



# **COMMUNITY DISASTER RISK MANAGEMENT PLAN**

**For  
Bog Walk, St. Catherine**

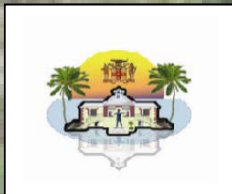


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**Building Disaster Resilient Communities Project,**  
**An Office of Disaster Preparedness and Emergency Management (ODPEM) Project**  
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*in collaboration with the*  
***St. Catherine Parish Council***  
*and other partners.*

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## GLOSSARY OF TERMS

TERM	MEANING
<b>CAPACITY:</b>	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.
<b>CAPACITY BUILDING:</b>	Efforts aimed to develop human skills or societal infrastructures within a community or organization needed to reduce the level of risk.
<b>CLIMATE CHANGE:</b>	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.
<b>COPING CAPACITY:</b>	The means by which people or organizations use available resources and abilities to face adverse consequences that could lead to a disaster
<b>DISASTER:</b>	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.
<b>DISASTER RISK MANAGEMENT:</b>	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.
<b>EARLY WARNING:</b>	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
<b>EMERGENCY MANAGEMENT:</b>	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.
<b>HAZARD:</b>	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.
<b>HAZARD ANALYSIS:</b>	Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour.
<b>HURRICANE</b>	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.
<b>MITIATION:</b>	Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.
<b>PREPAREDNESS:</b>	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.
<b>PREVENTION:</b>	Activities to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters.
<b>RECOVERY:</b>	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.
<b>RELIEF/RESPONSE:</b>	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.
<b>RESILIENCE:</b>	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.
<b>RETROFITTING:</b>	Reinforcement of structures to become more resistant and resilient to the forces of natural hazards
<b>RISK:</b>	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.
<b>STRUCTURAL/NON-STRUCTURAL MEASURES:</b>	<p><b>Structural measures</b> 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><b>Non-structural measures</b> 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>
<b>VULNERABILITY:</b>	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 “**Bog Walk 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 **Bog Walk**.
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 **Bog Walk** Community Development Committee, the St. Catherine Parish Council and the Office of Disaster Preparedness and Emergency Management, Social Development Commission, the Utility Companies and other NGO's within **Bog Walk**.

### **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 **Bog Walk** 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 **Bog Walk** 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. Catherine 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**

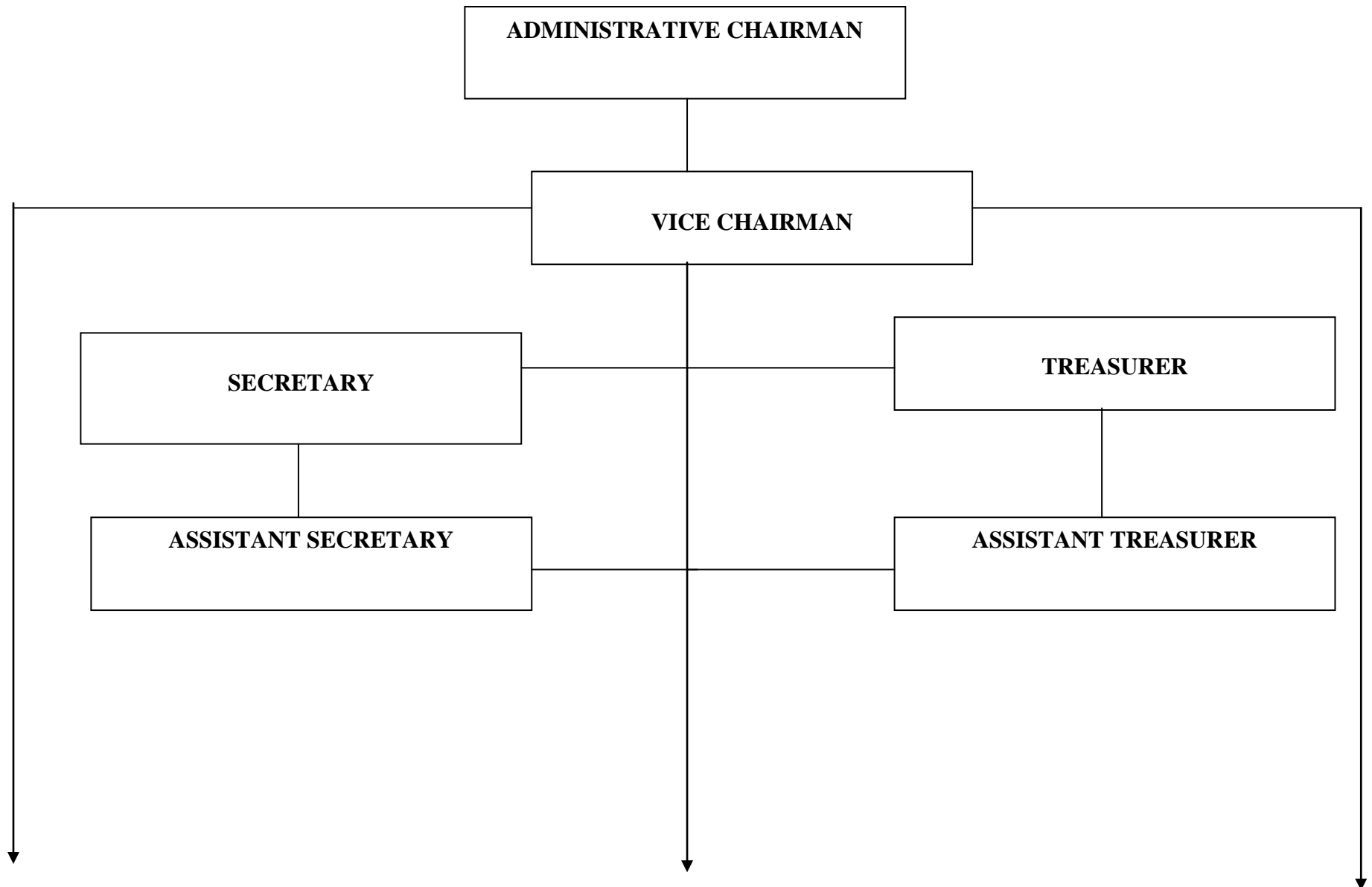
Within the National Disaster Management Framework, “The Zone” is envisaged as the smallest organized unit, outside of the family, that is empowered to prepare and respond to emergencies and disasters at the local level. The Zonal Programme conceptually represents the establishment of a formal organizational 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 Community of Bog Walk has an estimated population of 15,398 and an educational institution enrollment rate of 63.5% of school aged residents. The household head employment rate was 67%. The most common employment category was full-time employment which accounted for 44% of all employed persons. The highest rate of unemployment for males and females was seen in the age cohort 14-19 years accounting for 32.9% of all unemployed persons.

The community has a variety of different terrains which includes hilly, mountainous, sloping, flat, and undulating. The climate of the area is typically rainy and cool. The community has one main gully in the district of Knollis and as thus drainage in this area and other areas are considered good.. However other areas do not have proper drainage systems in place. The community has the natural resources of sink holes, springs, rivers, wells, watersheds, caves and tunnels The community has a number of sink holes located in the district of August Town. The Bog Walk community falls within the Rio Cobre watershed area. The Bog Walk Gorge is the protected area within the community. The natural resources present within the community are swamp lands, forested areas, springs, ponds and rivers (SDC, 2009).

### **LOCATION AND BOUNDARIES FOR COMMUNITY IN THIS PLAN:**

The community of Bog Walk is located in the east central section of St. Catherine and is approximately 17km from the capital town of Spanish Town.

The area is bordered to the north by Riversdale/Linstead , south by Angels/Kitson Town, east by Harkers Hall/ Sligoville and west by Linstead.

## AREAS COVERED UNDER THIS PLAN

Spring Vale	Content	Giblatore	August Town
Berwick	Bog Walk Proper	Church Road	Kent Village
Knollis	Lucky Valley	Penn District	Shenton
West Prospect	Princess Field	Burton	

## SUMMARY OF MAIN HAZARDS

The area is drained by a number of rivers including the Rio Cobre which runs through the Bog Walk Gorge. Communities in the area are located on hill slopes as well as on flat lands close to the rivers. This puts some of the communities at risk for disasters chief of which are landslide and flood. GIS data obtained at the ODPEM shows that the area has been classified as a high risk disaster area for the above named hazards (Royale, 2009).

None	50.4%
<b>Environmental Issues facing the Community</b>	<b>Percentage</b>
Landslides/rock falls	5.7%
Illegal Sand mining	0.3%
Water Pollution	2.3%
Flooding	23.2%
Wild Fires	0.3%

High emission of effluence or industrial waste	0.3%
Deforestation	1.7%
Wind Damage	3.4%
Blocked Drains	13.5%
Illegal Dumping of Garbage	7.2%

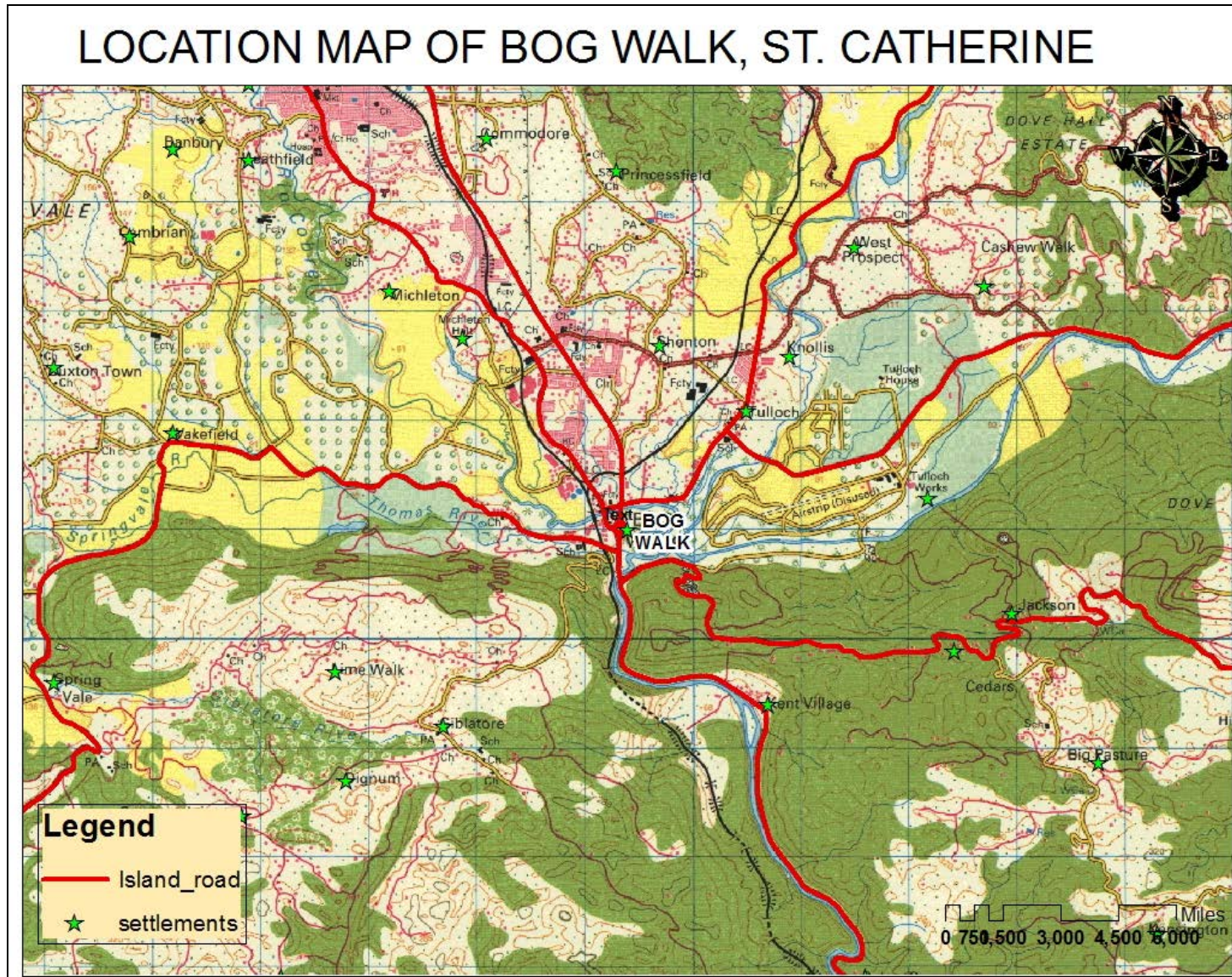
### **VULNERABILITY TO NATURAL HAZARDS/DISASTER**

SDC data collected previously has noted that there are three primary environmental issues in the community, and they include:

- ❖ Flooding
- ❖ Blocked Drains
- ❖ Illegal dumping of garbage

SDC data has revealed that 51.9% of the residents interviewed felt that the community was susceptible to specific natural disasters including Storm Surge (22.6%), Flooding (21.2%) Freak Storms (8.3%), Earthquakes (16.3%), Mudslides /landslides (4.9%) and Storm Surges (25.6%). The districts of Kent Village, Bog Walk Proper and Knollis are particularly susceptible to flooding whereas the areas of Gibraltore, Content, Spring Vale and Lucky valley are susceptible to mudslides/landslides (SDC, 2009).

## Bog Walk 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.

EXECUTIVE MEMBERSHIP POST	NAME/RESPONSIBILITY	TELEPHONE	ADDRESS	EMAIL
Chairman	Everard Chung	478-5247/817-0511	Linstead, St. Catherine	Chuny1@cwj.com
Vice Chairman				
Secretary	Aileen Gouldbourne	478-5097	Linstead, St. Catherine	Neelia2000@yahoo.com
Asst. Secretary	None			
Treasurer	Marleen Stephenson	369-4171/985-2203	Spanish Town	
Asst. Treasurer	None			
Coordinator- Public Education	Devon Smith	793-3655	Linstead, St. Catherine	
Assistance	Ruby Tenn	426-7890	Linstead, St. Catherine	
Coordinator- Fund Raising	Not Assigned			
Coordinator – Vulnerability and Risk Identification	Marilyn Bowie	423-8616	Ewerton, St. Catherine	
Coordinator- Prevention and Mitigation	Everard Chung	478-5247/817-0511	Linstead, St. Catherine	Chuny1@cwj.com
Coordinator – Preparedness, Response	N. Rhone	984-6333/320-0258	Linstead, St. Catherine	

<b>EXECUTIVE MEMBERSHIP POST</b>	<b>NAME/RESPONSIBILITY</b>	<b>TELEPHONE</b>	<b>ADDRESS</b>	<b>EMAIL</b>
and Recovery				
Public Relation Officer	Devon Smith	793-3655	Linstead, St. Catherine	
Health and Welfare	Marleen Stephenson	369-4171/985-2203	Spanish Town	
Assistance	Marilyn Bowie	423-8616	Ewerton, St. Catherine	
Shelter Manager	N. Rhone	984-6333/320-0258	Linstead, St. Catherine	
Coordinator - Search and Rescue	Roy Simms		Linstead, St. Catherine	

## CONTACT LIST

<b>CBO'S</b>	<b>Address</b>	<b>Contact/ Responsibility</b>	<b>Telephone</b>
Bog Walk Development Management Committee	Knollis Bog Walk P.O.	Mr. Sebert Hunter	990-5756/705-6408
St. Catherine Community Development Agency	Dignum PA Content	Mrs. Nelly Richards	708-2391
West Prospect United Youth Club	West Prospect Bog Walk P.O.	Miss Denise Murphy	985-8059/396-4470
West Prospect Senior Citizens Club	August Town Linstead P.O.	Mrs. Elma Thomas	343-3785
Shinning Star Citizens Association	Pen District Riversdale P.O.	Mr. Roan Johnson	378-5433/903-7539
Four Square Basic School P.T.A.	Lot 1387 East Windermere Place Gregory	Pastor Willie Taylor	426-6490
Giblatore Baptist Kindergarten	Michelton Linstead P.O.	Rev. Denzil Jack	985-8495
Giblatore Primary P.T.A.	Giblatore Bog Walk P.O.	Mrs. Lorna Hare	
Giblatore Senior Citizens Club	Dignum P.A.	Olivia Morgan	373-6884
Hill Top Basic P.T.A.	Content Distct Dignum P.A.	Novelette Welch	855-8689
Content Youth & Community Club	Content Distct Dignum P.A.	Mrs. Carol Thompson	708-239/424-0578
Springvale Basic School P.T.A.	Springvale Dist Springvale P.A.	Mr. Fitzroy Edwards	
Springvale Senior Citizens Club	Springvale Dist Springvale P.A.	Mr. Dennis Thompson	353-4316
Springvale Citizens Association	Lime Walk District Bog Walk P.O.	Miss Selena Brown	341-6438

West Prospect United Youth Club	West Prospect Youth Bog Walk PO	Miss Denise Murphy	(876) 985 8059
West Prospect Basic School PTA	Knollis, Bog Walk PO	Mr. Ripton Mclean	(876) 985 8026
Penn Basic School	Penn District Riversdale PO	Mrs. Sonia Mitchell	(876) 776 8684
Kent Village Citizens Association	Kent Village Bog Walk PO	Dane Reid	(876) 395 9577
Giblatore Combined Community Development Agency	Dignum PA	Olivia Morgan	(876) 373 6884
Content Combined Community Developent Agency	Content District, Dignum PA	Mrs. Carol Thompson	(876) 705 2881
Jew Pen Basic School PTA	Jew Pen, Bog Walk	Ms. Althea Wilmot	(876) 381 0888
Springvale Combined Community Development Agency	Springvale PA	Miss Ivorine Edwards	(876) 353 4316
Bog Walk High	Lake Meadows, Linstead P.O.	Mr. Frederick Lewis	(876) 360 4118
Bybrook Basic School P.T.A.	Banbury, Linstead P.O.	Mr.Kenneth Rowe	
Tulloch Primary		Miss Lizette Morrison	(876) 985 8534
Knollis Basic	Swamp Lane, Bog Walk	Miss Valda Ringmaiden	(876) 985 8727
West Prospect Basic	West Prospect PA. Bog Walk	Miss Cheryl Morgan	(876) 379 6762
Lucky Valley All Age	Lucky Valley, Bog Walk	Mrs. Beverley Davis	(876) 779 3763
Penn Basic School	Penn District, Riversdale P.O.	Mrs. Lorna Wellington	(876) 390 3207

**COMMUNITY FIRE WARDEN COURSE – August 30-31, 2010- BOG WALK HIGH SCHOOL**

<b>First Name</b>	<b>Last Name</b>	<b>Area Served</b>	<b>Occupation</b>	<b>TELEPHONE</b>
Cambrie	Gentles	Wakefield (Jew Pen)	Firefighter / Linstead Zone	478-5165
Maurice	Tingling	Bog Walk	Security Officer	283-7537
Ian	Vincent	Bog Walk	Carpenter	856-4283
Cassandra	Bailey	Penn District	Practical Nurse	459-0307
Latoya	Brown -Johnson	Penn	Unemployed	469-9065
Kerlene	Mitchell	Lucky Valley	Unemployed	486-6568/456-2047
Paul	Roberts	Kent Village	Security Officer	378-0045
Norman	Forbes	Jew Pen		427-3932
Delroy	Johnson	Jew Pen	Security Officer	417-9767
Vidalyn	Johnson	Pleasant Hill	Unemployed	329-8265
Calvin	Worrell	W. Prospect		329-8265
Rayon	Rhoomes	Lucky Valley	Mason	580-1757

## **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 executive 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**

<b>Chairman:</b>	Assume similar duties as outlined in existing CBO or Zonal Committee
<b>Vice Chairman:</b>	Assume similar duties as outlined in existing CBO or Zonal Committee
<b>Secretary:</b>	Assume similar duties as outlined in existing CBO or Zonal Committee
<b>Treasurer:</b>	Assume similar duties as outlined in existing CBO or Zonal Committee
<b>Assistant Secretary:</b>	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 Charlie, 1951	Deaths by falling coconut tree that damaged a house; damage to houses; Flooding; Damage to crops & livestock	The community bonded together
Hurricane Flora, 1963	Market was flooded; Church Road was flooded; Community was isolated for 4 days; Agricultural sector devastated; Houses damaged	Vehicles drove on the train line; The community bonded together to overcome the impacts of the hurricane
Hurricane Gilbert, 1988	Houses damaged; Trees were flattened; Infrastructural damage; Utility disruption for a month; Loss of life; Disruption of the school system because schools were used as shelters; Agricultural sector was damaged; The Gorge was damaged	Some community members assisted with the feeding and shelters of other community members; The community members bonded together to help each other; Help from relief agencies
June Floods (flooding of the Rio Cobre), 1991	Extensive flooding of the area (20-30 feet of water); police station and supermarket; Pleasant Hill was marooned; Raby's Corner was destroyed; Prisoners escaped due to the flooding of their cells; Agricultural sector was extensively damaged	Rope was used to transport marooned persons; Community strengthened their bonding process by helping each other; Help from relief agencies

Hazard, Year	Impact	How did the Community Cope?
Hurricane Ivan, 2004	Extensive flooding (rivers met); Agricultural sector damaged; Loss of life; Houses were flooded; infrastructure damage; Disruption in the school calendar; Land slippage & rockfalls; Disruption of utility (light 2-3 weeks); Gorge road was damaged; alternate routes were utilized	Community had a strong social network (help those in need); Help from relief agencies; Farmers from outside brought goods to the market to be sold
Hurricane Dean, 2007	The road between Spanish Town and Bog Walk was rendered impassable due to the existence of the Bog walk river which runs adjacent to the road. During that storm, flood waters reached a height of nine feet at 3:32 Pm on July 7, 2005. At that time the Bog Walk High was used as shelter hosting 22 persons (Royale, 2009)  Houses were damaged; Agricultural sector was damaged; Roads were blocked	Community had a strong social network (help those in need); Shelters were opened for extended periods to accommodate those who were displaced by the flooding
Tropical Storm Gustav, 2008	Extensive flooding; evacuation of community members; Damage to houses; loss of roofs; Agricultural sector damaged; Disruption of utilities; The gorge was extensively damaged	The community members kept up to date with information from the media via radios  Strong communication and social network

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

### **Hurricane Charlie, 1951**

Stay inside during a hurricane

### **Hurricane Flora, 1963**

- The community members learnt new routes in the community.
- Learnt to take warnings serious

### **Hurricane Gilbert, 1988**

- To build proper housing ( the use of hurricane straps on roofs)
- To heed to meteorological warnings

### **June Floods (flooding of the Rio Cobre), 1991**

- Don't drive through high waters
- Listen and heed to warnings issued by the Met service
- Listen and follow instructions

### **Hurricane Ivan, 2004**

- Be prepared at all times
- Listen to hurricane warnings and take them seriously

### **Hurricane Dean, 2007**

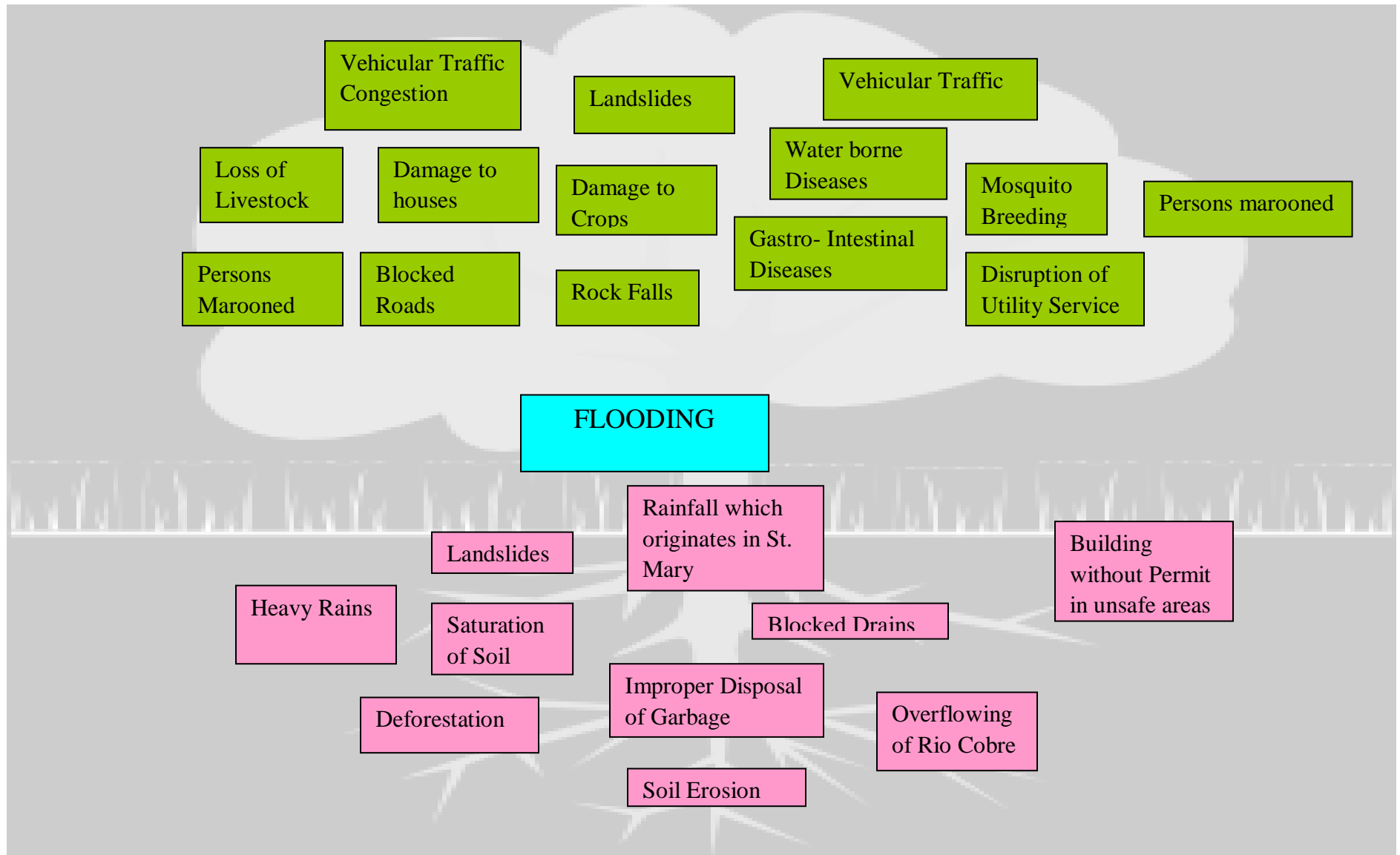
- Evacuation is needed at times
- Listen to the warnings

### **Tropical Storm Gustav, 2008**

- Heed warnings and precaution from the relevant authorities

## HAZARD MAP

## Community Problem Tree



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**

- Existence of the Linstead Zonal Committee
- Community –based organisations and Service clubs
- Factories
- Business Community
- Organized Farmers Association
- Health Services

### **WEAKNESSES**

- Weak communication systems in place for some of the communities
- Some activities led by self interest, interest groups rather than wider community
- Lack of community awareness to hazards
- Crime and violence – theft, burglary and shootings

### **OPPORTUNITIES**

- Greater job creation
- Greater cultural awareness
- Empowerment strategies for the community to respond to disasters

**Identification of Future Hazards**

### **THREATS**

- Plant and Animal diseases
- Violence
- Health related problems
- Increasing vulnerability of special populations in the community – elderly, physically challenged, pregnant women to natural and man –made hazards
- Economic instability

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
Bush Fire at Jew Pen (Bamboo igniting on utility wires and pole)	<ul style="list-style-type: none"> <li>• Damage to houses especially in Jew Pen and areas bordering Tulloch Estates.</li> <li>• If widespread will destroy houses and may impact schools.</li> <li>• Damage to electrical wires and poles along main roads.</li> </ul>
Bush Fires – cane and agricultural lands	<ul style="list-style-type: none"> <li>• Loss of income; loss of property; affects the livelihood of the community members</li> </ul>
Flooding in Town Centre, Shenton, Church Road, Bog Walk Commercial Centre and Areas below highway	<ul style="list-style-type: none"> <li>• Damage to pipelines and water lock offs.</li> <li>• Damage to houses in Shenton, Church road and areas below Highways.</li> <li>• Roads scored by flooding (Secondary Roads in Church Corner and Shenton inundated and impassable.</li> <li>• Loss of Farm Livestock and agriculture</li> </ul>
Earthquakes	<p>Disruption of sewage system.</p> <p>Damage to Library and type III clinic</p>

HAZARD	POSSIBLE IMPACT
	Schools could suffer structural impact
Rock Falls	Damage to road way and motorists in Kent Village area. Possible damage to houses.

## 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
<b>HURRICANE/ FLOODING</b>	<b>Utility poles and power lines</b> – blown down due to wind	To be determined
	<b>Houses</b> – Damaged and/or destroyed houses in Shenton, Church Road and areas below Highway	“
	<b>Roadways</b> – blocked/damaged to mud and silt (Church corner, Shenton, Kent Village)	“
	<b>Livestock &amp; plants</b> – loss of livestock and damage/destruction of crops	“
	<b>Economic</b> -Damage to Bog Walk Commercial Centre	“
<b>EARTHQUAKE</b>	<b>Infrastructure</b> – Disrupt sewage systems Bridges could collapse, damage to road network	“
	<b>Buildings</b> - Damage to Library, type iii clinic and schools suffer structural impact	“
<b>BUSH FIRES</b>	<b>Infrastructure</b> -Damage to electrical wires and utility poles.	“

HAZARD	VULNERABLE ASSET AND POSSIBLE IMPACT	APPROXIMATE VALUE OF ELEMENT AT RISK
	<b>Buildings-</b> Damage to houses in Jew Pen and areas bordering Tulloch Estates	
<b>LANDSLIDE/ ROCKFALL</b>	<b>Infrastructure – Disrupt sewage systems, damage to road network</b>	“
	<b>Buildings - Damage to houses and schools suffer structural impact</b>	“

## 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	Early warning systems; river training; maintenance of drainage systems
Bush Fire at Jew Pen (Bamboo igniting on utility wires and pole)	Destroy the district and the livelihood of the members in the district	Bushing of the roadways and the removal of the bamboo from the utility poles
Bush Fires – cane and agricultural lands	Loss of income; loss of property; affects the livelihood of the community members	Bushing of areas vulnerable to bush fires; legislations that will pre-empt actions by the relevant authorities
Earthquake	Infrastructural damage; affects the livelihood of community members	Public education campaign to educate the community members
Motor vehicle accidents	Humans Disruption of Families	Public education campaign; road signs and signals

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 Bog Walk Vulnerability**

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
<b>A. Environmental</b>		
Flooding	<ul style="list-style-type: none"> <li>• Early warning systems</li> <li>• River training;</li> <li>• Maintenance of drainage systems</li> <li>• Dredging of River</li> <li>• Enforcement by local planning authority</li> </ul>	<ul style="list-style-type: none"> <li>• ODPEM</li> <li>• Water Resources Authority (WRA)</li> <li>• Sensitization/ training sessions, PCV</li> <li>• National Work Agency (NWA)</li> <li>• Community Members</li> </ul>
Bush Fires	<ul style="list-style-type: none"> <li>• Bushing of areas vulnerable to bush fires;</li> <li>• Legislations that will pre-empt actions by the relevant authorities</li> <li>• The removal of the bamboo from the utility poles</li> <li>• Sensitize residents on lighting fire in dry season</li> <li>• Training of Fire Wardens</li> </ul>	<ul style="list-style-type: none"> <li>• Westmoreland Parish Council heavy duty equipment</li> <li>• ODPEM</li> <li>• National Work Agency (NWA)</li> <li>• Jamaica Public Services (JPS)</li> <li>• Community Members</li> </ul>
Rock Falls/ landslide	<ul style="list-style-type: none"> <li>▪ Replant vegetation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Input from responsible agencies eg.</li> </ul>

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
	<ul style="list-style-type: none"> <li>Public Education</li> <li>Signs and Signal</li> </ul>	NEPA, ODPEM, Parish Council, NWA
Solid waste disposal	<ul style="list-style-type: none"> <li>Public education on proper garbage disposal and recycling</li> </ul>	<ul style="list-style-type: none"> <li>Regularized collection from NSWMA</li> </ul>
<b>B. Social/Economic</b>		
Lack of youth based programmes	<ul style="list-style-type: none"> <li>Get private &amp; public sector involve to construct community centre</li> </ul>	<ul style="list-style-type: none"> <li>Funding from CHASE,JSIF, Digicel Foundation</li> </ul>
High Level crime and violence	<ul style="list-style-type: none"> <li>Get private &amp; public sector involve to construct community centre</li> <li>Greater Job Creation</li> <li>Higher level of Law Enforcement Present</li> </ul>	<ul style="list-style-type: none"> <li>Funding from CHASE,JSIF, Digicel Foundation</li> <li>Peer Councilors</li> <li>Security and Law Enforcement</li> </ul>
Poor development Practices	<ul style="list-style-type: none"> <li>Sensitization of where to construct buildings</li> </ul>	<ul style="list-style-type: none"> <li>St.Catherine Parish Council</li> <li>NEPA</li> <li>ODPEM</li> </ul>
<b>C. Health Related</b>		
Threat of epidemic outbreak of Gastrointestinal disease	<ul style="list-style-type: none"> <li>Repair all broken pipes, fogging, treatment of water sources for mosquito larva, proper disposal of cans, tyres and other containers that can collect water.</li> </ul>	<ul style="list-style-type: none"> <li>Ministry of health,</li> <li>Parish Council,</li> </ul>
Motor vehicle Accidents	<ul style="list-style-type: none"> <li>Street marking and signs</li> <li>Pedestrian crossing at the bridge</li> <li>Replace the blocks that have been</li> </ul>	<ul style="list-style-type: none"> <li>St. Catherine Parish Council</li> <li>NWA</li> <li>National Road Safety Unity</li> </ul>

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
	<p>removed</p> <ul style="list-style-type: none"> <li>Education by the national road safety unit</li> </ul>	
Contamination of water supply	<ul style="list-style-type: none"> <li>Treatment of Water</li> <li>Boil Drinking water</li> <li>Storage of Water</li> </ul>	<ul style="list-style-type: none"> <li>Ministry of Health</li> <li>ODPEM</li> </ul>
<b>D. Political</b>		
Lack of political support from Member of Parliament and Councilor	<ul style="list-style-type: none"> <li>Community members need to learn to pull together their own resources</li> </ul>	<ul style="list-style-type: none"> <li>Community Spirit</li> <li>Returning Residents</li> </ul>

## 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
Hurricane	3	3	2	3	3	3	42
Landslides	2	3	1	3	1	3	22
Accident	3	3	1	1	3	2	30
Fire	3	2	1	1	1	2	21
Earthquake	1	3	3	3	3	3	15

Based on the matrix the priority ranking of hazards that currently affects Bog Walk are as follows (in priority order):

- Hurricane
- Accident
- Landslide

### Community Resources and Capacity Analysis

Bog Walk has the capacity to manage and implement its Community Based Disaster Risk Management Plan. These capacities and resources come in various forms as is listed in the table. In order to implement many of the action/activities proposed, a number of these resources and capacities will be drawn on and these include people (human resources), funding, transportation, input from organized groups within the community among other things.

**Table PR6: Community Capacity**

Capacity (Skills)	Type of Resource	Task
Knowledge	Teachers, Schools, Awareness of Hazards and Vulnerability,	Teachers: Sensitizing students and parents Students: Sensitise parents and wider community
Skills	Farmers, Teachers, Business People, River Gauge Readers, Divers, Flood Rescuers, Reporters (Media), Pastors, Mason, Builders, Factory workers.	Divers: Aid in the rescue of persons water along the Flat Bridge Flood Rescuers: Trained to carry out swift water
Communication	Cell phones, callers and runners – Bog Walk/ Dam Head Flood Rescue Team, Rio Cobre Telemetric system	Communicate information to WRA. Parish Council, CERT and ODPEM.
Networks	CBO's, Citizen Groups	Assist with welfare assistance
Transportation	Bus, cars Van, trucks, tractors, motor cycles	Transporting the vulnerable to shelters
Means of Care	Churches	Emotional counseling
Medical Care	Hospital, health centre	Administer medical care to the injured.
Means of communication	Cell phone, word of mouth, internet, telegram	Keep communication between the community members and also the outside world.

## 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
<b>Fires</b>		
Damage to house and property	<ul style="list-style-type: none"> <li>Always be mindful of how flammable materials are been used</li> </ul>	<ul style="list-style-type: none"> <li>Individuals and also Jamaica Fire Brigade to help to educate persons about fire hazards.</li> </ul>
Threat to human lives	<ul style="list-style-type: none"> <li>Early evacuation</li> </ul>	<ul style="list-style-type: none"> <li>Fire Extinguisher</li> <li>Fire hydrants in community to ensure quick response</li> </ul>
<b>Hurricane/ Flooding</b>		
Damage to Houses	<ul style="list-style-type: none"> <li>Build houses away from gullies and drains</li> <li>Do not build in areas prone to flooding</li> <li>Ensure houses are protected and windows and doors baton down.</li> <li>Maintenance of gullies and drains</li> <li>Regular garbage collection to prevent blockage of drains and gullies.</li> </ul>	<ul style="list-style-type: none"> <li>Money and Labour</li> <li>Planning authority to identify no built zones.</li> <li>Board and nails</li> <li>NWA and or Parish Council Support</li> </ul>

<b>HAZARD &amp; IMPACT</b>	<b>PREVENTATIVE ACTION</b>	<b>RESOURCE NEEDED AVAILABLE INTERNALLY/EXTERNALLY</b>
Damage to business places	<ul style="list-style-type: none"> <li>▪ Elevate goods to prevent lost of income</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use blocks and board to heist goods</li> </ul>
Fatalities	<ul style="list-style-type: none"> <li>▪ Evacuation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Transportation and shelter</li> </ul>
Damage to roads	<ul style="list-style-type: none"> <li>▪ Construct proper retaining walls</li> </ul>	<ul style="list-style-type: none"> <li>▪ NWA and or Parish Council Support</li> </ul>

## 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
<b>Shenton</b> — Area closer to Bog Walk Proper (Swamp Lane to Magazine Lane to Pineapple along to Coolie Lane)	This vast area of land is a swamp that is not suitable for development without the establishment of a proper drainage system. The area may be used for agricultural purposes as it is currently being used to cultivate dasheens and oranges.
<b>Low- lying areas of the Bog Walk Gorge</b>	No substantial development ought to take place. The right hand side going to Spanish Town from Bog Walk as it is prone to flooding.

## **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**

<b>Area</b>	<b>Type of Development which would be safe</b>
Trafalgar/ Giblatore/ Content/ Limewalk	Highway 2000
Bog Walk High School (playfield)	Multipurpose Sports Facility
Commodore Road	Skills Training Facility (recently refurbished)
Bog Walk Main Street	Youth Development Centre
Bog Walk Main Street in the vicinity of the police station	Pedestrian crossing
Land behind the market	Development of Industry & parking facilities/ taxi/ bus terminus
Bog Walk Gorge – left hand side going to Spanish Town – Kent Village	Housing.

### 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
<b>Shenton</b> — Area closer to Bog Walk Proper (Swamp Lane to Magazine Lane to Pineapple along to Coolie Lane)	This vast area of land is a swamp that is not suitable for development without the establishment of a proper drainage system. The area may be used for agricultural purposes as it is currently being used to cultivate dasheens and oranges.

## 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
<b>Flooding</b>	<ul style="list-style-type: none"> <li>▪ Drains to be cleaned</li> <li>▪ Continuous maintenance of drains</li> </ul>	<ul style="list-style-type: none"> <li>▪ March - May</li> </ul>
<b>Consumption of Untreated Water</b>	<ul style="list-style-type: none"> <li>▪ Treated Piped water for the Giblatore community</li> <li>▪ Boil water before use</li> <li>▪ Proper water storage techniques</li> </ul>	<ul style="list-style-type: none"> <li>▪ Daily</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>▪ Public Awareness and education about the danger of bush fire</li> </ul>	<ul style="list-style-type: none"> <li>▪ January - June</li> </ul>
<b>Hurricane</b>	<ul style="list-style-type: none"> <li>▪ Conform to zoning regulations</li> <li>▪ Proper farming practice</li> <li>▪ Conform to proper building techniques</li> <li>▪ Secure storage items and emergency kit</li> <li>▪ Proper garbage disposal</li> <li>▪ River training</li> <li>▪ Regular drain cleaning and maintenance</li> <li>▪ NSWMA to provide regular waste pick-up schedule</li> </ul>	<ul style="list-style-type: none"> <li>▪ February - May</li> </ul>

HAZARD	ACTIVITY	TIMEFRAME
<b>Landslides / Rockfalls</b>	<ul style="list-style-type: none"> <li>Directional and Warning Signs, Community Response Team, (Pleasant Hill is prone to landslides and break aways in the vicinity of Breadfruit Gully</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

### 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
Flooding	Cleaning and maintenance of drains	National Works Agency St Catherine Parish Council
Landslides	Planting of shrubs & trees Building of retaining walls	National Works Agency St Catherine Parish Council
Fires	Building fire guards Cutting of trees Public education Fixing of existing hydrants Installation of more hydrants Bushings of trees among the roadways	Jamaica Public Service RADA Jamaica Fire Brigade

## 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**

<b>Hazard Impact</b>	<b>Mitigation Required</b>	<b>Areas for Improvement</b>	<b>Timeframe for Action Plan</b>	<b>Priority Ranking</b>	<b>Resource</b>
<b>Flooding</b> due to blocked drains, heavy rainfall, lack of proper maintenance. The overflowing of the Rio Cobre affects Knollis, as well as Jew Pen and Pineapple in Bog Walk Proper.	Drains to be cleaned. CHURCH ROAD DRAIN – needs to be widened and concreted  ROAD LEADING TO KNOLLIS behind Church of God of Prophecy– Swampland that contributes to flooding. Proper drainage system needed to be completed.  Continuous maintenance	Debris along roadway carted away in an appropriate timeframe to prevent road blockage Regular drain cleaning and maintenance programme. Improper disposal of garbage by community members Jew Pen drain needs widening (flooded by the river)	1-6 months	High	Back Hoe/ Front end Loader  JSIF project - road, drains and school improvement)  Constituency Development Fund  Parish Council

<b>Hazard Impact</b>	<b>Mitigation Required</b>	<b>Areas for Improvement</b>	<b>Timeframe for Action Plan</b>	<b>Priority Ranking</b>	<b>Resource</b>
		.Pleasant Hill community needs curb and channels to prevent scouring of the road surface			
<b>Landslides / Rock falls</b>	Directional and Warning Signs, Community Response Team, (Pleasant Hill is prone to landslides and break always in the vicinity of Breadfruit Gully	Identification of alternative route	6-12 months	Medium	NWA, Parish Council, Constituency Development Fund
<b>Fire</b>	Fire Hydrants across Bog Walk need to be mapped and repaired.	Jew Pen has Bamboo touching JPS power lines	1-6 months	High	JPS and Fire Brigade
<b>Hurricane</b> Fallen Trees  Damage Roofs	Cutting back of trees  Retrofitting	Bushing in general and Pleasant Hill is urgent	1-6 months	High	Parish Council
<b>Consumption of Untreated Water</b>	Treated Piped water for the Giblatore community	Installation of pump for the catchment and distribution lines	6-12 months	Medium	SDC, MOH, NWC, Parish Council

## 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: TRAINING**

<b>INFORMAL risk transfer options</b>	
	<ul style="list-style-type: none"> <li>▪ Community Partner Scheme</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Funding through citizens associations/youth clubs dues and contributions</li> </ul>
<b>FORMAL risk transfer options</b>	<ul style="list-style-type: none"> <li>▪ Income from fundraising events</li> </ul>
	<p>This will be carried out under the direction of the Linstead Zone with guidance by the St. Catherine Parish Council.</p> <p>The Linstead Zone currently carry out fundraising activities proceeds from which are used to purchase emergency supplies</p>

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 and 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**

<b>Community Member/ Team</b>	<b>Training Activity</b>	<b>Agency or Source</b>	<b>Who responsible to organize</b>	<b>Time Frame</b>
Bog Walk CERT	Community Fire Warden	Fire/ ODPEM/Parish Council	CERT – Paul Roberts, Linstead Zonal Committee	September
Linstead Zone	Initial Damage Assessment		Parish Council / Linstead Zone	2010 completed
Linstead Zone	Shelter Management		CERT – Delroy Johnson, Parish Council / Linstead Zone	Bi-annually
Bog Walk High	School Safety Monitors and School Planning	ODPEM/ MOE	Parish Council / ODPEM	One course
Bog Walk CERT	First Aid	Red Cross	Melesa Ramsaroop – CERT Parish Council	October 2010
Bog Walk CERT	Sensitization of role and function of CERT and linkage to Linstead Zonal Committee and Parish Council	ODPEM	Parish Council	October 2010
Bog Walk CERT	Role of Flood Early Warning System and role of CERT	WRA	WRA	October 2010

## 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.

**Table PR11**

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility
Flooding	Distribution of flyers  Sensitization of informal Flood Warning system	Targeting schools, clubs, CBOs, and churches in the community  Create public awareness around the use of the Bull Horn as a warning device used	Quarterly	Linstead Zone, CERT, Schools in Bog Walk and CBOs.
Earthquakes	Distribution of information leaflets	Target Principals of each school to roll out programme in fulfilling the needs of the plan	Ongoing, year round	Schools
Fire	Training of Fire Wardens	Selection of able bodied male and female from each district in Bog Walk	Next three months	CERT / Linstead Zone, ST. Catherine Fire Brigade

<b>Hazard</b>	<b>Public Education Action</b>	<b>Public Education Strategy</b>	<b>Timeline</b>	<b>Responsibility</b>
Landslide	Circulate information on how to prevent soil erosion, plant cover as slope retention measure	Engage the Farmers Associations to	Quarterly	CERT/ Linstead Zone and RADA (Linstead Office)
Transportation Accidents		Police Youth Club	Quarterly	CERT/ Linstead Zone, Bog Walk Police and Road Safety Council
Health and Sanitation	Flyers Improper Disposal of Garbage and How to make water safe for drinking, proper health practices	Targeting schools, clubs, CBOs, and churches in the community	Quarterly	CERT/ Linstead Zone, Bog Walk, Bog Walk Health Centre Personnel

## 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	N. Rhone
Listening to the radio for official information	Everard Chung and Team
Monitoring marine weather forecasts	Not Applicable
Liaising with the Parish Disaster Committee and Coordinator and ODPEM	Everard Chung Aileen Gouldbourne
Other	Everard Chung Aileen Gouldbourne

## 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
Flooding	Word of Mouth Cell phone	Community members	Everyone is responsible for alerting the community Police Youth Club
Fire	Word of Mouth Cell phone	Neighbors/ community Jamaica Fire Brigade- Linstead Bog Walk Police	First person on site
Earthquake	Radio Feel it Word of mouth	Community members	Everyone is responsible for alerting the community Bog Walk Police Youth Club
Landslides	Word of Mouth Cell phone See it	Community members	Everyone is responsible for alerting the community Bog Walk Police Youth Club
Accidents	Word of Mouth Cell phone	Bog Walk Police Linstead Hospital	Church Road Citizen Association Pineapple Citizen Association

Hazard	Method of Delivery	Target Group	Responsibility
	See / Hear it	Community members	Bog Walk Development Management Committee
Crime/ Violence	Word of Mouth Cell phone Callers & runners	Selected person	CBO's

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**

<b>HAZARD</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>	<b>MEANS</b>
<b>Hurricane and Flooding</b>	Calling on cell phone, monitoring media	N. Rhone	Cell phone, walk and announce to each resident
<b>Landslide</b>	Informing the community when and where a landslide happens.	N. Rhone	Word of mouth
<b>Earthquake</b>	Public education about what to do in such event Earthquake drills.	Devon Smith N. Rhone	Pamphlets and fliers as well as training activities.

## 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	Bog Walk Proper Shenton Jew Pen	The areas are located along the flood plain of the Rio Cobre
	Church Road	The overflowing of the gully as the land is flat and the drains are not being maintained.
	Lucky Valley– Martin Gully	The overflowing of the gully that is not being maintained
	Knollis main road (housing scheme)	Overflowing of the river and a lack of maintenance of drains
Landslide	Kent Village 1¼ mile from Sligoville turn close to the dam Close to Pim Rock	Underground drain is blocked  Land slippage , rock falls that may maroon citizens in the future

## Evacuation Route

In that 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
Bog Walk Proper Shenton Jew Pen	High	Bog Walk high School	Bog Walk Proper to High School Shenton Main Road via Church Road to High School Jew Pen Main Rd. to High School	General Motor vehicle of waking	
Church Road	Medium	Bog Walk High School	Church Road to Bog Walk High.	General Motor vehicle of waking	
Lucky Valley– Martin Gully	Medium	Lucky Valley Primary		General Motor vehicle of waking	
Knollis Main Road (housing scheme)	High	Tolloh Primary School	Knollis Main Road	General Motor vehicle of waking	

Area for Evacuation	Priority (High, Medium, Low)	Shelter	Evacuation Route	Transportation Mode	Resources
Kent Village 1\4 mile from Sligoville turn close to the dam Close to Pim Rock	Medium	Four Square Gospel (unofficial)	Bog Wak Main Road to Church	General Motor vehicle of waking	

**Table PR17: Evacuation Procedures**

<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
Evaluate threat and liaise with PDC/ODPEM on need for evacuation	Everard Chung Aileen Gouldbourne
Alert residents on possible evacuation	Delroy Johnson
Decide on timing	Everard Chung
Ensure special needs population is assisted	Marilyn Bowie
Organize transportation	N. Rhone
Identify route to be used	N. Rhone
Ensure shelter is available	N. Rhone
Start Evacuation	Everard Chung
Check that all areas have been evacuated	Everard Chung
Inform PDC	Everard Chung Aileen Gouldbourne

**Table PR17.1: Evacuation Team**

District/Area	Evacuation Team/Person	#of Households in Area	Vulnerable Group and #’s to Evacuate	Team Responsibility
<b>Bog Walk Proper</b> (Jew Pen)	Delroy Johnson	50	Elderly, children, pregnant women, incapacitated (all)	Bring them to the shelter, manage transportation, educate about safety,
(Breadfruit Gully / Pleasant Hill )	Vidalyn Johnson	70	Elderly, children, persons in wheelchairs, incapacitated (all)	Arrange transportation, public education
(Main Street)	Beverley Nelson	50	Children, disabled man all.	Arrange transportation, public education
<b>Giblatore</b>	Marva Green, Karen Easy	80	Children, disabled, elderly, About 20 houses	Arrange transportation, public education
<b>Kent Village</b>	Paul Roberts	70	Elderly, children, pregnant women	Arrange transportation, public education
<b>Lucky Valley</b>	Durrant Marsden	150	Elderly, children, pregnant women	Help in securing homes, Arrange transportation, public education
<b>Penn District</b>	Cassandra Bailey	100	(5) disabled , pregnant women, elderly children	Arrange transportation, public education
<b>West Prospect</b>		100		
<b>Church Road</b>	Karen Sido	300	Children, disabled,	Arrange transportation,

District/Area	Evacuation Team/Person	#of Households in Area	Vulnerable Group and #’s to Evacuate	Team Responsibility
			elderly,	public education
<b>August Town</b>	Joyce Brown	70	Children, disabled, elderly	Arrange transportation, public education
<b>(High Mountain)</b>	“ ”			
<b>Content</b>	Claudette Laing	100	Shut ins, pregnant women, disabled	Arrange transportation, public education
<b>Springvale</b>	Samuel Hyde	80	Disabled (1)	Evacuate to Spring Vale Primary – Trucks Available (VIN)

## 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**

<b>Shelter Name &amp; Location</b>	<b>Access Route to Shelter</b>	<b>Type of Use</b>	<b>Condition of Shelter</b>	<b>Area Served</b>	<b>Shelter Manager &amp; Team (Name, Contact)</b>	<b>Agency Liaison Officer (Name, Contact)</b>
Bog Walk High School	Jew Pen Road to School Bog Walk Main via Jew Pen to school Knollis to church Road to Bog Walk Highway to school	Hurricane and Earthquake	Good	Jew Pen, Bog Walk Proper, Pleasant Hill, Church Road to Magazine Lane, Swamp Lane, Pineapple, Shenton	Paul Roberts	Marilyn Bowie Zonal Coordinator and Patricia Lewis, Disaster Coordinator
Tulloch Primary School (unofficial) (to be added toSL)	Tulloch main and Knollis main road	Hurricane and Earthquake	Good	West Prospect, Knollis Tulloch Estate	(Linstead Zone to assign)	Marilyn Bowie Zonal Coordinator and Patricia Lewis, Disaster Coordinator

<b>Shelter Name &amp; Location</b>	<b>Access Route to Shelter</b>	<b>Type of Use</b>	<b>Condition of Shelter</b>	<b>Area Served</b>	<b>Shelter Manager &amp; Team (Name, Contact)</b>	<b>Agency Liaison Officer (Name, Contact)</b>
Lucky Valley Primary (unofficial)	Penn Main Road to Lucky Valley Clarkestown to Lucky Valley via West Prospect	Hurricane and Earthquake	(not inspected)	Lucky Valley, Penn, Omealy	(Linstead Zone to assign	Marilyn Bowie Zonal Coordinator and Patricia Lewis, Disaster Coordinator
Giblatore Primary (unofficial)	Cameron to Bowers Wood to Limewalk to Giblatore	Hurricane and Earthquake	(not inspected)	Cameron, Bowers Wood, Limewalk and Giblatore	(Linstead Zone to assign	Marilyn Bowie Zonal Coordinator and Patricia Lewis, Disaster Coordinator
Spring Vale Primary (unofficial)	Limewalk to Giblatore to Springvale	Hurricane and Earthquake	(not inspected)	Sprngvale	(Linstead Zone to assign	Marilyn Bowie Zonal Coordinator and Patricia Lewis, Disaster Coordinator

## 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	N. Rhone	March - April
Train team members	Everard Chung	February
Replenish First aid/SAR kits	Merilyn Bowie	May
Make arrangements for access to relief and emergency supplies*	Merilyn Bowie	February to March each year
Start hurricane awareness	N. Rhone	March - 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**

<b>Type of Exercise/ Drill</b>	<b># Drills per Year</b>	<b>Date of Next</b>	<b>Organizer (who responsible)</b>
Earthquake Drill	Once per year	January 2011	Bog Walk CERT/ Parish Council
Fire Drill	Once per year	Fire Awareness Week – November 2010	Bog Walk CERT
Desk-top Simulation Exercise	Once per year	March 2011	Linstead Zonal Committee

## **RESPONSE AND RELIEF**

### **TABLE PO1: Instructions for DRM Team**

The Whitehouse 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 Whitehouse. The Bog Walk Disaster Risk Management Group will also develop an inventory and assess damage, and where feasible, secure the perimeter of dangerous areas. The Bog Walk Disaster 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

**TABLE PO1.1: Search and Rescue/First Aid/Emergency Medical Care**

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

Activity	Responsibility	Agency to Report to
Activation of Shelters	Linstead Zone- Marilyn Bowie	St. Catherine PC – Pat. Lewis
Feeding of Shelterees	Linstead Zone – Marilyn Bowie	St. Catherine PC – Pat. Lewis
Stocking of Shelters	Linstead Zone - Marilyn Bowie	St. Catherine PC – Pat. Lewis
Trucking of Water	Devon Carnegie	St. Catherine PC – Pat. Lewis
Alternative Sources of Lighting	Sebert Hunter	St. Catherine PC – Pat. Lewis
Garbage Removal form shelters	Linstead Zone - Marilyn Bowie	St. Catherine PC – Pat. Lewis
Search and Rescue	Cambrie Gentles, Donna	St. Catherine PC – Pat. Lewis
Children Welfare and the Disabled	Marva	St. Catherine PC – Pat. Lewis
Initial Damage Assessment	Mrs. Tenn	St. Catherine PC – Pat. Lewis
Welfare Assessment	Paul Roberts	St. Catherine PC – Pat. Lewis
Distribution of relief supplies	Paul Roberts	St. Catherine PC – Pat. Lewis
First Aid	Cambrie Gentles / Linstead EMT	St. Catherine PC – Pat. Lewis
Activation of EOC	Linstead Zone	St. Catherine PC – Pat. Lewis
Distribution of Food to Shelterees	Linstead Zone – Marilyn Bowie	St. Catherine PC – Pat. Lewis
Cleaning Up of Households	Devon Carnegie	St. Catherine PC – Pat. Lewis

## 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	Paul Roberts
Roads In need of urgent repair to provide access	Paul Roberts
Power:	
Fallen lines, poles transformers	Paul Roberts
Live wires	Paul Roberts
Water and Sewage	
Broken/missing water mains	Paul Roberts
Water available	Paul Roberts
Sewage pipes broken/leaking	Paul Roberts
Describe State of:	
Community	Paul Roberts
Schools	Paul Roberts

ACTIVITY	RESPONSIBILITY
Clinic	Paul Roberts
Church	Paul Roberts
Shops and businesses	Paul Roberts
Boats and fishing gear	Not Applicable
Sea Wall and sea defense	Not Applicable
Mangroves, environment	Not Applicable

### 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	Aileen Goulbourne	Parish council, PDC, ODPEM	momentarily
Welfare	Paul Roberts	Parish council, PDC, ODPEM	momentarily
Agriculture	Paul Roberts	Parish council, PDC, ODPEM	momentarily
Preliminary assessment			
Buildings, utilities and infrastructure	Paul Roberts	Parish council, PDC, ODPEM	momentarily
Welfare	Paul Roberts	Parish council, PDC, ODPEM	momentarily
Agriculture	Tulloh Estates	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**

<b>RESPONSE ACTIONS IN ORDER OF PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>AGENCY TO REPORT TO</b>
Evacuation Route Management	Everard Chung Marilyn Bowie	
Evacuation	Everard Chung Marilyn Bowie	
Trucking of Water	Everard Chung Aileen Goulbourne	
Alternative Sources of Lighting	Everard Chung	
Search and Rescue	Roy Simms	
Children Welfare and the Disabled	Marleen Stephenson	
Initial Damage Assessment	Aileen Goulbourne	
Welfare Assessment	Marleen Stephenson	
Distribution of relief supplies	Marleen Stephenson	
First Aid	Marilyn Bowie	

## Relief

**TABLE PO5: Relief Assistance**

ACTIVITY	RESPONSIBILITY
Identify members of community who have:	
Received damage	Aileen Goulbourne
Need shelter	Marilyn Bowie
Lost means of income	Aileen Goulbourne
Need assistance	Marilyn Bowie
Identify members of the community in need of psycho-social support or counseling	Marilyn Bowie
Compile list and update PDC, ODPEM	Aileen Goulbourne Everard Chung

## RECOVERY

### Recovery Action Plan

**TABLE PO6: Community Recovery Action Plan**

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Initial clean up of roads	1	N. Rhone	Immediately after the event has passed and assessment are done	To be determined
Returning of shelterees to residences	2	N. Rhone	As soon as all clear is given	To be determined
Shutting down of shelters	2	N. Rhone	Soon as shelterees are returned and it is ok to do so	To be determined
Coordination of relief assistance	1	N. Rhone	As soon as possible	To be determined
Restoration of utilities	1	N. Rhone	As soon as possible	To be determined

**APPENDIX A – VULNERABLE POPULATION**

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

**NOTE: Vulnerable groups resides between New Life Tabanacle and the New Bridge (5 Vulnerable Household, And Approximately 20 Persons)**

## 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
Power Saws	Community Member	Paul Roberts	378-0045
Tipper Trucks	Community Member	“	“
Back Hoes	Community Member	“	“
Bush Wackers	Community Member	“	“
		“	“

## APPENDIX C

### *Items required externally*

Items Required	Quantity	Source Agency/Business	Responsibility
2 Burner Gas Stove	1		Linstead Zone
Foam Pads	20		“
Power Saws	2		“
Semi-Folding Field Relief Cots	10		“
5-Gallon Water Bottles	5		“
Bull Horn	1		“
Flashlight – 4D Aluminium	2		“
Lantern – Industrial 6V Battery	5		“
Emergency Stretcher	1		“
Safety Vest (Printable)	10		“
Woolen Blanket (72 x 80)	5		“
Rubbing Alcohol			“
Duracell Batteries (D-size)	40		“
Rain Suit - 3XL Heavy Duty	3		“
Raincoat XXL H/D Yellow	3		“
Helmet – Hard Safety Org	5		“
Box - 40GL Jumbo	1		“
Rope - 19MM (3/4”) Poly	1 roll		“
Towing Rope – 3300LB	1		“
Water Boot #3000 – Size 9	2		“
Water Boot #3000 – Size 10	2		“
Water Boot #3000 – Size 11	3		“

#### **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

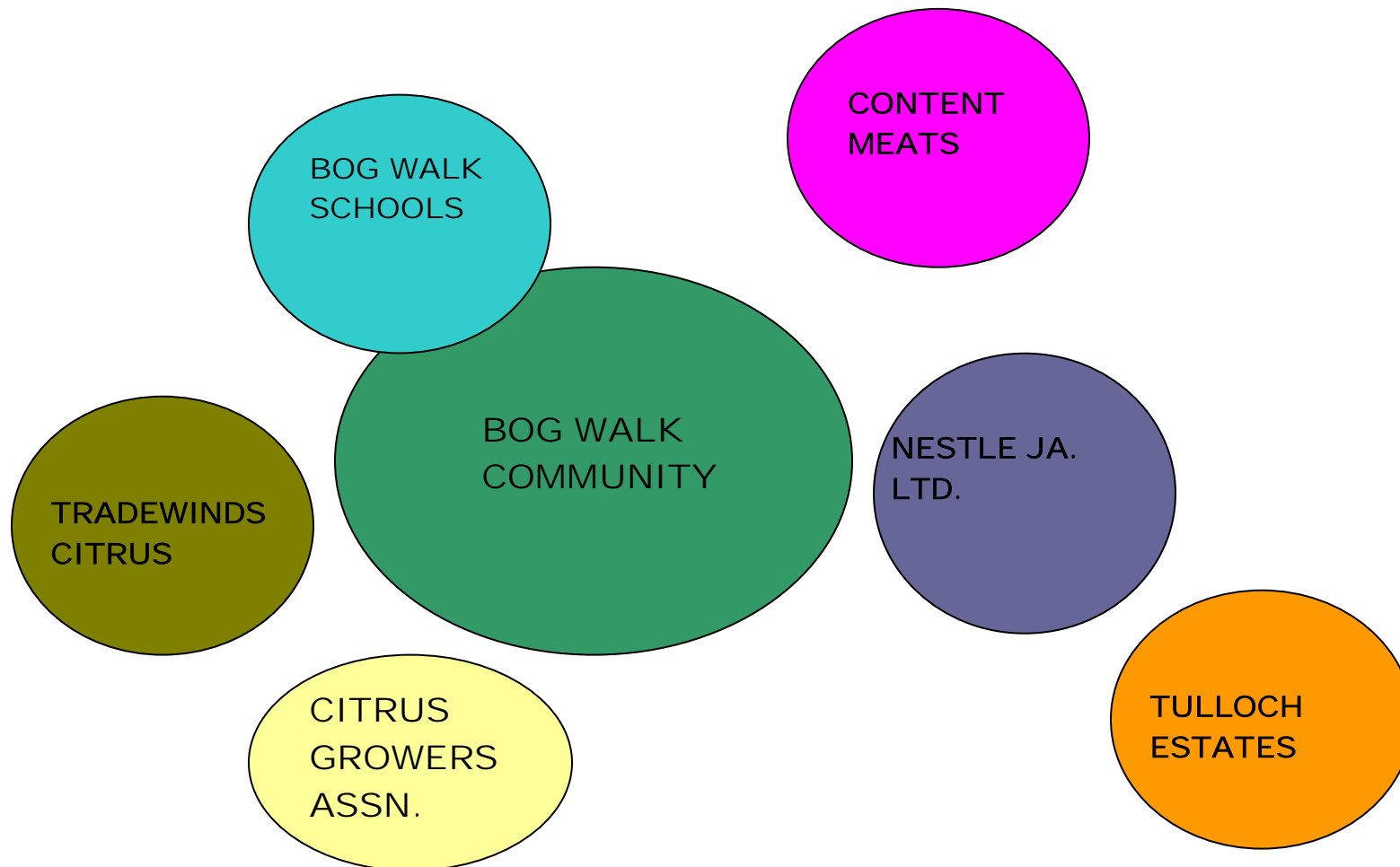
The stakeholder analysis represents the relationship between Llandewey and the different individual groups and organizations and their involvement in supporting the community's activities and programmes. These partnerships are important to assist the community in its drive to reduce the impact of hazards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

### Stakeholder Partnerships

NAME OF ORGANISATION	MAILING ADDRESS	TELEPHONE	CONTACT PERSON	TELEPHONE	EMAIL
Bog Walk High School	Bog Walk P.O.St. Catherine	985-1732, 708-2147	Patrick C. Phillips, (Principal)	449-4092	
Tulloch Primary and Junior High	Shenton, Knollis	985-8254	Mr. Everton Hayles	898-0085	Tulloch.Primary@yahoo.com
Giblatore Primary		981-1102	Mr. Carol Rose		
Springvale Primary	Spingvale,P.O.		Worick Brown	408-1143 981-1414	worbrick@hotmail.com
Lucky Valley Primary	Bog Walk P.O.		Beverly Davis (Principal)  Senior Teachers: Winsome Davis Alvin Walker	846-7862	davisleybev@yahoo.com
Councillor			Dr. Raymoth Notice	378-4242	mayornotice@hotmail.com

NAME OF ORGANISATION	MAILING ADDRESS	TELEPHONE	CONTACT PERSON	TELEPHONE	EMAIL
Tradewinds Citrus (McConnells)	Peter McConnell Managing  Lesmalene Cummings HR MANAGER  Althea Ennis (HES, Officer)	708-2158  708-2155-  708-2160 (M)		361-4001	<a href="mailto:peter.mcconnell@tradewindscitrus.com">peter.mcconnell@tradewindscitrus.com</a>  <a href="mailto:lesmalene.cummings@tradewindscitrus.com">lesmalene.cummings@tradewindscitrus.com</a>  <a href="mailto:althea.ennis@tradewindscitrus.com">althea.ennis@tradewindscitrus.com</a>
Tulloch Estates Limited - Don Turner Estate (Banana Plantation)		985-8833  985-8421			
Content Meats (Jamaica Broilers)	Bog Walk P.O.	985-1156	Cyrine Cargill	455-4992	<a href="mailto:ccargill@jabgl.com">ccargill@jabgl.com</a>
Nestle Ja. Ltd. (Formerly Jamaica Milk Products )		985-1479			
Citrus Growers Association		708-2150			
Gleaner Correspondent		421-0404	Karen Sidu	421-0404	

## Community Stakeholder Analysis—ROTI or Dumping Diagram



## APPENDIX F – Photo Gallery





## **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 **Bog Walk**. 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.

<b>ACTIVITIES</b>	<b>POSITION</b>	<b>RESPONSIBLE PERSON(S)</b>
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education and Fund Raising:	Devon Smith
2. Sensitize special needs population	Coordinator – Public Education and Fund Raising:	Devon Smith
3. Organize how special needs population will be evacuated and transportation required.	Coordinator- Preparedness:	N. Rhone
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator- Preparedness:	N. Rhone
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator- Preparedness:	N. Rhone
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education and Fund Raising:	Devon Smith
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification:	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification:	Marilyn Bowie
9. Prepare areas for sheltering persons in need	Coordinator- Preparedness:	N. Rhone
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator- Preparedness:	N. Rhone
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Everard Chung
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention & Mitigation	Everard Chung

**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	Everard Chung and <b>Team</b>
2. Advise community to listen to all weather advisories	
1. Issue warning of threat	N. Rhone
2. Alert and notify: <ul style="list-style-type: none"> <li>• PDC that community DRM teams are activated</li> <li>• Other CBOs</li> <li>• Shelter Managers</li> </ul>	

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>• Response personnel</li> </ul> <p>3. Make available all relevant information on the hazard to the general community.</p>	
<p>1. Pre-check and activate SOPs</p> <p>2. Alert all trained community first aiders and search and rescue personnel.</p> <p>3. Have first-aid kits prepared</p>	N. Rhone
<p>Personal for families:</p> <p>1. Make sure your family goes over the family disaster plan.</p> <p>2. Make plans for protecting your house, especially the roof, windows and doors.</p> <p>3. Have flashlight and extra batteries</p> <p>4. Have portable battery-operated radio and extra batteries</p> <p>5. Ensure provisions are put in place for emergency food and water.</p>	N. Rhone
<p>Protecting the community:</p> <p>1. Trim dead or weak branches from trees</p> <p>2. Clear all drains that will cause flooding</p>	<p>Everard Chung</p> <p>N. Rhone</p>
<p>Listen to all weather advisories and information from ODPEM, MET office, and communicate with PDC.</p>	<p>Everard Chung</p> <p>N. Rhone</p>

**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	N. Rhone
Continue to listen to all weather advisories and reports.	N. Rhone

**A. HURRICANE WATCH - 48 Hours before Impact**

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

**B. HURRICANE WARNING - 36 Hours before impact**

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Activate and brief all community teams and volunteers</li> <li>2. Test the systems of communication within the community.</li> <li>3. If cell phones are to be used ensure credit is bought</li> <li>4. Ensure phones can be charged</li> </ol>	N. Rhone
<p>Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers.</p>	N. Rhone
<ol style="list-style-type: none"> <li>1. Activate and prepare emergency shelters</li> <li>2. Deploy relief and welfare volunteers to emergency shelters</li> </ol>	N. Rhone
<p>Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary.</p>	N. Rhone
<p>Contact PDC and prepare to Initiate evacuation procedures for the community.</p>	N. Rhone
<ol style="list-style-type: none"> <li>1. Re-check arrangements and MOUs with private bus owners and other volunteers in the community.</li> <li>2. Pre-position the following resources to areas which will potentially be cut off: <ul style="list-style-type: none"> <li>▪ Food stocks/welfare items</li> <li>▪ Communications equipment</li> <li>▪ Manpower</li> <li>▪ Power saws</li> </ul> </li> <li>3. Refuel vehicles</li> </ol>	N. Rhone

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Encourage residents to activate family plans  2. Pre-position resources: List these resources <ul style="list-style-type: none"> <li>• equipment, ropes, etc</li> <li>• Food stocks/welfare items</li> <li>• Communications equipment</li> <li>• Manpower</li> </ul>	N. Rhone

#### 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.	N. Rhone
Activate and test local communications links and report to PDC.	N. Rhone
Brief community of activation of evacuation and persons to be evacuated: <ul style="list-style-type: none"> <li>▪ Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate.</li> <li>▪ Communicate assembly points and deploy marshals.</li> <li>▪ Make contact with shelter managers to receive evacuees.</li> <li>▪ Inform PDC of actions to be taken.</li> <li>▪ All electricity and gas supplies should be shut-down when closing businesses or evacuating homes</li> <li>▪ Ensure the Elderly and Physically challenged to be evacuated</li> <li>▪ Ensure registration of all evacuated</li> <li>▪ Check that all needing evacuees are safely evacuated.</li> </ul>	N. Rhone

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
Monitor radio for hurricane warnings and public information via news releases through ODPEM and Met office Monitor Radios for precautionary tips together with packaged information of the activities of responding agencies.	N. Rhone
Alert community Initial Damage Assessment Team(s).	N. Rhone
Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster	N. Rhone

#### **D. 16 Hours before Impact to Landfall**

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
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	Everard Chung N. Rhone

#### **E. THE BLOW**

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
Monitor and report events as far as possible.	Everard Chung
Maintain contact with PEOC, Shelters and response personnel.	N. Rhone

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

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
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	N. Rhone
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	N. Rhone

**F (a) Up to 48 Hours after All Clear**

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
Provide initial damage survey and needs of the community	N. Rhone
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.	N. Rhone

ACTIVITIES	RESPONSIBLE PERSON(S)
<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"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box.</li> <li>▪ If they have to step in water to reach the electric box, call an electrician for advice.</li> </ul>	<p>N. Rhone</p>
<ol style="list-style-type: none"> <li>1. Check for sewage and water-line damage.</li> <li>2. If you suspect there is such damage, call the NWC Company and or PDC.</li> <li>3. Advice community not to drink or prepare food with tap water until notified it is safe to do so.</li> </ol>	<p>N. Rhone</p>

**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"> <li>• To conserve water and food</li> <li>• To stay living at their homes if it is safe to do so</li> </ul>	<p>N. Rhone</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>• To take particular care with hygiene and sanitary practices</li> <li>• Of measures being taken with respect to provision of food and water and restoration of public utilities</li> </ul>	
<ol style="list-style-type: none"> <li>1. Coordinate requests for and offers of assistance through the PEOC.</li> <li>2. Coordinate reconnaissance and damage assessment teams through the PEOC</li> <li>3. Ascertain the early requirements for Government assistance in re-establishing the community.</li> </ol>	N. Rhone
<p>Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.</p> <p>Encourage persons affected to stay with friends or family as first options.</p>	N. Rhone
<p>Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC</p>	N. Rhone
<ol style="list-style-type: none"> <li>1. Assist with the distribution of supplies d</li> <li>2. Assist with the tracing of missing persons</li> <li>3. Assist with needs assessments</li> <li>4. Assist in the provision of welfare information to persons affected.</li> </ol>	N. Rhone

ACTIVITIES	RESPONSIBLE PERSON(S)
5. Begin to effect minor repairs to critical facilities and clear road ways and drains	
Continue to provide feedback and assistance to the community through the PDC and PEOC.	Everard Chung

#### Phase 4: Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.</li> <li>2. Encourage community members to rebuild bearing in mind mitigation measures (build back better).</li> <li>3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)</li> </ol>	N. Rhone
<ol style="list-style-type: none"> <li>1. Update PDC on recovery activities by external agencies/departments/organizations.</li> <li>2. Monitor progress and ensure deficiencies are reported.</li> </ol>	Everard Chung
Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Everard Chung

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> <li>▪ Challenges in responding to incidents</li> <li>▪ Which systems were overburdened?</li> <li>▪ What resources were lacking (human and physical)?</li> <li>▪ How did the community cope?</li> <li>▪ What areas of the SOPs need to be reconsidered?</li> </ul>	<p>Everard Chung and all other stakeholders</p>
<p>Revise SOPs as necessary</p>	<p>Everard Chung and all other stakeholders</p>

## **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 **Bog Walk**. Earthquakes can result in damages to community infrastructure and facilities, loss of life and property, and other incidents with varying severity from minimal to catastrophic; depending on the intensity of the earthquake. The CDRM Group shall work with government organizations, NGOs/CBOs, private sector and other stakeholders to facilitate the safety of community members. It is the intent of this SOP to maintain clearly defined procedures for before, during and after earthquake events.

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

### **Objectives**

The concepts and procedures in this SOP are set to:

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

### **Threat Assessment**

The community of **Bog Walk** 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.

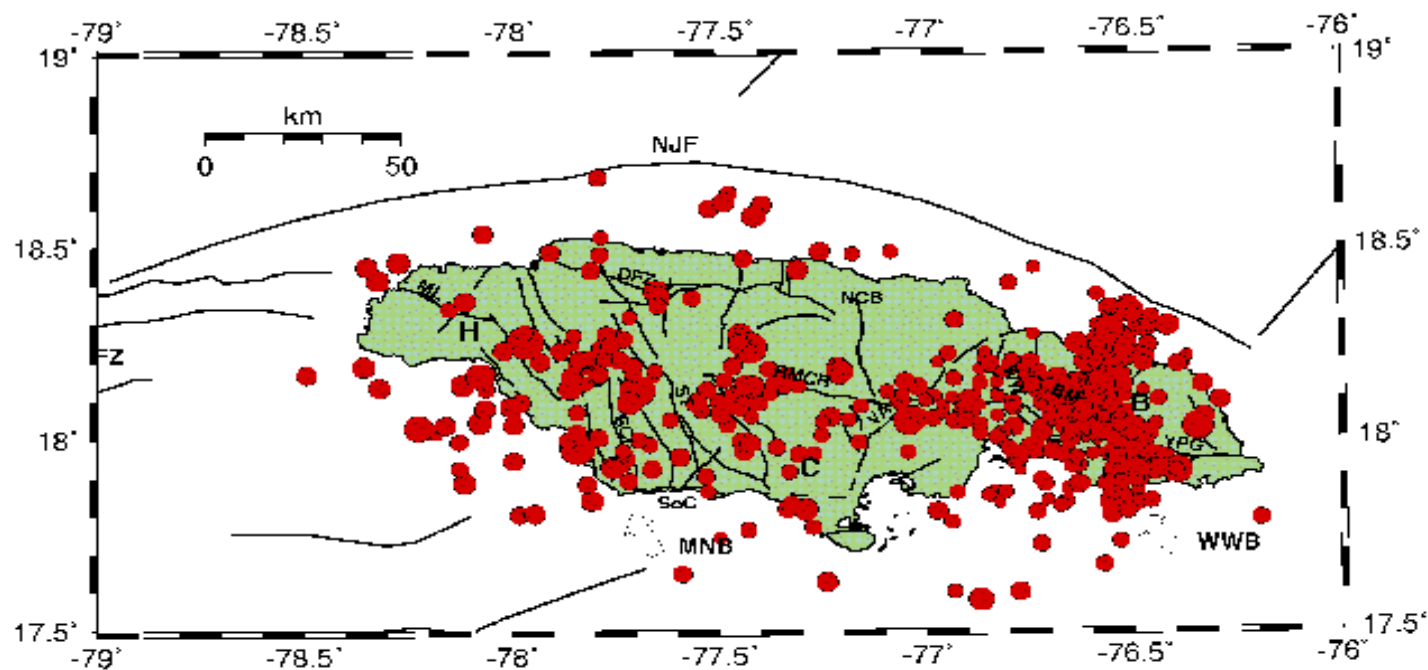
**Epicentre:** The position on the ground directly above where the slip under the earth's surface first occurs. The magnitude felt is likely to be greatest at this point. The damage is likely to be worst at this point.

**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.

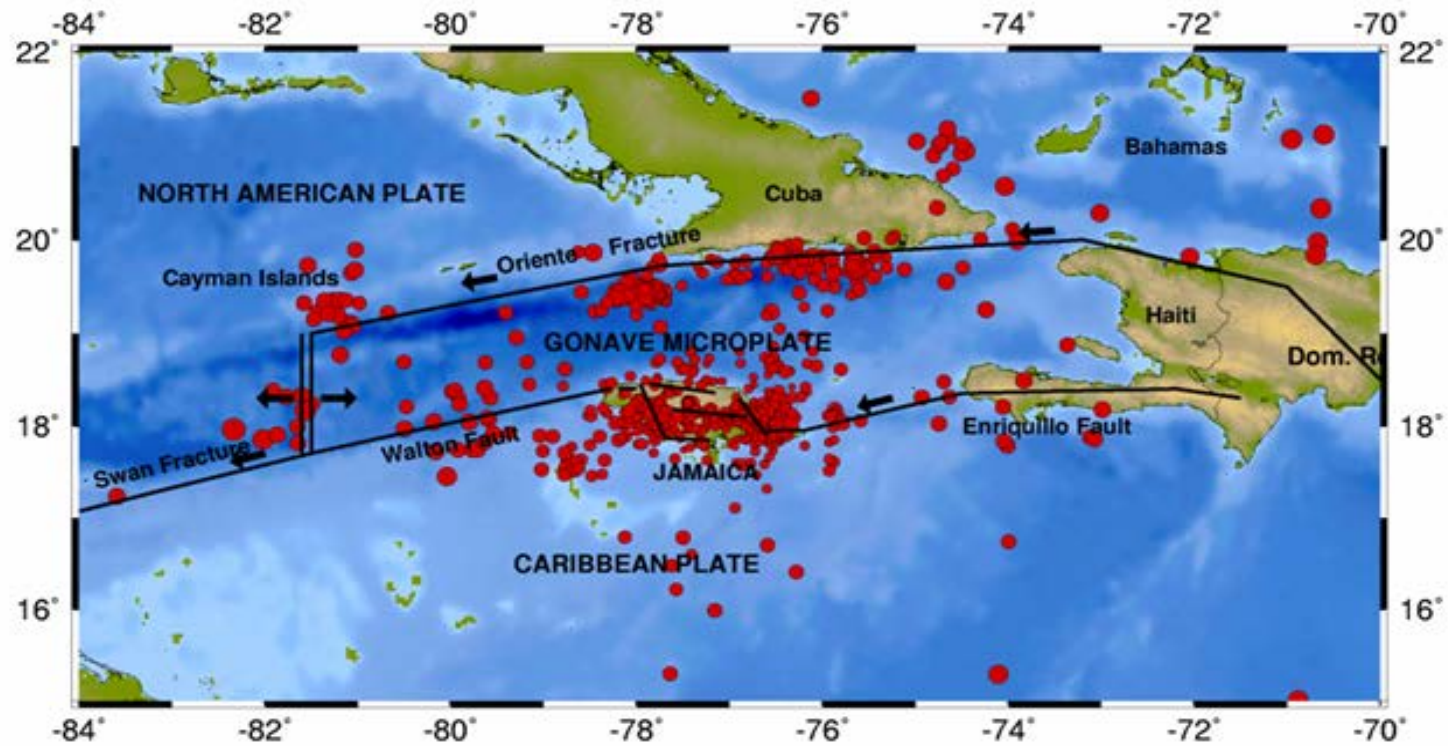
**Tremor:** The shaking or seismic waves felt or caused by an earthquake or explosion is called a *tremor*.

**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.

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising DEVON SMITH / RUBY TENN
2. Sensitize special needs population	Coordinator – Public Education & Fundraising DEVON SMITH / RUBY TENN
3. Organize how special needs population will be evacuated and transportation required.	Coordinator – Preparedness N. RHONE
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness N. RHONE
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness E. LANCE CHUNG
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education & Fundraising DEVON SMITH / RUBY TENN
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification MARILYN BOWIE
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification MARILYN BOWIE

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
9. Prepare areas for sheltering persons in need	Coordinator - Preparedness N. RHONE
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness N. RHONE
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.	Coordinator – Preparedness N. RHONE
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.	Coordinator – Preparedness N. RHONE
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.	Coordinator – Damage Assessment
14. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	Coordinator – prevention & mitigation (primary) Sector/Evacuation leaders (secondary) EVERARD CHUNG
15. Meet and assess the community's state of preparedness for an earthquake	EVERARD CHUNG AND TEAM
15.1. Community inventory of building quality.	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council) EVERARD CHUNG
15.2. Community inventory of road networks and updating of	Coordinator – Mitigation & Prevention (working

ACTIVITIES	RESPONSIBLE PERSON(S)
community map.	with Supt. Of Works and Planning Director – Parish Council) EVERARD CHUNG
15.3. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator – Mitigation and Prevention EVERARD CHUNG
15.4. Put mutual aid agreements in place for emergencies such as earthquakes	Coordination – Preparedness N. RHONE
15.5. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation EVERARD CHUNG
15.6. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	Coordinator – Prevention & Mitigation EVERARD CHUNG
16. Organize or initiate & support Drills <ul style="list-style-type: none"> <li>▪ Trained community first aiders</li> <li>▪ Search and rescue personnel.</li> <li>▪ Have first-aid kits prepared</li> <li>▪ Support for school and business community drills</li> </ul> 17. Make available all relevant information on the hazard to the general community. 18. Have first-aid kits prepared	Coordinator - Preparedness  N. RHONE

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
Personal for families: <ul style="list-style-type: none"> <li>▪ Make sure your family goes over the family disaster plan.</li> </ul>	Coordinator – Preparedness/Coordinator Response & Recovery N. RHONE
Protecting the community: <ul style="list-style-type: none"> <li>▪ Encourage residents to check and address building and roofing strength. Keep yards clear of debris</li> <li>▪ Keep roads and open lots clear of solid waste and debris.</li> </ul>	.Coordinator – Mitigation and Prevention/Coordinator - Preparedness EVERARD CHUNG N. RHONE

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

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
Monitor and report events as far as possible.	CDRM Team – President/V.P E. LANCE CHUNG / A. GOULBOURNE
Maintain contact with PEOC, Shelters and response personnel.	Coordinator – Response & Recovery M.BOWIE
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator – Response and Recovery. N. RHONE
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator – Preparedness N. RHONE

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

Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.	Coordinator - Response & Recovery N. RHONE
<p>Advise community members to enter their homes with caution and to check for:</p> <ul style="list-style-type: none"> <li>▪ Sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</li> <li>▪ Water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</li> <li>▪ 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.</li> <li>▪ Electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box.</li> <li>▪ If have to step in water to reach the electric box, call an electrician for advice.</li> </ul>	Coordinator - Response & Recovery N. RHONE
<p>Check for general water/sewage leaks ion the community</p> <ul style="list-style-type: none"> <li>• Check for general sewage and water-line damage in the community.</li> <li>• If you suspect there is such damage, call the NWC company and or PDC.</li> <li>• Advise community not to drink or prepare food with tap water until notified it is safe to do so.</li> </ul>	Coordinator – Response & Recovery N. RHONE
<p>Constantly advise the community :</p> <ul style="list-style-type: none"> <li>• To conserve water and food</li> <li>• To stay living at their homes if it is safe to do so</li> <li>• To take particular care with hygiene and sanitary practices</li> <li>• Of measures being taken with respect to provision of food and water and restoration of public utilities</li> </ul>	Coordinator – Response & Recovery N. RHONE

Coordinate requests for and offers of assistance through the PEOC.	Coordinator – Response & Recovery N. RHONE
Coordinate reconnaissance and damage assessment teams through the PEOC	Coordinator –Response & Recovery N. RHONE
Ascertain the early requirements for Government assistance in re-establishing the community	Coordinator - Response & Recovery N. RHONE
Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator - Response & Recovery N. RHONE
Encourage persons affected to stay with friends or family as first options	Coordinator – Preparedness N. RHONE
15. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator – Response & Recovery  N. RHONE
Where 6. Assist with the distribution of supplies 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	Coordinator - Response & Recovery N. RHONE
Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery N. RHONE

### **Phase 3: Recovery**

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
<ol style="list-style-type: none"> <li>1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.</li> <li>2. Encourage community members to rebuild bearing in mind mitigation measures (build back better).</li> <li>3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)</li> </ol>	<p>CDRM Team, Public Relations Officer DEVON SMITH</p> <p>CDRM Team, Coordinator – Response &amp; Recovery N. RHONE</p>
<ol style="list-style-type: none"> <li>4. Update PDC on recovery activities by external agencies/departments/organizations.</li> <li>5. Monitor progress and ensure deficiencies are reported.</li> </ol>	<p>Coordinator – Response &amp; Recovery N. RHONE</p>
<ol style="list-style-type: none"> <li>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.</li> </ol>	<p>Coordinator – Response &amp; Recovery N. RHONE</p>
<ol style="list-style-type: none"> <li>7. Identify and share Lessons Learnt to enhance future preparedness and response activities:               <ol style="list-style-type: none"> <li>a. Challenges in responding to incidents</li> <li>b. Which systems were overburdened?</li> <li>c. What resources were lacking (human and physical)?</li> <li>d. How did the community cope?</li> <li>e. What areas of the SOPs need to be reconsidered?</li> </ol> </li> </ol>	<p>Coordinator – Response &amp; Recovery &amp; CDRM Team Leader EVERARD CHUNG</p> <p>N. RHONE</p>
<ol style="list-style-type: none"> <li>8. Revise SOPs as necessary</li> </ol>	<p>CDRM Team Leader EVERARD CHUNG</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:

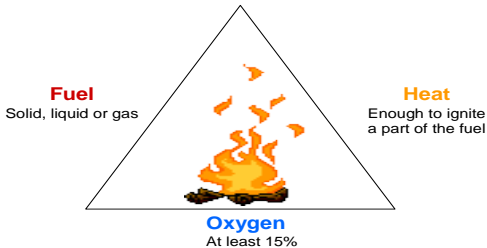
**Phase 1:** Prevention, Mitigation and Preparedness

**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
<b>ALL CLEAR</b>	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.
<b>EMERGENCY OPERATIONS CENTRE (EOC)</b>	A multi-agency coordination centre that provides support and coordination to the on-scene responders.
<b>INCIDENT</b>	Natural or man-made event that requires the action of emergency services to protect lives, goods and environment.
<b>FIRE</b>	Combustion or Fire is a chemical reaction or series of reactions in which heat and light are evolved.
<b>FACTORS NECESSARY FOR COMBUSTION</b> HEAT, FUEL AND OXYGEN	
<b>WAYS IN WHICH HEAT CAN BE CREATED</b>	OPEN FLAME, SPARKS, ARCS, FRICTION, CHEMICAL REACTION, ELECTRICAL
<b>FUEL</b>	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
<b>OXYGEN</b>	21.2 percent of the earth's atmosphere is oxygen, but only 15 percent is needed for combustion  <div style="text-align: center;"> <p><b>Triangle of Combustion</b></p>  <p>The diagram illustrates the Triangle of Combustion, a concept where three elements form a triangle to sustain fire. At the top vertex is 'Fuel' (Solid, liquid or gas). At the bottom-left vertex is 'Oxygen' (At least 15%). At the bottom-right vertex is 'Heat' (Enough to ignite a part of the fuel). In the center of the triangle is a graphic of a fire burning on a pile of fuel.</p> </div>

<b>TERM</b>	<b>MEANING</b>
<b>BUSH FIRE</b>	A fire in the bush or in a forest area that spreads quickly and goes out of control easily.
<b>EMERGENCY EVACUATION</b>	The immediate and rapid movement of people away from the threat or actual occurrence of a hazard.
<b>EXTINGUISH</b>	To put out a flame or fire; to cause a flame or fire to cease to burn or shine.
<b>R.A.C.E</b>	Acronym for <b>R</b> escue, <b>A</b> lert, <b>C</b> ontain (confine fire and smoke) and <b>E</b> vacuate or <b>E</b> xtinguish.
<b>P.A.S.S.</b>	Acronym for <b>P</b> ull, <b>A</b> im, <b>S</b> queeze, <b>S</b> weep (at base of fire). Use to remind users of fire extinguishers how to properly use a CO <sub>2</sub> , 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)
13. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Devon Smith
14. Sensitize special needs population	Coordinator – Public Education & Fundraising	
15. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Devon Smith
16. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
17. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness	
18. 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.	N. Rhone
19. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	N. Rhone
20. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education & Fundraising	Devon Smith

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
21. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Marilyn Bowie
22. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	
23. Prepare areas for sheltering persons in need	Coordinator - Preparedness	N. Rhone
24. 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	
25. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Everard Chung
26. 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	
27. Meet and assess the community's state of preparedness for a fire.	DRM Team	Everard Chung and Team
28. 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"> <li>▪ Make sure your family goes over the family disaster plan.</li> <li>▪ All family members should know their evacuation plan.</li> <li>▪ Store important documents in fireproof box (where possible) or safe.</li> <li>▪ Houses should be safely wired. An electrical inspection</li> </ul>	Coordinator – Preparedness/Coordinator Response & Recovery/Public Education	N. Rhone/ Devon Smith

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

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

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

## **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 <b>ALARM</b> - 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	N. Rhone
Once an <b>ALARM</b> is activated:  <i>At location of fire (buildings):</i> <ul style="list-style-type: none"><li>▪ Building should be immediately evacuated. Do not enter a burning building.</li><li>▪ Ensure that persons who need assistance while evacuating are assisted ( Elderly, Physically Challenge, Children)</li><li>▪ Assess the situation.</li><li>▪ Establish safety zone.</li><li>▪ If a fire is small and its safe attempt to extinguish with a fire extinguisher.</li></ul>	Persons on or nearby the scene;  Coordinator – Response	N. Rhone

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>▪ Never allow fire to come between you and the exit path</li> <li>▪ While evacuating touch closed doors with back of hand before opening. If door is hot or if smoke is visible do not attempt to open.</li> <li>▪ Close gas valves and turn off electricity at the main fuse box.</li> <li>▪ Remove combustible items (outdoor furniture, umbrellas, tarp coverings, and firewood) from around the home.</li> <li>▪ Place valuables that will not be damaged by water, in a pool or pond – if necessary.</li> </ul> <p><i>At location of fire (bush):</i></p> <ul style="list-style-type: none"> <li>▪ Quickly assess the situation – wind direction &amp; speed, likely path &amp; combustion, risks involved</li> <li>▪ Ensure that persons who need assistance while evacuating is assisted (Elderly, Physically Challenge, Children).</li> <li>▪ If a fire is small and its safe attempt to extinguish with a fire extinguisher, water or sand. May consider beating the fire, if safe.</li> <li>▪ Never allow fire to come between you and the exit path</li> </ul>		

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>▪ Cut off path of fire to homes and farms, if safe to do so</li> <li>▪ Remove animals and items that can be moved to safety, if necessary.</li> </ul> <p><i><b>Around the perimeter of the fire:</b></i></p> <ul style="list-style-type: none"> <li>▪ Cordon the area and keep persons at a safe distance.</li> <li>▪ Ensure persons do not enter a burning building.</li> <li>▪ Keep the scene calm. Ensure the comfort/safety of the distraught.</li> </ul> <p><i><b>On exit of the building, at the assembly point or safety zone:</b></i></p> <ul style="list-style-type: none"> <li>▪ Check for deaths, injuries and persons needing emergency assistance.</li> <li>▪ Attend to injured persons. Seek assistance for those who require serious medical intervention.</li> <li>▪ Conduct first aid and search and rescue operations as necessary</li> <li>▪ Conduct a roll call when students/ staff are assembled (institutions &amp; businesses).</li> <li>▪ Have information on the missing and injured</li> </ul>		

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
available for emergency personnel (fire, EMS or police)		
<b>Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.</b>	Coordinator – Preparedness	N. Rhone

#### **AFTER A FIRE**

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Constantly advise the community that after fire persons should not re-enter building until authorities say it is safe to do so. Confirm All Clear.	Coordinator – Response & Recovery	N. Rhone
2. Conduct Damage & Needs Assessment <ul style="list-style-type: none"> <li>a. Deploy community damage survey teams or assessors (with Parish Council if more than 3 homes/properties are affected)</li> <li>b. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities.</li> <li>c. Check for associated deaths, injuries and persons needing emergency or psychosocial assistance</li> <li>d. Conduct first aid and search and rescue operations as necessary</li> <li>e. Notify emergency personnel of additional critical/emergency cases</li> </ul>	Damage Assessment Coordinator: (a)  Coordinator – Response & Recovery: (b-e)	Aileen Gouldbourne  N. Rhone
3. Provide initial damage survey results and needs assessment for the community to Fire Department, Parish Council and other relevant authority (e.g. Social	Damage Assessment Coordinator	Aileen Gouldbourne

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Worker from Ministry of Labour and Social Security)		
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator - Response & Recovery	N. Rhone
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator - Response & Recovery	
6. Coordinate requests for and offers of assistance through the Parish Council. <ul style="list-style-type: none"> <li>Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC</li> <li>Assist with the distribution of supplies</li> <li>Assist with needs assessments</li> <li>Assist in the provision of welfare information to persons affected.</li> </ul>	Coordinator - Response & Recovery	N. Rhone
7. Assist with the tracing of missing persons	Coordinator - Response & Recovery	N. Rhone
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	N. Rhone
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator - Response & Recovery	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Coordinator - Response & Recovery	N. Rhone
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	N. Rhone
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 activities (de-briefing of incident): <ul style="list-style-type: none"> <li>▪ Challenges in responding to incidents</li> <li>▪ Which systems were overburdened?</li> <li>▪ What resources were lacking (human and physical)?</li> <li>▪ How did the community cope?</li> <li>▪ What areas of the SOPs need to be reconsidered?</li> </ul>	CDRM Team Leader / Coordinator – Response & Recovery	Everard Chung / N. Rhone
17. Revise SOPs as necessary	CDRM Team – President/V.P to lead	Everard Chung / Aileen Gouldbourne

## Acknowledgment

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The Bog Walk/Linstead Disaster Preparedness Zonal Committee 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 Zonal Committee wishes to express our gratitude to the facilitators: Mrs. Sophia Mitchell, Regional Disaster Coordinator- ODPEM, Ms. Patricia Lewis, Parish Disaster Coordinator – St. Catherine Parish Council, Mr. Andre Walker, CDP Project Assistant and Mr. Horace Glaze, Senior Director, Preparedness and Emergency Operations Divisions – ODPEM 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,

Everard Chung

Chairman

Linstead Zone Disaster Preparedness Zonal Committee.

## Acknowledgement



The Office of Disaster Preparedness and Emergency Management (ODPEM) take this opportunity to express profound appreciation to the Canadian International Development Agency (CIDA) for funding the development of this very important and relevant document. The organization recognizes the sacrifice, time, dedication and commitment of the leadership and members of the Bog Walk Zonal Committee and the Parish Disaster Coordinator, Ms. Patricia Lewis 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.

Sophia Mitchell,  
Regional Disaster Coordinator/Plan Development Facilitator  
ODPEM  
February 27, 2012