

COMMUNITY DISASTER RISK MANAGEMENT PLAN

**For
Annotto Bay, St. Mary**

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

St. Mary Parish Council

and other partners.

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TABLE OF CONTENT

	PAGES
Glossary of Terms	5
Abbreviations	8
Preamble	9
The Zonal Program.....	11
Community Profile	14
Annotto Bay Location Map	16
Disaster Risk Management Organization Structure	17
Contact List	19
Terms of Reference CDRM Group Concept	20

PR Pre-Impact

PR1	Historical Overview of Disasters	27
	Community Hazard Map	29
	Community Problem Tree.....	30
	SWOT Analysis	31
PR2	Future Hazards	33
PR3	Vulnerability Summary, Possible Impact & Corrective Actions to Reduce Community Vulnerability ...	34
PR4	Reducing Vulnerability	35
PR5	Priority Listing of Hazards	38

PR6	Capacity and Resource Analysis	40
PR7	Prevention	41
PR8	Mitigation	43
PR9	Risk Transfer	48
PR10	Training	49
PR11	Public Awareness and Education	50
PR12	Community Monitoring Programme	51
PR13	Community Early Warning system	52
PR14	Community Early warning Activity and Responsibility	53
PR15	Areas to be Evacuated	54
PR16	Evacuation Routes and Mode of Transportation to Emergency Shelters	55
PR17	Evacuation Procedures	56
PR18	List of Official and Unofficial Emergency Shelters	59
PR19	Preparedness Action Plan	61
PR20	Simulations and Drills	62

PO – POST IMPACT

PO1	Response and Relief	63
PO2	Initial Damage Assessors	66
PO3	Community Damage Assessors.....	68
PO4	Community Response Action Plan	69

PO5	Welfare and Relief	70
PO6	Community Recovery Action Plan	71
P06	APPENDICES:	72
	<i>Appendix A - Vulnerable Population</i>	<i>72</i>
	<i>Appendix B - Emergency Supplies Available in community</i>	<i>73</i>
	<i>Appendix C - Emergency Supplies Required</i>	<i>74</i>
	<i>Appendix D - Emergency Supplies To Be Taken To Shelter.....</i>	<i>75</i>
	<i>Appendix E - Stakeholder Partnerships</i>	<i>76</i>
	<i>Appendix F - Photo Gallery</i>	<i>78</i>
	<i>Appendix G - Hurricane SOP</i>	<i>81</i>
	<i>Appendix H - Earthquake SOP</i>	<i>98</i>
	<i>Appendix I - Fire SOP</i>	<i>112</i>
	Acknowledgement	127

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 <i>skilled personal</i> 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

TERM	MEANING
EMERGENCY MANAGEMENT:	prepare for effective response. 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.
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.
MITIATION:	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

TERM	MEANING
	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 measures.
RETROFITTING:	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:	<p>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.</p> <p>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.</p>
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.

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>

ABBREVIATIONS

CBDRM	Community-Based Disaster Risk Management
CBO	Community Based Organization
CERT	Community Emergency Response Team
DRM	Disaster Risk Management
IDB	Inter-American Development Bank
MP	Member of Parliament
NEPA	National Environment Planning Agency
NGO	Non-Governmental Organisation
NSWMA	National Solid Waste Management Authority
NWA	National Works Agency
ODPEM	Office of Disaster Preparedness and Emergency Management
PDC	Parish Disaster Coordinator/Committee
RADA	Rural Agricultural Development Authority
MLSS	Ministry of Labour and Social Security

PREAMBLE

Name of the Plan

The name of the plan is the “**Annotto Bay 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. Provide an emergency contact list and identification of vulnerable populations living in **Annotto Bay**.
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

The key actors involved in the development of the draft plan are the **Annotto Bay** Community Development Committee, the St. Mary Parish Council and the Office of Disaster Preparedness and Emergency Management, Social Development Commission, the Utility Companies and other NGO’s within **Annotto Bay**.

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 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 **Annotto Bay** CDC. This plan is a “living” document, as conditions change (new roads, new houses and residents etc) the plan will have to be revised. The recommended period for review and subsequent revision is at least once per year 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 **Annotto Bay** Community Based Disaster Risk Management Plan represents the operational procedures and strategies to be employed at the community level in response to, recovery from and in preparation for a number of hazards. The community will be supported by and will work through the District Sub-Committee of the Parish Disaster Committee and will be closely integrated with the PEOC. 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 St. Mary Parish Council on Disaster Risk Management matters through the Parish Disaster Committee and the Coordinator. The Standard Operating Procedures (SOP's) contained in the plan reflect national SOP's.

THE ZONAL PROGRAMME

Disaster Risk Management at the Parish and Community Level (ODPEM'S perspective)

The parish organization structure stipulates that there be the mobilization of persons at the community level in organizations called Zonal Committees. These committees are the responsibility of the Parish Disaster Health & Welfare Sub-committee. The Parish Coordinator shall be responsible for providing secretariat support to both the committee and the zonal committees.

The Zonal Programme

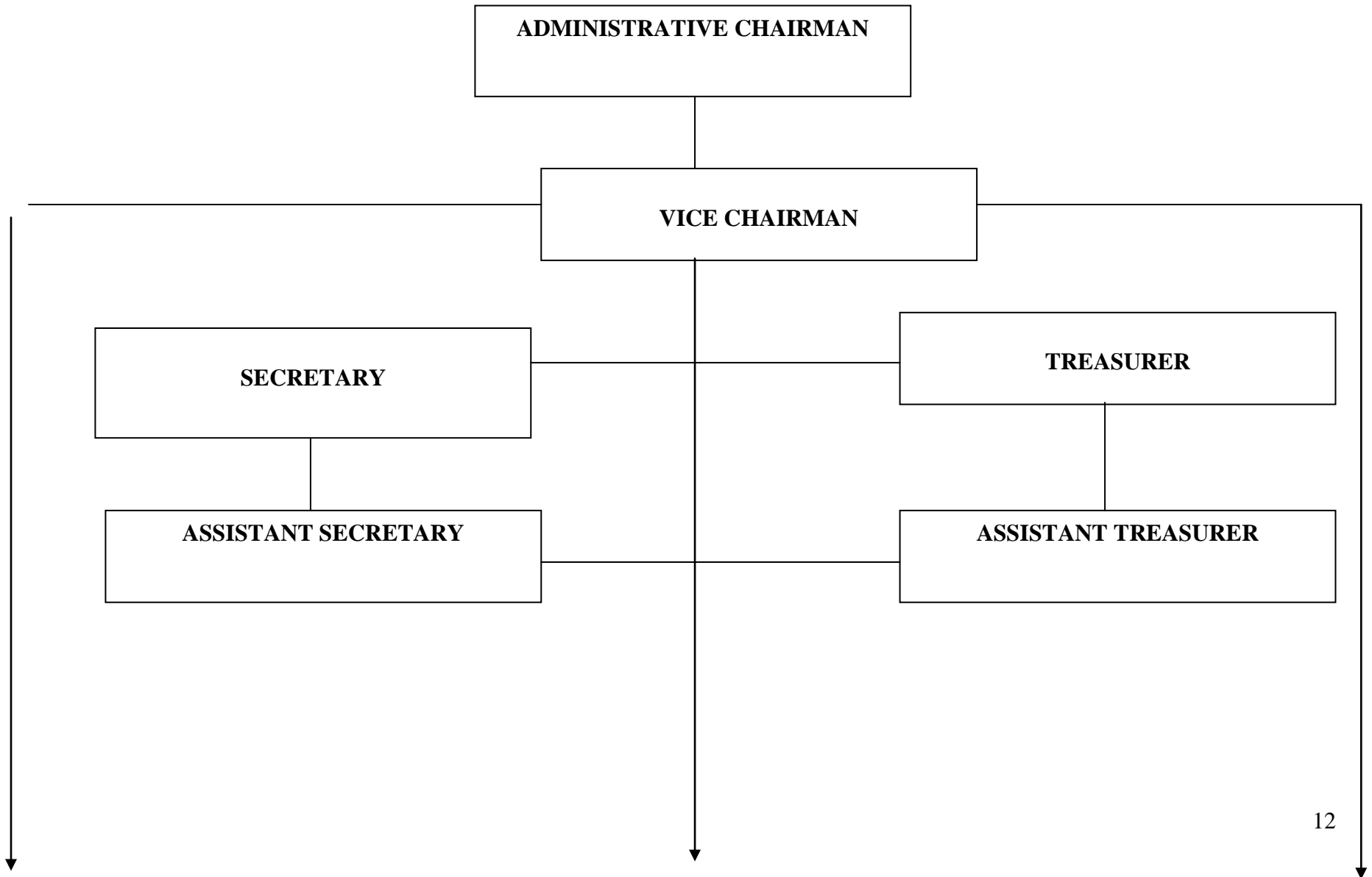
Within the National Disaster Management Framework, “The Zone” is envisaged as the smallest organized unit, outside of the family, that is empowered to prepare and respond to emergencies and disasters at the local level. The Zonal Programme conceptually represents the establishment of a formal organizational structure at the community level. This will provide an enhanced level of capacity, within communities, to prepare for and respond to emergencies/disasters at the community level.

Objectives of the Zonal Committee Programme

The objectives of the Zonal programme include the following:

- Organizing communities to prepare for emergencies/disasters utilizing local resources.
- Conduct hazard identification and analysis for communities within the zone.
- Management of emergencies and disasters utilizing local resources and other resources that may be channelled into the community.
- Develop the local capacity to survive the first 72 hours (three (3) days) of a disaster without external assistance
- Implement training and sensitization programmes as part of the preparation of local population for emergencies/disasters.
- Conduct damage assessment exercises for adverse events impacting the “zone”.
- Mobilize the community to undertake disaster mitigation programmes.

ZONAL COMMITTEE STRUCTURE



ZONAL COMMITTEE STRUCTURE CONT'D

ADMINISTRATION FINANCE AND FUNDRAISING SUB-COMMITTEE

Chair: Fund-raising Coordinator

Other members may include:

- Treasurer
- Assistant Treasurer
- (Interested members of committee and others)

PUBLIC EDUCATION HEALTH, WELFARE, TRAINING SUB-COMMITTEE

Chair: Public Education Coordinator

Other members may include:

- Vulnerability & Risk Identification Coord.
- Prevention & Mitigation Coordinator
- Preparedness Coordinator
- (Interested members of committee and others)

EMERGENCY OPERATIONS COMMUNICATIONS & TRANSPORTATION SUB-COMMITTEE

Chair: Response & Recovery Coordinator

Other members may include:

- Damage Assessment Coordinator
- Shelter Coordinator
- (Interested members of the committee and others)

COMMUNITY PROFILE

Background

The communities are the typical rural communities characterized by sparse developments which tend to have a linear pattern and are generally located along roads and rivers. The elevation of the area ranges from 200m in the interior to 20m near the coast with Annotto Bay and surrounding communities being below sea level. Drainage is from south to north with the smaller Ugly River and Bucket River being tributaries to the Pencar River. The crooked River originates near the coast at an elevation of approximately 80m and like the Pencar River drains to the coastal town of Annotto Bay. Most of the communities are located at the higher elevations and are in close proximity to the Pencar, Ugly and Bucket Rivers. Majority of the housing structures present are wooden with a few being made of concrete which poses a major fire hazard.

The communities are located in high risk areas because of the high drainage density together with the geological formation. The latter comprises alluvium and the Richmond limestone formation which tend to have high landslip risk in the hillier areas and flood risk on the alluvial flood plains surrounding the rivers. Vegetation cover generally comprises mixed or scattered cultivation and shrubs. Just west of the project area lies the Wag Water River while to the southern interior is the mountainous with elevation reaching a maximum of 1000m from which the Pencar River originates. The eastern section of the area is also bordered hilly terrain.

LOCATION AND BOUNDARIES FOR COMMUNITY IN THIS PLAN:

- Begin at the intersection of the Annotto Bay/Fort. Stewart Main Road.
- Move South along the Fort. Stewart Road to the intersection of Fairfield Path Road
- Move West along the Fairfield Path Road to a point where it intersects the Osbourne Estate Boundary
- From this point Southwest along the Osbourne Estate Boundary to where it meets the Atlantic Road. Boundary

- From this point move Northwest in a straight line to a point where the Pencar River meets the Fort. George Road.
- Move Northwest to a point where the Grays Inn Boundary intersects the Forrest Dept. Road.
- Move Northwest in a straight line to the Wag Water River near Bendish Rock
- From this point move along the Wag Water River to the Caribbean Sea
- Move from there East along the coast to the starting point

AREAS COVERED UNDER THIS PLAN

Annotto Bay Proper

Long Road

Baxters Mountain

Iterboreal

Enfield

Fort George

Epsom

Gibraltar

Pleasant Hill

Dover

Camberwell

Georges Hope

Grays Inn

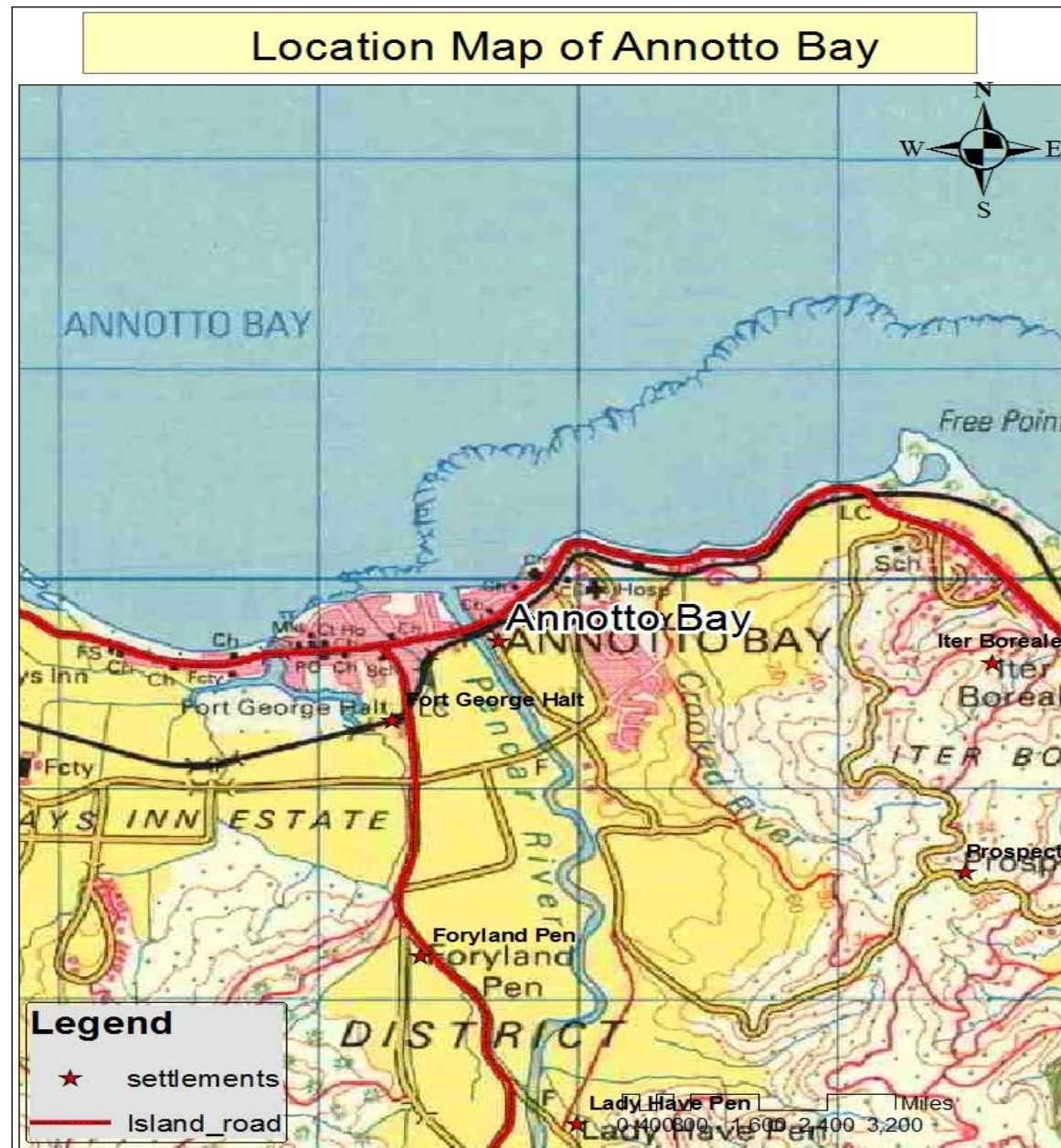
SUMMARY OF MAIN HAZARDS

Landslides- Tend to block drains which can lead to flooding. Deforestation loosens the soil, making soil erosion more likely. In the event of a landslide, farmers would tend to lose their crops and source of income.

Flooding- Can result from drains being blocked due to improper garbage disposal and landslides. May also be the result of rivers overflowing their banks due to improper sand mining, etc. Annotto Bay is at high risk for flooding, being situated below sea level.

Hurricanes- There is an increased risk that there will be loss of lives, property, crops and livestock with hurricanes. They can lead to storm surges, flooding, landslides and fires.

Annotto Bay Community Location Map



Disaster Risk Management (DRM) Organizational Structure

The table outlines the membership of the committee and the roles and responsibility of each member.

POSITION	PERSON ASSIGNED	ADDRESS	CONTACT NO.	E-MAIL
Chairman – Health & Environment Assn	Mr. Ruel Francis	Annotto Bay	376-9660/324-1000	ruelfrancis@yahoo.com
Vice President	Michael McPherson	Buff Bay	356-5655/384-8095	Michaelmcperson56@yahoo.com
Secretary	Ms. Aunette Foster	Annotto Bay	287-8907	<u>Aunette_marco@yahoo.co.uk</u>
Assistant Secretary	Ms. Kerri-Ann White	Annotto Bay	288-0851	
Treasurer	Ms. Joan Walker (Appointed)	Annotto Bay	489-1266	joanwalker@yahoo.com
Asst. Treasurer	Ms. Fay Weller	Annotto Bay	857-1561	
Public Education & Fundraising Coordinator	Jerome Anderson	Iterboreale	4202155	
Asst. Public Education & Fundraising Coordinator	Ms. Aunette Foster	Annotto Bay	287-8907	<u>Aunette_marco@yahoo.co.uk</u>
Vulnerability & Risk Identification Coordinator	Mr. Austin Genius	Annotto Bay	289-5471	
Asst. Vulnerability & Risk Identification Coordinator	Bridgette Henry	Annotto Bay	410-3549	
Prevention & Mitigation Coordinator	Albert Nobel	Annotto Bay		

POSITION	PERSON ASSIGNED	ADDRESS	CONTACT NO.	E-MAIL
Asst. Prevention & Mitigation Coordinator	Devon Ward	Annotto Bay	779-6125	
Response & Recovery Coordinator	Ricardo Meggie	Annotto Bay	414-7878	
Asst. Response & Recovery Coordinator	Junior Bailey	AnnottoBay	422-4962	
Preparedness Coordinator	Bernard Forester	Fort George	859-3145	
Asst. Preparedness Coordinator	Juliette McPherson	Annotto Bay	484-9034	
Shelter Coordinator	Ms. Patricia Hardy	Annotto Bay		
Asst. Shelter Coordinator	Ms. Marcia Sullivan	Annotto Bay	457-4085	
Damage Assessment Coordinator	Michael McPherson	Buff Bay	356-5655/384-8095	Michaelmcperson56@yahoo.com
Assistant Damage Assessment Coordinator	Jillian Willouihby	Annotto Bay	884-5348	
Parish Disaster Coordinator	Mrs. Yolade Jankie	St. Mary Paris Council	877-9548	stmarydisasterdepartment@gmail.com
Regional Disaster Coordinator	Mrs. Allison Gordon	ODPEM	408-3738	allisong03@yahoo.com

CONTACT LIST

#	DISTRICT	TEAM LEADER	CONTACT #	E-MAIL
1.	Annotto Bay proper	Ruel Francis	376-9660/324-1000	ruelfrancis@yahoo.com
2.	Fort George	Bernard Forester	851-3945	
3.	Crab Hall	Albert Nobel		
4.	Cane lane	Gloria Campbell	431-5670	
5.	Bank Lane	Desmond Martin	861-1188	
6.	Purcell Lane(Other Side)	Junior Bailey	422-4962/412-8825	
7.	Crooked River	Robert Marrett	545-2570	
8.	Fort George Road	Neva Miller	899-5486	
9.	Love lane/Guptar	Fay Jackson		
10.	Bottom Bay	Fay Weller	857-1561	
11.	Enfield	Violet Ferron	449-5351	
12.	Tinsbury	Austin Merchant	449-5045	
13.	Junopen	Samuel Roberts	409-9132/771-6285	
14.	May River	Kareen Ferguson		
15.	Fort Stewart	Samuel Roberts		
16.	Epsom	Leon Baker/Nayda Plummer	883-8555/44-7685	
18.	Dover	Barbara Lewey	379-9567/996-7114	
19.	Bottom Dover	Sharlene Afflick	450-0437	

TERMS OF REFERENCE CDRM GROUP

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 Councilors, 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.
- Advice 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, the impact as well as the coping strategy and/or mechanism of the community.

Table PR1: Historical Overview of Disasters

Hazard, Year	Impact	How did the Community Cope?
Hurricane Allen, 1980	Devastating	Rescue, Recovery & Rehabilitation depended on external assistance
Hurricane Gilbert, 1988	Sea came over the Road and sand filled Police station in Annotto Bay. No vehicular access for about a week	Rescue, Recovery & Rehabilitation depended on external assistance. Rationing food, pricing stipulation
Flood, 2001	Heavy rain fall, all rivers in spate and sea was higher than river and water was 'pushed' back on land	Boats sailed over the road. Red Cross & ODPEM assisted. People suffered emotional, physical and economic loss. EWS established and flood gauges installed (post recovery). Baptist church & High & all age used as shelter.
Hurricane Ivan	Destruction of property and loss of lives.	Rescue, recovery and rehabilitation
Tropical Storm Gustav, 2008	Destruction of property and loss of lives.	Rescue, recovery and rehabilitation
Hurricane Dean	Major damage to property sustained.	Rescue, recovery and rehabilitation
Hurricane Emily	Destruction of property and loss of lives.	Rescue, recovery and rehabilitation

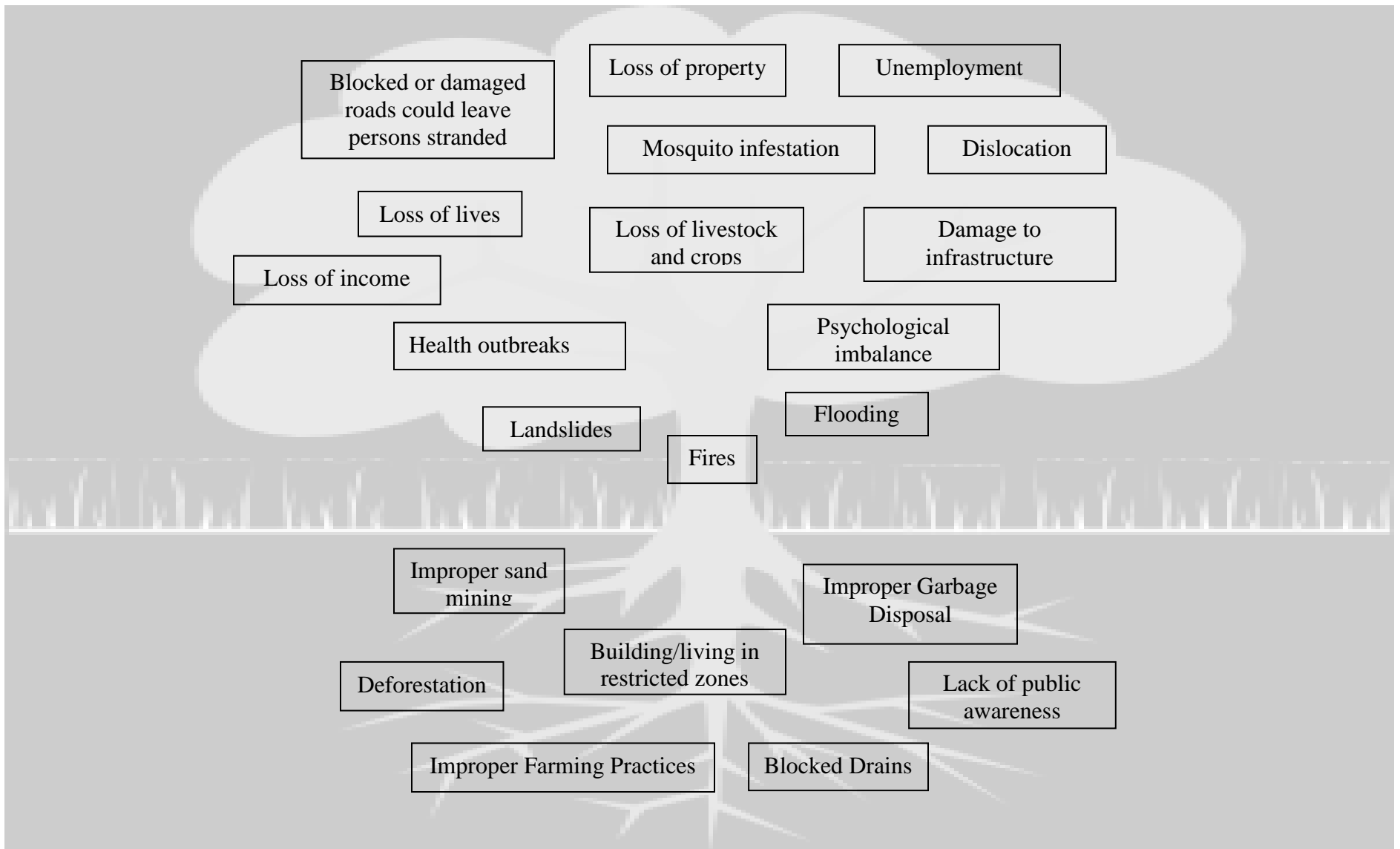
The community identified several key lessons learned from the occurrence of the events highlighted above. These were:

- Developed a disaster preparedness plan for more effective response.
- Always adhere to evacuation orders
- Be prepared
- Adhere to local building regulations
- Regular cleaning and maintenance of drains
- Ensure that effective warning systems in place

HAZARD MAP

Community Problem Tree

The problem tree visualizes and identifies the hazards that are problematic to the community and the associated causes and effects. The causes are placed at the root of the tree and the effects on the branches.



Community Strengths Weaknesses Opportunities and Threats (SWOT) Analysis

COMMUNITY SWOT ANALYSIS

An assessment of the community's strengths, weaknesses, opportunities and threats is vital to identify the internal capacities and the issues or problems which endanger the ability of the community to effectively reduce the vulnerabilities faced. The strengths and weaknesses are internal factors to the community, whilst the opportunities and threats are external forces that can be positive or negative for the community, respectively.

STRENGTHS

- Health, fire, police
- Schools
- Library
- Hospital, health Center, pharmacies
- Main corridor into Pt. Antonio
- Market (fresh produce)
- Collectorate
- Active CBOs (ABHEA), NGOs (Area Groups Red Cross, Business Association, Police Youth Clubs
- Active church groups, ministers' fraternal
- Cricket Team
- Football Club
- MOH active
- Past Students Association
- Access to heavy duty equipment (Aqualta Vale, Israel Quarry, pvt. contractors)
- Parish Council actively supports the concerns by way of participation in meetings and some activities.
- Parish Development Comte partnering with CBOs
- Farmers' Multi purposes Co-op
- Access to political representatives
- Good relationships with NWA, ODPEM & SDC & MOH and CDA, police fire other agencies
- Access to national agencies (e.g. WRA)
- Fishing village is an asset with fishing market

WEAKNESSES

- Political representation are weak in representing the issues and concerns of Annotto Bay
- Economy – not rich town and unemployment high
- High illiteracy
- High migration from Annotto Bay
- Children not going to school.
- Schoolers come from outside of Annotto Bay
- Social fabric deteriorated
- Praedial larceny, stray animals (cows)
- Congestion in main corridor (vehicular and pedestrian)
- Absence of a proper bus park/transportation Center
- Drainage (cleaning and lack of maintenance)
- More police personnel needed - Area underserved by police
- Lack of confidentiality in the police station
- Stigma of embedded relationship with underworld
- More social intervention programmes required
- More govt. agencies need to be visible in community development.
- Business community not active in community development
- Political divide that affects development (development needs to be more locally driven)

COMMUNITY SWOT ANALYSIS CONT'D

OPPORTUNITIES

- Alleged discovery of oil mine
- Geographical location of Annotto Bay situates it as central corridor into Portland, St. Ann and wider St. Mary.
- Close to Kingston

THREATS

- Crime
- Flooding
- Unemployment
- Fence for community Center must be concreted, with good governance for continuity.
- Low contribution of the business community (don't give back to the community – stifles development)

Identification of Future Hazards

Table 2 highlights the future hazardous events or changes in circumstances which may alter prevailing conditions in the community. Detailed considerations of the location and number of exposed households, physical infrastructure and critical facilities and their exposure to the different hazards are identified.

Table PR2: Future Hazards

HAZARD	POSSIBLE IMPACT
<p>Increase in impact of Flooding if proper mitigation and preventative methods are not implemented in Areas such as;</p> <ul style="list-style-type: none"> • Cane Lane • Fort George Road • Crooked River 	<ul style="list-style-type: none"> • Damage to Property. • Damage to Some physical infrastructure. • Disruption in daily activities • Displacement of residents
<p>Mosquito infestation due to water been stagnant in some areas for days</p>	<ul style="list-style-type: none"> • Disease outbreak can lead to sickness and also deaths.
<p>Flooding increase the potential of waterborne diseases if drainage system does not improve</p>	<ul style="list-style-type: none"> • Increase in diarrheal and other intestinal infections.
<p>Mother Ford Drain need maintained to minimize flooding in Annotto Bay proper</p>	<ul style="list-style-type: none"> • Disrupt traffic flow • Disrupt economic activities (means of Income).
<p>Improper building practices increase the potential of structural damages caused from hurricane.</p>	<ul style="list-style-type: none"> ▪ Serious damage to houses caused from fallen objects. ▪ Damage or loss of roofs

Identification of Community 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 and the approximate value of the elements at risk.

Table PR3: Vulnerability Summary and Approximate Value of Elements at Risk

HAZARD	VULNERABLE ASSET AND POSSIBLE IMPACT	APPROXIMATE VALUE OF ELEMENT AT RISK
HURRICANE/ FLOODING	Utility poles and power lines – blown down due to wind	To be determined
	Houses and other Buildings – Damaged and/or destroyed in Cane Lane, Forrt George Road and Crooked River	To be determined
	Roadways – blocked with fallen trees, powerline and other debris. Damaged by mud and silt caused from flood water	To be determined
	Critical facilities - Damage to structure and their contents.	To be determined
	Schools and Churchs - Damage to Structure and their content and cause disruption in the school system	To be determined
	Transport: Road surface damage as a result of flooding	To be determined

Reducing Community Vulnerability

The vulnerabilities identified above can be corrected and the impact of the hazards reduced if the appropriated 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. However a number of resources will be required to make this possible and these will also be included in the actions to reduce the vulnerabilities in the community

Table PR4: Corrective Actions to Reduce Community Vulnerability

HAZARD	VULNERABLE ASSETS	CORRECTIVE ACTIONS
Flooding	Infrastructural damage; damage to agriculture; affects the livelihood of community members	<ul style="list-style-type: none">- Gabion Basket- Early warning systems- Maintenance of drainage systems- Keep keys and important documents in safe and easily accessible areas.
Hurricanes	Destruction of property. Loss of lives.	<ul style="list-style-type: none">-Enforce building codes-Heed early warnings-Evacuative if necessary-Stock up and secure emergency materials-Secure property and livestock-Generators- Keep keys and important documents in safe and easily accessible areas.

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 PR4.1: Reducing Annotto Bay's Vulnerability

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
A. Environmental		
Flooding	<ul style="list-style-type: none"> • Proper garbage disposal • Regular collection from NSWMA • Early warning systems • maintenance and cleaning of drainage systems • establish no-built zones 	<ul style="list-style-type: none"> • Tools and Equipment • Parish Council support • Garbage drums and skips • ODPEM support • National Work Agency (NWA) • Community Members
Solid Waste Disposal	<ul style="list-style-type: none"> ▪ Public education on proper garbage disposal and recycling 	<ul style="list-style-type: none"> ▪ Regularized collection from NSWMA
Mosquito Infestation	<ul style="list-style-type: none"> • Boring cans and other containers that store water which breathe mosquitos. • Fogging of communities • Oil gullies and drains where water is settled. 	<ul style="list-style-type: none"> • NWA to clean blocked drains to prevent stagnant water.
B. Social/Economic		
Lack of youth based programmes	<ul style="list-style-type: none"> ▪ Construct community centre that can offer some skills prgrammes. 	<ul style="list-style-type: none"> ▪ Private and Public sector involvement
Poor development Practices	<ul style="list-style-type: none"> ▪ Sensitization of where to construct buildings 	<ul style="list-style-type: none"> ▪ St Mary Parish Council ▪ NEPA

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
		<ul style="list-style-type: none"> ▪ ODPEM
High level of unemployment	<ul style="list-style-type: none"> ▪ Entrepreneurship programs ▪ Job creation measures 	<ul style="list-style-type: none"> ▪ Private and public sector involvement.
C. Health Related		
Contamination of water supply	<ul style="list-style-type: none"> ▪ Treatment of Water ▪ Boil Drinking water ▪ Storage of Water 	<ul style="list-style-type: none"> ▪ Ministry of Health ▪ ODPEM
D. Political		
N/A	N/A	N/A

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

Table PR5: Priority Listing of Hazards

Hazard	Probability of Occurrence	IMPACT ON COMMUNITY					
		People	Buildings	Infrastructure	Critical Facilities	Livelihoods	Total
Flooding	3	3	2	3	2	3	39
Hurricane	3	3	2	3	2	3	39
Fire	1	2	2	1	1	2	8
Drought	3	3	1	1	3	3	36
Landslide	2	2	2	3	1	2	20

The priority ranking of hazards that currently affects the Annotto Bay community are relatively important based on the table above.

These are as follows (in priority order):

- Flooding
- Hurricane
- Drought
- Landslide
- Fire

Community Resources and Capacity Analysis

Table PR4: Community Capacity

Capacity	Type of Resource	Task
Skills	Carpenters, electricians, farmers, masons, labourers and fishermen	Help to restore normality to communities by rebuilding houses, educating students, supplying food, etc.
Knowledge	Nurses, teachers, public health inspectors, farmers	Help to restore normality to the various areas of the community
Networks	CBOs	Help to give warnings systems, etc.
Transportation	Vehicles for persons and cargo	Help to transport persons, during disasters, to shelters, etc.
Building/Structures	Schools and churches, police station	Use as shelters and also education and worship.
Means of Care		
Medical Care	Hospital, health Center, clinic, health department	Provide health care for injured persons.
Means of communication	Telephones, radios, facsimile machine	Allow for easy communication before, during and after disasters.
Commercial Enterprises	Stores, Grocery shops, restaurants, Salons, etc.	Availability for goods and services

PREVENTION

Prevention is the outright avoidance of the impact of hazards and disasters.

Table PR7: Identify and list any hazard which can be prevented, and what is needed to carry out those actions.

HAZARD & IMPACT	PREVENTATIVE ACTION	RESOURCE NEEDED AVAILABLE INTERNALLY/EXTERNALLY
Flooding		
Damage to buildings and contents	<ul style="list-style-type: none">▪ Do not build in areas prone to flooding▪ Install gabion baskets to restrain overflow of rivers▪ Construct and maintain efficient drainage systems.▪ Keep important documents in a safe and easily accessible location for quick escape	<ul style="list-style-type: none">▪ Planning authority to identify no built zones.▪ Government support▪ NWA and Parish Council Support▪ Have a Safe to store documents
Damage to infrastructure <ul style="list-style-type: none">• Roads• Bridge	<ul style="list-style-type: none">▪ Ensure that roads are constructed at a proper gradient to ensure quick runoff and also efficient drains to	<ul style="list-style-type: none">▪ NWA

HAZARD & IMPACT	PREVENTATIVE ACTION	RESOURCE NEEDED AVAILABLE INTERNALLY/EXTERNALLY
	accommodate water volume. <ul style="list-style-type: none"> Proper construction of bridges. 	
Hurricane		
Damage to roofs and windows	<ul style="list-style-type: none"> Baton down windows and use hurricane straps on roofs Heed early warning 	<ul style="list-style-type: none"> Money and Labour
Fatalities	<ul style="list-style-type: none"> Evacuate if necessary 	<ul style="list-style-type: none"> Transportation and shelter

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 of the vulnerability of these areas to hazards.

Table PR8: Areas for No Development

Area	Reason
Top Bay to Bottom Bay	Flooding, Seafront, Storm surges, Hurricanes
Coastal Areas	Flooding, Seafront, Storm surges, Hurricanes

Zoning

The following areas in table 8 below were identified by the community as being suitable for development.

Table PR8.1: Suitable Areas for Development

Area	Suitable Type of Development
Annotto Bay	Sea Wave Breakers and gabion baskets for the mouth of the Mother Ford Drain
Epsom	Footbridge

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 PR8.2: Special Areas for Development

AREA	MITIGATION MEASURES NEEDED
Fort George Road	<ul style="list-style-type: none">• Construct and maintain a proper drainage system to remove high volume of water flowing off higher areas.• Widen Mother Ford Drain.• Sea wave breaker to mitigate from storm surge.

Community Mitigation Activities

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

Table PR8.3: Community Mitigation Activities

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none">▪ Drain Cleaning▪ River Training	<ul style="list-style-type: none">▪ April - May
Hurricane	<ul style="list-style-type: none">▪ River training▪ Regular drain cleaning and maintenance▪ Public awareness exercise▪ Strap-it-down programme (Hurricane straps)▪ Shelter inspection and update▪ Secure and store emergency supplies	<ul style="list-style-type: none">▪ April - May

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 PR8.4: Mitigation Activities Requiring External Help

Hazard	Activity	Agency
Storm Surge	Install Sea Wave Breakers	ODPEM/ Marne Lab
All hazards	Building of a community Center/ shelter	ODPEM
Flooding	Building of a footbridge	ODPEM
Hurricanes/Flooding	Rehabilitation of the Mother Ford Drain	ODPEM

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.

Table PR8.5: Community Mitigation Action Plan

Hazard Impact	Mitigation Required	Areas for Improvement	Timeframe for Action Plan	Priority Ranking	Resource
Flooding	Establish an early warning system	Annotto Bay Zone	September 2010	High	
Storm Surge	Sea wave breakers	Annotto Bay	September 2010	High	
All Hazards	Building of a community Center/ shelter			High	

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.

TABLE PR9:

INFORMAL risk transfer options	• Formation of a community emergency fund suggested that this could be managed through the churches
	• Community Partner Scheme
	• Funding through citizens associations/youth clubs dues and contributions
	• Income from fundraising events
	• Formation of Fishermen's Cooperation and acquire insurance
FORMAL risk transfer options	• Insurance attached to mortgage
	• Insurance of personal property
	• Insurance through Credit Unions

It is necessary for members of the community to be trained in several areas of preparedness and response to help them better cope before in after an impact and to also better enable them to help themselves. The following trainings have been identified as being necessary for the community. A list of persons to participate in the trainings is to be confirmed.

TABLE PR10: TRAINING

Community Member/ Team	Training Activity	Agency or Source	Who responsible to organize	Time Frame
ABHEA	First Aid	Red Cross/ ODPEM	ABHEA	August 2010
ABHEA	Search and Rescue	Fire Department	ABHEA	August 2010
ABHEA	Shelter Management	ODPEM	ABHEA	August 2010
ABHEA	Initial Damage Assessment	ODPEM	ABHEA	August 2010
ABHEA	Proposal Writing	ODPEM	ABHEA	August 2010

PR11 : PUBLIC EDUCATION AND AWARENESS

The public education and awareness strategy seeks to increase awareness, provide the community with current information on protective measures for all threats facing the community.

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility
Fire	-Inform persons of a Community Disaster Plan -Public sensitization	-School workshops -Public meetings -Brochures	September 2010	ABHEA/ODPEM/Fire Department
Hurricane	-Inform persons of a Community Disaster Plan -Public sensitization	-School workshops -Public meetings -Brochures	July 2010	ABHEA/ODPEM
Earthquake	-Inform persons of a Community Disaster Plan -Public sensitization	-School workshops -Public meetings -Brochures	September 2010	ABHEA/ODPEM/Fire Department
Flooding	-Inform persons of a Community Disaster Plan -Public sensitization	-School workshops -Public meetings -Brochures	July 2010	ABHEA/ODPEM
Landslides	-Inform persons of a Community Disaster Plan -Public sensitization	-School workshops -Public meetings -Brochures	July 2010	ABHEA/ODPEM
Traffic Accidents	-Inform persons of a Community Disaster Plan -Public sensitization	-Public meetings -Brochures	September 2010	ABHEA/ODPEM/Police

PREPAREDNESS AND INITIAL RESPONSE

Monitoring

The following persons are responsible for monitoring situations in or that may affect the community and disseminate information to the CDRM group.

Table PR12: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazardous or dangerous situations in the community	Junior Bailey Ricardo Meggie
Listening to the radio for official information	Devon Ward Albert Nobel
Monitoring marine weather forecasts	Devon Ward Albert Nobel
Liaising with the Parish Disaster Committee and Coordinator and ODPEM	Michael McPherson Mr. Ruel Francis
Other	Mr. Ruel Francis

Warning

The community must be alerted to the possibility of a threat or dangerous situation. Table 14 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 PR13 : Traditional Early Warning System

Hazard	Method of Delivery	Target Group	Responsibility
Hurricane	National Warning	Community Members	ABHEA
Flood/ Storm Surge	Watch rain gauge and give alert	Community Members	ABHEA
Fire	Shout/Call out	Community Members/ Fire Department	ABHEA

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

Table PR14: Early Warning Activity and Responsibility

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:		
<i>Old and sick persons</i>	Bridgette Henry Mr. Austin Genius	Word of mouth, telephone, visits
<i>Persons with Disabilities</i>	Bridgette Henry Mr. Austin Genius	Word of mouth, telephone, visits
<i>Mothers with babies and young children</i>	Bridgette Henry Mr. Austin Genius	Word of mouth, telephone, visits
<i>The School:</i>	Bridgette Henry	Word of mouth, telephone, visits
<i>Members of the community who are at sea</i>	Juliette McPherson Bernard Forester	Telephone, boats
<i>Evacuation zones residents:</i>	Devon Ward	Telephone, word of mouth, visit
<i>Rest of community</i>	Michael McPherson Mr. Ruel Francis	Telephone, word of mouth, visit
<i>Update ODPEM</i>	Mr. Ruel Francis	Telephone, e-mail
Update PDC	Mr. Ruel Francis	Telephone, e-mail

Evacuation

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

Given the size, coastal location and low lying nature of the community, it is recommended that the entire community evacuate during an emergency. However, it must be understood that some residents are inclined to take risks based on past experiences and so will not evacuate.

Table PR15: Areas to be evacuated during an Emergency

HAZARD	Area for Evacuation	Reasons for Evacuating
Hurricane / Flooding	Cane Lane	The areas are located at a swamp which regularly over flows its banks
	Fort George Road	Overflowing of the river and a lack of maintenance of drains
	Crooked River	Overflowing of the river and a lack of maintenance of drains
	Top Bay	Overflowing of the river and a lack of maintenance of drains
	Botom Bay	Overflowing of the river and a lack of maintenance of drains

Evacuation Route

In the event that the sections of the community identified above needs to be evacuated, the following evacuation route and transportation route are to be used. Community members should proceed to the designated shelters as outlined in the table below. It is not necessary to assemble at an assembly point

Table PR 16: Evacuation Route and Mode of Transportation to Emergency Shelter

Area for Evacuation	Priority (High, Medium, Low)	Shelter	Evacuation Route	Transportation Mode	Resources
Fort George	High	- Annotto Bay High School - Fort George Community Centre (Alternative)	Annotto Bay Main rd. to School	Private Motor Vehicles	Repair to access route
Crooked River	High	Annotto Bay High School	Annotto Bay Main rd. to School	Private Motor Vehicles	Repair to access route
Cane Lane	High	Annotto Bay High School	Annotto Bay Main rd. to School	Private Motor Vehicles	Repair to access route
Top Bay	Medium	Annotto Bay High School	Annotto Bay Main rd. to School	Private Motor Vehicles	Repair to access route
Botom Bay	High	Annotto Bay High School	Annotto Bay Main rd. to School	Private Motor Vehicles	Repair to access route

Table PR17: Evacuation Procedures

ACTIVITY	RESPONSIBILITY
Evaluate threat and liaise with PDC/ODPEM on need for evacuation	Mr. Ruel Francis
Alert residents on possible evacuation	Mr. Austin Genius Bridgette Henry
Decide on timing	Juliette McPherson Bernard Forester
Ensure special needs population is assisted	Mr. Austin Genius
Organize transportation	Ricardo Meggie
Identify route to be used	Juliette McPherson
Ensure shelter is available	Ms. Patricia Hardy
Start Evacuation	Ms. Marcia Sullivan
Check that all areas have been evacuated	Ricardo Meggie
Inform PDC	Mr. Ruel Francis

Table PR17.1: Evacuation Team

District/Area	Evacuation Team/Person	#of Households in Area	Vulnerable Group and #’s to Evacuate	Team Responsibility
Fort George	Marcia Ormsby Mervin McDonald			Evacuate and take to shelter
Crabb Hall	Janet Bucknal Jane Khani			Evacuate and take to shelter
Annotto Bay proper	Fay Jackson Junior Bailey Neva Miller			Evacuate and take to shelter
Cane lane	Barrington Hardy			Evacuate and take to shelter
Bank Lane	Desmond Martin			Evacuate and take to shelter
Purcell Lane(Other Side)	Janet Bucknal Jane Khani			Evacuate and take to shelter
Crooked River	Veronica Campbell Janel Brown			Evacuate and take to shelter
Fort George Road	Kevin Golding Albert Noble			Evacuate and take to shelter
Love lane/Guptar	Bernice Lattibeaudier Jennifer Spicer			Evacuate and take to shelter
Enfield	Aubrey Salmon			Evacuate and take to

District/Area	Evacuation Team/Person	#of Households in Area	Vulnerable Group and #’s to Evacuate	Team Responsibility
	Carol Mendez			shelter
Tinsbury	Austin Merchant			Evacuate and take to shelter
Junopen	Samuel Roberts			Evacuate and take to shelter
May River	Miriam Roberts Joslyn Bendor			Evacuate and take to shelter

Shelter

Table 19 below highlights the designated shelters for the community. All persons are encouraged to carry food to last them for three days. See Appendix D for list of items needed.

Table PR18: List of Official and Unofficial Emergency Shelters

Shelter Name & Location	Access Route to Shelter	Type of Use	Condition of Shelter	Area Served	Shelter Manager & Team (Name, Contact)	Agency Liaison Officer (Name, Contact)
Annotto Bay High School	Annotto Bay Main Road	Designated	Good	Iterboreal, Marking Stone	Patricia Hardy 387-3085 Jean Malcolm 872-0880 Kevin Golding 421-9956	St. Mary Parish Disaster Coordinator- Yolande Jankie – 877-9548
Fort George Community Center	Fort George Rd. to Community Centre	Alternative		Fort George	Marcia Ormsby	“Ditto”
Epsom All Age School	Epsom Road	Designated	Good	Epsom	Joan Little, Faith Griffiths 335-1435, Nayda Plumber 454-7586	“Ditto”
Enfield Primary and Jr. High School	Enfield Main Road	Designated	Good	Enfield, Juno Pen	Wilton Walters 319-6936 Jerome Anderson 420-2155	“Ditto”

Long Road Primary and Jr. High School	Long Road	Designated	Good	Long Road	Vinnett Lewis 863-5688 Charlene Simpson 448-2164	“Ditto”
Long Road Catholic Church	Long Road	Alternative		Long Road	Mr. Roy Walters	“Ditto”
Camberwell All Age	Canberwell Road	Designated			Yvonne Maxwell	“Ditto”
May River Primary	May River Road	Designated	Good	May River	Miriam Roberts 446-0919 Joslyn Bendor 856-6905	“Ditto”
Mt. Joseph Primary	Mt. Joseph Road	Designated	Good	Mount Joseph, Tinsbury, Enfield	Anthony Housen 967-9660 Evelyn Roberts 405-9267	“Ditto”
Dover Basic School	Dover Road	Alternative		Dover		“Ditto”
Enfield Methodist Church	Enfield Main Road	Alternative		Enfield		“Ditto”
Baxter’s Mountain Primary School	Baxter Mountain Main Road	Designated	Good	Baxters Mountain, Fort George	Rosemarie Gray 445-9448	“Ditto”

Preparedness Action Plan

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

Table PR19: Community Preparedness Action Plan

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	Albert Nobel	April to May
Train team members	Bernard Forester	February
Replenish First aid/SAR kits	Ricardo Meggie	January
Make arrangements for access to relief and emergency supplies*	Junior Bailey	March
Start hurricane awareness	Jerome Anderson	May

SIMULATION AND DRILLS

The CDRM 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 PR20

Type of Exercise/ Drill	# Drills per Year	Date of Next	Organizer (who responsible)
Fire Simulation	Once per year	June 3, 2010	ABHEA
Flooding Simulation	Once per year	October 2010	ABHEA

RESPONSE AND RELIEF

TABLE PO1: Instructions for DRM Team

The Command Centre will be located at X. The X 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. X 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..... TheDisaster Risk Management Group will also develop an inventory and assess damage, and where feasible, secure the perimeter of dangerous areas. TheDisaster Risk Management Group will have available several bilingual volunteers who will help the Police, Fire and Building Inspectors communicate with residents.

The Chairman 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 A & B**.

Response

Search and Rescue/First Aid/Emergency Medical Care

TABLE PO1.1: Residents would need to be trained in the following response activities;

Activity	Responsibility	Agency to Report to
Activation of Shelters	Ms. Patricia Hardy	St Mary Parish Disaster Coordinator
Feeding of Shelterees	Ms. Patricia Hardy	St Mary Parish Disaster Coordinator
Stocking of Shelters	Ms. Marcia Sullivan	St Mary Parish Disaster Coordinator
Trucking of Water	Ricardo Meggie	St Mary Parish Disaster Coordinator National Water Commission
Alternative Sources of Lighting	Ricardo Meggie	St Mary Parish Disaster Coordinator Jamaica Public Service
Garbage Removal form shelters	Mr. Austin Genius	St Mary Parish Disaster Coordinator NSWMA
Search and Rescue	Ricardo Meggie	Jamaica Fire Brigade ODPEM
Children Welfare and the Disabled	Michael McPherson	St Mary Parish Disaster ODPEM Ministry of Labour and Social Security
Initial Damage Assessment	Albert Nobel	St. Mary Parish Disaster ODPEM Ministry of Labour and Social Security

Activity	Responsibility	Agency to Report to
Welfare Assessment	Juliette McPherson	St. Mary Parish Disaster ODPEM Ministry of Labour and Social Security
Distribution of relief supplies	Junior Bailey	St. Mary Parish Disaster ODPEM Ministry of Labour and Social Security
First Aid	Bridgette Henry	Ministry of Health Red Cross
Activation of EOC	Mr. Ruel Francis	St. Mary Parish Disaster ODPEM
Distribution of Food to Shelterees	Devon Ward	St. Mary Parish Disaster ODPEM Ministry of Labour and Social Security
Cleaning Up of Households	Mr. Austin Genius	Parish Council

Table 21: Response Procedure – Search and Rescue/First Aid/Emergency Medical Care

Initial Damage Assessment

Residents would need to be trained to conduct Initial Damage Assessment.

Table PO2: Initial Damage Assessors

ACTIVITY	RESPONSIBILITY
Send out rapid assessment team	
Check on:	
Roads opened/closed	Bernard Forester
Roads In need of urgent repair to provide access	Bernard Forester
Power:	
Fallen lines, poles transformers	Mr. Ruel Francis
Live wires	Mr. Ruel Francis
Water and Sewage	
Broken/missing water mains	Junior Bailey Ricardo Meggie
Water available	Junior Bailey Ricardo Meggie
Sewage pipes broken/leaking	Junior Bailey Ricardo Meggie
Describe State of:	
Community	Ricardo Meggie
Schools	Ricardo Meggie

ACTIVITY	RESPONSIBILITY
Clinic	Ricardo Meggie
Church	Ricardo Meggie
Shops and businesses	Ricardo Meggie
Boats and fishing gear	Ricardo Meggie
Sea Wall and sea defense	Ricardo Meggie
Mangroves, environment	Ricardo Meggie

Damage Assessment Procedure

The community will undertake a minimum of two types of assessment within a one week period. These assessments will be submitted to the Parish council.

Table PO3: Community Damage Assessors

Type of Assessment (Buildings, Agriculture, Welfare etc)	Team Leader (Name, Contact)	Agency Report is to be Submitted to	Time Frame
Initial Assessment			
Buildings, utilities and infrastructure	Jillian Willouihby Michael McPherson	Parish council, PDC, ODPEM	momentarily
Welfare	Jillian Willouihby Michael McPherson	Parish council, PDC, ODPEM	momentarily
Agriculture	Jillian Willouihby Michael McPherson	Parish council, PDC, ODPEM	momentarily
Preliminary assessment			
Buildings, utilities and infrastructure	Jillian Willouihby Michael McPherson	Parish council, PDC, ODPEM	momentarily
Welfare	Jillian Willouihby Michael McPherson	Parish council, PDC, ODPEM	momentarily
Agriculture	Jillian Willouihby Michael McPherson	Parish council, PDC, ODPEM	momentarily

Response Action Plan

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

TABLE PO4: Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	AGENCY TO REPORT TO
Evacuation Route Management	Junior Bailey Ricardo Meggie	NWA, Parish Council
Evacuation	Junior Bailey Ricardo Meggie	NWA, Parish Council
Trucking of Water	Junior Bailey Ricardo Meggie	NWA, Parish Council
Alternative Sources of Lighting	Junior Bailey Ricardo Meggie	NWA, Parish Council
Search and Rescue	Junior Bailey Ricardo Meggie	NWA, Parish Council
Children Welfare and the Disabled	Junior Bailey Ricardo Meggie	NWA, Parish Council
Initial Damage Assessment	Jillian Willouihby Michael McPherson	NWA, Parish Council
Welfare Assessment	Jillian Willouihby Michael McPherson	NWA, Parish Council
Distribution of relief supplies	Jillian Willouihby Michael McPherson	NWA, Parish Council
First Aid	Jillian Willouihby Michael McPherson	NWA, Parish Council

Relief

TABLE PO5: Relief Assistance

ACTIVITY	RESPONSIBILITY
Identify members of community who have:	
Received damage	Michael McPherson Jillian Willouihby
Need shelter	Ms. Marcia Sullivan Ms. Patricia Hardy
Lost means of income	Ms. Marcia Sullivan, Ms. Patricia Hardy, Michael McPherson, Jillian Willouihby
Need assistance	Ms. Marcia Sullivan Ms. Patricia Hardy
Identify members of the community in need of psycho-social support or counseling	Ms. Joan Walker, Bridgette Henry, Mr. Austin Genius
Compile list and update PDC, ODPEM	Michael McPherson Mr. Ruel Francis

RECOVERY

Recovery Action Plan

TABLE PO6: Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Initial clean up of roads	1	Mr. Ruel Francis	Immediately after the event has passed and assessment are done	To be determined
Returning of shelterees to residences	2	Ms. Patricia Hardy Ms. Marcia Sullivan	As soon as all clear is given	To be determined
Shutting down of shelters	2	Ms. Patricia Hardy	Soon as shelterees are returned and it is ok to do so	To be determined
Coordination of relief assistance	1	Bridgette Henry Mr. Austin Genius	As soon as possible	To be determined
Restoration of utilities	1	Michael McPherson Mr. Ruel Francis	As soon as possible	To be determined

APPENDIX A – VULNERABLE POPULATION

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

APPENDIX B – EQUIPMENT/ASSETS/RESOURCE LIST

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

Items the community already has

Emergency Supplies available in Community

Items (quantity per item)	Storage Location	Contact Person/s For Storage	Contact Number
Gauges, readers			
Emergency Equipment (e.g. fire extinguishers, first-aid kits, batteries, flashlights, etc.)	Annotto Bay High School		996-2422
Sleeping Equipment (e.g. cots, blankets, etc.)	Annotto Bay High School		996-2422
Food Items	Annotto Bay High School		996-2422
Cleaning Tools (e.g. brooms, mops, etc.)	Annotto Bay High School		996-2422
Sanitation Tools (e.g. garbage bags, etc.)	Annotto Bay High School		996-2422
Clothing	Annotto Bay High School		996-2422
Office Supplies (e.g. folders, pens, pencils, etc.)	Annotto Bay High School		996-2422
Sanitary Supplies (e.g. soap, toilet paper, etc.)	Annotto Bay High School		996-2422
Cooking Equipment (e.g. stoves, pots, etc.)	Annotto Bay High School		996-2422
Miscellaneous (e.g. kerosene, matches, rope, etc.)	Annotto Bay High School		996-2422
Tools (cutlasses, shovel, water boots, hammer, etc.)	Individual community members home	Community Members	Varied

Appendix C : *Items required externally*

Items Required	Quantity	Source Agency/Business	Responsibility
Foam Pads	20		
Power Saws	2		
Bull Horn	1		
Flashlight – 4D Aluminium	2		
Lantern – Industrial 6V Battery	5		
Emergency Stretcher	1		
Rubbing Alcohol			
Duracell Batteries (D-size)	40		
Helmet – Hard Safety Org	5		
Rope - 19MM (3/4”) Poly	1 roll		
Towing Rope – 3300LB	1		
Water Boots	2		

APPENDIX D – EMERGENCY SUPPLIES TO BE TAKEN TO SHELTER

- Tinned Food – mackerel, corned beef, mixed vegetable, sardines etc.
- Salt Fish
- Crackers
- Drinking Water
- Medication
- Lantern or Flashlight
- Bedding or Blankets
- Sponge Foam Pad for sleeping
- Toiletries such as soap, toothbrush, toothpaste, rags, deodorant and shampoo.
- For Babies: Pampers, formulae, cough syrup, soap, baby shampoo, mosquito repellent
- Utensils
- Can Opener
- Books
- Toys for Children
- First Aid Kits

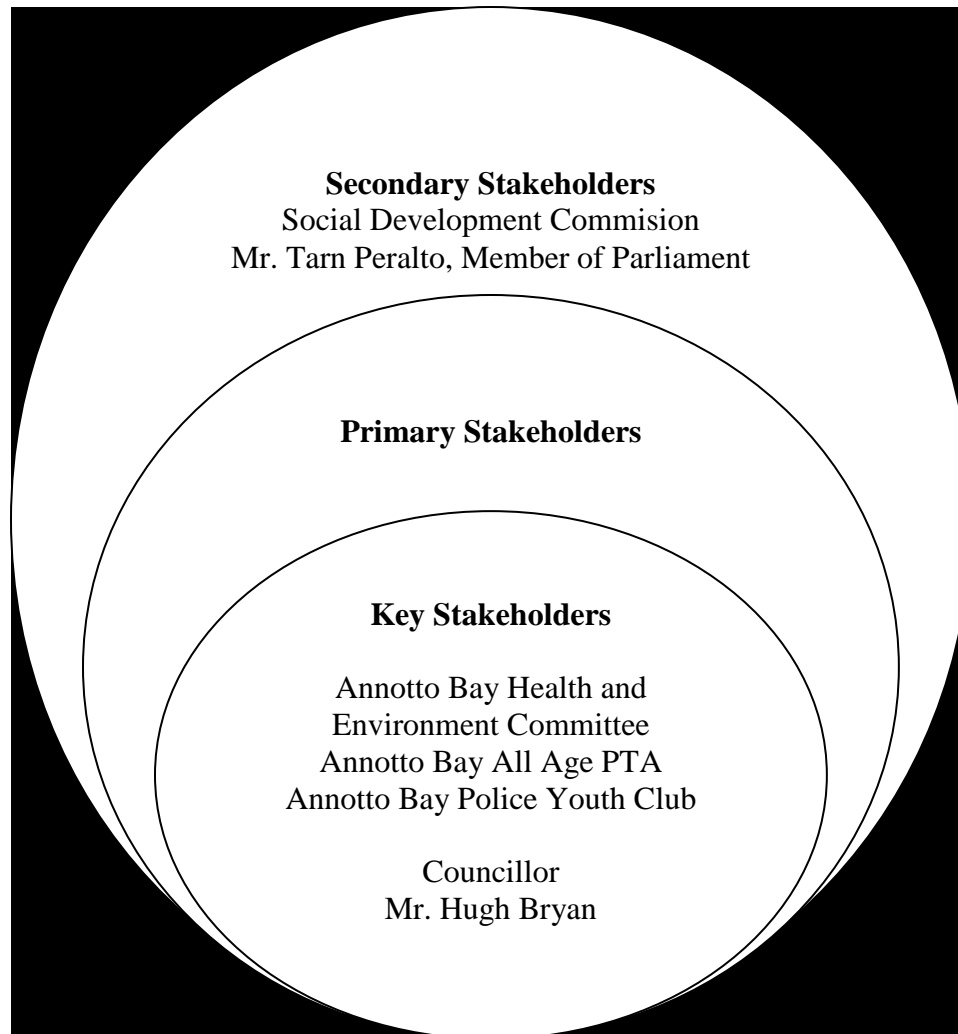
APPENDIX E - Stakeholder Partnerships

The stakeholder analysis represents the relationship between Llandewey 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.

Stakeholder Partnerships

Agency/ Organization/ Representative	Nature of Relationship	Contact Person	Contact Number
Mr. Tarn Peralto, Member of Parliament	Very poor	Mr. Peralto	427-0503
Councillor Mr. Hugh Bryan	Very poor	Mr. Hugh Bryan	577-8323
Social Development Commission	Fairly good	Mr. Sinclair	342-2604
Parish Development Committee			
Parish Council	Good	Mrs. Yolande Jankie	577-8307
Police	Good	Inspector Foster Corporal Dale Bennett	366-6850 442-1980

Community Stakeholder Analysis—ROTI or Dumping Diagram



APPENDIX F – Photo Gallery

Pictures showing fire drill in Annotto Bay St. Mary.







APPENDIX G - HURRICANE STANDARD OPERATING PROCEDURES (SOPs)

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 Annotto Bay. 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, provides an annual forecast for the Hurricane Season. Information regarding forecast is communicated through the Meteorological Service of Jamaica (Met Office) and the ODPEM. The annual anticipated threat for the purpose of this plan includes:

- At least one (1) hurricane event or near miss (with significant wind and rain).
- Significant rain events during the period at least one (1) affecting community.

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: Prevention, 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

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 lives and property.

OPERATING PROCEDURES

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 CDRM Coordinators and their teams (drafted support persons) to ensure proper planning and coordination for hurricane 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 and Fund Raising:	Ms. Aunette Foster Jerome Anderson
2. Sensitize special needs population	Coordinator – Public Education and Fund Raising:	Ms. Aunette Foster Jerome Anderson
3. Organize how special needs population will be evacuated and transportation required.	Coordinator- Preparedness:	Juliette McPherson Bernard Forester
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator- Preparedness:	Juliette McPherson Bernard Forester
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator- Preparedness:	Juliette McPherson Bernard Forester
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education and Fund Raising:	Ms. Aunette Foster Jerome Anderson
7. Identify areas in the community where high	Coordinator – Vulnerability &	Bridgette Henry

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
potential for infrastructure/property damages.	Risk Identification:	Mr. Austin Genius
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification:	Bridgette Henry Mr. Austin Genius
9. Prepare areas for sheltering persons in need	Coordinator- Preparedness:	Juliette McPherson Bernard Forester
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator- Preparedness:	Juliette McPherson Bernard Forester
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Devon Ward Albert Nobel
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention & Mitigation	Devon Ward Albert Nobel

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

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Meet and assess the community's state of preparedness for a hurricane	Mr. Ruel Francis and Team
2. Advise community to listen to all weather advisories	

<ul style="list-style-type: none"> ▪ Issue warning of threat ▪ Alert and notify: <ol style="list-style-type: none"> 13. PDC that community DRM teams are activated 14. Other CBOs 15. Shelter Managers 16. Response personnel ▪ Make available all relevant information on the hazard to the general community. 	Juliette McPherson Bernard Forester
<ul style="list-style-type: none"> • Pre-check and activate SOPs • Alert all trained community first aiders and search and rescue personnel. • Have first-aid kits prepared 	Juliette McPherson Bernard Forester
Personal 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 	Juliette McPherson Bernard Forester & Junior Bailey Ricardo Meggie

<ul style="list-style-type: none"> ▪ Ensure provisions are put in place for emergency food and water. 	
Protecting the community: <ul style="list-style-type: none"> ▪ Trim dead or weak branches from trees ▪ Clear all drains that will cause flooding 	Devon Ward Albert Nobel Juliette McPherson Bernard Forester
Listen to all weather advisories and information from ODPEM, MET office, and communicate with PDC.	Mr. Ruel Francis Bernard Forester

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

ACTIVITIES	RESPONSIBLE PERSON(S)
DRM Team Advise the Community to listen to all weather advisories and remain alert	Mr. Ruel Francis Bernard Forester

Continue to listen to all weather advisories and reports.	Mr. Ruel Francis Bernard Forester
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A. HURRICANE WATCH - 48 Hours before Impact

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Personal preparation food supplies 2. Securing official documents 3. Securing home and get rid of all thing around the yard that can be missile in a hurricane 4. Check on neighbors that may need help 	Junior Bailey Ricardo Meggie
Ensure the Elderly and Physical challenged are notified and assisted to prepare for event.	Junior Bailey Ricardo Meggie

B. HURRICANE WARNING - 36 Hours before impact

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Activate and brief all community teams and volunteers 2. Test the systems of communication within the community. 3. If cell phones are the be used ensure credit is bought 4. Ensure phones can be charged 	Junior Bailey Ricardo Meggie

ACTIVITIES	RESPONSIBLE PERSON(S)
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers.	Junior Bailey Ricardo Meggie
1. Activate and prepare emergency shelters 2. Deploy relief and welfare volunteers to emergency shelters	Junior Bailey Ricardo Meggie
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary.	Junior Bailey Ricardo Meggie
Contact PDC and prepare to Initiate evacuation procedures for the community.	Junior Bailey Ricardo Meggie
1. Re-check arrangements and MOUs with private bus owners and other volunteers in the community. 2. Pre-position the following resources to areas which will potentially be cut off: <ul style="list-style-type: none"> ▪ Food stocks/welfare items ▪ Communications equipment ▪ Manpower ▪ Power saws 3. Refuel vehicles	Mr. Ruel Francis Bernard Forester Junior Bailey Ricardo Meggie

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Encourage residents to activate family plans 2. Pre-position resources: List these resources <ul style="list-style-type: none"> • equipment, ropes, etc • Food stocks/welfare items • Communications equipment • Manpower 	Mr. Ruel Francis Bernard Forester Junior Bailey Ricardo Meggie

C. 24 Hours before impact

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Notify PDC of activation of evacuation plan 2. Consult PDC on all matters relating to the activation of any or all evacuation systems.	Junior Bailey Ricardo Meggie
Activate and test local communications links and report to PDC.	Junior Bailey Ricardo Meggie
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 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 ▪ Ensure registration of all evacuated 	Junior Bailey Ricardo Meggie

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ Check that all needing evacuees are safely evacuated. 	

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Monitor radio for hurricane warnings and public information via news releases through ODPEM and Met office</p> <p>Monitor Radios for precautionary tips together with packaged information of the activities of responding agencies.</p>	<p>Junior Bailey Ricardo Meggie</p>
<p>Alert community Initial Damage Assessment Team(s).</p>	<p>Junior Bailey Ricardo Meggie</p>

Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster	Junior Bailey Ricardo Meggie
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D. 16 Hours before Impact to Landfall

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Maintain contact with PEOC 2. Advise PEOC of weather conditions and state of preparedness 3. Confirm arrival and status of evacuees in shelters 4. Check in with standby teams and community response personnel 	Mr. Ruel Francis Michael McPherson Ricardo Meggie

E. THE BLOW

ACTIVITIES	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	Mr. Ruel Francis Michael McPherson
Maintain contact with PEOC, Shelters and response personnel.	Ricardo Meggie

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

ACTIVITIES	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	Ricardo Meggie
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	Ricardo Meggie

F (a) Up to 48 Hours after All Clear

ACTIVITIES	RESPONSIBLE PERSON(S)
Provide initial damage survey and needs of the community	Ricardo Meggie

ACTIVITIES	RESPONSIBLE PERSON(S)
<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 centers. 	Ricardo Meggie
<p>Beware of downed or lose 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 in doors. 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. 	Ricardo Meggie

ACTIVITIES	RESPONSIBLE PERSON(S)
<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 Company and or PDC. 3. Advice community not to drink or prepare food with tap water until notified it is safe to do so. 	Ricardo Meggie

F (b) 48 Hours to 5 Days After All Clear

ACTIVITIES	RESPONSIBLE PERSON(S)
<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 	Ricardo Meggie
<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. 	Ricardo Meggie

Phase 4: Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
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)	Ricardo Meggie Devon Ward Albert Nobel
1. Update PDC on recovery activities by external agencies/departments/organizations. 2. Monitor progress and ensure deficiencies are reported.	Mr. Ruel Francis Michael McPherson
Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Mr. Ruel Francis
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? 	Mr. Ruel Francis Michael McPherson And all other stakeholders
Revise SOPs as necessary	Mr. Ruel Francis Michael McPherson And all other stakeholders

APPENDIX H - 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 Annotto Bay. 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 Annotto Bay 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.

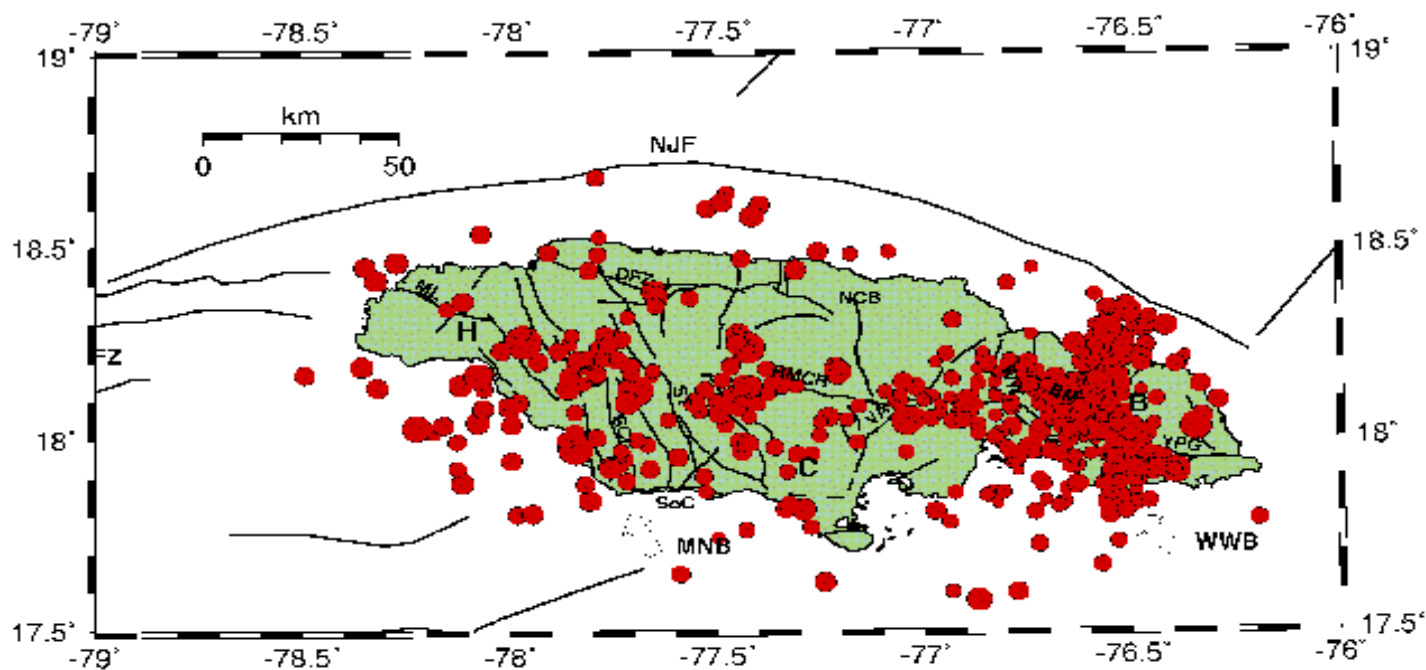
Epicentre: The position on the ground directly above where the slip under the earth's surface first occurs. The magnitude felt is likely to be greatest at this point. The damage is likely to be worst at this point.

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.

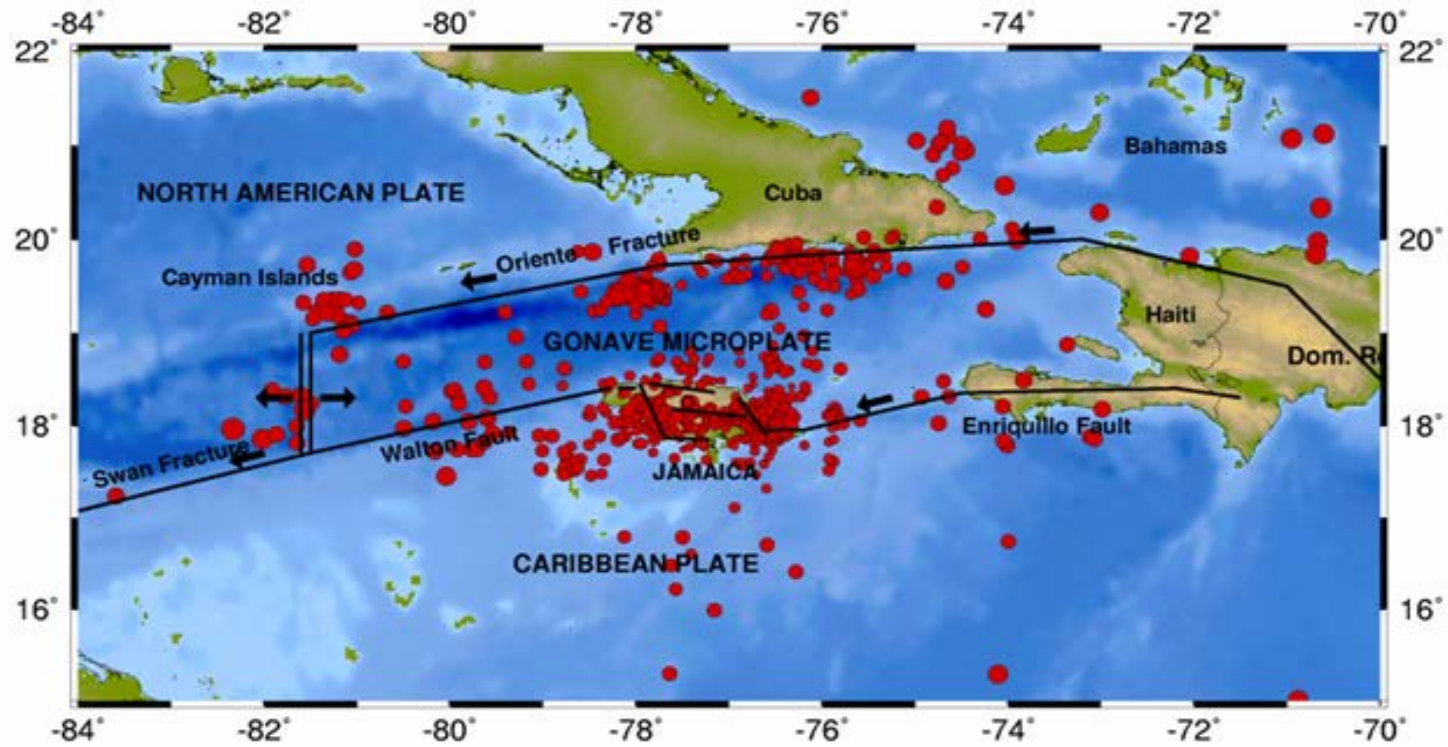
Tremor: The shaking or seismic waves felt or caused by an earthquake or explosion is called a *tremor*.

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.

JAMAICA SEISMICITY 1997-2007



The Gonave Microplate



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	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Ms. Aunette Foster Jerome Anderson
2. Sensitize special needs population	Ms. Aunette Foster Jerome Anderson
3. Organize how special needs population will be evacuated and transportation required.	Bernard Forester
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Bernard Forester
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Bernard Forester
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Ms. Aunette Foster Jerome Anderson
7. Identify areas in the community where high potential for infrastructure/property damages.	Mr. Austin Genius
8. Ensure DRM teams are aware of all high risk locations in the community.	Mr. Austin Genius

ACTIVITIES	RESPONSIBLE PERSON(S)
9. Prepare areas for sheltering persons in need	Bernard Forester
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Bernard Forester
11. 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.	Ms. Patricia Hardy
12. 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.	Bernard Forester
13. 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.	Michael McPherson
14. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	Devon Ward Albert Nobel
15. Meet and assess the community's state of preparedness for an earthquake	DRM Team
15.1. Community inventory of building quality.	Devon Ward Albert Nobel (working with Supt. Of Works and Planning Director – Parish Council)

ACTIVITIES	RESPONSIBLE PERSON(S)
15.2. Community inventory of road networks and updating of community map.	Devon Ward (working with Supt. Of Works and Planning Director – Parish Council)
15.3. Identify alternative sources of water, sources of alternative/temporary housing solution	Devon Ward Albert Nobel
15.4. Put mutual aid agreements in place for emergencies such as earthquakes	Bernard Forester
15.5. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Devon Ward Albert Nobel
15.6. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	Devon Ward Albert Nobel
<p>16. Organize or initiate & support Drills</p> <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 <p>17. Make available all relevant information on the hazard to the general community.</p> <p>18. Have first-aid kits prepared</p>	Bernard Forester

ACTIVITIES	RESPONSIBLE PERSON(S)
Personal for families: <ul style="list-style-type: none"> ▪ Make sure your family goes over the family disaster plan. 	Bernard Forester Ricardo Meggie
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. 	Bernard Forester Albert Nobel

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

ACTIVITIES	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	Mr. Ruel Francis Michael McPherson
Maintain contact with PEOC, Shelters and response personnel.	Ricardo Meggie
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Ricardo Meggie
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Bernard Forester

AFTERMATH (IMMEDIATELY following the tremor up to 5 Days after main event)

ACTIVITIES	RESPONSIBLE PERSON(S)
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	Ricardo Meggie
Deploy Community Response and Damage Assessment Teams: <ul style="list-style-type: none"> • Deploy community damage survey teams or assessors • Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. • Check for deaths, injuries and persons needing emergency assistance • Conduct first aid and search and rescue operations as necessary 	Ricardo Meggie
Communicate with Parish Emergency Operations Centre (P-EOC) <ul style="list-style-type: none"> • Provide initial damage survey and needs of the community to PEOC • Notify PEOC of critical/emergency cases • Provide PEOC with status report – general reconnaissance information on power lines, water/sewage mains, condition of critical infrastructure and facilities (roads, bridges, communication, hospitals, etc) 	Ricardo Meggie
Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .	Ricardo Meggie
Assist with the establishment and staffing of registration centres.	Ricardo Meggie
Beware of downed or loose power lines. Report them immediately to the	Ricardo Meggie

ACTIVITIES	RESPONSIBLE PERSON(S)
JPS, Police or Fire Department.	
<p>Advise community members to enter their homes with caution and to check for:</p> <ul style="list-style-type: none"> ▪ Sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ 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. ▪ 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, call an electrician for advice. 	Ricardo Meggie
<p>Check for general water/sewage leaks ion the community</p> <ul style="list-style-type: none"> • Check for general sewage and water-line damage in the community. • If you suspect there is such damage, call the NWC company and or PDC. • Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	Ricardo Meggie
<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 	Ricardo Meggie

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> • Of measures being taken with respect to provision of food and water and restoration of public utilities 	
Coordinate requests for and offers of assistance through the PEOC.	Ricardo Meggie
Coordinate reconnaissance and damage assessment teams through the PEOC	Ricardo Meggie
Ascertain the early requirements for Government assistance in re-establishing the community	Ricardo Meggie
Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Ricardo Meggie
Encourage persons affected to stay with friends or family as first options	Bernard Forester
15. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Ricardo Meggie
Where 6. Assist with the distribution of supplies d 7. Assist with the tracing of missing persons 8. Assist with needs assessments 9. Assist in the provision of welfare information to persons affected. 10. Begin to effect minor repairs to critical facilities and clear road ways and drains	Ricardo Meggie
Continue to provide feedback and assistance to the community through the PDC and PEOC.	Ricardo Meggie

Phase 3: Recovery

ACTIVITIES	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>Jerome Anderson</p> <p>Ricardo Meggie</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>Ricardo Meggie</p>
<ol style="list-style-type: none"> 6. Mobilize CDRMG to seek assistance from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives. 	<p>Ricardo Meggie</p>
<ol style="list-style-type: none"> 7. Identify and share Lessons Learnt to enhance future preparedness and response activities: <ol style="list-style-type: none"> a. Challenges in responding to incidents b. Which systems were overburdened? c. What resources were lacking (human and physical)? d. How did the community cope? e. What areas of the SOPs need to be reconsidered? 	<p>Ricardo Meggie</p> <p>Mr. Ruel Francis</p>
<ol style="list-style-type: none"> 8. Revise SOPs as necessary 	<p>Mr. Ruel Francis</p>

APPENDIX I

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. 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:

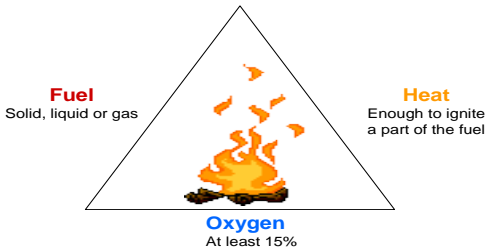
Phase 1: Prevention, Mitigation and Preparedness

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 <i>All Clear</i> , 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. The triangle is outlined in black. Inside the triangle, there is a stylized illustration of a fire with orange and yellow flames rising from a dark base. The three vertices are labeled as follows: <ul style="list-style-type: none"> Top vertex: Labeled 'Fuel' in red text, with the subtext 'Solid, liquid or gas' in black text below it. Bottom-left vertex: Labeled 'Oxygen' in blue text, with the subtext 'At least 15%' in black text below it. Bottom-right vertex: Labeled 'Heat' in orange text, with the subtext 'Enough to ignite a part of the fuel' in black text below it. </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)
17. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Ms. Aunette Foster Jerome Anderson
18. Sensitize special needs population	Coordinator – Public Education & Fundraising	
19. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Juliette McPherson Bernard Forester
20. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
21. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness	
22. 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.	Junior Bailey Ricardo Meggie
23. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	Juliette McPherson Bernard Forester
24. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education & Fundraising	Ms. Aunette Foster Jerome Anderson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
25. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Bridgette Henry Mr. Austin Genius
26. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	
27. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Juliette McPherson Bernard Forester
28. 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	
29. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Devon Ward Albert Nobel
30. 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	
31. Meet and assess the community's state of preparedness for a fire.	DRM Team	Mr. Ruel Francis and Team
32. Conduct Fire Drills at least once yearly		

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>Personal for families and businesses:</p> <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. ▪ Houses should be safely wired. An electrical inspection 	Coordinator – Preparedness/Coordinator Response & Recovery/Public Education	Juliette McPherson Bernard Forester Junior Bailey Ricardo Meggie Ms. Aunette Foster Jerome Anderson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ Sand box and shovels ▪ Pails and water source (drum) ▪ Fire Extinguisher (if possible) ▪ First Aid kit 		
Obtain local building codes and weed abatement ordinances for buildings near wooded areas.	DRM Team President/ Coordinator – Preparedness	Juliette McPherson Bernard Forester
<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>Junior Bailey Ricardo Meggie</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	Junior Bailey Ricardo Meggie
Once an ALARM is activated: <i>At location of fire (buildings):</i> <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.▪ Never allow fire to come between you and the exit path▪ While evacuating touch closed doors with back of hand	Persons on or nearby the scene; Coordinator – Response Persons on or nearby the scene; Coordinator – Response and	Junior Bailey Ricardo Meggie

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<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>Recovery</p> <p>Persons on or nearby the scene;</p> <p>Coordinator – Response and Recovery</p>	<p>Junior Bailey Ricardo Meggie</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>Juliette McPherson Bernard Forester</p>

AFTER A FIRE

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>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.</p>	<p>Coordinator – Response & Recovery</p>	<p>Junior Bailey Ricardo Meggie</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>2. Conduct Damage & Needs Assessment</p> <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 	<p>Damage Assessment Coordinator: (a)</p> <p>Coordinator – Response & Recovery: (b-e)</p>	<p>Junior Bailey Ricardo Meggie</p>
<p>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)</p>	<p>Damage Assessment Coordinator</p>	<p>Jillian Willouihby Michael McPherson</p>
<p>4. Encourage persons affected to stay with friends or family as first options after a fire.</p>	<p>Coordinator - Response & Recovery</p>	<p>Junior Bailey Ricardo Meggie</p>
<p>5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.</p>	<p>Coordinator - Response & Recovery</p>	
<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 	<p>Coordinator - Response & Recovery</p>	<p>Junior Bailey Ricardo Meggie</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> Assist with needs assessments Assist in the provision of welfare information to persons affected. 		
7. Assist with the tracing of missing persons	Coordinator - Response & Recovery	Junior Bailey Ricardo Meggie
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Coordinator - Response & Recovery	
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery	
10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Coordinator - Response & Recovery	Junior Bailey Ricardo Meggie
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator - Response & Recovery	
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Coordinator - Response & Recovery	Junior Bailey Ricardo Meggie
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator - Response & Recovery	
14. Monitor progress and ensure deficiencies are reported.	Coordinator - Response & Recovery	Junior Bailey Ricardo Meggie
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 <i>lessons learnt</i> to improve future preparedness and response	CDRM Team Leader / Coordinator – Response & Recovery	Junior Bailey Ricardo Meggie

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>activities (de-briefing of incident):</p> <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? 	<p>CDRM Team Leader / Coordinator – Response & Recovery</p>	
<p>17. Revise SOPs as necessary</p>	<p>CDRM Team – President/V.P to lead</p>	<p>Mr. Ruel Francis Michael McPherson</p>

Acknowledgment

The Annotto Bay Health and Environment Association wishes to thank the Office of Disaster Preparedness (OD PEM) and the Canadian International Development Agency (CIDA) 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 in any emergency. This plan clearly outlines all the 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 also enhancing our response capacity.

The Association wishes to express our gratitude to the facilitators: Mrs. Allison Gordon, Regional Disaster Coordinator- ODPEM, Mrs. Yolande Jankie, Parish Disaster Coordinator – St. Mary Parish Council, Mr. Horace Glaze, Senior Director, Preparedness and Emergency Operations Divisions – ODPEM and Mr. Desmond Sinclair, Community Liaison Officer - SDC for their support in developing this document.

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

Regards,
Ruel Francis
Chairman
Annotto Bay Health and Environment Association

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 Annotto Bay Zonal Committee and the Parish Disaster Coordinator, Mrs Yolande Jankie 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.

Allison Gordon, MSc
Regional Disaster Coordinator/Plan Development Facilitator
ODPEM
February 2, 2012