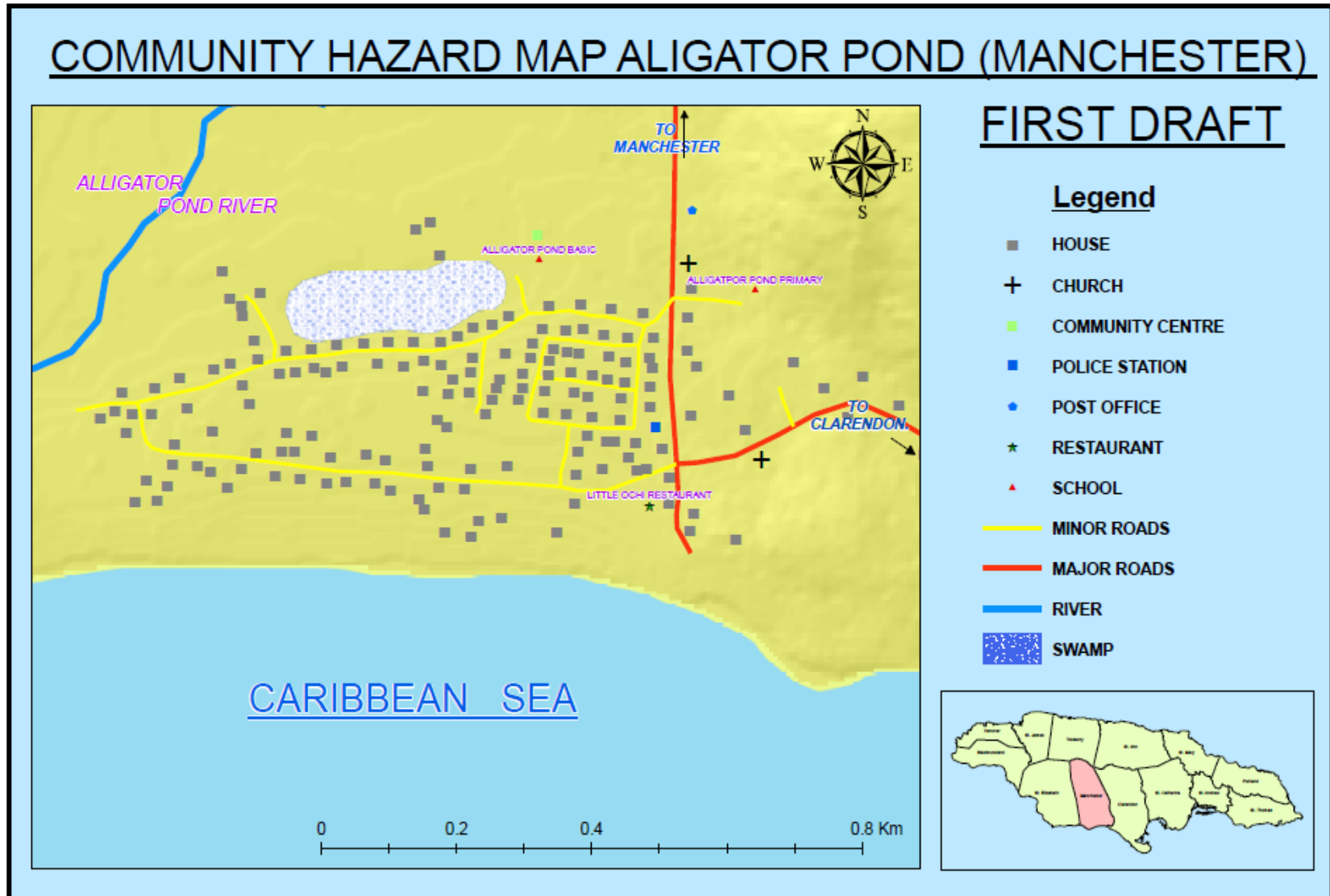
Table PR1: Historical Overview of Disasters

HAZARD, YEAR	IMPACT	HOW DID THEY COPE?
Hurricane Gilbert	Loss of roofs Flooding Loss of live stock and crops	Sought external assistance
Hurricane Emily	The community was marooned,	Waited until the water receded
Hurricane Ivan	Destruction to infrastructures and housing	Sought external help to rebuild community
Tropical Strom Nicole	Eroded the coastline	Relocation of board houses for dwellings to safer location
June flood	Loss of possessions Damage to property	

The community identified several key lessons learned from the occurrence of the events highlighted above. These were:

1. The need to take the necessary precautionary measures; through the implementation of adequate preparedness strategies.
2. The provision of a contingency fund is important.
3. Possessing a detailed disaster plan.
4. The importance of having trained personnel to assist in the event of emergencies.
5. Trees need to be trimmed at the start of the hurricane season and cuttings disposed of properly.

ALLIGATOR POND COMMUNITY HAZARD MAP



SWOT ANALYSIS

<p style="text-align: center;">STRENGTH</p> <ul style="list-style-type: none">• Vibrant community group• Young males who are willing volunteer• Low crime rate• Educated youthful population• Private sector Sponsorship (businesses that exist within the community)• Sportsmanship	<p style="text-align: center;">WEAKNESSES</p> <ul style="list-style-type: none">• Lack of jobs• High illiteracy rate (Adults)• High unemployment rate• Lack of recreational facilities• Lack of health Facilities• Poor sanitary facilities• Poor Infrastructure• Difficulty in mobilizing the community• Difficulty in the communication process among some residents• Poor political representation
<p style="text-align: center;">OPPORTUNITIES</p> <ul style="list-style-type: none">• Lands in the community to be developed for recreational areas• The community centre can be used as a skills training centre• Eco-Tourism• Community Tourism• Coastal area – Wellness• Sand Dunes – Educational Development• Ecology/wildlife – Crocodiles, Mangroves• Alligator Pond Cays	<p style="text-align: center;">THREATS</p> <ul style="list-style-type: none">• Possibility of natural disasters• Poor Infrastructure• Coastal Erosion/sea level rise• Lack of community Interest• Educated persons are leaving the community

IDENTIFICATION OF FUTURE HAZARDS

The table highlights the future hazardous events or changes in circumstances which may alter prevailing conditions in the community. Detailed consideration of the location and number of exposed households, physical infrastructure and critical facilities and their exposure to the different hazards is identified.

Table PR2: Future Hazards

HAZARD	POSSIBLE IMPACT
Rising of sea level and global warming	Destruction of properties, coastline, vegetation and loss of lives
Flooding	Flooding within the community and cemetery (waterborne diseases)
Pollution	Contamination of water sources resulting in water borne diseases, Contaminants washing from the sea onto the land
Bush fires	Damage to crops, live stock and property.

Identification of Community Vulnerability, Possible Impact and Corrective Actions to Reduce Vulnerability

Vulnerability is the condition or circumstance of the community which makes it susceptible to being damaged by a hazard or disaster. The vulnerability analysis identifies the exposure of the different assets within the community to hazards.

Table PR3: Vulnerability Summary, Possible Impact and Corrective Actions to Reduce Community Vulnerability

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Earthquake	Properties, human lives and infrastructure	<ul style="list-style-type: none"> • Damage to properties (building materials are mainly board and are built on sand which makes them more vulnerable to structural damages) • Loss of lives • Damage to infrastructure • Loss of crops and livestock 	<ul style="list-style-type: none"> • Abide by building codes, planning approval by local authority; • Abide by media briefing, sensitizing the citizens on the importance of preparedness and planning and recovery efforts
Hurricane	Properties, human lives and infrastructure	<ul style="list-style-type: none"> • Damage to properties (building materials are mainly board and are built on sand which makes them more vulnerable to structural damages) • Damage to dwellings • Loss of lives • Loss of crops and livestock • Destruction of infrastructure 	<ul style="list-style-type: none"> • Abide by building codes, planning approval by local authority; <p>Abide by media briefing, sensitizing the citizens on the importance of preparedness and planning and recovery efforts</p>

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Flooding	Properties, human lives and infrastructure	<ul style="list-style-type: none"> • Damage to properties (building materials are mainly board and are built on sand which makes them more vulnerable to structural damages) • Damage to dwellings • Loss of lives • Loss of crops and livestock • Destruction of infrastructure <p>Loss of income</p>	<ul style="list-style-type: none"> • Abide by building codes, planning approval by local authority; • Abide by media briefing, sensitizing the citizens on the importance of preparedness and planning and recovery efforts.

REDUCING COMMUNITY VULNERABILITY

The vulnerabilities identified above can be addressed and the impact of the hazards reduced if the appropriate actions are employed. It is important that corrective actions be put in place as the table above shows that the value of the assets exposed is significant.

As most hazards cannot be controlled, the following corrective activities/actions were identified to reduce the environmental, social/economic, health related and political vulnerability of the community and the resources needed to achieve this objective.

Table PR4: Reducing Vulnerability

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
A. Environmental		
Deforestation caused especially by coal miners	Reforestation, enforcements of laws to reduce the burning of coal, sensitization of the importance of trees	Forestry Department and N.E.P.A. and police
pollution	Improve the solid waste plan,	N.S.W.M.A., Citizens' Association
Blasting of the sea-bed	Construction of artificial reef, sensitizing of fisher folks	Marine police, coast guard, Ministry of Agriculture
B. Social/Economic		
unemployment	Greater investment in the community (local and international)	HEART, INTERNATIONAL FUNDERS
Poor parenting skills	Engage the relevance agencies	CDA, MLSS
C. Health Related		
Lack of health facilities Poor immunization Lack of sanitary facility	Intervention	Ministry of Health, International funding agencies
D. Political		
Not Applicable	Not Applicable	Not Applicable

PRIORITY LISTING OF HAZARDS

The objective is to rank the main hazards affecting the community. The hazards were listed in the first column and then the likelihood that the hazard may occur in any given year was assigned a number using the “**probability of occurrence**” scoring system in the second column. In the other columns, the impact of each hazard on the community was identified using the “**impact**” scoring system below.

IMPACT	
High - 3	
Medium - 2	
Low - 1	
None - 0	

PROBABILITY OF OCCURRENCE	
Very Likely - 3	
Likely - 2	
Unlikely - 1	

Formula to determine total: Total Impact x Probability of Occurrence

Table PR5: Priority Listing of Hazards

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Hurricane	3	3	2	3	1	3	36
Flooding	3	3	1	2	1	2	27
Earthquake	1	3	3	3	2	3	14

Based on the above matrix, the priority ranking of hazards that currently affect Alligator Pond are as follows in the order of highest priority:

- Hurricane – very likely to occur and will carry the highest negative impact on the community.
- Flooding – very likely to occur with a high negative impact on the community
- Earthquake – the lowest probability of occurring

COMMUNITY RESOURCES AND CAPACITY ANALYSIS

Having prioritized the hazards above, an analysis of capacities the community's to cope and manage disasters is to be created, assessed and a listing of the resources and capacities of **Alligator Pond** is to be completed and documented for emergency purposes.

PR 6: Capacity and Resource Analysis

A. Skills

B. Knowledge of

1. Hazard history of the community
2. Coping mechanisms
3. Knowledge and awareness of community's vulnerabilities and risk reduction measures
4. Early warning systems
5. Evacuation procedures
6. Elements of disaster preparedness and response
7. Trained persons- light search and rescue, first aid, initial damage assessment, shelter management, psycho- social support

C. Network

D. Transportation

E. Schools/ Churches/Other Buildings

F. Medical Care

G. Means of Communication

H. Commercial Enterprises

MITIGATION

In order to ensure that future development in the community is not exposed to the same hazards as in the past, implementation of a mitigation plan is deemed essential to facilitate sustainable development as well as create an enabling environment for reducing disaster risks. The elements of the community's overall mitigation plan are set out below.

Areas Which Should Not Be Developed

The following areas in **Table 7** below were identified by the community as being unsuitable for future development because these areas are vulnerability to natural hazards.

Table PR7: Areas for No Development

AREA	REASON FOR NO DEVELOPMENT
BACK BUSH/ SWAMP VIEW	FLOODING, EXPOSURE TO PREVAILING WINDS, SOIL TYPE
TOP BAY	It's a coastal Community
TEZEAM	Flooding, community residents are often marooned within the area when it floods.
ETHAM	Community on sand, prone to storm surges, sea coast

PR 8: Identify what type of development will be permitted where in the community

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
New road	This area was identified for residential use; the area is however not within the Alligator Pond community

Areas Which Can Be Developed With Appropriate Mitigation Activities

These are “**special areas**” in the community which could be developed or could be made safer if certain mitigation activities were implemented.

Table PR 9: Special Areas for Development

AREA	MITIGATION MEASURES NEEDED
The main road leading from Rose Corner to Red Lobster in Alligator Pond	Improved drainage

COMMUNITY MITIGATION ACTIVITIES

The following are some activities that the community can do itself to reduce the impact from hazards.

Table PR 10: Community Mitigation Activities

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none">• Drain/gully cleaning• Better farming and land use practices• Construct and improve drains	January - May
Hurricane	<ul style="list-style-type: none">• Public awareness exercise• Shelter inspection and update• Secure storage items and emergency supplies• Conduct training workshops• Trim trees,• community preparedness and rehabilitation which includes helping vulnerable persons to secure their properties	January - June
Earthquake	<ul style="list-style-type: none">• Public Awareness exercises• Conduct drill• Conduct hazard hunt	Ongoing

MITIGATION ACTIVITIES REQUIRING EXTERNAL HELP

The mitigation activities are beyond the scope of the community and as such require external assistance for successful implementation.

Table PR 11: Mitigation Activities Requiring External Help

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none">• Drain/gully cleaning – NWA and Parish Council• Construct and improve drains – NWA and Parish Council• River training	February - April
Hurricane	<ul style="list-style-type: none">• Public awareness exercise – Parish Disaster Committee, ODPEM• Shelter inspection and update – Parish Disaster Committee,• Secure storage items and emergency supplies• Conduct training workshops	May - June
Earthquake	<ul style="list-style-type: none">• Public Awareness exercises• Conduct drill• Conduct hazard hunt	January - February

MITIGATION ACTION PLAN

The mitigation action plan identifies the disaster risk reduction measures for implementation which will enable the community to become disaster resilient in the long term. The community's Action Plan sets out a prioritized list of activities, timeframe and cost, and responsibility/partner for successful implementation.

Community Mitigation Action Plan

HAZARD AND IMPACT	ACTIVITIES NEEDED	TIMEFRAME AND COST	RESPONSIBILITY/PARTNER
Hurricane	Retrofitting of roofs	January 2012- December 2016	International funding
Flooding		January 2012-december 2016	International funding
Earthquake	Ongoing sensitization	Ongoing	International funding

RISK TRANSFER

Table PR 12: Risk Transfer

Risk transfer is the process of shifting the financial cost risks from the community to another party so that if there is a disaster the affected community or persons can get some form of compensation.

INFORMAL risk transfer options	<ul style="list-style-type: none">▪ No activity exists within the community
FORMAL risk transfer options	<ul style="list-style-type: none">▪ To create an account for funds to be made available for emergencies.

TRAINING

TABLE PR: 13

Community Member/Team	Area of Training	Provided by	Who responsible to Organize	Time Frame
Executive and other interested members	First Aid	Red Cross	ODPEM & Parish Council	Completed
Executive and other interested members	Damage Assessment	Parish Disaster Coordinator	ODPEM & Parish Council	Completed
Executive and other interested members	Search and Rescue	Fire Department	ODPEM & Parish Council	To be carried out

PUBLIC AWARENESS AND EDUCATION

TABLE PR 14:

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility/ Coordinator
Flooding/ Hurricane	Disaster Risk Management spot meetings	Town cry, posters and fliers Letters to churches, clubs, schools, businesses	April - May	Omar Robinson Taphari Ewing
Earthquake	Drills and simulations	In conjunction with fund-raising activities Partnering with other stakeholders when they are having fairs etc.	January – February	Omar Robinson Taphari Ewing
	Distribution of Pamphlets, posters and fliers	Using schools, churches, clubs, other events, business places	On going	Omar Robinson
	House-to-house visits	Visit houses in specific communities and distribute pamphlets and other material		
Fire	Town Hall meeting and invite resource persons	Town cry, letters to churches and schools	On going	Omar Robinson
	House-to-house / one-to-one contact/information sharing	Visit houses in specific communities and have dialogue		
	Poetry/Song/Dance/Banner, etc. competition	Send letters to schools inviting them to participate	October	Omar Robinson

PREPAREDNESS AND INITIAL RESPONSE

Monitoring

Table PR 15: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	Anasies Adrian Nephew & Deidra Wright
Listening to the radio for official information	Kemore Coore
Monitoring marine weather forecasts	Kemore Coore
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Anasies Adrian Nephew & Deidra Wright

WARNING

The community must be alerted to the possibility of a threat or dangerous situation. **Table 13** identifies the traditional warning systems to be used by residents to warn of impending disasters- hurricane/flooding, landslide, storm surge and fire for protection of the community.

Table PR 16: Community Early Warning System

Currently, there is no formal early warning system in the community. However, the community seeks funding in acquiring any of or a combination of the following in order to set up an effective early warning system:

HAZARD	TRADITIONAL WARNING	RESPONSIBILITY (for alerting DRM Team)
Flood	Monitor water level at pond against section of the house	Anthony Slowley Conroy Watson
	Ring the bell 8 times	
Fire	Word of mouth, sounding of pot cover	Omar Robinson
Hurricane	Media, ODPEM	Anthony Slowley
Earthquake (tsunami)	Ring the church bell 5 time	Conroy Watson

The following focal person(s) will be responsible to give warning signals to alert the vulnerable groups and other persons in the community.

Table PR17: Early Warning Activity and Responsibility

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:		
Old and sick Persons	Sara Sealy	Word of mouth, telephone and house visits
Mothers with babies and young children	Martin Clarke	telephone and house to house visits
The Schools:	Deidra Wright	Telephone, word of mouth, visits
Members of the community who are at sea		Telephone
Evacuation zones residents	Conroy Watson	Loud speaker
Rest of community	Omar Robinson	Loud Speaker
Update PDC and ODPEM	Anasies Adrian Nephew	Telephone, e-mail

EVACUATION

The evacuation plan will be a guide for the whole community to coordinate their efforts with disseminating early warning to ensure timely and orderly evacuation of the vulnerable areas and persons.

The following areas or districts should be evacuated during an emergency.

Table PR18: Areas to be evacuated during an Emergency

AREA	REASON FOR EVACUATING
Tezeam	The area Floods and cause residents to become marooned at the occurrence of heavy rains or a sea surge.
Back Bush	The area Floods and cause residents to become marooned at the occurrence of heavy rains or a sea surge.
Top Bay	Strong winds and the likeliness of storm surges occurring
Bottom Bay	Strong winds and the likeliness of storm surges occurring

EVACUATION ROUTE

In the event that sections of the community identified above needs to be evacuated, the following assembly points are to be used. The assembly point coordinators will be in charge to organize and direct the evacuation process as well as manage the movement of residents, especially the vulnerable.

The following evacuation route(s) are to be used as outline in the table below. Community members should proceed from the assembly point identified above and bold in Table to the designated shelters.

Table PR19: Evacuation Route and Mode of Transportation to Emergency Shelter

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION MODE	ASSEMBLY POINT & COORD.
Tezeam	Foot path through Top Bay and then west of Top Bay	New Forest Primary and Junior High school	Cars, minivans, by foot	Alligator Pond Square or The Primary school intersection
Back Bush	Foot path through the community on the right hand side of back Bush Road	New Forest Primary and Junior High school	Cars, minivans, by foot	Alligator Pond Square or The Primary school intersection
Top Bay	Foot path west of Top Bay	New Forest Primary and Junior High school	Cars, minivans, by foot	Alligator Pond Square or The Primary school intersection
Bottom Bay	Compound Road	New Forest Primary and Junior High school	Cars, minivans, by foot	Alligator Pond Square or The Primary school intersection

EVACUATION PROCEDURES

The evacuation procedure for the community is detailed below in **Table PR 20**.

Table PR20: Evacuation Procedures

ACTIVITY	RESPONSIBILITY
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	Anasies Nephews The Alligator Pond Citizens Association
Alert residents on possible evacuation	DRM Team
Decide on timing	DRM Team The Alligator Pond Citizens Association
Ensure special needs populations assisted	DRM Team
Organize transportation	Dorcas Watson-Jones
Identify route to be used	IDA Team
Ensure shelter available	Shelter Managers
Register all persons who are evacuating and their destination	Clinton Oscar
Start evacuation	DRM team
Check that all areas safely evacuated	DRM team and Police
Inform Parish Disaster Committee/ODPEM	Anasies Nephews

SHELTER

The evacuated community members should be transported to the designated shelters listed in **Table 18** below.

Table PR21: List of Official and Unofficial Emergency Shelters

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER Name and Contact Number	AGENCY/LIASION OFFICER
Official Shelter						
New Forest Primary and Junior High	Main road	Excellent		Alligator Pond, Sea Air, Downs	Conroy Watson Omar Robinson	ODPEM

*There are no other shelters within the community of Alligator Pond. Residents within the community and neighbouring communities uses The New Forest Primary and Junior High School at the event of an emergency and evacuation is required. The Official Shelter is approximately Three and a half miles from the Alligator Pond Community.

PREPAREDNESS ACTION PLAN

The community Action Plan sets out the preparedness activities to be done for a planning cycle

Table PR22: Community Preparedness Action Plan

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	The Alligator Pond Citizens Association The Parish council	April – May
Train team members	ODPEM	January – June
Secure first aid and search and rescue kits	The Parish Council	January – March
Make arrangements for access to relief supplies	Red Cross Area Group	May – June
Start hurricane awareness	ODPEM	January - March

SIMULATION AND DRILLS

The Disaster Risk Management Team (DRMT) will organize with the relevant agencies to conduct drills and simulation exercises for fire and earthquake preparedness and response. These exercises will allow for the testing of the disaster plan to show strengths and weakness in the capability of the community to respond during an emergency.

Table PR23: Simulation and Drills

TYPE OF EXERCISE/DRILL	NUMBER PER YEAR	TIMEFRAME	WHO WILL ORGANIZE
Earthquake	2	January - February	DRM Team
Fire	2	Ongoing	DRM Team
Evacuation	1	February - June	DRM Team

RESPONSE AND RELIEF

Instructions for DRM Team

The Alligator Pond Disaster Command Centre will be located at the New Forest Primary and Junior High School. The school will serve as an assembly point for community members to garner information regarding the effect of the disaster. It is also where volunteers can sign-in for instructions and assignments. The New Forest Primary and Junior High School will also serve as a meeting place where residents will seek to reunite or locate family members or friends.

The Command Center will forward information to the Parish Emergency Operations Centre (PEOC). The Community Disaster Chairman will assume the lead at the Command Center. The Public Education Coordinator will serve as the sole public spokesperson in Alligator Pond. The Alligator Pond Disaster Risk Management Committee will also develop an inventory and assess damage, and where feasible, secure the perimeter of dangerous areas. The Alligator Pond Disaster Risk Management Committee will have available several bilingual volunteers who will help the Police, Fire and Building Inspectors communicate with residents.

The Chairman along with the Citizens Association shall declare an emergency when a predetermined condition has been met or when advised by the Office of Disaster Preparedness and Emergency Management (ODPEM). Operating procedures will be activated as set out in the relevant Standard Operating Procedures / Plans as outlined in the **APPENDICES**.

RESPONSE

Residents would need to be trained in the following response activities;

Table PO1: Response Procedure – Search and Rescue/First Aid/Emergency Medical Care

ACTIVITY	RESPONSIBILITY	SHORT REPORT TO
Send out Search and Rescue and First Aid Team to check on:		
Elderly	Martin Clarke Kemore Coore Anasies nephew	Parish Disaster Coordinator
Persons with Disabilities		
Single Mothers		
Damaged buildings and houses for occupants	IDA team	The Chairman to the Parish Disaster Coordinator
Persons stranded by floodwater		
Check for:		
Deaths, Injuries	Anasies Nephews	Parish Disaster Coordinator to Regional Disaster Coordinator
Persons in need of emergency assistance	IDA TEAM	The Chairman
Check if any members of the community thought to be missing at sea	IDA team	Parish Disaster Coordinator
Call for any external assistance	Anasies Nephews	Parish Disaster Coordinator
Update PDC, ODPEM	Anasies Nephews	Parish Disaster Coordinator
Update Community	Anasies Nephews	Parish Disaster Coordinator

Initial Damage Assessment

The following persons will conduct damage assessment and report damages and needs to relevant agencies:

Table PO2: Community Damage Assessors

ACTIVITY	RESPONSIBILITY	TO REPORT TO
Send out Rapid Damage Assessment Team to check on:		
Roads : Open Closed In need of urgent repair to provide access:	Dorcas Watson-Jones	Zonal Chairman to Parish Disaster Coordinator
Power:	Zoiria Ebanks	Zonal Chairman to Parish Disaster Coordinator
Fallen lines, poles, transformers:		
Any dangerous situation e.g. live wires, raw sewage, leaking gas etc		
Water lines:	Zoiria Ebanks	Zonal Chairman to Parish Disaster Coordinator
Broken, missing sections, availability		
Describe state of:		
Community Centre	IDA Team	
Schools		
Churches		
Shops, other businesses		
Means of livelihood		
Boats, fishing gear, spear fishing		

Response Action Plan

Based on the initial damage assessments, the following priorities for response in the Action Plan were identified.

Table PO3: Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	TIMEFRAME
Clearing of blocked roads	The Parish Council	As the need arise – immediately after the disaster – when it is safe
Feeding persons in shelters	MLSS & RED cROSS	During the activation of the shelter
Attending to medical needs/emergencies	The First Aid Team	As the need arise
Provide counseling	Pastor Clinton Oscar	AS the need arise
Trucking of Water	Member of Parliament	Once the road are confirmed passable and as the need arises.
Alternative Sources of Lighting	Member of Parliament	
Search and Rescue	DRM Team	Immediately after the disaster and it is deemed safe to do so.
Children Welfare and the Disabled	Councilor	
Welfare Assessment	The Citizens Association	Within 2 days
Distribution of relief supplies	Red Cross Area Group	Within 2 days
First Aid	DRM Team	AS the need arise

RELIEF

Table PO4: Welfare and Relief

ACTIVITY	RESPONSIBILITY
Identify members of community who:	
Received damage	DRM TEAM
Need shelter	DRM TEAM
Lost means of income	DRM TEAM
Need assistance	DRM TEAM
Identify members of the community in need of psycho-social support or counseling	DRM TEAM
Compile list and update PDC, ODPEM	DRM TEAM

RECOVERY

Recovery Action Plan

Table PO5: Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Clearing of Roads	1	The Parish Council	As soon as possible	To be determined
Repairing of damaged roofs	1	The Citizens Association Parish Council	Immediately after the event has passed and assessments are done	To be determined
Restoration of public utilities	1	The Member of Parliament The Parish Council	As soon as possible	To be determined
Evacuation of shelters for resumption of normal use	2	Anasies Nephews	As soon as all clear is given and it is safe to do so.	To be determined

APPENDIX 1 - SPECIAL NEEDS LIST

***NB: A copy of the list of vulnerable group is to be created by the community and information to be available use at the appropriate time.**

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY(DISABILITY/HAZARD	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBLIITY (WHAT TO DO)

APPENDIX 2

EQUIPMENT/ASSETS/RESOURCE LIST

The table identifies the equipment and the quantity the DRM team requires.

EMERGENCY SUPPLIES REQUIRED

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ First Aid Kits		ODPEM – CIDA/BDRC	To be determined	To be determined
▪ Shovels		ODPEM – CIDA/BDRC	To be determined	To be determined
▪ Machetes		ODPEM – CIDA/BDRC	To be determined	To be determined
▪ Canvas Stretchers		ODPEM/CIDA BDRC	To be determined	To be determined
▪ Crow bars		Personal	To be determined	To be determined
▪ Claw Hammers		Personal	To be determined	To be determined
▪ Flashlights		ODPEM/CIDA BDRC	To be determined	To be determined
▪ Batteries		ODPEM/ CIDA BDRC	To be determined	To be determined
▪ Tarpaulin		ODPEM/CIDA BDRC	To be determined	To be determined
▪ Mattress		ODPEM	To be determined	To be determined

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ Blankets		ODPEM/	To be determined	To be determined
▪ Lanterns		ODPEM/	To be determined	To be determined
▪ Chain Saw		Personal	To be determined	To be determined
▪ Raincoats		ODPEM/CIDA BDRC	To be determined	To be determined
▪ Water boots		ODPEM/CIDA BDRC	To be determined	To be determined
▪ Heavy duty gloves		ODPEM/CIDA BDRC	To be determined	To be determined
▪ Wheel barrow		ODPEM/CIDA BDRC	To be determined	To be determined

APPENDIX 3

Stakeholder Partnerships

The stakeholder analysis represents the relationship between **Alligator Pond** and the different individual groups and organizations and their involvement in supporting the community's activities and programmes. These partnerships are important to assist the community in its drive to reduce the impact of hazards and mobilize the necessary resources to do so.

Agency/Organization/Representative	Nature of Relationship	Contact Person	Contact Number
O.D.P.E.M.	Training, funding through agencies, technical assistance, support to community programmes	Camille Beckford-Palmer	449 - 8579
R.A.D.A.	Training and technical assistance		
The Parish Council	Support to community programmes, fix roads	La Jean Powell	363 – 3068
Member of Parliament	Funding and mitigation projects	Micheal Peart	383- 1793
Social Development Commission	Technical assistance and support to community activities	Kirk Robinson	383 - 9054
Councillor	Financial support	Darlon Brown	869 - 8112

Agency/Organization/Representative	Nature of Relationship
M.O.H.	Medical care, public education
Red Cross	Training, emergency supplies, human resource

Agency/Organization/Representative	Nature of Relationship
Bunch A Grape Seafood Restaurant	Entertainment and economic activity
Little Ochie Seafood Restaurant	Entertainment, Jobs and stimulates economic growth in the community.
Alligator Pond Wholesale	Serves the community
Alligator Pond Citizens Association & Benevolent Society	Mobilisation of the community and seek to enhance the community through activities.
Manchester Health Department	Provides health services
Fisheries Division	Helps with the fishing community of Alligator Pond
National Works Agency	Assist with infrastructural development
Jamaica Constabulary Force	Provides security assistance and other community initiatives.

APPENDIX 4

PHOTO GALLERY

Parish Disaster Coordinator and Members of the Community at IDA Training





APPENDIX 5

CDRM GROUP **HURRICANE - STANDARD OPERATING PROCEDURES (SOP)** **ALLIGATOR POND**

Purpose

The purpose of this Hurricane SOP is to establish the necessary action steps for an effective and safe response to hurricanes that could potentially affect the community of **Alligator Pond**. Hurricanes could result in damages to community infrastructure and facilities, loss of life and property, and other incidents with varying severity from minimal to catastrophic; depending on the intensity of the hurricane. The CDRM Group shall work with government organizations, NGOs/CBOs, private sector and other stakeholders to facilitate the safety of community members. It is the intent of this SOP to maintain clearly defined procedures for before, during and after hurricane events. Hurricanes occur primarily during a distinct season that runs from June 1 to November 30.

Objectives

The concepts and procedures in this SOP are set to:

- Facilitate coordination among community members and the CDRM Group in preparing for and responding to hurricanes.
- Ensure a logical and sequenced set of actions for community response.
- Assign specific task to ensure collaboration and execution activities.

Threat Assessment

The *National Oceanic and Atmospheric Administration, Atlantic Basin Hurricane Forecast for 2010*:

- 14-23 Named Storms
- 8-14 Hurricanes
- 3-7 Major Hurricanes (Category 3 or greater)

Basic Planning Assumptions

- At least one major Hurricane will probably affect the country/community
- CDRM Group will remain active and functional
- Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.
- There is commitment and support from agencies and departments of government to assist community.
- Community is will to utilize their own resources in preparedness and response.
- CDRM Group will train and establish Community Emergency Response Team(s) (CERTs).

Concept of Operations

These SOPs are designed to establish a concept of operations spanning the direction and control of the disaster from an initial monitoring through post-disaster response, recovery, and mitigation. All activities are community driven, with technical assistance provided by agencies, departments, NGOs and private sector as necessary.

Procedures will be categorized into the following phases:

Phase 1: Prevent, Preparedness and Mitigation (January through to 144 hours before impact).

Phase 2: Alert (144 hours up to 72 hours before impact)

Phase 3: Event and Event Response (72 hours before impact through to 120 hours after landfall/All Clear)

Phase 4: Recovery and Mitigation

ACRONYMS

This list is not designed to be an authoritative source nor is it designed to be all-inclusive. This listing is merely a reference.

AAR – After Action Report

CERT – Community Emergency Response Team

DRM – Disaster Risk Management

CDRMG – Community Disaster Risk Management Group

EOC – Emergency Operations Center

PEOC – Parish Emergency Operations Center

NEOC – National Emergency Operations Center

DEFINITIONS

All Clear

State of emergency has been lifted. Disaster is finished; discontinue disaster plan activities and/or assignments. Return to normal operating procedures.

Emergency Operations Center (EOC)

A multi-agency coordination center that provides support and coordination to the on-scene responders.

Incident

An event that occurs that may lead to an emergency condition.

Tropical Disturbance

A tropical disturbance is a cluster of thunderstorms poorly organized.

Tropical Depression

A tropical depression is a cluster of storms organized around a central circulation with surface wind speeds of 38 mph or less.

Tropical Storm

A tropical storm is a cluster of smaller storms with substantial circular rotation and sustained surface winds of 39-73 mph.

Hurricane

A hurricane is a large tropical storm with winds of 74 mph or greater, moving counterclockwise. In addition to intense winds, hurricanes are accompanied by heavy rains, flooding along the coast, flooding inland and tornadoes.

The Saffir-Simpson Hurricane Scale is a one to five rating based on the hurricane's present intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall. Wind speed is the determining factor of this scale.

HURRICANE CATEGORIES

Category One Hurricane

A Category One Hurricane has winds of 74 to 95 mph and is typically characterized by *minimal damage*. Storm surge is generally 4 to 5 feet above normal.

Category Two Hurricane

A Category Two Hurricane has winds of 96 to 110 mph and is typically characterized by *moderate damage*. Storm surge is generally 6 to 8 feet above normal.

Category Three Hurricane

A Category Three Hurricane has winds of 111 to 130 mph and is typically characterized by *extensive damage*. Storm surge is generally 9 to 12 feet above normal.

Category Four Hurricane

A Category Four Hurricane has winds of 131 to 155 mph and is typically characterized by *extreme damage*. Storm surge is generally 13 to 18 feet above normal.

Category Five Hurricane

A Category Five Hurricane has winds of greater than 155 mph and is typically characterized by *catastrophic damage*. Storm surge is generally greater than 18 feet above normal.

WARNINGS AND WATCHES

The National and Regional Weather Service issues the following types of warnings and watches associated with tropical storms:

Tropical Storm Watch

A tropical storm watch is issued when tropical storm conditions, including winds from 39 to 73 mph, pose a possible threat to a specified coastal area within 36 to 48 hours.

Tropical Storm Warning

A tropical storm warning is issued when tropical storm conditions, including winds from 39 to 73 mph, are expected in a specified coastal area within 36 hours or less.

Hurricane Watch

A hurricane watch is issued for a specified coastal area for which a hurricane or a hurricane-related hazard is a possible threat within 36 to 48 hours.

Hurricane Warning

A hurricane warning is issued when a hurricane with sustained winds of 74 mph or higher is expected in a specified coastal area in 36 hours or less.

Flash Flood Watch

A flash flood watch means a flash flood is possible in an area and everyone should stay alert.

Flash Flood Warning

A flash flood warning means a flooding has been report and flash flood is imminent and everyone in the area should take immediate action to protect life and property.

Phase 1: Prevention, Mitigation and Preparedness (January through to 5 Days before impact).

Prevention, Mitigation and Preparedness activities as mentioned in these SOPs are specific actions to be taken by respective committee members and should utilize other information and measures highlighted in the CDRM Plan to use as guide for other actions.

ACTIVITIES	POSITION	RESPONSIBLE PERSON
1. Continue to support ad promote public information and awareness programmes	Coordinator – Public Education & Fundraising	Omar Robinson
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	
3. Organize how special needs population will be evacuated and transportation required	Coordinator – Preparedness	Anthony Slowley Conroy Watson
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator – Preparedness	
5. Send reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator – Preparedness	
6. Sensitization of persons in the community without vehicles of assembly area for transportation to a safer location.	Coordinator – Public Education & Fundraising	Omar Robinson
7. Identify areas in the community where high potential for infrastructure/ property damages.	Coordinator – Vulnerability & Risk Identification	The IDA Team Kemore Moore
8. Ensure DRM teams are aware of all high risk locations in the community	Coordinator – Vulnerability & Risk Identification	
9. Prepare areas for sheltering persons in need	Coordinator –Preparedness	PDC ODPEM, Conroy Watson
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator –Preparedness	
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	
12. Organize mitigation and prevention projects and work days with technical guidance from relevant agencies (with the help of the PDC)	Coordinator – Prevention & Mitigation	

Phase 2 Alert (5 days up to 72 hours before impact)

ACTIVITIES	POSITION	RESPONSIBLE PERSON
<ol style="list-style-type: none"> 1. Meet and assess the community's state of preparedness for a hurricane 2. Advise community to listen to all weather advisories 	DRM Team	DRM Team PDC
<ol style="list-style-type: none"> 1. Issue warning of threat 2. Alert and notify: PDC that community DRM teams are activated, other community-based Organizations, shelter managers and response personnel 3. Make available all relevant information of the hazard to the general community 	Coordinator - Preparedness	DRM Team, Anasies Nephew
<ol style="list-style-type: none"> 1. Pre-check and activate SOPs 2. Alert all trained community first aiders and search and rescue personnel 3. Have first-aid kits prepared 	Coordinator - Preparedness	Martin Clarke Kemore Moore DRM Team
Personal activities for families: <ul style="list-style-type: none"> • Make sure your family goes over the family disaster plan • Make plans for protecting your house, especially the roof, windows and doors • Have flashlight and extra batteries • Have portable battery-operated radio and extra batteries • Ensure provisions are put in place for emergency food and water. 	Coordinator – Preparedness & Coordinator – Response and Recovery	Martin Clarke
Protecting the community: <ul style="list-style-type: none"> • Trim dead or weak branches from trees • Clear all drains that will cause flooding 	Coordinator – Mitigation & Prevention & Coordinator – Preparedness	The Parish Council
Listen to all weather advisories and information from ODPEM, MET Office and Communicate with PDC	DRM Team President and Coordinator - Preparedness	Anasies Nephews

Phase 3: Event and Event Response (72 hours before impact through to 5 days after landfall/All Clear)

ACTIVITIES	POSITION	RESPONSIBLE PERSON
DRM Team advise the community to listen to all weather advisories and remain alert	Coordinator – Preparedness	The Police Unit
Continue to listen to all weather advisories and reports	Coordinator – Preparedness	
A. HURRICANE WATCH – 48 HOURS BEFORE IMPACT		
1. Personal preparation food supplies 2. Securing official documents 3. Securing home and get rid of all things around the yard that can be missile in a hurricane 4. Check on neighbours that may need help	Coordinator – Response & Recovery	Alligator Pond Citizens Association Deidra Wright Sara Sealy
Ensure the elderly and physically challenged are notified and assisted to prepare for event	Coordinator – Response & Recovery	
B. HURRICANE WARNING – 36 HOURS BEFORE IMPACT		
1. Activate and brief all community teams and volunteers 2. Test the systems of communication within the community 3. If cell phones are the means to be used, ensure credit is bought 4. Ensure phones can be charged	Coordinator – Response & Recovery	Anasis Nephew DRM Team Omar Robinson
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	Coordinator – Response & Recovery	
1. Activate and prepare emergency shelters 2. Deploy relief and welfare volunteers to emergency shelters	Coordinator – Response & Recovery	Response & Recovery: Manchester Parish Council (MPC), Anasies Nephews Conroy Watson Richie Neil
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary	Coordinator – Response & Recovery	
Contact PDC and prepare to initiate evacuation procedures for the community	Coordinator – Response & Recovery	

B. HURRICANE WARNING – 36 HOURS BEFORE IMPACT CONT'D		
1. Re-check arrangements and MOUs with private bus/transportation owners and other volunteers in the community 2. Pre-position the following resources to areas which will potentially be cut off: Food stock/welfare items, communications equipment, manpower, power saws 3. Refuel vehicles	Coordinator – Preparedness/ Coordinator – Response & Recovery	Alligator Pond Citizens Association Red Cross Manchester Parish Council (MPC)
1. Encourage residents to activate family plans 2. Pre-position resources: List these resources: equipment, ropes, etc, food stocks/welfare items, communications equipment, manpower	Coordinator – Preparedness/ Coordinator – Response & Recovery	
C. 24 HOURS BEFORE IMPACT		
1. Notify PDC of activation of evacuation plan 2. Consult PDC on all matters relating to the activation of any or all evacuation systems	Coordinator – Response & Recovery	Omar Robinson
Activate and test local communications links and report to PDC	Coordinator – Response & Recovery	Omar Robinson
1. Brief community of activation of evacuation and persons to be evacuated: <ul style="list-style-type: none">Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuateCommunicate assembly points and deploy marshals/coordinatorsMake contact with shelter managers to receive evacueesInform PDC of actions to be takenAll electricity and gas supplies should be shut-down when closing businesses or evacuating homesEnsure the elderly and physically challenged to be evacuatedEnsure registration of all evacuatedCheck that all needing evacuation are safely evacuated 2. Monitor radio for hurricane warnings and public information via news releases through ODPEM AND Met office.	Coordinator – Response & Recovery	Deidra Wright Zoiria Ebanks Sharamah Chambers Sara Sealy

3. Monitor radios for precautionary tips together with packaged information of the activities of responding agencies	Coordinator – Response & Recovery	
4. Alert community Initial Damage Assessment Team(s)		
5. Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster		
D. 16 HOURS BEFORE IMPACT TO LANDFALL		
1. Maintain contact with PDC	CDRM Team President and	Anasies Nephews
2. Advise PEOC of weather conditions and state of preparedness	Vice President and	
3. Confirm arrival and status of evacuees in shelters	Coordinator – Response and	
4. Check with the standby teams and community response personnel	Recovery	
E. THE BLOW/IMPACT		
Monitor and report events as far as possible	CDRM Team President / Vice President	Anasies Nephews
Maintain contact with PEOC, shelters and response personnel	Coordinator – Response & Recovery	
F. AFTERMATH (IMMEDIATELY following the blow to 5 days after all clear)		
1. Check with PDC for persons to return home, but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm 'All Clear'	Coordinator – Response & Recovery	Anasies Nephews Alligator Pond Citizens Association Any Other Trained Personnel
2. Deploy community damage survey teams or assessors		
3. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities		
4. Check for deaths, injuries and persons needing emergency assistance		
5. Conduct first aid and search and rescue operations as necessary		
6. Notify PEOC of critical/emergency cases		
7. Provide PEOC with status repor	Coordinator – Response & Recovery	

F (a). UP TO 48 HOURS AFTER ALL CLEAR		
Provide initial damage survey/assessment and needs of the community	Coordinator – Response and Recovery	Alligator Pond Citizens Association
<ol style="list-style-type: none"> 1. Provide ground reconnaissance intelligence to the PDC 2. Assist the Fire Brigade and National Works Agency with road clearing, and search and rescue activities through the PEOC 3. Assist with the establishment and staffing of registration centres. 	Coordinator – Response and Recovery	The DRM Team
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.</p> <p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> • Open windows and doors to ventilate or dry your home. Do not use candles or open flames indoors. Use a flashlight to inspect for damage. • Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company • Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. • If they have to step in water to reach the electric box, call an electrician for advice. 	Coordinator – Response and Recovery	The IDA Team
<ol style="list-style-type: none"> 1. Check for sewage and water-line damage. 2. If you suspect there is such damage, call the NWC and or the PDC 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	Coordinator – Response and Recovery	The IDA Team
F (b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR		
<p>Constantly advise the community:</p> <ul style="list-style-type: none"> • To conserve water and food • To stay living at their homes if it is safe to do so • To take particular care with hygiene and sanitary practices • Of measures being taken with respect to provision of food and water and restoration of public utilities 	Coordinator – Response and Recovery	

F (b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR CONT'D		
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of assistance through the PEOC 2. Coordinate reconnaissance and damage assessment teams through the PEOC 3. Ascertain the early requirements for Government assistance in re-establishing the community 4. Coordinate the establishment, staffing and management of emergency shelters for sustained use in the community 5. Encourage persons affected to stay with friends or family as first options 6. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC 	Coordinator – Response and Recovery	DRM Team Alligator Pond Citizens Association
<ol style="list-style-type: none"> 1. Assist with the distribution of supplies 2. Assist with the tracing of missing persons 3. Assist with needs assessments 4. Assist in the provision of welfare information to persons affected 5. Begin to effect minor repairs to critical facilities and clear roadways and drains 6. Continue to provide feed back and assistance to the community through the PDC and PEOC 	Coordinator – Response and Recovery CDRM Team President CDRM Team V/ President	DRM Team Alligator Pond Citizens Association
Phase 4: Recovery		
<ol style="list-style-type: none"> 1. Mobilize community members to assist each other with rehabilitation and reconstruction activities 2. Encourage community members to rebuild bearing in mind mitigation measures (build back better) 3. Mobilize and conduct repairs to critical facilities and infrastructure (schools, clinic, water supplies and others) 	Coordinator – Response and Recovery/ Coordinator – Prevention & Mitigation	Anasies Nephews Omar Robinson

1. Update PDC on recovery activities by external agencies/departments/organizations	CDRM Team President	Anasies Nephews
2. Monitor progress and ensure deficiencies are reported	CDRM Team V/President	
Mobilize CDRM Team to seek assistance from NGOs (eg: Red Cross, Food for the Poor, ADRA) to assist in community recovery initiatives	CDRM Team President	Anasies Nephews
Identify and share Lessons Learnt to enhance future preparedness and response activities: <ul style="list-style-type: none"> Challenges in responding to incidents Which systems were overburdened? What resources were lacking (human and physical)? How did the community cope? What areas of the SOPs need to be reconsidered? 	CDRM Team President and Vice President and all other stakeholders	DRM Team
Revise SOPs as necessary	CDRM Team President and Vice President and all other stakeholders	The DRM Team

APPENDIX 6

CDRM GROUP – Alligator Pond **EARTHQUAKES - STANDARD OPERATING PROCEDURES (SOP)**

Purpose

The purpose of this Earthquake SOP is to establish the necessary action steps for an effective and safe response to earthquakes that could potentially affect the community of **Alligator Pond**. Earthquakes can result in damages to community infrastructure and facilities, loss of life and property, and other incidents with varying severity from minimal to catastrophic; depending on the intensity of the earthquake. The CDRM Group shall work with government organizations, NGOs/CBOs, private sector and other stakeholders to facilitate the safety of community members. It is the intent of this SOP to maintain clearly defined procedures for before, during and after earthquake events.

Earthquake can happen at any time with varying degrees of strengths or magnitudes. The community recognizes that it must be prepared to respond, recover and mitigate against the effects of an earthquake.

Objectives

The concepts and procedures in this SOP are set to:

- Facilitate coordination among community members and the CDRM Group in preparing for and responding to earthquakes.
- Ensure a logical and sequenced set of actions for community response.
- Assign specific task to ensure collaboration and execution activities.

Threat Assessment

The community of **Alligator Pond** has little history of earthquakes. The anticipated threat for the purpose of this plan includes at least one event in the next ten years (at any time) that will have a moderate to major effect on most buildings and critical infrastructure.

Basic Planning Assumptions

- At least one moderate earthquake will probably affect the country/community in the next 5-100 years.
- CDRM Group will remain active and functional
- Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.
- There is commitment and support from agencies and departments of government to assist community.
- Community is will to utilize their own resources in preparedness and response as far as possible.
- CDRM Group will train and establish Community Emergency Response Team(s) (CERTs).

Concept of Operations

These SOPs are designed to establish a concept of operations spanning the direction and control of the disaster from an initial monitoring through post-disaster response, recovery, and mitigation. All activities are community driven, with technical assistance provided by agencies, departments, NGOs and private sector as necessary.

Procedures will be categorized into the following phases:

Phase 1: Prevention, Preparedness and Mitigation (year round).

Phase 2: Event, Event Response, Damage Assessment

Phase 3: Recovery

ACRONYMS

AAR – After Action Report

CERT – Community Emergency Response Team

CDRMG – Community-based Disaster Risk Management Group

DRM – Disaster Risk Management

EOC – Emergency Operations Center

NEOC – National Emergency Operations Center

NGO – Non Government Organization

ODPEM – Office of Preparedness and Emergency Management

PDC – Parish Disaster Coordinator/Committee

PEOC – Parish Emergency Operations Center

DEFINITIONS

All Clear: An All Clear is a statement issued by the pertinent authority (Earthquake Unit, ODPEM) when a threat has passed. The ***All Clear***, for an Earthquake – is when the earthquake has passed and the associated after-shocks or tremors are no longer expected to affect the country/community.

Emergency Operations Center (EOC)

A multi-agency coordination center that provides support and coordination to the on-scene responders.

Incident: An event that occurs that may lead to an emergency condition.

Earthquake: A shaking or rolling motion of the earth's surface caused from a sudden release of energy from below the earth's surface. The release of energy is generally caused by slipping or breakage of rock below the earth's surface.

Epicentre: The position on the ground directly above where the slip under the earth's surface first occurs. The magnitude felt is likely to be greatest at this point. The damage is likely to be worst at this point.

After-Shock: Tremors or smaller earthquakes that occur after the main shock is felt. *After-shocks* can occur over a period of a few hours to months after the main shock.

Tremor: The shaking or seismic waves felt or caused by an earthquake or explosion is called a *tremor*.

Magnitude: *Magnitude* is a measure of the amount of energy released during an earthquake. Magnitude is typically measured on the Richter Scale for the Caribbean

OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

Prevention, Mitigation and Preparedness activities as mentioned in these SOPs are specific actions to be taken by respective CDRM Coordinators and their teams (drafted support persons) to ensure proper planning and coordination for an **earthquake** emergency. Coordinators should utilize other information and measures highlighted in the CDRM Plan to as a guide for other actions.

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education & Fundraising	
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	
9. Prepare areas for sheltering persons in need	Coordinator - Preparedness	
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness	
11. Ensure new developments are assessed and relevant	Coordinator – Prevention &	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
measures put in place to safeguard community.	Mitigation	
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention & Mitigation	
13. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Shelter Manager	The Parish Disaster Coordinator The DRM Team
14. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets	Coordinator - Preparedness	The Red Cross Area Group
15. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Coordinator – Damage Assessment	The DRM Team Omar Robinson
16. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes	Coordinator – Prevention & Mitigation (primary) Sector/Evacuation leaders (secondary)	
17. Community inventory of building quality	Coordinator – Mitigation & Prevention	Dorcas Jones Anthony Slowley Omar Robinson
18. Community inventory of road networks and updating of community map	Coordinator – Mitigation & Prevention	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
19. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator – Mitigation and Prevention	
20. Put mutual aid agreements in place for emergencies such as earthquakes	Coordination – Preparedness	Omar Robinson
21. Meet and assess the community's state of preparedness for an earthquake	DRM Team	The IDA Team
22. Organize or initiate and support drills <ul style="list-style-type: none"> • Trained community first aiders • Search and rescue personnel • Have first-aid kits prepared • Support for school and business community drills 23. Make available all relevant information on the hazard to the general community 24. Personal for families: - Make sure your family goes over the family disaster plan	Coordinator – Preparedness & Coordinator Response & Recovery	The Parish Disaster Coordinator
25. Protecting the community: <ul style="list-style-type: none"> • Encourage residents to check and address building and roofing strength. Keep yards clear of debris • Keep roads and open lots clear of solid waste and debris. 	Coordinator – Mitigation and Prevention/Coordinator - Preparedness	The Police Unit The DRM Team

Phase 2: THE EARTHQUAKE - The first 3-6 hours immediately following the event

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team – President/V.P	Anaies Nephews
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery	Anasies nephews The IDA Team
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator – Response and Recovery.	
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator - Preparedness	Anasies Nephews

AFTERMATH (IMMEDIATELY following the blow to 5 Days after all clear)

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear	Coordinator - Response & Recovery	Anasies Nephews
1. Deploy community damage survey teams or assessors 2. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. 3. Check for deaths, injuries and persons needing emergency assistance 4. Conduct first aid and search and rescue operations as necessary 5. Notify PEOC of critical/emergency cases 6. Provide PEOC with status report	Coordinator - Response & Recovery Coordinator – Response & Recovery	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Provide initial damage survey and needs of the community	Coordinator - Response & Recovery	The IDA Team
<ol style="list-style-type: none"> 1. Provide ground reconnaissance intelligence to the PDC. 2. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC . 3. Assist with the establishment and staffing of registration centres. 	Coordinator - Response & Recovery	The DRM Team The IDA Team
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.</p> <p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> ▪ Check for sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Check for water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. ▪ Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. ▪ If have to step in water to reach the electric box, 	<p>Coordinator - Response & Recovery</p> <p>Coordinator – Response & Recovery</p> <p>Coordinator – Response & Recovery</p>	<p>The Alligator Pond Citizens Association The DRM Team</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
call an electrician for advice.		
<ol style="list-style-type: none"> 1. Check for general sewage and water-line damage in the community. 2. If you suspect there is such damage, call the NWC company and or PDC. 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	Coordinator - Response & Recovery	The DRM Team The Parish Council

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Constantly advise the community : <ul style="list-style-type: none"> • To conserve water and food • To stay living at their homes if it is safe to do so • To take particular care with hygiene and sanitary practices • Of measures being taken with respect to provision of food and water and restoration of public utilities 	Coordinator - Response & Recovery	The Alligator Pond Citizens Association The DRM Team
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of assistance through the PEOC. 2. Coordinate reconnaissance and damage assessment teams through the PEOC 3. Ascertain the early requirements for Government 	Coordinator - Response & Recovery	Anasies Nephews IDA Team

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
assistance in re-establishing the community.		
<ul style="list-style-type: none"> • Coordinate the establishment, staffing and management of emergency shelters for sustained use in community. • Encourage persons affected to stay with friends or family as first options. 	Coordinator - Response & Recovery	The Alligator Pond Citizens Association The DRM Team
Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator - Response & Recovery	The Alligator Pond Citizens Association The DRM Team
<ol style="list-style-type: none"> 1. Assist with the distribution of supplies 2. Assist with the tracing of missing persons 3. Assist with needs assessments 4. Assist in the provision of welfare information to persons affected 5. Begin to effect minor repairs to critical facilities and clear road ways and drains 6. Continue to provide feedback and assistance to the community through the PDC and PEOC. 	Coordinator - Response & Recovery	The IDA Team The DRM Team The Alligator Pond Citizens Association

PHASE 3: RECOVERY

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities. 2. Encourage community members to rebuild bearing in mind mitigation measures (build back better). 3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others) 	<p>CDRM Team, Public Education and Fundraising Coordinator</p> <p>CDRM Team, Coordinator – Response and Recovery</p>	<p>The DRM Team The Alligator Pond Citizens Association</p>
<ol style="list-style-type: none"> 4. Update PDC on recovery activities by external agencies/departments/organizations. 5. Monitor progress and ensure deficiencies are reported. 	<p>Coordinator – Response and Recovery</p>	<p>Anasies Nephews</p>
<ol style="list-style-type: none"> 6. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives. 	<p>Coordinator – Response and Recovery</p>	<p>Anasies Nephews</p>

APPENDIX 7

FIRE - STANDARD OPERATING PROCEDURES (SOP)

Purpose

The purpose of this Fire SOP is to establish the necessary action steps for an effective and safe response to fires that could potentially affect the community of Alligator Pond. Fires could result in damage to community infrastructure, and facilities, loss of life and property, and other incidents with varying severity from minimal to catastrophic; depending on the intensity of the fire. The CDRM Group shall work with government organizations, NGOs/CBOs, private sector and other stakeholders to facilitate the safety of community members. It is the intent of this SOP to maintain clearly defined procedures for before, during and after fire events.

Objectives

The concepts and procedures in this SOP are set to:

- Facilitate coordination among community members and the CDRM Group in preparing for and responding to fires.
- Ensure a logical and sequenced set of actions for community response.
- Assign specific task to ensure collaboration and execution of activities.

Basic Planning Assumptions

- At least one major Fire will probably affect the country/community
- CDRM Group will remain active and functional
- Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.
- There is commitment and support from agencies and departments of government to assist community.
- Community is willing to utilize their own resources in preparedness and response.
- CDRM Group will train and establish Community Emergency Response Team(s) (CERTs) to reduce the danger to which the community is exposed in the event of a bush or building fire.

- CDRM actively ensure members of their community are aware of possible hazards and how to prevent, mitigate and prepare in the event of likely hazards, including fires.
- The Jamaica Fire Brigade is recognized as the formal First Responder to fires as part of the National Emergency Response Matrix.

Concept of Operations

These SOPs are designed to establish a concept of operations spanning the direction and control of the disaster from an initial monitoring through post-disaster response, recovery, and mitigation. All activities are community driven, with technical assistance provided by agencies, departments, NGOs and private sector as necessary.

Procedures will be categorized into the following phases:

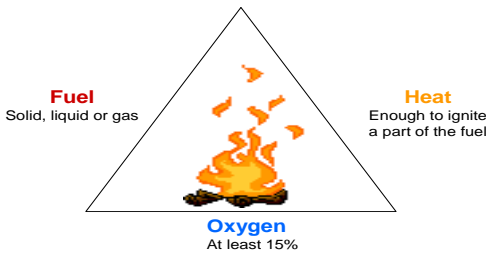
Phase 1: Prevention, Mitigation and Preparedness

Phase 2 (a): Event and Event Response – Building Fires (Homes, Small Businesses)

Phase 2 (b): Event and Event Response – Bush Fires

Phase 3: Recovery

GLOSSARY OF TERMS

TERM	MEANING
ALL CLEAR	An All Clear is a statement issued by the pertinent authority (Fire Department, Police – if the fire department is not present) when a threat has passed. The All Clear , for Fire – is when the fire has been fully extinguished and buildings and property are no longer threatened.
EMERGENCY OPERATIONS CENTRE (EOC)	A multi-agency coordination centre that provides support and coordination to the on-scene responders.
INCIDENT	Natural or man-made event that requires the action of emergency services to protect lives, goods and environment.
FIRE	Combustion or Fire is a chemical reaction or series of reactions in which heat and light are evolved.
FACTORS NECESSARY FOR COMBUSTION HEAT, FUEL AND OXYGEN	
WAYS IN WHICH HEAT CAN BE CREATED	OPEN FLAME, SPARKS, ARCS, FRICTION, CHEMICAL REACTION, ELECTRICAL
FUEL	Fuels are found in all three (3) stages of matter. SOLIDS: Cloth, Paper, Wood, Coal LIQUIDS: Gasoline, Kerosene, Alcohol, Paint GASES: Methane, Butane, Propane, Acetylene
OXYGEN	21.2 percent of the earth's atmosphere is oxygen, but only 15 percent is needed for combustion <div style="text-align: center;"> <p>Triangle of Combustion</p>  <p>The diagram illustrates the Triangle of Combustion, a concept where three elements form the vertices of a triangle, and all three must be present for a fire to occur. At the top vertex is 'Fuel' (Solid, liquid or gas). At the bottom-left vertex is 'Heat' (Enough to ignite a part of the fuel). At the bottom-right vertex is 'Oxygen' (At least 15%). In the center of the triangle is a graphic of a fire burning on a pile of fuel.</p> </div>

TERM	MEANING
BUSH FIRE	A fire in the bush or in a forest area that spreads quickly and goes out of control easily.
EMERGENCY EVACUATION	The immediate and rapid movement of people away from the threat or actual occurrence of a hazard.
EXTINGUISH	To put out a flame or fire; to cause a flame or fire to cease to burn or shine.
R.A.C.E	Acronym for R escue, A lert, C ontain (confine fire and smoke) and E vacuate or E xtinguish.
P.A.S.S.	Acronym for P ull, A im, S queeze, S weep (at base of fire). Use to remind users of fire extinguishers how to properly use a CO ₂ , Dry Powder or Water fire extinguisher

OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

Prevention, Mitigation and Preparedness activities as mentioned in these SOPs are specific actions to be taken by respective CDRM Coordinators and their teams (drafted support persons) to ensure proper planning and coordination for a **fire** emergency. Coordinators should utilize other information and measures highlighted in the CDRM Plan to as a guide for other actions.

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	DRM Team
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Omar Robinson Anthony Slowley Conroy Watson Deidra Wright
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
5. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness	
6. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Coordinator – Response and Recovery.	Anasies Nephews The Parish Disaster Coordinator
7. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	The Parish Disaster Coordinator
8. Sensitization of residents on fire safety to be conducted on a yearly	Coordinator – Public Education &	The DRM Team

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
basis.	Fundraising	
9. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	The IDA Team The Alligator Pond Citizens Association
10. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	
11. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Anansies Nephews
12. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC and Fire Department for facilitating training or refresher courses.	Coordinator - Preparedness	
13. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	The Parish Disaster Coordinator The Alligator Pond Citizens Association
14. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC and Fire Departments.	Coordinator – Prevention & Mitigation	
15. Meet and assess the community's state of preparedness for a fire.	DRM Team	The Alligator Pond Citizens Association
16. Conduct Fire Drills at least once yearly		

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Personal for families and businesses: <ul style="list-style-type: none"> Make sure your family goes over the family disaster plan. All family members should know their evacuation plan. Store important documents in fireproof box (where possible) or safe. 	Coordinator – Preparedness/Coordinator Response & Recovery/Public Education	The Alligator Pond Citizens Association

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ Houses should be safely wired. An electrical inspection should be conducted: <ul style="list-style-type: none"> ○ For new buildings or building extensions, ○ For older buildings every 2-3 years; annually where rodents and termites are prevalent or where houses are located by the sea or where corrosion can take place ▪ Actively practice fire safety when cooking and in use of matches or flammable material, in monitoring children, when smoking, use of electrics and the wiring of buildings, etc. ▪ Insure house/building, contents and other assets, where possible. ▪ Have a business continuity plan (businesses). ▪ Employees / Family members should know exit routes and what to do in case there is a fire. (Have regular drills). 	<p>Coordinator – Preparedness/Coordinator Response & Recovery/Public Education</p>	
<p>Protecting the community (from bush fires):</p> <ul style="list-style-type: none"> ▪ Trim dead or weak branches from trees ▪ Keep yards free of debris ▪ Avoid open burning, especially dry season ▪ Remove all dead limbs , needles and debris from gutters ▪ Build fires away from nearby trees or bushes, always have a 	<p>Coordinator – Mitigation and Prevention/Coordinator Preparedness</p> <p>Coordinator – Mitigation and</p>	<p>DRM Team The Parish Council</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>way to extinguish this fire.</p> <ul style="list-style-type: none"> ▪ Monitor all fires while they are burning. ▪ Prune all branches around to a height of 8-10 feet. ▪ Ensure trees adjacent to buildings are free of dead or dying wood and moss. 	<p>Prevention/Coordinator Preparedness -</p>	
<p>Protecting the community (businesses):</p> <ul style="list-style-type: none"> ▪ Install smoke detectors within Business and institutions ▪ Exit signs must be fitted to all exit doors. Signs must be written in bold red and white background. ▪ All buildings must have proper exits, evacuation routes and emergency assembly areas. ▪ Encourage the usage of fire-resistant materials when building, renovating, or retrofitting structures. ▪ Encourage the storage of combustible/ flammable materials in approved safety containers and keep away from home. 	<p>Coordinator – Mitigation and Prevention/ Coordinator - Preparedness</p> <p>Coordinator – Mitigation and Prevention Coordinator - Preparedness</p>	<p>The Alligator Pond Citizens Association</p> <p>DRM Team</p>
<p>Ensure each response team are equipped with the following:</p> <ul style="list-style-type: none"> ▪ Knowledge and drills for recognizing types of fire and assessment for response ▪ Fire Brigade telephone number and means of emergency 	<p>Coordinator – Mitigation and Prevention/Coordinator Preparedness -</p> <p>Coordinator – Mitigation and</p>	<p>DRM Team</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>telecommunications (mobile phone, radio – if necessary)</p> <ul style="list-style-type: none"> ▪ Sand box and shovels ▪ Pails and water source (drum) ▪ Fire Extinguisher (if possible) ▪ First Aid kit 	<p>Prevention/Coordinator Preparedness</p> <p>-</p>	
<p>Obtain local building codes and weed abatement ordinances for buildings near wooded areas.</p>	<p>DRM Team President/ Coordinator – Preparedness</p>	<p>Anasies Nephews Deidra Wright</p>
<p>Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> ▪ Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate. ▪ Communicate assembly points and deploy marshals. ▪ Make contact with shelter managers to receive evacuees. ▪ Inform PDC of actions to be taken. ▪ All electricity and gas supplies should be shut-down when closing businesses or evacuating homes ▪ Ensure the Elderly and physically challenged to be evacuated and make special arrangement for them. 	<p>Coordinator - Response & Recovery</p> <p>Coordinator – Response & Recovery</p>	<p>DRM Team The Alligator Pond Citizens Association</p>

DURING A FIRE

REMEMBER: activities for response during a fire can be done at the same time, particularly where a team approach is taken. Studies have shown that persons who practice together are more likely to respond better than those who don't practice at all or irregularly.

DRILLS SAVE LIVES

R – RESCUE (the elderly, children, physically or mentally disabled)

A – ALARM/ASSESS (simultaneous to immediate rescue)

C – CORDON/CONFINE (the area under fire, if possible)

E – EXTINGUISH (the fire) OR **EVACUATE** (persons at risk, if safe to the rescuer)

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Call out ALARM - If trapped in a fire you cannot out run it. Once a fire is detected immediately call the JPS, Police and Fire Department.	Persons on or nearby the scene; Coordinator – Response	DRM Team
<p>Once an ALARM is activated:</p> <p>At location of fire (buildings):</p> <ul style="list-style-type: none"> ▪ Building should be immediately evacuated. Do not enter a burning building. ▪ Ensure that persons who need assistance while evacuating are assisted (Elderly, Physically Challenge, Children) ▪ Assess the situation. ▪ Establish safety zone. ▪ If a fire is small and its safe attempt to extinguish with a fire extinguisher. 	<p>Persons on or nearby the scene; Coordinator – Response</p> <p>Persons on or nearby the scene;</p>	<p>Anasies Nephews</p> <p>IDA Team</p> <p>DRM Team</p> <p>The Alligator Pond Citizens Association</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>necessary.</p> <p><i>Around the perimeter of the fire:</i></p> <ul style="list-style-type: none"> ▪ Cordon the area and keep persons at a safe distance. ▪ Ensure persons do not enter a burning building. ▪ Keep the scene calm. Ensure the comfort/safety of the distraught. <p><i>On exit of the building, at the assembly point or safety zone:</i></p> <ul style="list-style-type: none"> ▪ Check for deaths, injuries and persons needing emergency assistance. ▪ Attend to injured persons. Seek assistance for those who require serious medical intervention. ▪ Conduct first aid and search and rescue operations as necessary ▪ Conduct a roll call when students/ staff are assembled (institutions & businesses). ▪ Have information on the missing and injured available for emergency personnel (fire, EMS or police) 	<p>Persons on or nearby the scene;</p> <p>Coordinator – Response and Recovery</p> <p>Persons on or nearby the scene;</p> <p>Coordinator – Response and Recovery</p>	
<p>Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.</p>	<p>Coordinator – Preparedness</p>	<p>DRM Team</p>

AFTER A FIRE

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Constantly advise the community that after fire persons should not re-enter building until authorities say it is safe to do so. Confirm All Clear.	Coordinator – Response & Recovery	DRM Team
2. Conduct Damage & Needs Assessment <ul style="list-style-type: none"> a. Deploy community damage survey teams or assessors (with Parish Council if more than 3 homes/properties are affected) b. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. c. Check for associated deaths, injuries and persons needing emergency or psychosocial assistance d. Conduct first aid and search and rescue operations as necessary e. Notify emergency personnel of additional critical/emergency cases 	Damage Assessment Coordinator: (a) Coordinator – Response & Recovery: (b-e)	IDA Team The Alligator Pond Citizens Association
3. Provide initial damage survey results and needs assessment for the community to Fire Department, Parish Council and other relevant authority (e.g. Social Worker from Ministry of Labour and Social Security)	Damage Assessment Coordinator	Dorcas Jones Deidra Wright
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator - Response & Recovery	The Alligator Pond Citizens Association
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator - Response & Recovery	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>6. Coordinate requests for and offers of assistance through the Parish Council.</p> <ul style="list-style-type: none"> ▪ Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC ▪ Assist with the distribution of supplies ▪ Assist with needs assessments ▪ Assist in the provision of welfare information to persons affected. 	Coordinator - Response & Recovery	<p>Anasies Nephews</p> <p>The Alligator Pond Citizens Association</p>
7. Assist with the tracing of missing persons	Coordinator - Response & Recovery	The Police Unit
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Coordinator - Response & Recovery	DRM Team
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery	The Alligator Pond Citizens Association
10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Coordinator - Response & Recovery	The Alligator Pond Citizens Association
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator - Response & Recovery	DRM Team
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Coordinator - Response & Recovery	The Alligator Pond Citizens Association
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator - Response & Recovery	Deidra Wright
14. Monitor progress and ensure deficiencies are reported.	Coordinator - Response & Recovery	<p>Anasies Nephews</p> <p>Deidra Weight</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
15. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives, as required.	Coordinator – Response & Recovery	
16. After Action Assessment (Community & community/agency) – to identify and share lessons learnt to improve future preparedness and response activities (de-briefing of incident): <ul style="list-style-type: none"> ▪ Challenges in responding to incidents ▪ Which systems were overburdened? ▪ What resources were lacking (human and physical)? ▪ How did the community cope? ▪ What areas of the SOPs need to be reconsidered? 	CDRM Team Leader / Coordinator – Response & Recovery CDRM Team Leader / Coordinator – Response & Recovery	Anasies Nephews Deidra Wright The DRM Team Alligator Pond Citizens Association
17. Revise SOPs as necessary	CDRM Team – President/V.P to lead	Anasies Nephews Deidra Wright

ACKNOWLEDGEMENT

The Alligator Pond Disaster Area Committee wishes to thank the Office of Disaster Preparedness and Emergency Management (ODPEM), the Canadian International Development Agency (CIDA), Manchester Parish Disaster Committee and the Social Development Commission for partnering with us in developing this very important document.

Disaster risk management at the community level indeed needs to be properly organized and managed as the community members are the first responders to any emergency. This plan clearly outlined all critical areas of disaster management – prevention, mitigation, preparedness, response and recovery. We are convinced that this document will greatly assist the residents of our community in not only preparing for disasters, but our response capacity will be enhanced.

The Disaster Area Committee wishes to express our gratitude to the facilitators, Ms La Jean Powell, Parish Disaster Coordinator - Manchester Parish Council Disaster Coordinator, ODPEM, The Social Development Commission and their work in our community. The Red Cross for being a valued asset to our community; all the other relevant stakeholders that play an integral part in our community; lastly to the members of our community for their future participation in our disaster management efforts.

We anticipate a continued working relationship and trust that you will continue to support disaster risk management activities in this community.

Regards

Anasies Nephews (Mr.)
Chairman
Alligator Pond Disaster Area Committee

ACKNOWLEDGEMENT



The Office of Disaster Preparedness and Emergency Management (ODPEM) take this opportunity to express profound appreciation to the Canadian International Development Agency (CIDA) for funding the development of this very important and relevant document. The organization recognizes the sacrifice, time, dedication and commitment of the leadership and members of the Alligator Pond Disaster Area Committee and the Parish Disaster Coordinator, Ms. La Jean Powell for contributing so ably to this Community Disaster Risk Management Plan.

Your level of involvement has demonstrated that you have accepted and owned the disaster risk management process in your community and are willing to play your part for a safer community.

This document is yours for use. Improve on it where you see necessary it is the beginning of the process, not the end.

We stand ready to continue to support your organization in whatever way possible as together we build a safer community.

Thank you.

Camille Beckford-Palmer (Mrs.)
Regional Disaster Coordinator
ODPEM