



**Office of Disaster Preparedness and Emergency Management
(ODPEM)**



In collaboration with the

PORTLAND PARISH COUNCIL

And the

SOCIAL DEVELOPMENT COMMISSION

FELLOWSHIP COMMUNITY DISASTER RISK MANAGEMENT PLAN

Funded by the

Canadian International Development Agency (CIDA)

Prepared MARCH 2011

Revised January 2012



TABLE OF CONTENTS

	PAGE
Glossary of Terms	3
Abbreviations	7
Preamble	8
Community Profile	9
Berridale Community Boundary.....	10
Disaster Risk Management Organization Structure	13
Terms of Reference CDRM Group Concept	17
 PR Pre-Impact	
PR1 Historical Overview of Disasters	25
Community Hazard Map	28
Community Problem Tree.....	29
SWOT Analysis	30
PR2 Future Hazards	31
PR3 Vulnerability Summary, Possible Impact & Corrective Actions to Reduce Community Vulnerability	32
PR4 Reducing Vulnerability	34
PR5 Priority Listing of Hazards	36
PR6 Capacity and Resource Analysis	38
PR7 Areas for No Development	40
PR8 Areas for Development	41
PR9 Special Areas for Development	42
PR10 Community Mitigation Activities	43
PR11 Mitigation Activities Requiring external assistance	44
PR12 Mitigation Action Plan.....	46
PR13 Risk Transfer	47
PR14 Training	48
PR15 Public Awareness and Education	49
PR16 Community Monitoring Programme	50
PR17 Community Early Warning system	51

PR18	Community Early warning Activity and Responsibility	52
PR19	Areas to be Evacuated	53
PR20	Evacuation Routes and Mode of Transportation to Emergency Shelters	54
PR21	Evacuation Procedures	55
PR22	List of Official and Unofficial Emergency Shelters	56
PR23	Preparedness Action Plan	59
PR24	Simulations and Drills	60

PO – POST IMPACT

PO1	Response and Relief	61
PO2	Initial Damage Assessors	62
PO3	Community Damage Assessors	65
PO4	Community Response Action Plan	66
PO5	Welfare and Relief	67
PO6	Community Recovery Action Plan	68

APPENDICES:

<i>Appendix A</i>	-	<i>Vulnerable Population</i>	<i>70</i>
<i>Appendix B</i>	-	<i>Emergency Supplies Available in community</i>	<i>71</i>
<i>Appendix C</i>	-	<i>Emergency Supplies Required</i>	<i>72</i>
<i>Appendix D</i>	-	<i>Emergency Supplies To Be Taken To Shelter.....</i>	<i>74</i>
<i>Appendix E</i>	-	<i>Stakeholder Partnerships</i>	<i>75</i>
<i>Appendix F</i>	-	<i>Photo Gallery</i>	<i>77</i>
<i>Appendix G</i>	-	<i>Hurricane SOP</i>	<i>79</i>
<i>Appendix H</i>	-	<i>Earthquake SOP</i>	<i>98</i>

Acknowledgement	113
------------------------------	------------

GLOSSARY OF TERMS

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

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

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

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

ABBREVIATIONS

CBDRM	Community-Based Disaster Risk Management
CBO	Community Based Organizations
CERT	Community Emergency Response Team
CIDA	Canadian International Development Agency
DRM	Disaster Risk Management
IDB	Inter-American Development Bank
JFB	Jamaica Fire Brigade
JTFA	Jeffrey Town Farmers Association
JOAM	Jamaica Organic Agricultural Movement
JSIF	Jamaica Social Investment Fund
MLSS	Ministry of Labour and Social Security
MP	Member of Parliament
NGO	Non-Governmental Organization
ODPEM	Office of Disaster Preparedness and Emergency Management
PDC	Parish Disaster Coordinator/Committee
PEOC	Parish Emergency Operations Centre
RADA	Rural Agricultural Development Authority
SDC	Social Development Commission

PREAMBLE

Name of the Plan

The name of the plan is the “**Fellowship 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 Fellowship and surrounding districts.
4. A basic guideline for the community as to who is responsible for what and who is in charge of critical functions in managing an emergency.
5. An overall framework for reducing risks in the community including mitigation and preparedness

Actors:

1. Members of the Fellowship Zone Disaster Management Committee
2. Portland Parish Council
3. Office of Disaster Preparedness and Emergency Management (ODPEM)
4. Ministry of Labour and Social Security
5. Social Development Commission
6. Jamaica Fire Brigade
7. Jamaica Constabulary Force
8. Other stakeholders and Government agencies
9. Portland Parish Disaster Committee

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 Portland 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 **Fellowship Zone Disaster Management Committee**. It is recommended that the Fellowship Zone Disaster Management Committee review and test elements of the plan at least once per year and after every major event.

Assumptions

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

Relationship to Parish and National Plans/Structure

The Fellowship Community Based Disaster Risk Management Plan represents the operational procedures and strategies to be employed at community level in response to, recovery from and preparing for a number of hazards. The community will be supported by and will work through the Portland Parish Disaster Committee and will be closely integrated with the Parish Emergency Operations Centre (PEOC). Therefore the community disaster 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 Portland Parish Council on Disaster Risk Management matters through the Parish Disaster Committee and the Parish Disaster Coordinator.

COMMUNITY PROFILE

DESCRIPTION OF THE COMMUNITY:

The Berridale Community is situated within the slopes of the Blue and Johncrow Mountain ranges. It is centrally located in the northern parts of Portland within the mid-upper reach of the Rio Grande Valley. This area is a part of the Rainforest of Portland and serves as a junction for almost every community in the Rio Grande. The Rio Grande River provides 90 percent of Port Antonio with a domestic water supply. Its fruitful climate makes it productive and profitable for small farmers to grow tasty fruits and vegetables although the rainy climate of the community causes it to be prone to flooding. The community has over 20 groups and organizations which are active. The level of volunteerism is high and lends itself to numerous community projects.

LOCATION AND BOUNDARIES FOR COMMUNITY IN THIS PLAN:

Section of Wain Road (adjoining the Port Antonio Zone (Breastwork)) -> Toms Hope -> Fellowship -> Stanton (which adjoins Windsar Zone (Riverview)) -> Golden Vale -> Coopers Hill -> Border of Maidstone Road (Bourbon) -> Isleworth -> Burke Land -> Grants Level -> Rothermarscus -> Fellowship

The community of Berridale comprises of twelve small districts which are covered under this plan. These include;

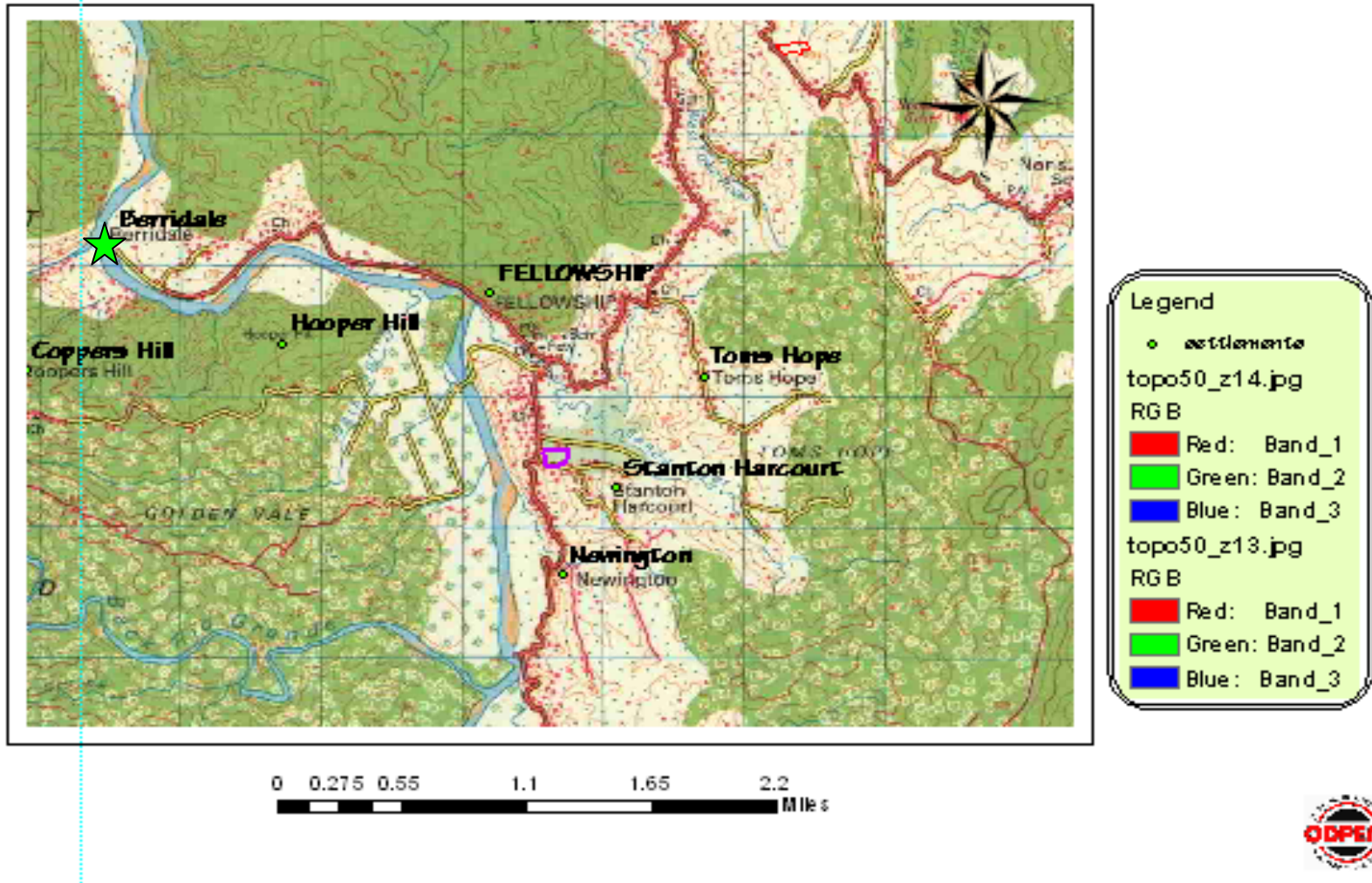
Fellowship	Grants Level	Stanton; Stanton Land Settlement
Berridale	Toms Hope	Rothermarscus
Golden Vale	West Retreat	Isleworth & Shanty Town
Coopers Hill	Burke Land	Section of Wain Road

Summary of Main Hazard

The community of Berridale is generally vulnerable to a number of natural hazards, especially that of flooding and land slippages to a lesser extent. Berridale is located on the Rio Grande flood plain, which is often impacted by the Rio Grande River. The Rio Grande River is classified as a typical meanderer-braid transitional channel, with large and variable discharges (USAID, Ridge to Reef Watershed Project), often overflows its banks especially in times of heavy rainfall and extreme weather conditions; thus, resulting in mass flooding in Berridale and surrounding communities covered under this plan. The impact of sand mining has also compounded the negative effects of the river on surrounding communities. Improper and illegal sand mining activities results in damage to the natural barriers of the river channel, and contributes to the river changing its course. This activity also undermines and erodes river banks which generally result in major flooding in the community.

Geographically the community's location on the Northeasterly end of the island makes it vulnerable to the effects of frequent weather conditions such as hurricanes and tropical storm. History has shown that the general direction of tropical cyclone which affects the island is from an easterly direction. This has increase the vulnerability of the community to a number of the hazards mentioned.

Location Map of Fellowship/Berridale



Disaster Risk Management (DRM) Organizational Structure

The Disaster Risk Management in **Fellowship** will be taken on by the **Fellowship Zone Disaster Management Committee**. The table outlines the membership of the committee and the roles and responsibility of each member is outlined in the DRM Group Terms of Reference in *Appendix 11*.

Fellowship Zone Disaster Management Committee Executive

POSITION	PERSON ASSIGNED	ADDRESS	CONTACT NO.	E-MAIL
President	Mr. William Bryan	Stanton	424-4237/913-5462	
Vice President	Mr. Owen Lindsay	Stanton	884-6470/913-5437	
Secretary	Ms. Latoya Hill	Stanton		
Assistant Secretary	Ms. Dawn Wright	Stanton	861-0091	
Treasurer	Ms. Florence Murdock	Stanton	913-5316	
Asst. Treasurer	Ms. Althea Atkinson	Toms Hope	913-5265	
Public Education & Fundraising Coordinator	Ms. Tameka Harrison	Stanton	853-8337	htameka41@yahoo.com
Asst. Public Education & Fundraising Coordinator	Ms. Primella McNeil	Stanton	462-1735	
Asst. Public Education & Fundraising Coordinator	Mrs. Icema Swire	Rathomacus	391-5355	
Vulnerability & Risk Identification Coordinator	Mr. William Bryan	Stanton	424-4237/913-5462	
Asst. Vulnerability & Risk Identification Coordinator	Mr. Ryan Tugman	Berrydale	418-6967	
Asst. Vulnerability &	Ms. Shanekia Reid	Fellowship	427-8021	

POSITION	PERSON ASSIGNED	ADDRESS	CONTACT NO.	E-MAIL
Risk Identification Coordinator				
Prevention & Mitigation Coordinator	Mrs. Keneisha Thaxter	Wain Road	402-5345	kkthaxter@yahoo.com
Asst. Prevention & Mitigation Coordinator	Mr. Courtney Thompson	Stanton	890-2621	
Asst. Prevention & Mitigation Coordinator	Ms. Daphney Lindsay	Golden Vale	381-0058	
Asst. Prevention & Mitigation Coordinator	Ms. Conesha Ricketts	Stanton	857-4542	neisharicketts@hotmail.com
Response & Recovery Coordinator	Mr. William Bryan	Stanton	424-4237/913-5462	
Asst. Response & Recovery Coordinator	Mr. Delroy Valentine	Coopers Hill		
Asst. Response & Recovery Coordinator	Mr. Vincent Swire	Rathomacus	841-4033	
Asst. Response & Recovery Coordinator	Ms. Marsha Moore	Wain Road	433-5253	
Preparedness Coordinator	Mr. Owen Lindsay	Stanton	884-6470/913-5437	
Asst. Preparedness Coordinator	Mrs. Icema Swire	Rathomacus	391-5355	
Asst. Preparedness Coordinator	Mr. Hubert Minott	Stanton	913-5337	
Shelter Coordinator	Ms. Althea Atkinson	Tom's Hope	852-9356/913-5265	
Asst. Shelter Coordinator	Ms. Karen Golding	Golden Vale	840-5195	
Damage Assessment Coordinator	Mr. Owen Lindsay	Stanton	884-6470/913-5437	
Assistant Damage Assessment Coordinator	Ms. Rushell Hill	Stanton	475-8615	
Assistant Damage	Ms. Juliet Gordon Kinlock	Stanton	284-1091	

POSITION	PERSON ASSIGNED	ADDRESS	CONTACT NO.	E-MAIL
Assessment Coordinator				
Assistant	Ms. Juliet Gordon Kinlock	Stanton	284-1091	
Parish Disaster Coordinator	Mrs. Denise Lewis	Portland Parish Council	844-2779/316-3887 715-6762/993-2665 993-2765	dmavislewis@yahoo.com
Regional Disaster Coordinator	Mrs. Allison Gordon	ODPEM 2-4 Haining Road Kingston 5	754-9077-8 906-9674-5 350-4398 (Cell)	odpemnorth@yahoo.com

DISTRICTS INCLUDED IN FELLOWSHIP ZONE AND DISTRICT COORDINATORS CONTACT LIST

#	DISTRICT	TEAM LEADER	CONTACT #	E-MAIL
1.	Fellowship	Ms. Dawn Wright	861-0091	
2.	Berrydale (across river)	Mr. Glen Jervis Mrs. Keneisha Thaxter	402-5345	
3.	Golden Vale	Ms. Daphney Lindsay Mr. Leon Lindsay Ms. Lorna Thaxter	387-0058 364-7699	
4.	Coopers Hill	Ms. Cora Wiggins Mr. Delroy Valentine Mr. Newton Norris Ms. Lisa Bernard	481-0683 425-7874 887-2142	
5.	Grants Level	Mr. Winston Gissiiwan Ms. Glenda Katteroo	434-0851	
6.	Tom's Hope	Ms. Althea Atkinson	913-5265	
7.	West Retreat	Ms. Prinella McNeil	462-1735	
8.	Wain Road	Ms. Winnifred Moore	425-2043	
9.	Stanton Stanton Land Settlement	Mr. Owen Lindsay Ms. Juliet Gordon Kinlock	884-6470 393-3057	
10.	Rothermarscus	Mrs. Icema Swire	871-9235	
11.	Ilesworth & Shanty Town (Davis Avenue)	Ms. Kathleen Williams	589-6658	
12.	Burke Land	Mr. Newton Allen	423-7874	

NB: *Community members reported that only the section across the river is called Berrydale. The other section is called Islesworth.*

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

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

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

Coordinator – Public Education & Fundraising

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

Coordinator – Vulnerability & Risk Identification

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

- Estimate expected damage in the event of a disaster.
- Identify the vulnerable assets of the community and the associated risks
- Solicit support of key community members for execution of responsibilities; especially elderly and trained professionals.

Coordinator – Prevention & Mitigation

Duties related to Mitigation

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

Duties related to Prevention

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

Coordinator – Response & Recovery

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

Ensure and recommends establishment of CERTs as appropriate.

HAZARD HISTORY

History of Hazards and Coping Mechanisms

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

Table PR1: Historical Overview of Disasters

Hazard, Year	Impact	How did the Community Cope?
Fire – Fellowship 1990's	Post Office Destroyed	Post Office was relocated to the McFarlane's building next door to the All Saints Anglican Church in Fellowship
Fire – Tom's Hope, 1991	House was destroyed which resulted in homelessness and loss of belongings	House was insured – Neighbours provided accommodation
Fire – Tom's Hope, 1993	House was destroyed which resulted in homelessness and loss of belongings	Assistance was received from neighbours and relatives. House was rebuilt
Earthquake, 1993	Sections of the Fellowship Baptist Church, which housed a basic school, were damaged (cracks in buildings), some houses were also damaged Sections of the roadway at Stanton had severe cracks	Repairs were done by church members Basic School was relocated to its present site (behind the Health Centre)
Hurricane Gilbert, 1988	Flooding, landslides, loss of livestock, destruction of farms and houses. Water and electricity were also affected, loss of income, rails of Golden Vale Bridge destroyed, roads were blocked by landslides for approximately 1 month	Some persons stayed in shelters, persons walked for several miles to get to Port Antonio, persons had to drink coconut water, residents used water from springs to drink and for domestic use, residents carried water on their heads from springs, community members used personal power saws to assist in clearing roads, breadfruit, banana and plantain which was blown off from trees were dried, pounded and used as a substitute for flour. Produce which were blown down were covered with leaves and allowed to mature. Salt was sprinkled around the stem of the green breadfruit as a method of preserving the fruit.
Flooding/Land Slippage, January 4, 1998	Four (4) persons died; Houses, shop, crops were destroyed; water affected; Loss of electricity; Blocked and damaged roads; Fellowship Health	Persons were grief stricken and no trauma counseling was available to the affected; Production in the farming sector was down; livelihood of the community was severely

Hazard, Year	Impact	How did the Community Cope?
Tom's Hope, Berrydale, Retreat, Rathomacus	Centre was flooded; Shops and houses were flooded, public sanitary convenience in Fellowship was destroyed; sections of the Sunshine Cemetery in Fellowship was washed away	affected
Hurricane Ivan, 2004	Loss of houses, crops and livestock; Flooding; Loss of adequate water supply, Damaged roadways	Sought shelter accommodation from friends/relatives; Repair and patch roads; Special intervention by Red Cross, Parish Council, ADRA, ODPEM and other Community groups
Hurricane Dennis, 2005	Loss of houses, crops and livestock; Flooding; Loss of adequate water supply, Damaged roadways	Relocation of persons
Flooding, May 2006	Houses in Rothermacus and Fellowship were flooded	Relatives and community members assisted victims
Landslide, May 2006	Stanton Harcourt Housing Scheme (Fellowship) landslide occurred and covered a house and shop; Slippage caused the Stanton main road to be blocked	Affected persons went to live with relatives; Residents had to use alternate route through Ottey's Land to Harcourt Road (Housing Scheme) and down to Main Road
Hurricane Dean, 2006	Flooding; Loss of vegetation, livestock and utilities	Relocation of persons
Tropical Storm Gustav, 2007	Shops in Berridale were destroyed, several houses were flooded, raft stand at Berridale was washed away, loss of electricity, water supply affected, tourism/rafting affected	Residents used candles, kerosene lamps and lanterns as a source of light
Fire in Coopers Hill, 2009	House destroyed which led to homelessness and loss of belongings	Sought accommodation and assistance from neighbours and government agencies
Fire in Stanton, 2007	House was destroyed which resulted in homelessness and loss of belongings	Sought accommodation and assistance from neighbours and government agencies
Fire in Stanton, March 15, 2011	House was destroyed which resulted in homelessness and loss of belongings	Sought accommodation and assistance from family members
Fire in Coopers Hill, 2011	House was destroyed which resulted in homelessness and loss of belongings	Sought accommodation and assistance from family members

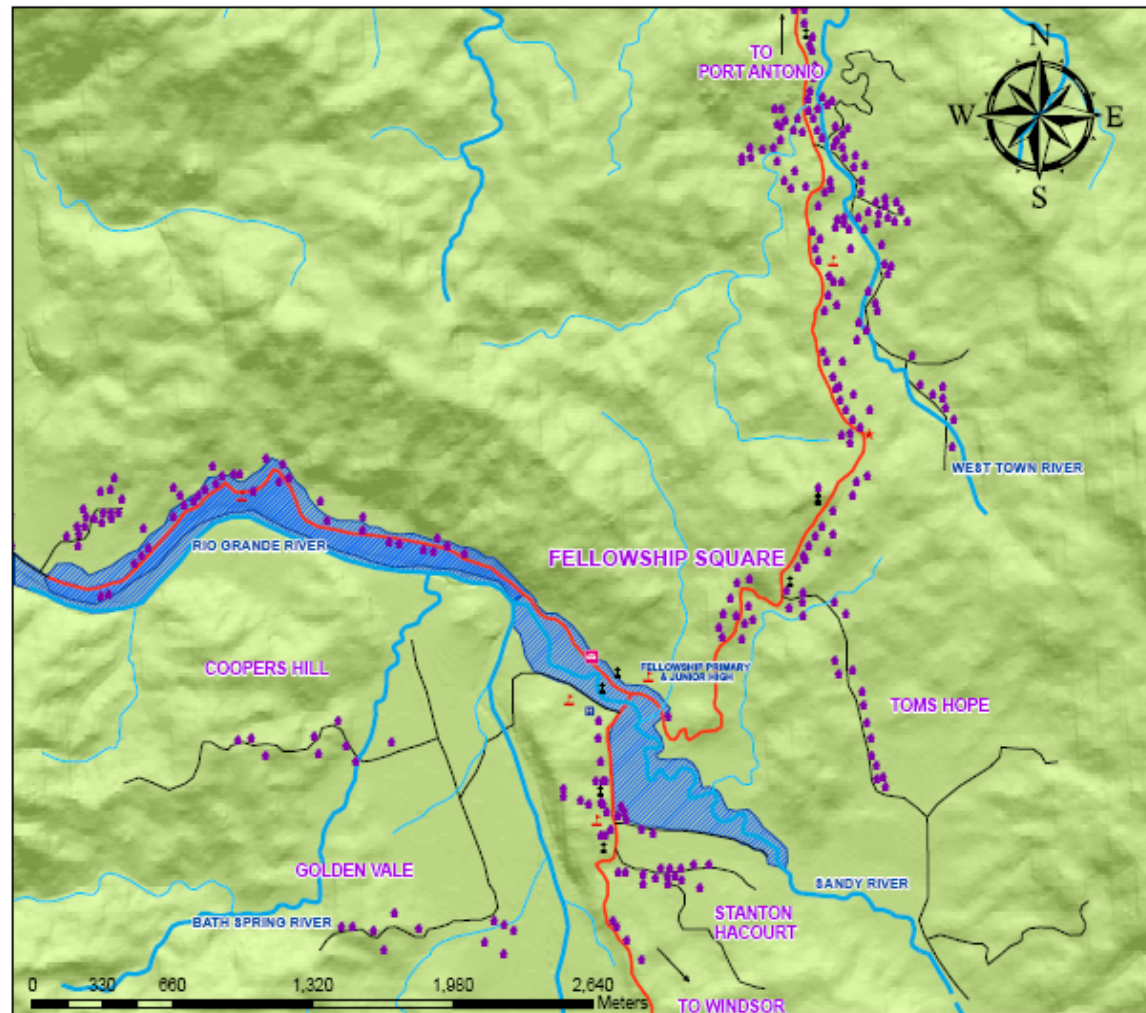
Lesson Learned

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

- Know how to react to earthquakes
- Be prepared; Use proper building procedures and choose proper locations
- Choose better locations to build houses and practice better garbage disposal and farming techniques
- To be more alert; To be more prepared; To adhere to warnings
- Adhere to safety measures; Insure property; Have a fire extinguisher and smoke detector

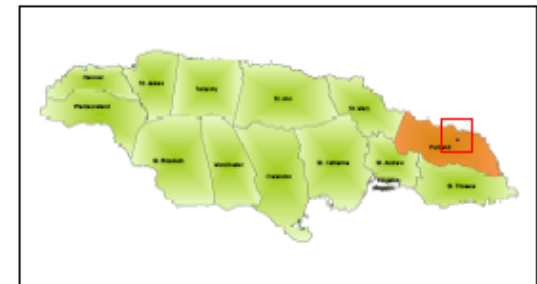
HAZARD MAP

COMMUNITY HAZARD MAP - FELLOWSHIP, PORTLAND



Legend

- CHURCH
- HOUSES
- NIGHT CLUB
- POST OFFICE
- SCHOOLS
- RIVER
- TRIBUTARY
- MAJOR ROADS
- MINOR ROADS
- FLOOD ZONE



Canadian International
Development Agency

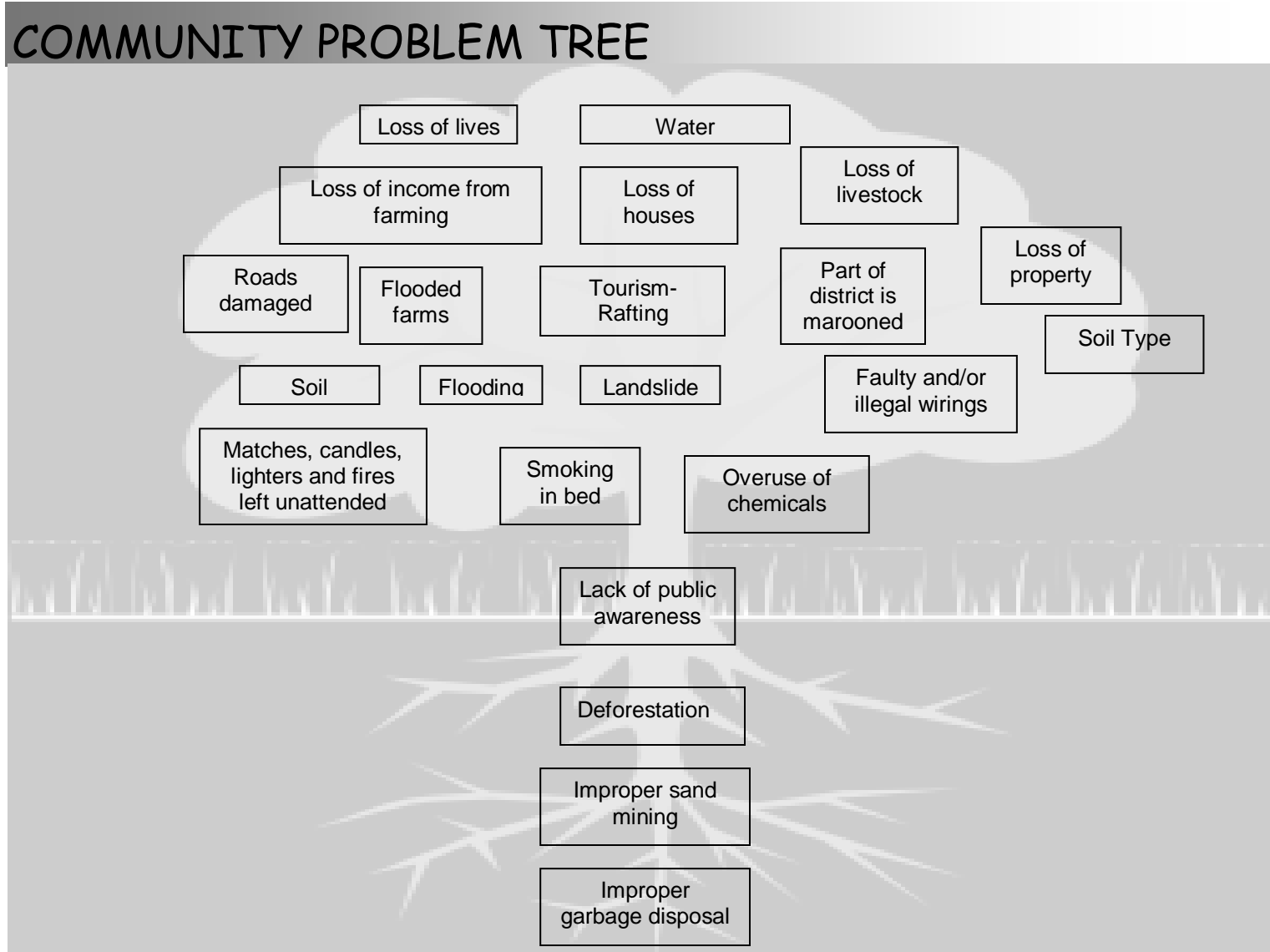
Agence canadienne de
développement international

PRODUCED BY ODPEM AND THE COMMUNITY OF FELLOWSHIP, PORTLAND
BIRC PROJECT

Community Problem Tree

The problem tree visualizes and identifies the hazards that are problematic to the community and the associated causes and effects.

The causes are placed at the root of the tree and the effects on the branches.



Community Strengths Weaknesses Opportunities and Threats (SWOT) Analysis

STRENGTH	WEAKNESS
<ul style="list-style-type: none"> • Zonal Committee • River Wardens (NEPA/ Mr. Hall) • NEPA – relationship with agencies • Councilors • Nurses, teachers, rafts men, firemen • Schools • Regular water supply • Shopkeepers • Jamaica Agricultural Society • Rafters Association • Football Team • Church groups • Sound system • Basic school and Church • River • Willingness of community to make an input 	<ul style="list-style-type: none"> • Heavily reliant on farming/tourism (low income) • Poor education background • Low self esteem • Lack of leadership skills • No institutional presence/no local amenities (banks, community Center, health Center, post office) • No representation – not active • No recreational area • Poor road condition • Low employment (shop/self-employed/farmers) • No policing
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Parish Council plan for river training • Fellowship-Berrydale cooperation • BDRRC/CIDA Project 	<ul style="list-style-type: none"> • Landslides • Community reliance on government • Poor economy (decline in banana production and lack of replacement economy) • River overflow • No policing

Identification of Future Hazards

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

Table PR2: Future Hazards

HAZARD	POSSIBLE IMPACT
Major flooding	Loose household articles & furniture, road block, potholes & trenches, poles lean of fall, damage phone, power lines
Landslide	Blocks roads, graver were removed
Fire	Fires can start when overgrown trees fall on lines causing fires that can damage the power line affect household appliances & may cause death

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: Summary Possible Impact and Corrective Actions to Reduce Community Vulnerability

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Flooding	People living in flood prone areas, bridges, roads, electricity, water, farms, livelihoods (shops, rafting, etc.)	Water borne diseases, loss of lives and property, loss of income, loss of electricity and other essential services	Chlorination or boiling of water of Public Education, destroy breeding sites of mosquitoes, proper storage of water
Landslides	Roads, bridges, houses, people, farms/crops, electricity, water, livelihoods	Blocked roads and bridges, loss of houses, loss of lives, residents ability to travel, affect the transportation of goods and services, loss of crops and soil	Tree and grass planting, repair to weak infrastructure, constructing of retaining walls, relocation
Earthquake	Roads, houses, people, farms, communication networks, water main, electricity	Severe damage to roads, houses, farms, land, loss of lives, loss of communication, damage to infrastructure, damage to utility poles	Adhere to building code, public education, conduct earthquake drills, conduct earthquake hazard hunt at home, workplace and the wider community
Fire	People, buildings, farms, vegetation, utilities	Loss of life and property	Public education on fire safety, working fire hydrants, installation of more fire hydrants in the community
Hurricane	People, buildings, farms, infrastructure, utilities	Loss of life and property, loss of livestock, damage to infrastructure	Public education, retrofitting roofs,
Improper Garbage Disposal	People, water supply	Sickness, loss of life	Public Education, placing of more garbage bins in community, more sanctions in place for littering of

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
			public places
Mosquito Infestation	People	Disease outbreak such as malaria	Destroy all mosquito breeding grounds, public education, keep foliage low, proper monitoring of swamps, and gullies, placement of oily substance in selected water bodies, public education on keeping flower pots, vases free from the breeding of mosquitoes
Improper Sand Mining	River course, population living in close proximity to river	Flooding, destruction of life and property, loss of animals, destruction of river groin and gabion baskets	Proper mining practices, river training
Overuse of Chemicals by Farmers	People, land	soil erosion (chemicals destroy grass which holds the soil in place), pollution of water supply, sickness or possibly death	Public education, training of farmers by RADA on proper use and disposal of chemicals
Deforestation	Land, livelihood,	Landslide, loss of earnings	Replanting of trees, public education

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 ASSET	CORRECTIVE ACTIVITIES
Major flooding	▪ Houses	▪ Good drainage, people should dispose garbage correctly so that the drains are not blocked.
	▪ Roads	
	▪ Power Lines	
	▪ Crops	
	▪ Farm	
Landslide	▪ Roads	▪ Build retaining walls, gabion basket, planting more trees
	▪ Crops	
	▪ Livestock affects ground	
Electric fire	▪ Roads	▪ NWC & NWA should fix back roads that they dig up. ▪ Cut down trees around power lines – JPS
	▪ Houses	
	▪ Power lines	
	▪ People	
	▪ Houses	
	▪ Appliances	

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.

Reducing Vulnerability

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
A. Environmental		
Major flooding	<ul style="list-style-type: none"> ▪ Good drainage 	<ul style="list-style-type: none"> ▪ Build/Expand drains
	<ul style="list-style-type: none"> ▪ People should dispose garbage correctly so that the drains are not blocked. ▪ NWC & NWA should fix back roads that they dig up 	<ul style="list-style-type: none"> ▪ More garbage receptacle ▪ More frequent collection of garbage
Landslide	<ul style="list-style-type: none"> ▪ Build retaining walls, gabion basket, planting more trees 	<ul style="list-style-type: none"> ▪ Trees, human resource, more retaining walls and gabion baskets built ▪ Funding for activities from relevant agencies
Electric fire	<ul style="list-style-type: none"> ▪ Cut down trees around power lines - JPS 	
B. Social/Economic		
Unemployment	<ul style="list-style-type: none"> • Needing Investors to create job opportunities. • Encourage entrepreneurship 	<ul style="list-style-type: none"> • Government intervention as well as private sector
Poor development Practices	<ul style="list-style-type: none"> • Sensitization of where to construct buildings ▪ Conformity to building regulations 	<ul style="list-style-type: none"> ▪ St. Thomas Parish Council ▪ NEPA ▪ ODPEM
C. Health Related		
D. Political		
Not Applicable	Not Applicable	Not Applicable

Priority Listing of Hazards

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

IMPACT	PROBABILITY OF OCCURRENCE
High - 3	Very Likely - 3
Medium - 2	Likely - 2
Low - 1	Unlikely - 1
None - 0	

Table PR5: Priority Listing of Hazards

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Flooding	3	3	1	2	2	2	30
Landslide	2	1	1	2	2	1	14
Earthquake	2	1	2	2	2	1	16
House fire	2	2	2	1	1	2	16

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Hurricane	3	3	3	3	3	3	45
Improper garbage disposal	2	2	1	2	2	2	18
Mosquito Infestation	3	3	0	0	1	2	18
Sand mining	2	2	2	2	2	1	18
Over use of chemicals by farmers	2	1	0	1	1	2	10
Deforestation	2	2	1	1	1	2	14

Community Resources and Capacity Analysis

In order for the community to implement its Community Based Disaster Risk Management Plan, an analysis of the community's resources and capacities to cope and manage disasters was assessed and a listing of these is provided below.

Table PR6: Community Capacity

Capacity	Type of Resource	Task
Skills	Masons, farmers, dressmakers, carpenters, electricians, Mechanics, barbers, hairdressers, plumbers, Tailors, Woodcutters	<p>Masons, Carpenters, Electricians, Plumbers: Help in the reconstruction of buildings, assist in retrofitting houses, assist in emergency repairs at shelters</p> <p>Farmers: Supply community members and Emergency Shelters with food</p> <p>Dressmakers, Tailors: Assist in providing clothes for the needy, and fire victims</p> <p>Barbers and Hairdressers: Providing service to the elderly and those in need</p> <p>Mechanics: Repair Emergency vehicles</p> <p>Woodcutters: Assist in clearing roads, assist in trimming of trees</p>
Knowledge	Teachers, Nurses, Community Health Aids, Police, Firemen, Pastors, Social Workers, Guidance Counselors	<p>Teachers: Assist with Public Education Programmes, Emergency Shelter operations</p> <p>Nurses, Community Health Aids: Assist in the following areas: sick and injured, community health checks, emergency shelter operations, public education</p>

Capacity	Type of Resource	Task
		<p>Police, Firemen: Assist in maintaining law and order in the community, public education programmes,</p> <p>Pastors, Guidance Counselors, Social Workers: Provide counseling service to victims of disasters, assist with public education, assist in emergency shelter operations</p>
Networks	CBOs	
Transportation	Taxi operators	Transport people to and from the community.
Building/Structures		
Means of Care	Schools, churches	Use as shelters in time of disasters
Medical Care		
Means of communication	Cell phones	Communicating information
Commercial Enterprises	River rafting	Transport tourists down the river.

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 PR7: Areas for No Development

AREA	REASON FOR NO DEVELOPMENT
Berridale	<ul style="list-style-type: none">▪ Flood prone area
Grants Level	<ul style="list-style-type: none">▪ Flood prone area

Zoning

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

Table PR8: Suitable Areas for Development

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
Tom's Hope (Next to the Slimforth Property)	▪ Community Centre
Tom's Hope (land before cemetery)	▪ Community Centre
Stanton (Settlement)	▪ Community Centre & Fish Farming
Fellowship (Old Boxing Plant)	▪ Food Processing Plant

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 PR9: Special Areas for Development

AREA	MITIGATION MEASURES NEEDED
<ol style="list-style-type: none">1. Stanton2. Fellowship3. Berrydale4. Toms hope	<ul style="list-style-type: none">• Regular cleaning of drains and implement culverts to take water off roads.• Gabion baskets to prevent river from overflowing its banks

Community Mitigation Activities

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

Table PR10: Community Mitigation Activities

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none"> Public Education – distribution of posters, fliers, community meeting, proper garbage disposal techniques Placing of garbage bins in Fellowship Cleaning of drains before rainy season 	March – April August – September
Landslide	<ul style="list-style-type: none"> Planting of trees and vetiver “bank” grass at Tom’s Hope Use of better farming practice (terracing) Reduce the cutting of trees and replanting of trees 	October - November May
Hurricane	<ul style="list-style-type: none"> Trimming of trees “Strap-it-down” campaign Embark on publication drive Family preparedness drive Drain Cleaning 	April – May
Fire	<ul style="list-style-type: none"> Public Education Programmes Conduct fire drills (home, school and businesses) Community sensitization meetings 	October
Earthquake	<ul style="list-style-type: none"> Conduct hazard hunt (home, school, businesses) Public education drive (distribute posters, fliers, etc) Construct buildings according to required standards (adhere to building code) 	January
Mosquito Infestation	<ul style="list-style-type: none"> Community Clean Up Days (bushing of roadway, garbage collection) Public Education Drive (use of posters, etc.) 	June & November
Improper garbage disposal	<ul style="list-style-type: none"> Placing of garbage bins at strategic locations Public Education 	January & July

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 PR11: Mitigation Activities Requiring External Help

HAZARD	ACTIVITY	AGENCY
Flooding	<ul style="list-style-type: none"> Construct and cleaning of drains Garbage Collection River training in Tom's Hope and Golden Vale (White River and section of Pump River) Construction of footbridge at Golden Vale (across Pump River) (Priority as this is the only access to Emergency Shelter) Improved drainage system, raising of road and improved culvert in the Tom's Hope area 	NWA and Parish Council NSWMA NWA and Parish Council
Landslide	<ul style="list-style-type: none"> Tree Planting Retaining Wall Construction (Rothermacus, Fellowship, Stanton) Construction of Gabion Baskets (Golden Vale, Tom's Hope) 	RADA , Forestry Department NWA, Parish Council NWA, Parish Council
Hurricane	<ul style="list-style-type: none"> Installation of hurricane straps demonstration Pamphlets and brochures for distribution 	Parish Council Parish Council

HAZARD	ACTIVITY	AGENCY
	<ul style="list-style-type: none"> • Public Education • Simulation exercises/drills 	ODPEM Red Cross Fire Department Police
Fire	<ul style="list-style-type: none"> • Drills • Public Education 	Fire Department ODPEM Parish Council
Earthquake	<ul style="list-style-type: none"> • Drills • Public Education 	Fire Department ODPEM Parish Council
Mosquito Infestation	<ul style="list-style-type: none"> • Fogging 	MOH
Improper garbage disposal	<ul style="list-style-type: none"> • Regular collection 	NSWMA

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 PR12: Community Mitigation Action Plan

Hazard Impact	Mitigation Required	Areas for Improvement	Timeframe for Action Plan	Priority Ranking	Resource
Flooding	Drain Cleaning	All areas	May	High	
All	Public awareness	All areas	May - June	High	
Improper garbage disposal	Public awareness	All areas	January - June	High	
Hurricane	River training	All areas	May	High	

Risk Transfer

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

TABLE PR13: TRAINING

INFORMAL risk transfer options	▪ Formation of a community emergency fund suggested that this could be managed through the Zonal Committee
	▪ Community Partner Scheme
	▪ Funding through citizens associations/youth clubs dues and contributions
	▪ Income from fundraising events
FORMAL risk transfer options	▪ Insurance attached to mortgage
	▪ Insurance of personal property
	▪ Insurance through Credit Unions
	• Insurance through agricultural organizations (Jamaica Agricultural Society, Cocoa Board, Coffee Board)

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

TABLE PR14: TRAINING

Community Member/Team	Area of Training	Provided by	Who responsible to Organize	Time Frame	Cost
All committee members	Basic Disaster Management	ODPEM/ Parish Council	Mr. Owen Lindsay Ms. Hyacinth Daley	February	To be Determined
Executive and other interested members of the committee	Proposal Writing	SDC Parish Council	Mr. William Bryan Mr. Owen Lindsay	April	To be determined
All interested farmers	Techniques in farming	RADA	Mrs. Dawn Wright Mr. Hubert Minott	March - May	To be determined
Community Assessors, Executive and other interested persons	Initial Damage Assessment	ODPEM Parish Council	Mr. Owen Lindsay Ms. Hyacinth Daley	April	To be determined
Members of executive, CEOC staff and other interested persons	Community EOC	ODPEM/ Parish Council	Mr. Owen Lindsay Ms. Hyacinth Daley	June	To be determined
Executive and other interested persons	Public Speaking	SDC JCDC	Ms. Rushell Hill	November	To be determined

PR15 : PUBLIC EDUCATION AND AWARENESS

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

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility
Flooding & Landslide	Town Hall meeting	Letters to churches and schools	Quarterly	DRM Team
	Setting up of information tents/booth	Partnering with other stakeholders when they are having fairs etc.		
	Distribution of Pamphlets and posters	Using schools, other events, business places		
	House-to-house visits	Visit houses in specific communities and distribute pamphlets and other material		
Hurricane	Town Hall meeting and invite resource persons	Letters to churches and schools	April - May	DRM Team
	House-to-house / one-to-one contact/information sharing	Visit houses in specific communities and have dialogue		
Fire	Town Hall meeting and invite resource persons	Letters to churches and schools	October	DRM Team
	House-to-house / one-to-one contact/information sharing	Visit houses in specific communities and have dialogue		

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 PR16: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	DRM Team
Listening to the radio for official information	Mr. Owen Lindsay Mr. William Bryan
Monitoring marine weather forecasts	Not Applicable
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Mr. William Bryan
Other	DRM Team

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 PR17 : Traditional Early Warning System

Hazard	Method of Delivery	Target Group	Responsibility
General	Telephones	Community members	Any concerned community member
Flooding	Water gauge Word of mouth	Community members	Any concerned community member
Hurricane	Word of mouth Cell phones Media	Community members	Any concerned community member
Fire	Word of mouth Cell phones	Community members	Any concerned community member

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

Table PR18: Early Warning Activity and Responsibility

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:	Mr. Hubert Minott Mrs. Icema Swire	Telephone and visit
Old and sick Persons	Mr. Hubert Minott Mrs. Icema Swire	Telephone and visit
Mothers with babies and young children	Mr. Hubert Minott Mrs. Icema Swire	Telephone and visit
The Schools:	Mr. Hubert Minott Mrs. Icema Swire	Telephone and visit
Members of the community who are at sea		By telephone
Evacuation zones residents	Mr. Hubert Minott Mrs. Icema Swire	By telephone and visits
Rest of community	DRM Team	By telephone and visits
Update ODPEM	Mr. William Bryan	By telephone, email, fax
Update PDC	Mr. William Bryan	By telephone/meetings

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 PR19: Areas to be evacuated during an Emergency

AREA	REASON FOR EVACUATING
Berrydale (Across the River)	▪ Flooding / Hurricane
Rothamacus	▪ Flooding / Hurricane
Golden Vale	▪ Flooding / Hurricane
Stanton (sections)	▪ Flooding / Hurricane
Tom's Hope (Sections – Flat)	▪ Flooding / Hurricane
Grants Level	▪ Flooding / Hurricane
Isleworth	▪ Flooding / Hurricane
Wain Road	▪ Fire

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 20: Evacuation Route and Mode of Transportation to Emergency Shelter

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION	ASSEMBLY POINT COORD.
Berridale	Fellowship Berridale Main Rd	Berridale Seventh day Adventist Church	Private motor/on foot	
Rothermacus	Fellowship Berridale Main Rd	Fellowship Primary and Junior High	Private motor/on foot	
Golden Vale	Fellowship Berridale Main Rd	Mr Panton's House	Private motor/on foot	
Stanton	Fellowship Berridale Main Rd	Stanton SDA Church	Private motor/on foot	
Tom's Hope	Fellowship Berridale Main Rd	Worldwide Mission Church of God	Private motor/on foot	
Grants Level	Fellowship Berridale Main Rd	Fellowship Baptist Church	Private motor/on foot	
Isleworth	Fellowship Berridale Main Rd	Berridale Seventh day Adventist Church	Private motor/on foot	

Table PR21: Evacuation Procedures

ACTIVITY	RESPONSIBILITY
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	Mr. William Bryan Mr. Owen Lindsay
Alert residents on possible evacuation	Mr. William Bryan Mr. Owen Lindsay
Decide on timing	Mr. William Bryan Mr. Owen Lindsay
Ensure special needs populations assisted	Mr. Owen Lindsay
Organize transportation	Not Applicable
Identify route to be used	Mr. William Bryan Mr. Owen Lindsay Mr. Vincent Swire
Ensure shelter available	Ms. Karen Golding Ms. Althea Atkinson
Register all persons who are evacuating and their destination	Mr. William Bryan Mr. Owen Lindsay
Start evacuation	Mr. William Bryan Mr. Owen Lindsay
Check that all areas safely evacuated	Mr. William Bryan Mr. Owen Lindsay
Inform Parish Disaster Committee	Mr. William Bryan

Evacuation Team

District/ Area	Evacuation Team/ Person	# Households in Area	Vulnerable Group & #'s to evacuate	Team Responsibility
Berrydale	Glen Jervis	7	Elderly and children-28 persons	evacuate the area and move residents to the shelter
Isleworth	Kathleen William	8	Elderly and children- 32 persons	evacuate the area and move residents to the shelter
Fellowship/Stanton	Bryan	300 or more	Elderly and children- 70 persons	evacuate the area and move residents to the shelter
Toms Hope	Althea Atkinson	12	Elderly and children- 40 persons	evacuate the area and move residents to the shelter
Rothamacus				evacuate the area and move residents to the shelter

Shelter

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

Table PR22: List of Official and Unofficial Emergency Shelters

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER	AGENCY/LIASION OFFICER
Official Shelter						
Fellowship Primary and Junior High	Main Road	Roof needs repair	Hurricane Fire Flooding	Fellowship Grants Level Rathamascus	Mr. Owen Lindsay	Portland Parish Council: Denise Lewis 993-2665
Fellowship Baptist Church	Main Road	Leaking roof. General repairs needed.	Flooding Fire	Stanton Fellowship Grants Level	Mrs. Dawn Wright	Portland Parish Council: Denise Lewis 993
Stanton SDA Church	Main Road	Satisfactory	Fire Hurricane	Stanton Fellowship	Mrs. Icema Swire	Portland Parish Council: Denise Lewis 993
West Retreat Basic School	Main Road	Satisfactory	Hurricane			Portland Parish Council: Denise Lewis 993
Hoopers Hill Primary School	Main Road	Satisfactory	Hurricane	Coopers Hill	Mr. Newton Norris Mr. Delroy Valentine	Portland Parish Council: Denise Lewis 993
Ken Wright Primary School	Main Road	Good	Hurricane	Wain Road		Portland Parish Council: Denise Lewis 993
Unofficial Shelter						
Mr. Panton's House	Main Road	Fair	Hurricane	Golden Vale	Mrs. Daphne Lindsay	Portland Parish Council: Denise Lewis 993
Worldwide	Main Road	Good	Hurricane	Tom's Hope		Portland Parish

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITIO N OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER	AGENCY/LIASIO N OFFICER
Mission Church of God						Council: Denise Lewis 993
Berrydale Seventh Day Adventist	Main Road	Fair	Hurricane	Grants level Isleworth Berrydale	Keneisha Thaxter 402- 5345; Newton Allen 423-7874; Kathleen Williams 589-6658	Portland Parish Council: Denise Lewis 993-2665

Preparedness Action Plan

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

Table PR23: Community Preparedness Action Plan

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	Parish Council/NWA	Every 3 months
Train team members	ODPEM, Jamaica Fire brigade,	One per year
Replenish first aid and search and rescue kits	None available	
Make arrangements for access to relief supplies	Ms. Tameka Harrison,	1-6 months
Start hurricane awareness	Ms. Tameka Harrison, Ms. Primella McNeil, Mrs. Icema Swire	May to June

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 PR24

Type of Exercise/ Drill	# Drills per Year	Date of Next	Organizer (who responsible)
Earthquake	2	January and September	Parish Disaster Coordinator, Zonal Chair, ODPEM
Fire	2	March and November	Parish Disaster Coordinator, Zonal Chair, ODPEM
Landslide	2	May and August	Parish Disaster Coordinator, Zonal Chair, ODPEM

RESPONSE AND RELIEF

TABLE PO1: Instructions for DRM Team

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

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

Response

Search and Rescue/First Aid/Emergency Medical Care

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

ACTIVITY	RESPONSIBILITY	SHORT REPORT
Send out Search and Rescue and First Aid Team to check on:		
Elderly	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Persons with Disabilities	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Single Mothers	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Damaged buildings and houses for occupants	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Persons stranded by floodwater	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Check for:		
Deaths	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Injuries	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Persons in need of emergency assistance:	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Call for any external assistance	Mr. William Bryan	Zonal Chairman and Parish Disaster Coordinator
Update PDC, ODPEM	Mr. William Bryan	Zonal Chairman and Parish Disaster Coordinator
Update Community	CDRM Team	Zonal Chairman and Parish Disaster Coordinator

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

Initial Damage Assessment

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

Table PO2: Initial Damage Assessors

ACTIVITY	RESPONSIBILITY
Send out rapid assessment team to	
Check on:	
Roads opened/closed	Ms. Conesha Ricketts
Roads In need of urgent repair to provide access	Mr. Owen Lindsay
Power:	
Fallen lines, poles transformers	Mr. William Bryan Ms. Shanekia Reid Mr. Ryan Tugman
Live wires	Mr. William Bryan Ms. Shanekia Reid Mr. Ryan Tugman
Water and Sewage	
Broken/missing water mains	Ms. Juliet Gordon Kinlock Mr. Owen Lindsay
Water available	Ms. Juliet Gordon Kinlock Mr. Owen Lindsay
Sewage pipes broken/leaking	Not Applicable
Describe State of:	
Community	Ms. Juliet Gordon Kinlock

ACTIVITY	RESPONSIBILITY
	Mr. Owen Lindsay
Schools	Ms. Juliet Gordon Kinlock Mr. Owen Lindsay
Clinic	Ms. Rushell Hill Mr. Owen Lindsay
Church	Mr. Owen Lindsay
Shops and businesses	Mr. Owen Lindsay
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	Mr. Owen Lindsay	Parish council, PDC, ODPEM	Every 3 months
Welfare	Mr. Owen Lindsay	Parish council, PDC, ODPEM	Every 3 months
Agriculture	Mr. Owen Lindsay	Parish council, PDC, ODPEM	Every 6 month
Preliminary assessment			
Buildings, utilities and infrastructure	Mr. Owen Lindsay	Parish council, PDC, ODPEM	
Welfare	Mr. Owen Lindsay	Parish council, PDC, ODPEM	
Agriculture	Mr. Owen Lindsay	Parish council, PDC, ODPEM	

Response Action Plan

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

TABLE PO4: Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	AGENCY TO REPORT TO
Evacuation Route Management	Zonal committee	Parish Council, ODPEM
Evacuation	Mr. Owen Lindsay Ms. Althea Atkinson	Parish Council, ODPEM
Trucking of Water	Mr. William Bryan Mr. Owen Lindsay	Parish Council, ODPEM
Alternative Sources of Lighting	Residents	Parish Council, ODPEM
Search and Rescue	CDRM Team	Parish Council, ODPEM
Children Welfare and the Disabled	Mr. William Bryan Mr. Owen Lindsay	Parish Council, ODPEM
Initial Damage Assessment	Mr. Owen Lindsay	Parish Council, ODPEM
Welfare Assessment	CDRM Team	Parish Council, ODPEM
Distribution of relief supplies	CDRM Team	Parish Council, ODPEM
First Aid	Not Assigned	Parish Council, ODPEM

Relief

TABLE PO5: Relief Assistance

ACTIVITY	RESPONSIBILITY
Identify members of community who have:	
Received damage	Ms. Juliet Gordon Kinlock Ms. Rushell Hill Mr. Owen Lindsay
Need shelter	Mr. William Bryan Mr. Owen Lindsay
Lost means of income	Mr. William Bryan Mr. Owen Lindsay
Need assistance	Mr. William Bryan
Identify members of the community in need of psycho-social support or counseling	Mr. Owen Lindsay Mr. William Bryan
Compile list and update PDC, ODPEM	Mr. Owen Lindsay Mr. William Bryan

RECOVERY

Recovery Action Plan

TABLE PO6: Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Clearing of Roads	1	Mr. William Bryan Mr. Owen Lindsay	Immediately after the event has passed and assessment are done	To be determined
Repairing of damaged roofs	1		As soon as possible	To be determined
Restoration of public utilities	1	Relevant persons	As soon as the all clear is given	To be determined
Evacuation of shelters for resumption of normal use	1	Ms. Karen Golding Ms. Althea Atkinson	As soon as the all clear is given	To be determined

APPENDIX A – VULNERABLE POPULATION

Vulnerable Group/ Person & Contact Info	Type of Vulnerability (disability &/or hazard)	Location of Vulnerable	Next of Kin/ Care Giver & Contact Info.	CDRT/CERT member Responsible	Responsibility (what to do)
Beryl Poply	Falling Trees	Stanton	Yvonne Poply		Check on Welfare
Beverly Reece	Landslides	Stanton	Mrs. Hartley		Assess and take to shelter if necessary
Hyacinth Daley	Flooding	Stanton	Mr. C. Maxwell		Assess and take to shelter if necessary
Mrs. I. Swire	Flooding	Rothermarscus	Mr. Swire		Assess and take to shelter if necessary
Mr. Skeen	Flooding	Fellowship	Mr. Skeen		Relocate
Ms. V. Katteroo	Flooding	Grants Level	Mr. Ketteroo		Relocate
Ms. S. Swire	Flooding	Stanton	Desreene		Relocate
Ms. C. Thaxter	Flooding	Rothermarscus	Damion		Relocate
Herbert Gooden Jocelyn Gooden	Shut in	Wain Road	Winnifred Moore 425-2043		Assess and take to shelter if necessary
Linford Lawrence	Shut in	Wain Road	Joyce Harris		Assess and take to shelter if necessary
Mr. Laufters	Shut in	West Retreat	Irene		Assess and take to shelter if necessary

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
Water Boots	Residents Homes	Community members	None Available
Machetes	Residents Homes	Community members	
Shovels	Residents Homes	Community members	
Forks	Residents Homes	Community members	

APPENDIX C - Items required externally

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ First Aid Kits	40	Red Cross, ODPEM, Parish Council		Parish Disaster Coordinator
▪ Shovels	40	RADA, Councillor, Member of Parliament,		Parish Disaster Coordinator
▪ Water boots	40	-ditto-		Parish Disaster Coordinator
▪ Heavy duty gloves	50	-ditto-		Parish Disaster Coordinator
▪ Rain cloaks	50	-ditto-		Parish Disaster Coordinator
▪ Hard hats	50	-ditto-		Parish Disaster Coordinator
▪ Machetes	50	-ditto-		Parish Disaster Coordinator
▪ Canvas Stretchers	30	-ditto-		Parish Disaster Coordinator
▪ Crow bars	20	-ditto-		Parish Disaster Coordinator
▪ Rip/Crosscut Saws	20	-ditto-		Parish Disaster Coordinator
▪ Axe Saws with extra blades	30	-ditto-		Parish Disaster Coordinator
▪ Heavy duty Screw Drivers	30	-ditto-		Parish Disaster Coordinator
▪ Large/medium Cold Chisels	30	-ditto-		Parish Disaster Coordinator
▪ Claw Hammers	30	-ditto-		Parish Disaster Coordinator
▪ Heavy duty Sledge Hammers	30	-ditto-		Parish Disaster Coordinator
▪ Flashlights	50	-ditto-		Parish Disaster Coordinator

APPENDIX D – EMERGENCY SUPPLIES TO BE TAKEN TO SHELTER BY SHELTEREES

- 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

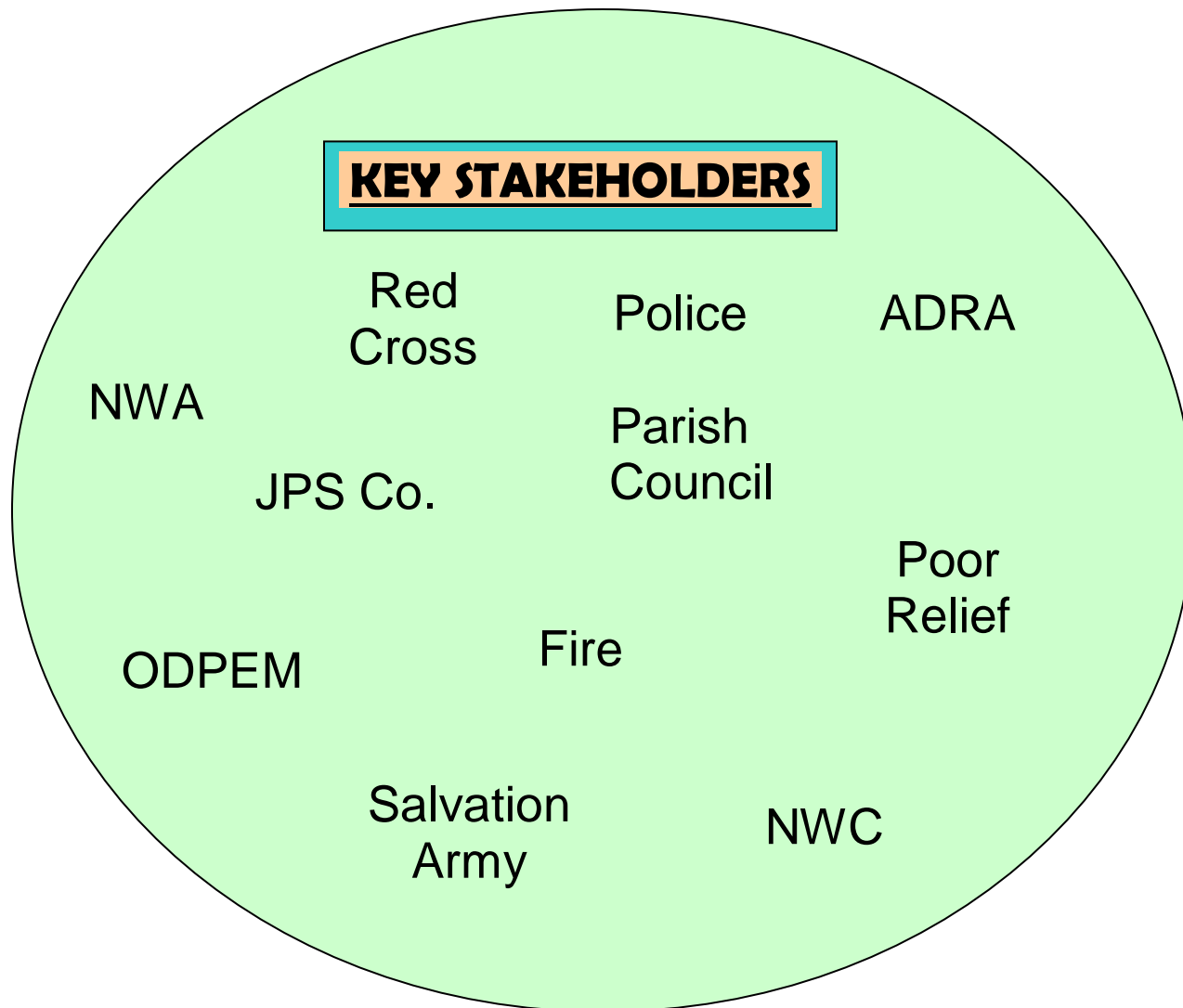
APPENDIX E - Stakeholder Partnerships

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.

Table : Stakeholder Partnerships

Agency/ Organization/ Representative	Nature of Relationship	Contact Person	Contact Number
National Works Agency (NWA)	Road repairs and maintenance	Mr. Damion Townsend	993-2531
Portland Parish Council	Advise, coordinates and support disaster preparedness activities	Mrs. Denise Lewis	993-2660/2765 715-6762
Jamaica Public Service (JPS)	Restore power to community after disaster	Mrs. McCurdy	993-2848
National Water Commission (NWC)	Repair broken pipe lines	Mr. Richard Williams	993-3702, 993-9272
Adventist Development Relief Agency (ADRA)	Assist with relief and welfare	Mr. Easton Dixon	993-3840
Police	Assist in search and rescue	Superintendent	993-2546
Fire	Assist with rescue efforts	Mr. L. Godden	993-3041, 993-2525
Red Cross	Welfare Aid	Ms. B. Pullen	993-2665
Salvation Army	Welfare Aid	Major Barnabe	993-3195
Poor Relief	Welfare Aid	Ms. Carlene Harvey	993-2703

Stakeholder Analysis continued



APPENDIX F – Photo Gallery

Photos # 1 – 9 showing soil erosion in the community as a result of flooding.

Source of Pictures: USAID, Ridge to Reef Watershed Project (<http://www.nrca.org/projects/R2RW/R2RW%20CD%20-%202002/050/050.pdf>)

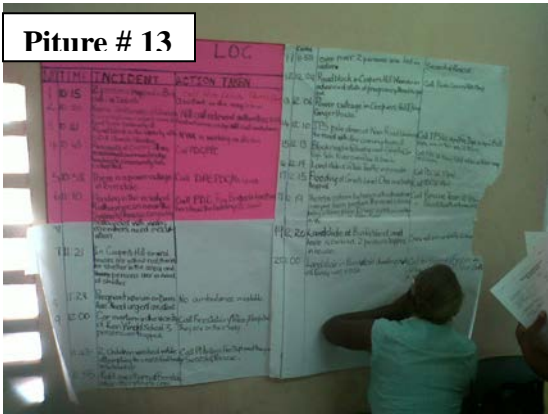




Photos # 10 – 12 below showing area along the fellowship road where Foot Bridge will be constructed.



Photos # 13 – 18 showing community members participating in training activities.



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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

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

Basic Planning Assumptions

- At least one major Hurricane will probably affect the country/community
- CDRM Group will remain active and functional

- Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.
- There is commitment and support from agencies and departments of government to assist community.
- Community is will to utilize their own resources in preparedness and response.
- CDRM Group will train and establish Community Emergency Response Team(s) (CERTs).

Concept of Operations

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

Procedures will be categorized into the following phases:

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

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

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

Phase 4: Recovery

Hurricane Categories

Category One Hurricane

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

Category Two Hurricane

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

Category Three Hurricane

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

Category Four Hurricane

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

Category Five Hurricane

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

Warnings and Watches

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

Tropical Storm Watch

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

Tropical Storm Warning

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

Hurricane Watch

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

Hurricane Warning

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

Flash Flood Watch

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

Flash Flood Warning

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

OPERATING PROCEDURES

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

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education and Fund Raising:	Mrs. Icema Swire Ms. Primella McNeil Ms. Tameka Harrison
2. Sensitize special needs population	Coordinator – Public Education and Fund Raising:	Mrs. Icema Swire Ms. Primella McNeil Ms. Tameka Harrison
3. Organize how special needs population will be evacuated and transportation required.	Coordinator- Preparedness:	Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator- Preparedness:	Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator- Preparedness:	Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay
6. Sensitization of persons in the community without vehicles of assembly area for	Coordinator – Public Education and Fund Raising:	Mrs. Icema Swire Ms. Primella McNeil

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
transportation to more safe location.		Ms. Tameka Harrison
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification:	Ms. Shanekia Reid Mr. Ryan Tugman Mr. William Bryan
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification:	Ms. Shanekia Reid Mr. Ryan Tugman Mr. William Bryan
9. Prepare areas for sheltering persons in need	Coordinator- Preparedness:	Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator- Preparedness:	Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention & Mitigation	Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none">1. Meet and assess the community's state of preparedness for a hurricane2. Advise community to listen to all weather advisories	DRM Team
<ol style="list-style-type: none">1. Issue warning of threat2. Alert and notify:<ul style="list-style-type: none">• PDC that community DRM teams are activated• Other CBOs• Shelter Managers• Response personnel3. Make available all relevant information on the hazard to the general community.	Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay
<ol style="list-style-type: none">1. Pre-check and activate SOPs2. Alert all trained community first aiders and search and rescue personnel.3. Have first-aid kits prepared	Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay

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

ACTIVITIES	RESPONSIBLE PERSON(S)
DRM Team Advise the Community to listen to all weather advisories and remain alert	Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay
Continue to listen to all weather advisories and reports.	Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay

A. HURRICANE WATCH - 48 Hours before Impact

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Personal preparation food supplies 2. Securing official documents 3. Securing home and get rid of all thing around the yard that can be missile in a hurricane 4. Check on neighbors that may need help	Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan
Ensure the Elderly and Physical challenged are notified and assisted to prepare for event.	Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan

B. HURRICANE WARNING - 36 Hours before impact

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none">1. Activate and brief all community teams and volunteers2. Test the systems of communication within the community.3. If cell phones are to be used ensure credit is bought4. Ensure phones can be charged	Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers.	Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan
<ol style="list-style-type: none">1. Activate and prepare emergency shelters2. Deploy relief and welfare volunteers to emergency shelters	Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary.	Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan
Contact PDC and prepare to Initiate evacuation procedures for the community.	Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan
<ol style="list-style-type: none">1. Re-check arrangements and MOUs with private bus owners and other volunteers in the community.2. Pre-position the following resources to areas	Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan Mr. Hubert Minott Mrs. Icema Swire

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>which will potentially be cut off:</p> <ul style="list-style-type: none"> ▪ Food stocks/welfare items ▪ Communications equipment ▪ Manpower ▪ Power saws <p>3. Refuel vehicles</p>	<p>Mr. Owen Lindsay</p>
<p>1. Encourage residents to activate family plans</p> <p>2. Pre-position resources: List these resources</p> <ul style="list-style-type: none"> • equipment, ropes, etc • Food stocks/welfare items • Communications equipment • Manpower 	<p>Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan Mr. Hubert Minott Mrs. Icema Swire Mr. Owen Lindsay</p>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
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.	Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan
Alert community Initial Damage Assessment Team(s).	Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan
Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster	Ms. Marsha Moore Mr. Delroy Valentine Mr. Vincent Swire Mr. William Bryan

D. 16 Hours before Impact to Landfall

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Maintain contact with PEOC 2. Advise PEOC of weather conditions and state of preparedness 3. Confirm arrival and status of evacuees in shelters 4. Check in with standby teams and community response personnel	Mr. Owen Lindsay Mr. William Bryan

E. THE BLOW

ACTIVITIES	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	Mr. Owen Lindsay Mr. William Bryan
Maintain contact with PEOC, Shelters and response personnel.	Mr. William Bryan

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

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear	Mr. William Bryan
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	Mr. William Bryan

F (a) Up to 48 Hours after All Clear

ACTIVITIES	RESPONSIBLE PERSON(S)
Provide initial damage survey and needs of the community	Mr. William Bryan
<ol style="list-style-type: none">1. Provide ground reconnaissance intelligence to the PDC.2. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .3. Assist with the establishment and staffing of registration centers.	Mr. William Bryan
<p>Beware of downed or lose power lines. Report them immediately to the JPS, Police or Fire Department.</p> <p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none">▪ Open windows and doors to ventilate or dry your home. Do not use candles or open flames in doors. Use a flashlight to inspect for damage.▪ Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company.▪ Look for electrical system damage. If they see sparks or frayed wires, turn off	Mr. William Bryan

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Constantly advise the community :</p> <ul style="list-style-type: none"> • To conserve water and food • To stay living at their homes if it is safe to do so • To take particular care with hygiene and sanitary practices • Of measures being taken with respect to provision of food and water and restoration of public utilities 	Mr. William Bryan
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of assistance through the PEOC. 2. Coordinate reconnaissance and damage 	Mr. William Bryan

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>assessment teams through the PEOC</p> <p>3. Ascertain the early requirements for Government assistance in re-establishing the community.</p>	
<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>	Mr. William Bryan
<p>Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC</p>	Mr. William Bryan
<p>1. Assist with the distribution of supplies d</p> <p>2. Assist with the tracing of missing persons</p> <p>3. Assist with needs assessments</p> <p>4. Assist in the provision of welfare information to persons affected.</p> <p>5. Begin to effect minor repairs to critical facilities and clear road ways and drains</p>	Mr. William Bryan
<p>Continue to provide feedback and assistance to the community through the PDC and PEOC.</p>	Mr. William Bryan

Phase 4: Recovery

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

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

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

Basic Planning Assumptions

- At least one moderate earthquake will probably affect the country/community in the next 5-100 years.
- CDRM Group will remain active and functional
- Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.
- There is commitment and support from agencies and departments of government to assist community.

- Community is will to utilize their own resources in preparedness and response as far as possible.
- CDRM Group will train and establish Community Emergency Response Team(s) (CERTs).

Concept of Operations

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

Procedures will be categorized into the following phases:

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

Phase 2: Event, Event Response, Damage Assessment

Phase 3: Recovery

ACRONYMS

AAR – After Action Report

CERT – Community Emergency Response Team

CDRMG – Community-based Disaster Risk Management Group

DRM – Disaster Risk Management

EOC – Emergency Operations Center

NEOC – National Emergency Operations Center

NGO – Non Government Organization

ODPEM – Office of Preparedness and Emergency Management

PDC – Parish Disaster Coordinator/Committee

PEOC – Parish Emergency Operations Center

DEFINITIONS

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

Emergency Operations Center (EOC)

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

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

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

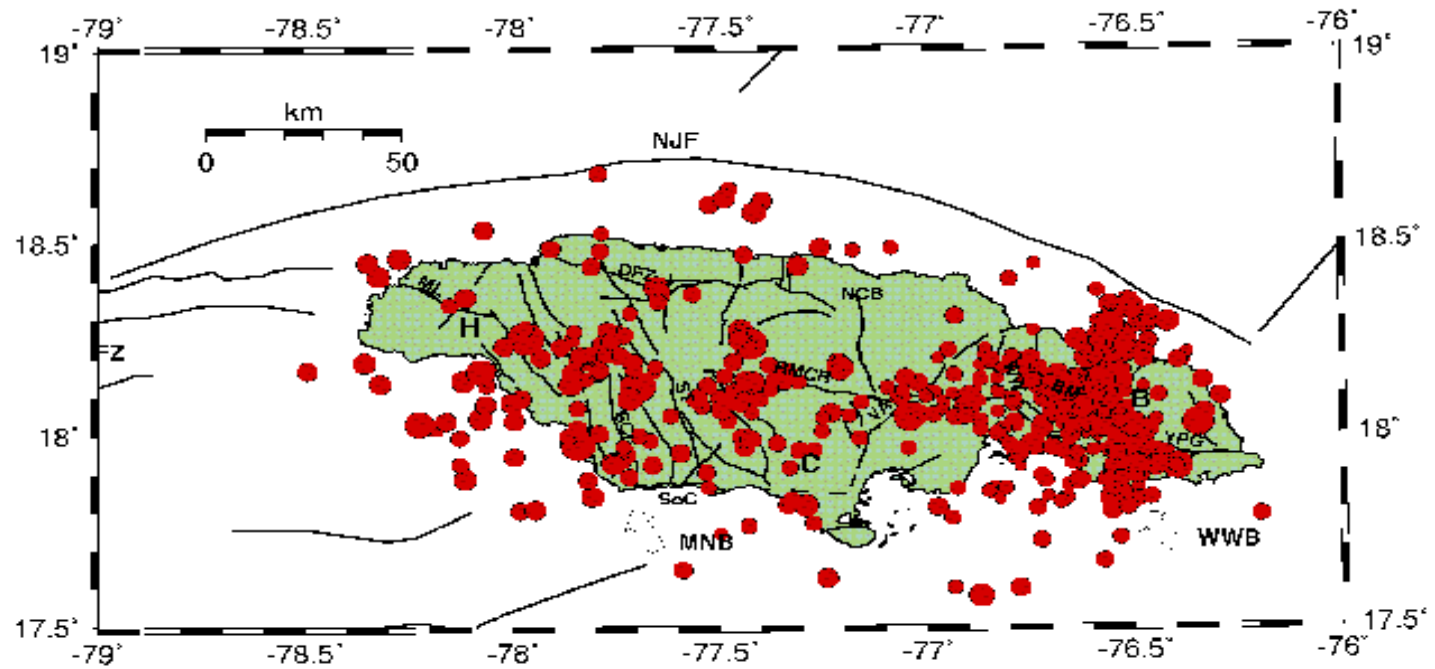
Epicentre: The position on the ground directly above where the slip under the earth's surface first occurs. The magnitude felt is likely to be greatest at this point. The damage is likely to be worst at this point.

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

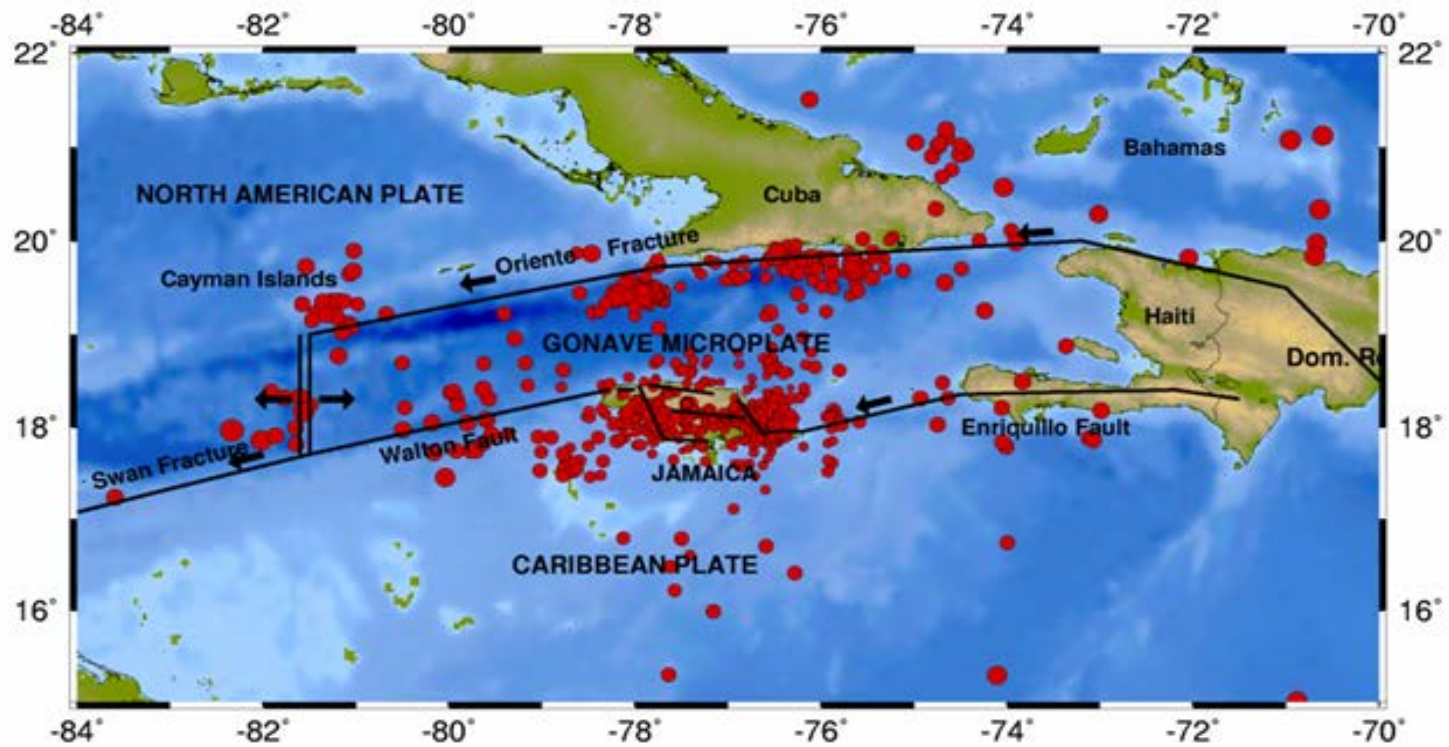
Tremor: The shaking or seismic waves felt or caused by an earthquake or explosion is called a *tremor*.

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

JAMAICA SEISMICITY 1997-2007



The Gonave Microplate



OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
13. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Ms. Primella McNeil Ms. Tameka Harrison
14. Sensitize special needs population	Coordinator – Public Education & Fundraising	
15. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Mr. Owen Lindsay Mrs. Icema Swire Mr. Hubert Minott
16. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
17. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	
18. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education & Fundraising	Ms. Primella McNeil Ms. Tameka Harrison
19. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Ms. Shanekia Reid Mr. Ryan Tugman Mr. William Bryan
20. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	
21. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Mr. Owen Lindsay Mrs. Icema Swire Mr. Hubert Minott
22. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness	
23. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Mrs. Keneisha Thaxter Mr. Courtney Thompson
24. Organize mitigation and prevent projects and	Coordinator – Prevention &	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
work days with technical guidance from relevant agencies (with the help of the PDC.	Mitigation	
25. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Shelter Manager	Ms. Althea Atkinson
26. 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	Mr. Owen Lindsay Mrs. Icema Swire Mr. Hubert Minott
27. 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	Mr. Owen Lindsay Mrs. Icema Swire Mr. Hubert Minott
28. 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)	Mrs. Keneisha Thaxter Mr. Courtney Thompson
29. Community inventory of building quality	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)	Mrs. Keneisha Thaxter Mr. Courtney Thompson
30. Community inventory of road networks and updating of community map	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)	Mrs. Keneisha Thaxter Mr. Courtney Thompson Mrs. Keneisha Thaxter
31. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator – Mitigation and Prevention	Mr. Courtney Thompson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
32. Put mutual aid agreements in place for emergencies such as earthquakes	Coordination – Preparedness	Mr. Owen Lindsay Mrs. Icema Swire Mr. Hubert Minott
33. Meet and assess the community’s state of preparedness for an earthquake	DRM Team	Mr. William Bryan and Team
34. Organize or initiate and support drills <ul style="list-style-type: none"> • Trained community first aiders • Search and rescue personnel • Have first-aid kits prepared • Support for school and business community drills 35. Make available all relevant information on the hazard to the general community 36. Personal for families: - Make sure your family goes over the family disaster plan	Coordinator – Preparedness & Coordinator Response & Recovery	Mr. Owen Lindsay Mrs. Icema Swire Mr. Hubert Minott Mr. William Bryan
37. Protecting the community: <ul style="list-style-type: none"> • Encourage residents to check and address building and roofing strength. Keep yards clear of debris • Keep roads and open lots clear of solid waste and debris. 	Coordinator – Mitigation and Prevention/Coordinator - Preparedness	Mrs. Keneisha Thaxter Mr. Courtney Thompson Mrs. Icema Swire

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team – President/V.P	Mr. William Bryan / Mr. Owen Lindsay
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery	Mr. William Bryan
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator – Response and Recovery.	
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator - Preparedness	Mr. Owen Lindsay Mrs. Icema Swire Mr. Hubert Minott

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
2. 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	Mr. William Bryan
7. Deploy community damage survey teams or assessors 8. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. 9. Check for deaths, injuries and persons needing emergency assistance 10. Conduct first aid and search and rescue operations as necessary 11. Notify PEOC of critical/emergency cases 12. Provide PEOC with status report	Coordinator - Response & Recovery Coordinator - Response & Recovery	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Provide initial damage survey and needs of the community	Coordinator - Response & Recovery	Mr. William Bryan
<p>4. Provide ground reconnaissance intelligence to the PDC.</p> <p>5. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .</p> <p>6. Assist with the establishment and staffing of registration centres.</p>	Coordinator - Response & Recovery	Mr. William Bryan
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.</p> <p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> ▪ Check for sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Check for water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. ▪ Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. ▪ If have to step in water to reach the electric box, call an electrician for advice. 	<p>Coordinator - Response & Recovery</p> <p>Coordinator – Response & Recovery</p> <p>Coordinator – Response & Recovery</p>	Mr. William Bryan

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
4. Check for general sewage and water-line damage in the community. 5. If you suspect there is such damage, call the NWC company and or PDC. 6. Advise community not to drink or prepare food with tap water until notified it is safe to do so.	Coordinator - Response & Recovery	Mr. William Bryan

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Constantly advise the community : <ul style="list-style-type: none"> To conserve water and food To stay living at their homes if it is safe to do so To take particular care with hygiene and sanitary practices Of measures being taken with respect to provision of food and water and restoration of public utilities 	Coordinator - Response & Recovery	Mr. William Bryan
4. Coordinate requests for and offers of assistance through the PEOC. 5. Coordinate reconnaissance and damage assessment teams through the PEOC 6. Ascertain the early requirements for Government assistance in re-establishing the community.	Coordinator - Response & Recovery	Mr. William Bryan
<ul style="list-style-type: none"> Coordinate the establishment, staffing 	Coordinator - Response &	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>and management of emergency shelters for sustained use in community.</p> <ul style="list-style-type: none"> • Encourage persons affected to stay with friends or family as first options. 	Recovery	Mr. William Bryan
<p>Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC</p>	Coordinator - Response & Recovery	Mr. William Bryan
<p>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 11. Continue to provide feedback and assistance to the community through the PDC and PEOC.</p>	Coordinator - Response & Recovery	Mr. William Bryan

PHASE 3: RECOVERY

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>4. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.</p> <p>5. Encourage community members to rebuild bearing in mind mitigation measures (build back better).</p> <p>6. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)</p>	<p>CDRM Team, Public Education and Fundraising Coordinator</p> <p>CDRM Team, Coordinator – Response and Recovery</p>	<p>Ms. Tameka Harrison</p> <p>Mr. William Bryan</p>
<p>7. Update PDC on recovery activities by external agencies/departments/organizations.</p> <p>8. Monitor progress and ensure deficiencies are reported.</p>	<p>Coordinator – Response and Recovery</p>	<p>Mr. William Bryan</p>
<p>6. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.</p>	<p>Coordinator – Response and Recovery</p>	<p>Mr. William Bryan</p>
<p>7. Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> ▪ Challenges in responding to incidents ▪ Which systems were overburdened? ▪ What resources were lacking (human and physical)? ▪ How did the community cope? 	<p>Coordinator – Response and Recovery &</p>	<p>Mr. William Bryan</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> What areas of the SOPs need to be reconsidered? 	CDRM Team Leader	
Revise SOPs as necessary	CDRM Team Leader & Stakeholders	Mr. William Bryan and Team

Acknowledgment

The Fellowship 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. Allison Gordon, Regional Disaster Coordinator-ODPEM, Ms. Denise Lewis, Parish Disaster Coordinator Portland 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,

Mr. William Bryan

Chairman

Fellowship 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 Berridale/Fellowship Zonal Committee and the Parish Disaster Coordinator, Ms. Denise 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.

Allison Gordon, MSc
Regional Disaster Coordinator/Plan Development Facilitator
ODPEM
January 24, 2012