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### **Glossary of Terms**

TERM	DEFINITION
<b>All Clear</b>	An All Clear is a statement issued by the pertinent authority when a threat has passed. The All Clear, for a Hurricane – is when the storm has passed and the associated strong impacts from winds and rains will no longer affect the country/community.
<b>Capacity</b>	A combination of all the strengths and resources available within a community, society or organization that can reduce the level of risk, or the effects of a disaster. Capacity may include physical, institutional, social or economic means as well as skilled personal or collective attributes such as leadership and management. Capacity may also be described as capability
<b>Capacity Building</b>	Efforts aimed to develop human skills or societal infrastructures within a community or organization needed to reduce the level of risk.
<b>Climate Change</b>	The climate of a place or region is changed if over an extended period (typically decades or longer) there is a statistically significant change in measurements of either the mean state or variability of the climate for that place or region.
<b>Coping Capacity</b>	The means by which people or organizations use available resources and abilities to face adverse consequences that could lead to a disaster.
<b>Disaster</b>	A serious disruption of the functioning of a community or a society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources.
<b>Early Warning</b>	The provision of timely and effective information, through identified institutions, that allows individuals exposed to a hazard to take action to avoid or reduce their risk and prepare for effective response.

TERM	DEFINITION
<b>Emergency Management</b>	The organization and management of resources and responsibilities for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation
<b>Emergency Operations Centre (EOC)</b>	A multi-agency coordination centre that provides support and coordination to the on-scene responders.
<b>Hazard</b>	A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.
<b>Hazard Analysis</b>	Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour
<b>Incident</b>	An event that occurs that may lead to an emergency condition.
<b>Local Authorities</b>	Municipalities, Councils and governance Corporations which are the local governance mechanism at Parish level. The terms are used interchangeably.
<b>Mitigation</b>	Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards
<b>Preparedness</b>	Activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.

TERM	DEFINITION
<b>Prevention</b>	Activities to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters.
<b>Recovery</b>	Decisions and actions taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk.
<b>Relief/Response</b>	The provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.
<b>Resilience</b>	The capacity of a system, community or society potentially exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure. This is determined by the degree to which the social system is capable of organizing itself to increase its capacity for learning from past disasters for better future protection and to improve risk reduction measures.
<b>Retrofitting</b>	Reinforcement of structures to become more resistant and resilient to the forces of natural hazards.
<b>Risk</b>	The probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between natural or human-induced hazards and vulnerable conditions
<b>Structural/Non-Structural</b>	Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which

TERM	DEFINITION
<b>Measures</b>	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
<b>Tropical Depression</b>	A cluster of storms organized around a central circulation with surface wind speeds of 38 mph or less.
<b>Tropical Disturbance</b>	A cluster of thunderstorms that are poorly organized.
<b>Tropical Storm</b>	A cluster of smaller storms with substantial rotation and sustained surface winds of 39-73 mph.
<b>Vulnerability</b>	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

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

## **Abbreviations**

<b>AAR</b>	After Action Report
<b>CBO</b>	Community Based Organization
<b>CERT</b>	Community Emergency Response Team
<b>CDC</b>	Community Development Committee
<b>CBDRMG</b>	Community-Based Disaster Risk Management Group
<b>CDRT</b>	Community Disaster Response Team
<b>DRM</b>	Disaster Risk Management
<b>EOC</b>	Emergency Operations Centre
<b>JUTC</b>	Jamaica Urban Transit Corporation
<b>NEOC</b>	National Emergency Operations Centre
<b>NEPA</b>	National Environment Planning Agency
<b>NGO</b>	Non Government Organization
<b>NSWMA</b>	National Solid Waste Management Authority
<b>NWA</b>	National Works Agency
<b>NWC</b>	National Water Commission
<b>ODPEM</b>	Office of Disaster Preparedness and Emergency Management
<b>PDC</b>	Parish Disaster Coordinator/Committee
<b>PEOC</b>	Parish Emergency Operations Centre
<b>RADA</b>	Rural Agricultural Development Authority
<b>SDC</b>	Social Development Commission
<b>WRA</b>	Water Resources Authority
<b>UWI</b>	University of the West Indies



## **PREAMBLE**

### **Name of the Plan**

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

### **Actors**

The key actors involved in the development of the draft plan are the Ginger Hill / Pisgah Community Development Committee, the St.Elizabeth Parish Council and the Office of Disaster Preparedness and Emergency Management, Social Development Commission, the Utility Companies and other NGO's within Whitehouse.

### **Scope of Plan**

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

### **Authority**

This plan was developed with the guidance and assistance of the ODPEM and the Parish Council. Under the Disaster Preparedness and Emergency Management Act 1993, ODPEM has the responsibility for ensuring development of hazard management plans. The ODPEM also has the

responsibility to collaborate with local government authorities and community based organizations in supporting disaster preparedness and mitigation.

### **Responsibility**

The responsibility for updating and testing the plan lies with the Ginger Hill / Pisgah Disaster Committee. This plan is a “living” document, as conditions change (new roads, new houses and residents etc) the plan will have to be revised. The recommended period for review and subsequent revision is one year. Therefore, an annual schedule for review will be conducted.

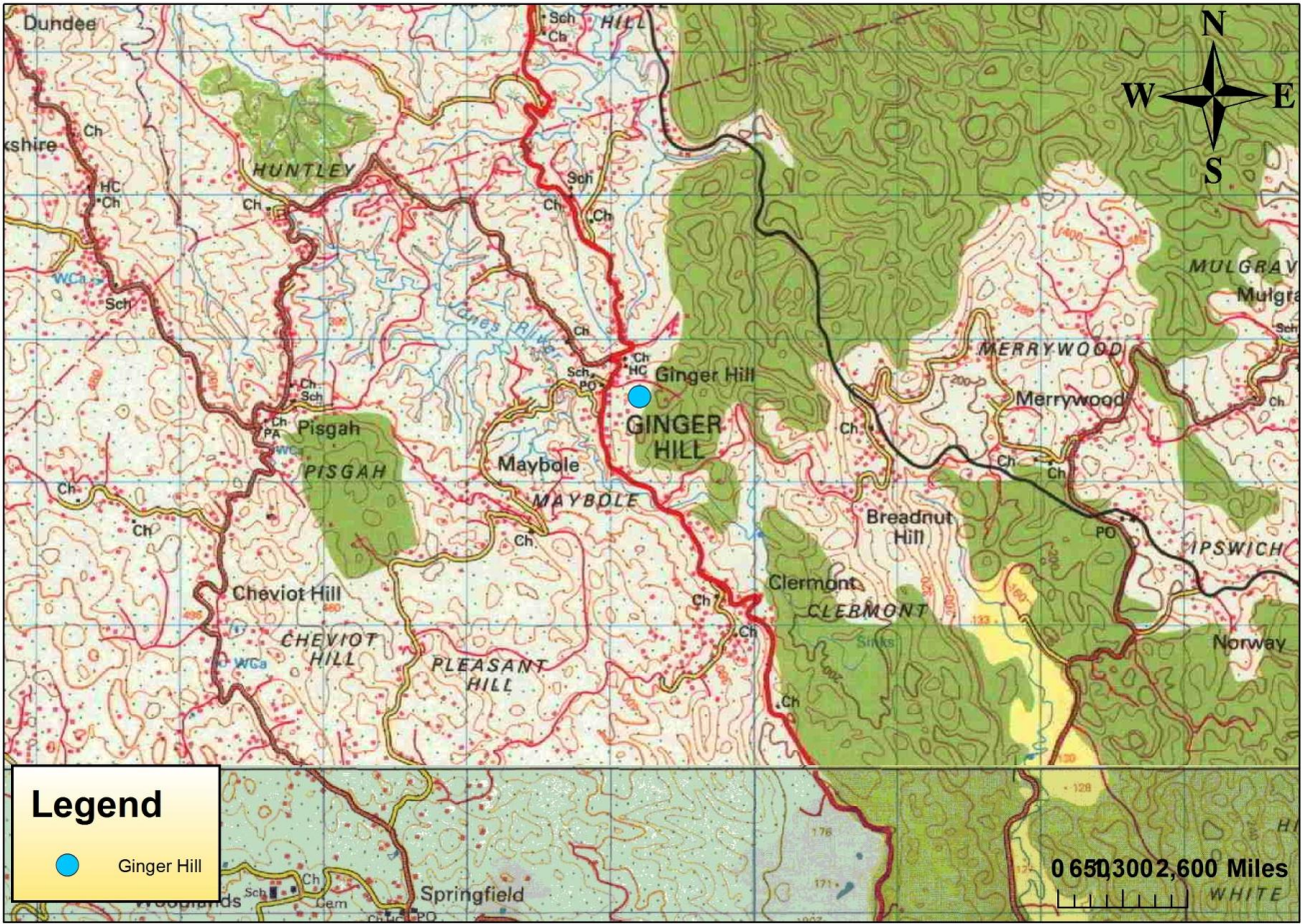
### **Assumptions**

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 Ginger Hill / Pisgah Community Based Disaster Risk Management Plan represents the operational procedures and strategies to be employed at the community level in response to, recovery from and in preparation for a number of hazards. The community will be supported by and will work through the District Sub-Committee of the Parish Disaster Committee and will be closely integrated with the PEOC. Therefore the community disaster risk management plan will draw on other existing parish plans and national plans where necessary for the mounting of an efficient response and preparedness programme. The ODPEM collaborates with the St. Elizabeth Parish Council on Disaster Risk Management matters through the Parish Disaster Committee and the Coordinator. The Standard Operating Procedures (SOP's) contained in the plan reflect national SOP's

LOCATION MAP FOR THE COMMUNITY OF GINGER HILL, ST ELIZABETH



## **COMMUNITY BACKGROUND**

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

Ginger Hill is a rural farming community situated in Northwest St. Elizabeth. The community is located 58km from the parish's capital Black River. Ginger Hill's terrain is best described as hilly and mountainous. Ginger Hill is bordered to the north by Catadupa; to the south by the Middle Quarters Community; to the east by the districts of Breadnut Walk and Merry Wood Community; to the west by the community of Springfield.

The mountainous characteristics of the community account for its diverse climatic conditions. Ginger Hill experiences relatively high levels of rainfall annually; having mostly cool temperatures. The months of October/November and May/June are recorded as peak rainfall periods. Despite having dominant rainfall periods, Ginger Hill suffers from periods of drought.

### **DISTRICTS OF GINGER HILL ARE:**

- Providence
- Mahogany Hill
- Lower Breadnut Walk Line Gate / Claremount
- Carpenters Hill
- Ginger Hill Proper
- Maybole
- Mahogany Hill
- Carpenters Hill

### **SIZE OF COMMUNITY:**

The community of Ginger Hill has an estimated population of 2, 059 according to the Social Development Commission; having approximately 528 households. Of the eight districts that make up the community, the largest are Maybole and Claremount.

The community is serviced by two educational institutions – the Ginger Hill Basic School and the Ginger Hill All Age School. There is situated within the community a Type 1 health care facility, located in Ginger Hill Proper. The Spiritual needs of the community is provided by the thirteen churches that are located within the community.

### **ECONOMIC DATA:**

Ginger Hill is made up of mostly service oriented occupations; such as shops and market sales. Other occupations include those of trade, craft and agriculture. Agriculture however stands as predominant income earner for the community. Agricultural activities include the cultivation of ground Provisions as well as livestock rearing. Agricultural products are sold in local markets or used in homes.

## **SUMMARY OF MAIN HAZARDS:**

The main hazards affecting the Ginger Hill community are

- Landslides
- Hurricanes

These hazards result in different disasters in the community especially economically due to the frequent land slippage as the community is predominantly involved in farming.

As it relates to hurricanes residents are affected by the strong winds as they lose roofs and crops as well as the heavy rain that may come may lead to the land slippage previously mentioned.

## **Disaster Risk Management (DRM) Organizational Structure**

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 A.

<b>EXECUTIVE MEMBERSHIP POST</b>	<b>NAME/RESPONSIBILITY</b>	<b>TELEPHONE</b>
Chairman	Lucilline Watson	446-1644
Secretary	Antonette Brown	449-3744
Treasurer	Barbara Kerr	862-3169
Asst Secretary	Hermin Black	849-8304
<b>ROLES</b>		
Coordinator – Public Education and Fund Raising	Ralford Taylor – Public Relations	363-3403
Coordinator – Vulnerability & Risk Identification	Lucilline Watson	
Coordinator – Prevention & Mitigation	Lucilline Watson	
Coordinator – Response & Recovery	Ralford Taylor	
Coordinator – Preparedness	Lucilline Watson	



## CONTACT LIST

Agency/ Organization/ Representative	Nature of Relationship	Contact Person	Contact Number
Jamaica Fire Brigade	Emergency assistance		110 965-2222
National Works Agency	Road maintenance		965-2242
Jamaica Constabulary Force	Law and order	Sgt. Valerie Williams	610 6219
Social Development Commission	Community assistance	Elizabeth Sanderson	342 2856
Rural Agricultural Development Agency	Agricultural needs	Junior Hendricks	871-7116
Parish Council	Disaster Preparedness Coordinator and Parish Councillor	Mr. Shane Taylor Mr. Earnest Hendricks	429-0202 579 3494
National Water Commission	Water distribution and maintenance		399-1887/965-2301
Ginger hill Community Benevolent Society	CBO	Lucilline Watson – President	4461644
		Antonette Brown – Secretary	4493744
		Barbara Kerr – Treasurer	8623169
		Hermin Black – ass. Secretary	8498304
		Ralford Taylor – Public Relations	3633403

## **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 channelled 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 channelled 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 channelled 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 1: Historical Overview of Disasters**

Hazard, Year	Impact	How did the Community Cope?
Hurricane Gilbert, 1988	No utility for months , loss of roofs	
Fire, 1980s	Ginger Hill Post Office destroyed by fire.	Found a new location to operate from.
Hurricane Ivan, 2004	Land slide, roofs lost	Skilled persons assisted to put on roofs
	Road between Pisgah and Ginger Hill broke away.  Farmers were affected in carrying their produce,	Taxies would transport residents to one point of the bridge, residents would crawl across break-away and get picked up by another taxi.  In addition, some residents chose to take alternate route but at the expense of much higher fares. The councillor had to assist the community with the use of a back hoe to clear road
Hurricane Dennis	Residents suffered significant damage to crops and houses	
Hurricane Dean 2007	Few houses were damaged	SDC & RADA came and assisted with seeds and fertilizers for farmers to start over. Most farmers benefited.

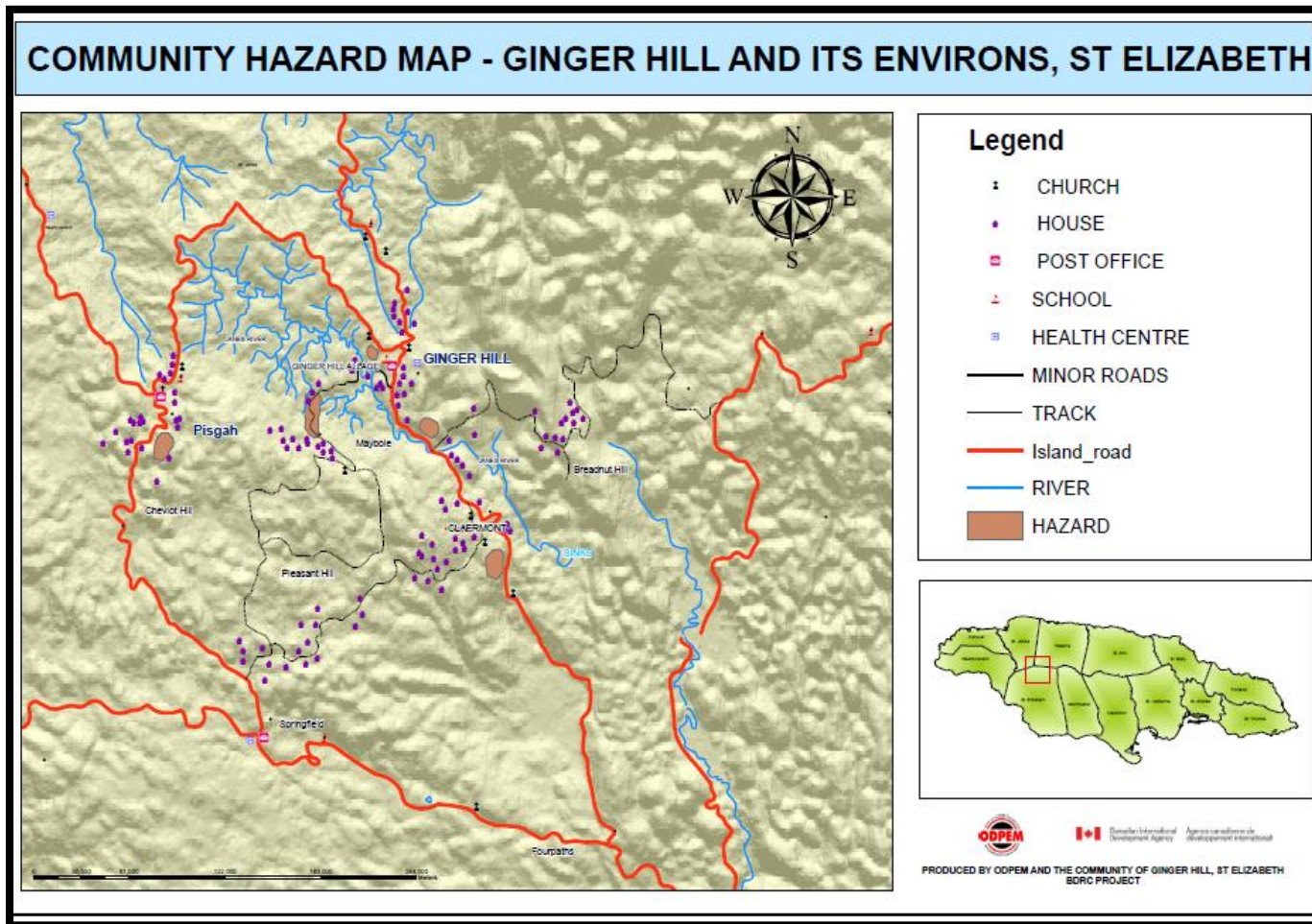
Hazard, Year	Impact	How did the Community Cope?
	Farming produce were damaged	
Fire, 2008	Fire destroyed a wholesale which the community benefited greatly.	Residents incurred costs had they had to pay to travel to another community to purchase goods.
Tropical Storm Gustav, 2008	<ul style="list-style-type: none"> <li>• Maybole road was damaged, it was breaking away.</li> <li>• Few roofs were lost or damaged (twisted).</li> <li>• Damage to crops and livestock.</li> </ul>	1 lane traffic was used to travel
Tropical Storm Nicole	<ul style="list-style-type: none"> <li>• Great damage to crops.</li> <li>• Landslides reported throughout the community.</li> </ul>	

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

Hurricanes:

- Be prepared during the Hurricane season. Buy goods (flashlight, matches, batteries)
- Clear surroundings of hanging limbs and trees that pose a threat.
- Keep drains clean. Be your neighbour's keeper
- Have water stored ( Large tanks)

## New River Hazard Map



## **Identification of Future Hazards**

**PR1** 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.

HAZARD	POSSIBLE IMPACT
Landslides	<ul style="list-style-type: none"><li>• Economic – Crops and animals slide away with soil</li><li>• Physical – Debris from slippage blocks roads</li></ul>
Hurricane	<ul style="list-style-type: none"><li>• Economic – Top soil blown away or washed away</li><li>• Physical – Poles fall, roofs displaced</li></ul>
Earthquake	<ul style="list-style-type: none"><li>• Items falling on residents</li><li>• Separation of family</li></ul>
	<ul style="list-style-type: none"><li>• Injury to persons from damage to light wires</li><li>• Injury to persons and no medical aid available</li><li>• Disruption of Transportation</li></ul>

## 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.

### **PR3 - Vulnerability summary, Possible Impact & Corrective Actions to Reduce Community Vulnerability**

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTIONS
Landslide	<ul style="list-style-type: none"><li>• Utilities- Water pipes break off</li></ul>	Crop and animals slide away with soil	Trenches can be built
	<ul style="list-style-type: none"><li>• Transport- Roads Blocked (Claremont needs to be widened.</li><li>• Bridges damaged- (Maybole bridge needs rail and fixing)</li></ul>		
Earthquake	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>• Items falling on residents</li><li>• Separation of family</li><li>• Injury to persons from damage to light wires and gas containers</li><li>• Injury to persons and no medical aid available</li><li>• Disruption of transportation</li></ul>	<ul style="list-style-type: none"><li>• Do a HAZARD HUNT in your homes and places of work &amp; worship and secure things that can fall.</li><li>• Establish a meeting place where you can all reunite</li><li>• KNOW where your gas, electric and water main shutoffs are and how to turn them off if there is a leak or electrical short. Make sure older members of the</li></ul>

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTIONS
			<p>family can shut off utilities</p> <ul style="list-style-type: none"> <li>LOCATE your nearest fire and police stations and emergency medical facility</li> <li>TAKE Red Cross First Aid and CPR Training Course</li> <li>keep some emergency supplies--food, liquids, and comfortable shoes, for example--at work</li> </ul>
Hurricane	<ul style="list-style-type: none"> <li>Homes</li> <li>Electricity</li> <li>Roads</li> </ul>	<ul style="list-style-type: none"> <li>Top soil blown away or washed away</li> <li>Roofs are destroyed from strong winds (most Districts)</li> <li>Burst light wires and sometimes poles fall</li> <li>Fallen trees block roads (Temporary)</li> </ul>	<ul style="list-style-type: none"> <li>Cut dirt trenches</li> <li>Reinforced roofs</li> <li>Issue warnings about how to deal with fallen wires.</li> </ul>
Drought	<ul style="list-style-type: none"> <li>Farm lands</li> <li>Livestock</li> <li>Cattle</li> <li>people</li> </ul>	Water would be low	Community Should be able to buy water.



## **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

### **PR4 - Corrective Actions to Reduce Community Vulnerability**

<b>VULNERABILITY</b>	<b>CORRECTIVE ACTIVITIES/ACTION</b>	<b>RESOURCES NEEDED</b>
<b>Environmental</b>		
Landslide	<ul style="list-style-type: none"><li>Plant trees for wind break</li></ul>	<ul style="list-style-type: none"><li>Seeds to plant trees to hold the soil</li><li>Forestry</li></ul>
	<ul style="list-style-type: none"><li>Move animals to safer areas once heavy raining starts.</li></ul>	<ul style="list-style-type: none"><li>Community Members</li></ul>
	<ul style="list-style-type: none"><li>Clean drains to channel water off road so as to reduce the likelihood of the soil getting too loose from excessive water saturation.</li></ul>	<ul style="list-style-type: none"><li>NWA</li><li>Community Members</li><li>Parish Council</li></ul>
	<ul style="list-style-type: none"><li>Reinforce roofs</li></ul>	<ul style="list-style-type: none"><li>Zinc, nails</li></ul>
	<ul style="list-style-type: none"><li>Prune trees</li></ul>	<ul style="list-style-type: none"><li>machetes</li></ul>

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
<b>Social/Economic</b>		
Loss of crops	<ul style="list-style-type: none"> <li>Cut trenches</li> </ul>	<ul style="list-style-type: none"> <li>Shovels, fork</li> <li>RADA</li> </ul>
Loss of roofs	<ul style="list-style-type: none"> <li>Reinforcement of Roofs</li> </ul>	<ul style="list-style-type: none"> <li>Zinc</li> <li>Nails</li> <li>Hurricane Straps</li> </ul>
Damage to light wires and items from branches	<ul style="list-style-type: none"> <li>Prune tress</li> </ul>	<ul style="list-style-type: none"> <li>St. Elizabeth Parish Council</li> <li>Power Saw</li> <li>Machetes</li> <li>JPS</li> </ul>
<b>Health Related</b>		
Threat of epidemic outbreak from mosquito infestation	<ul style="list-style-type: none"> <li>Repair all broken pipes, fogging, treatment of water sources for mosquito larva, proper disposal of cans, tyres and other containers that can collect water.</li> </ul>	<ul style="list-style-type: none"> <li>Ministry of health,</li> <li>Parish Council,</li> </ul>
Contamination of water supply	<ul style="list-style-type: none"> <li>Treatment of Water</li> <li>Boil Drinking water</li> <li>Storage of Water</li> </ul>	<ul style="list-style-type: none"> <li>Ministry of Health</li> <li>ODPEM</li> </ul>

## Priority Listing of Hazards

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

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

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

### PR5 - Priority Listing of Hazards

Hazard	Probability of Occurrence	IMPACT ON COMMUNITY					
		People	Buildings	Infrastructure	Critical Facilities	Livelihoods	Total
Landslide	3	2	1	3	2	3	33
Hurricanes	3	2	3	1	2	3	33

Based on the matrix, the priority ranking of hazards that currently affects Ginger Hill are as follows:

- Landslides and Hurricanes share the same level of priority, where the total reveals they are of Highest impact and very likely to occur.

## **Community Resources and Capacity Analysis**

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

### **PR6 - Capacity and Resource Analysis**

<b>Capacity</b>	<b>Type of Resource</b>	<b>Task</b>
Skills: eg.	Carpenters, nurses, teachers, construction workers	To give assistance to persons in the community to batten down in the case of a hurricane  Repair of buildings and homes throughout the community  Temporary barricades to prevent land slippage  Nurses to Render First Aid assistance
Knowledge	Time line and seasonal calendar available. Contact List  Community access to cell phone service	To make sure all persons on contact list are informed of the situation and be prepared to move to shelter.
Networks	Ginger Hill Benevolent Society/Community Disaster Response Team	*To inform agencies such as (Parish Council, Member of Parliament Office, NWA, ODPEM) outside of the community of present situation as well as garner their assistance.

Capacity	Type of Resource	Task
Transportation	Taxis/robots, Private vehicles, backhoe, trucks, and tractors	To assist with transportation of persons to shelter and hospitals after the disaster
Buildings	Block and steel, block & ply, and board	Reinforcement, batten down, to secure property
Means of Care	Ginger Hill Church of God Basic School	Educate parents through PTA about Disaster Preparedness and mitigation.
Medical Care	Ginger Hill Health Clinic	To provide First Aid assistance to the community.
Means of communications	3 Cell phones towers in the community.	To communicate to persons/shut-ins about pending disaster.
Commercial Enterprise	Block Factory/hardware, small shops.	Provide batten down materials in preparation for hurricane,  Shops to provide for residents to stock up on food for hurricane.

## 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.

### PR7 - Areas Which Should Not Be Developed

The following areas in the table below were identified by the community as being unsuitable for future development because of the vulnerability of these areas to hazards.

AREA	REASON
Carpenters Hill	Mountainous terrain, prone to landslides hence social development is not recommended
Mahogany hill	Poor road network

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

**PR8 - Suitable Areas for Development**

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
Merry Hill	Development of infrastructure such as road
Ginger Hill	Development of critical facilities specifically a Post Office
Maybole	Social development :- Development of a basic school
Carpenters Hill	Structural Development- Development of road network

***\*No special Areas for development identified***

### **Community Mitigation Activities**

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

#### **PR10 - Community Mitigation Activities**

HAZARD	ACTIVITY	TIMEFRAME
Land Slippage	<ul style="list-style-type: none"><li>Planting of Trees</li></ul>	<ul style="list-style-type: none"><li>All year round</li></ul>
Flooding	<ul style="list-style-type: none"><li>Cleaning of drains</li></ul>	<ul style="list-style-type: none"><li>Twice per year</li></ul>

### **Mitigation Activities Requiring External Help**

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

#### **PR11 - Mitigation Activities Requiring External Help**

HAZARD	ACTIVITY	AGENCY
Landslide	<ul style="list-style-type: none"><li>Backhoe removal of debris</li></ul>	<ul style="list-style-type: none"><li>Parish Council</li></ul>
	<ul style="list-style-type: none"><li>Build walls and drains</li></ul>	<ul style="list-style-type: none"><li>National Works Agency</li></ul>



	<ul style="list-style-type: none"> <li>• Clinic to be equip</li> </ul>	<ul style="list-style-type: none"> <li>• Red Cross</li> </ul>
Hurricane	<ul style="list-style-type: none"> <li>• Power saw to remove debris such as fallen trees from the road way</li> </ul>	<ul style="list-style-type: none"> <li>• National works Agency, Parish Council</li> </ul>

### **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.

#### **PR11 - Community Mitigation Action Plan**

<b>Hazard Impact</b>	<b>Mitigation Required</b>	<b>Areas for Improvement</b>	<b>Timeframe for Action Plan</b>	<b>Priority Ranking</b>	<b>Resource</b>
Loss of Farm Produce	Plant more trees for wind breakers, Development of a better drainage network as water runs into farms			1	Seeds of fruit trees that will give income in addition
Loss Of animals	Move animals in when rainfall is expected	—	—	1	-
Road Destruction	Clean drains and develop better drainage system	Ginger Hill Road Way Mahogany Hill	Over 1 year	2	Cement , mall, shovels, barrows

## **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.

### **PR12 - Risk Transfer**

<b>INFORMAL risk transfer options</b>	Partner Schemes
	Community Response in helping each other
<b>FORMAL risk transfer options</b>	State agency
	Insurance of property and Items
	NGO- JSIF, ADRA, CIDA, etc.

## **TRAINING**

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 listed in **PR13** have been identified as being necessary for the community.

<b>Community Member/Team</b>	<b>Training Activity</b>	<b>Agency or Source</b>	<b>Who responsible to Organize</b>	<b>Time Frame</b>
Bertram Blackwood	First Aid	Red Cross	Completed	2 days
Antoinette Brown			Completed	
Ginger Hill Benevolent Society, Pisgah CDC	Land Search and Rescue	Fire Department	Completed	2 days
Ginger Hill Benevolent Society, Pisgah CDC	Initial Damage Assessment		SDC, PC & ODPEM	2 days

## **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. **PR14** gives a list of efforts to be carried out in the Ginger Hill Community.

<b>Hazard</b>	<b>Public Education Action</b>	<b>Public Education Strategy</b>	<b>Timeline</b>	<b>Responsibility</b>
Hurricanes	Disaster Sensitization	Community meetings	March - June	Ms Sanderson, CERT( Benevolent Society
Landslides	Building zones, drainage, tree planting to hold soil	Use outside resources RADA to come and present at a community meeting.	On going	Benevolent Society

## **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

#### **PR15 - Community Monitoring Programme**

<b>SITUATION</b>	<b>RESPONSIBILITY</b>
Hazardous or dangerous situations in the community	Ms. Lucilline Watson
Listening to the radio for official information	Mr. Ralford Taylor
Monitoring marine weather forecasts	Ms. Antonette Brown
Liaising with the Parish Disaster Committee and Coordinator and ODPEM	Ms. Lucilline Watson
Other	Ms. Lucilline Watson

## **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.

### **PR16 - Community Early Warning System**

<b>Hazard</b>	<b>Method of Delivery</b>	<b>Target Group</b>	<b>Responsibility</b>
Hurricane	Word of mouth, cell phones, listening to the radio	Shut In	CERT
	Cell phones, word of mouth	CERT Other community members	Lucilline Watson CERT
Landslide	Word of mouth. NB. It is in noticing cracks and continuous rainfall that residents will sound the warning of possible land slippage and remove if Shut Ins are at risk based on their location.	Shut In Other community members	CERT Lucilline Watson

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

**PR17 - Early Warning Activity and Responsibility**

HAZARD	ACTIVITY	RESPONSIBILITY	MEANS
<b>Hurricane and Flooding</b>	*Warn Special Needs residents	Ms. Antonette Brown	Foot, cars,
	Old and sick persons	Ms. Lucilline Watson	Foot, cars,
	Persons with disabilities	Ms. Lucilline Watson	Foot, cars
	Mothers and babies and young children	Ms. Antonette Brown	Foot, cars
	The School	Ms. Lucilline Watson	Foot, cars,
	Members of the community who are at sea		
	Evacuation zones residents		
	Line Gate/Clair Mount	Tessa White	
	Carpenters Hill	Lucilline Watson	
	Ginger hill Proper	Sheryl Anderson	
	Maybole	Ernest Hendricks	
	Providence	Prince Rowe	
	Mahogany Hill	Hermin Black	
	Lower Breadnut Walk Carpenters Hill	Cyril Martin Dakari Sanderson	
	Mahogany Hill	Ranford Taylor	

	Rest of Community	DRM Team	Foot, cars
	Update ODPEM	Ms. Lucilline Watson	Phone
	Update PDC	Ms. Lucilline Watson	Phone



## **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.

### **PR18 - Areas to be Evacuated**

HAZARD	Area for Evacuation	Reasons for Evacuating
Land Slippage	From Ginger Hill Cross Road to Wash foot Gully ( Border of St. Elizabeth and St. James)	Heavy rain will lead to land slippage

## **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.

### **PR19 - Evacuation Route and Mode of Transportation to Emergency Shelter**

<b>Area for Evacuation</b>	<b>Priority (High, Medium, Low)</b>	<b>Shelter</b>	<b>Evacuation Route</b>	<b>Transportation Mode</b>	<b>Resources</b>
From Ginger Hill Cross Road to Wash foot Gully ( Border of St. Elizabeth and St. James)	High	Ginger Hill All Age School. N.B The Ginger Hill All Age School is not a registered shelter but it is where the residents go in time of disasters for refuge.	Ginger Hill Main Road	Walk	Vehicles to move the elderly or persons otherwise unable to move.

**PR20 - Evacuation Procedures**

ACTIVITY	RESPONSIBILITY
Evaluate threat and liaise with PDC/ODPEM on need for evacuation	Ms. Lucilline Watson
Alert residents on possible evacuation	DRM team, Pisgah CDC
Decide on timing	Ms. Lucilline Watson
Ensure special needs population is assisted	Antonette Brown
Organize transportation	Ms. Lucilline Watson
Identify route to be used	Ms. Lucilline Watson
Ensure shelter is available	Ms. Lucilline Watson Mr. Prince Rowe
Start Evacuation	DRM team
Check that all areas have been evacuated	Ms. Lucilline Watson
Inform PDC	DRM team, Pisgah CDC
	Ms. Lucilline Watson

## Evacuation Team

District/Area	Evacuation Team/Person	#of Households in Area	Vulnerable Group and #'s to Evacuate	Team Responsibility
Line Gate / Clair Mount	Tessa Waite		Disabled, elderly	Mobilize group to remove vulnerable
Carpenters Hill	Lucilline Watson		Disabled, elderly	Mobilize group to remove vulnerable
Ginger Hill Proper	Sheryl Anderson		Disabled, elderly, mentally ill	Mobilize group to remove vulnerable
Maybole	Ernest Hendricks		Disabled, elderly	Mobilize group to remove vulnerable
Providence	Prince Rowe		Disabled, elderly	Mobilize group to remove vulnerable
Mahogany Hill	Hermin Black		Disabled, elderly	Mobilize group to remove vulnerable
Lower Breadnut Walk	Cyril Martin		Disabled, elderly	Mobilize group to remove vulnerable
Carpenters Hill	Dakari Sanderson		Disabled, elderly	Mobilize group to remove vulnerable
Mahogany Hill	Ranford Taylor			Mobilize group to remove vulnerable

## Shelter

The table below highlights the designated shelters for the community. All persons are encouraged to carry food to last them for three days.

### PR21 - List of Official and Unofficial Emergency Shelters

Shelter Name and Location	Access Route to Shelter	Type of Use	Condition of Shelter	Area Served	Shelter Manager & Team ( name, contact)	Agency/Liaison Officer (name, contact)
Ginger Hill All Age School	Ginger Hill Main Road	To house residents in hurricanes	Very Good Condition	All eight districts in Ginger Hill	Prince Rowe and the Benevolent Society/ CERT	Ms Sanderson, Lucillyn Watson, Bertram Blackwood
<b>N.B</b> The Ginger Hill All Age School is not a registered shelter but it is where the residents go in time of disasters for refuge.						

## **Preparedness Action Plan**

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

### **PR22 - Community Preparedness Action Plan**

<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>	<b>TIMEFRAME</b>
Clean all drains	Councillor, Parish Council	1 month before rainy season begins
Train team members	Parish Disaster Preparedness Coordinator,	Ongoing
Replenish First aid/SAR kits	Ms. Lucilline Watson/DRM team	Immediately after major catastrophic event
Make arrangements for access to relief and emergency supplies*	Parish Disaster Preparedness Coordinator	Ongoing
Start hurricane awareness	Parish Disaster Preparedness Coordinator, SDC	Prior to start of Hurricane season

## **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.

### **PR23**

Type of Exercise/Drill	# of Drills per Year	Date of Next	Organizer (Who responsible)
Earthquake	1	To be determined	Chairman
Fire	1	To be determined	Chairman

## **RESPONSE AND RELIEF**

### **Instructions for DRM Team**

The Ginger Hill DRM Team (Benevolent Society) base will be located at the Ginger Hill Church of God. It will serve as an information centre for community members to access information regarding the effect of the disaster; or any other related status update; It is also where IDA team members will channel their status reports. The Ginger Hill All-Age school will serve as a shelter.

The DRM team will forward information to the Parish Emergency Operations Centre (PEOC) through team leader, Ms. Lucilline Watson. Ms. Watson along with Ms. Antonette Brown will be responsible for communicating reliable and accurate public information to the Ginger Hill Community. The Disaster Risk management team will also develop an inventory of affected property and assess damage where possible as well as secure the perimeter areas deemed unsafe.

The President shall be empowered to publicly declare an emergency upon advisement after reports are made to the Parish Emergency Operation Centre that reflect unbearable conditions, or if 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;

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

<b>Activity</b>	<b>Responsibility</b>	<b>Parish Disaster Coordinator</b>
Search & Rescue (check on elderly & shut ins)	Ms. Lucilline Watson	Parish Disaster Coordinator
Check for deaths injuries and persons in need of emergency assistance	Antonette Brown	Parish Disaster Coordinator
Check if any members of the community are missing at sea	Ms. Lucilline Watson	Parish Disaster Coordinator
Call for emergency assistance	DRM Team, Pisgah CDC	Parish Disaster Coordinator
Update PDC/ODPEM	Ms. Lucilline Watson	Parish Disaster Coordinator
Update Community	Ms. Lucilline Watson	Parish Disaster Coordinator
Distribution of food (relief items)	Ms. Lucilline Watson	Parish Disaster Coordinator
Clean up exercise	DRM Team, Pisgah CDC	Parish Disaster Coordinator

## **Initial Damage Assessment**

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

### **PO2: Initial Damage Assessors**

ACTIVITY	RESPONSIBILITY	REPORTS RECEIVED
Send out rapid assessment team		
Check on:		
Roads opened/closed	Benevolent Society(DRM team)	President of Benevolent Society to Parish Coordinator
Roads In need of urgent repair to provide access	Benevolent Society(DRM team) Pisgah CDC	President of Benevolent Society to Parish Coordinator
Power:		
Fallen lines, poles transformers	Benevolent Society(DRM team) Pisgah CDC	President of Benevolent Society to Parish Coordinator
Live wires	Benevolent Society(DRM team) Pisgah CDC	President of Benevolent Society to Parish Coordinator
Water and Sewage		

ACTIVITY	RESPONSIBILITY	REPORTS RECEIVED
Broken/missing water mains	Benevolent Society(DRM team) Pisgah CDC	President of Benevolent Society to Parish Coordinator
Water available	Benevolent Society(DRM team) Pisgah CDC	President of Benevolent Society to Parish Coordinator
Sewage pipes broken/leaking	Benevolent Society(DRM team) Pisgah CDC	President of Benevolent Society to Parish Coordinator
<b>Describe State of:</b>		
Community	Ms. Lucilline Watson	
Schools	Benevolent Society(DRM team) Pisgah CDC	
Clinic	Betram Blackwood Antonette Brown	
Church	Benevolent Society(DRM team) Pisgah CDC	
Shops and businesses	Benevolent Society(DRM team) Pisgah CDC	

ACTIVITY	RESPONSIBILITY	REPORTS RECEIVED
Boats and fishing gear	Ms. Lucilline Watson	
Mangroves, environment	N/A	

Names of Assessors	Areas/ Zones Assigned	Type of Assessment (Buildings, Agriculture, Welfare etc)
Benevolence Society / CERT:		Each assessor carries out a holistic assessment of all areas to include buildings, agriculture, infrastructure etc.
Tessa Waite	Line Gate / Clair Mount	
Lucilline Watson	Carpenters Hill	
Sheryl Anderson	Ginger Hill Proper	
Ernest Hendricks	Maybole	
Prince Rowe	Providence	
Hermin Black	Mahogany Hill	
Cyril Martin	Lower Breadnut Walk	
Dakari Sanderson	Carpenters Hill	
Ranford Taylor	Mahogany Hill	



## **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.

### **PO2: Community Damage Assessors**

<b>Type of Assessment ( Buildings, Agriculture, Welfare etc)</b>	<b>Team Leader (Name, Contact)</b>	<b>Agency Report is to be Submitted to</b>	<b>Time Frame</b>
Initial Assessment			
Buildings, utilities and infrastructure	Lucilline Watson 446-1644	M.P	1 week
Welfare	Lucilline Watson 446-1644	MLSS	1 week
Agriculture	Lucilline Watson 446-1644	RADA	1 week
Preliminary assessment			
Buildings, utilities and infrastructure	Lucilline Watson 446-1644	M.P	1 week
Welfare	Lucilline Watson 446-1644	MLSS	1 week
Agriculture	Lucilline Watson 446-1644	RADA	1 week

## **Response Action Plan**

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

### **PO3: Community Response Action Plan**

<b>RESPONSE ACTIONS IN ORDER OF PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>AGENCY TO REPORT TO</b>
Evacuation Route Management	Ms. Lucilline Watson	Fire Department
Evacuation	Ms. Lucilline Watson	Parish Council/ODPEM
Trucking of Water	Ms. Lucilline Watson	Councillor/Parish Council
Alternative Sources of Lighting	Community	JPS / Parish Council
Search and Rescue	Benevolent Society(DRM team) Pisgah CDC	Fire Department
Children Welfare and the Disabled	Ms. Lucilline Watson	MLSS
Initial Damage Assessment	Benevolent Society(DRM team) Pisgah CDC	Parish Council
Welfare Assessment	Lucilline Watson	MLSS
Distribution of relief supplies	Lucilline Watson	MLSS
First Aid	Bertram Blackwood Antonette Brown	Red Cross

#### **PO4: Relief Assistance**

ACTIVITY	RESPONSIBILITY
Identify members of community who have:	
Received damage	DRM team
Need shelter	Benevolent Society(DRM team) Pisgah CDC
Lost means of income	Benevolent Society(DRM team) Pisgah CDC
Need assistance	Lucilline Watson
Identify members of the community in need of psycho-social support or counselling	Benevolent Society(DRM team) Pisgah CDC
Compile list and update PDC, ODPEM	Lucilline Watson



### **P05 - Recovery Action Plan**

<b>Activity</b>	<b>Priority</b>	<b>Responsibility</b>	<b>Time frame</b>	<b>Cost</b>
Cleaning up of land slippage	2	Lucilline Watson NWA	Two weeks	Determined by Estimate
Rebuilding and repairing roofs	1	Ginger Hill Benevolent Society  Wider Community	Two weeks minimum  Dependent on the extent of damage	Determined by Estimate
Check your home's foundation, and surrounding land for damage	4	Ginger Hill Benevolent Society	Two weeks	Nil
Look for and report broken utility lines to appropriate authorities	5	Mr. Ralford Taylor - Ginger Hill Benevolent Society  Jamaica Public Service	One week	Nil
Replant damaged ground as soon as possible because erosion caused by loss of ground cover can lead to flash flooding.	3	Ginger Hill Benevolent Society	Most fragile areas- Two weeks  Potential areas- ongoing	

**APPENDIX 1**  
**VULNERABLE POPULATION**

<b>Vulnerable Group/ Person &amp; Contact Info</b>	<b>Type of Vulnerability (disability &amp;/or hazard</b>	<b>Location of Vulnerable</b>	<b>Next of Kin/ Care Giver &amp; Contact Info.</b>	<b>CDRT/CERT member Responsible</b>	<b>Responsibility (what to do)</b>
Rosetta Barracks ( 78)	Elderly, Shut In	Ginger Hill	Hermin Black 857-4381		Move to shelter
Melford Barracks ( 84)	Hypertensive, Shut In	Ginger Hill	Hermin Black 857-4381		Move to shelter
Cyril Barracks ( 80)	Physical disability, loss of leg	Ginger Hill	Delbert Lawrence 858-6624		Move to shelter
Vera Rankin ( 98)	Immobile, shut in	Carpenters Hill	Ranford Taylor 363-3403	Lucilline Watson	Move to shelter
Jonathan Ball	Elderly	Providence, Ginger Hill	Lorretta Williams		Move to shelter
Florence Ball	Elderly	Providence, Ginger Hill	Lorretta Williams		

**APPENDIX 2**

The community of Ginger Hill does not own emergency supplies. Any equipment needed will be made available at the discretion of the individual farmers.

### **APPENDIX 3**

#### **Items required externally**

<b>Items Required</b>	<b>Quantity</b>	<b>Source Agency/Business</b>	<b>Responsibility</b>
First Aid Kit	7	Red Cross	Lucilline Watson
Power Saws	2	ODPEM/ Hardware/Parish Council	
Wheel Barrows <sup>3</sup>		ODPEM/ Hardware/Parish Council	
Shovels	6	ODPEM/ Hardware/Parish Council	
Helmet	12	ODPEM/ Hardware/Parish Council	
Forks	3	ODPEM/ Hardware/Parish Council	
Weed Wacker	3	ODPEM/ Hardware/Parish Council	
Water Boots	12	ODPEM/ Hardware/Parish Council	
Gloves	12	ODPEM/ Hardware/Parish Council	
Flashlights	6	ODPEM/ Hardware/Parish Council	
Ropes ( Bungy Cord)		ODPEM/ Hardware/Parish Council	
Rain Coats	12	ODPEM/ Hardware/Parish Council	
Tarpaulin		ODPEM/ Hardware/Parish Council	
Fire Extinguisher	1	ODPEM/ Hardware/Parish Council	

## **APPENDIX 4**

### **Stakeholder Partnerships**

The stakeholder analysis represents the relationship between Ginger Hill 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.

<b>Agency/ Organization/ Representative</b>	<b>Nature of Relationship</b>	<b>Contact Person</b>	<b>Contact Number</b>
Jamaica Fire Brigade	Emergency assistance		
National Works Agency	Road maintenance		
Jamaica Constabulary Force	Law and order	Sgt. Valerie Williams	610 6219
Social Development Commission	Community assistance	Elizabeth Sanderson	342 2856
Rural Agricultural Development Agency	Agricultural needs		
Parish Council	Disaster Preparedness Coordinator and Parish Councilor	Ms. Renee Britton and Mr. Earnest Hendricks	416 2096 (Ms) 579 3494 (Mr)
National Water Commission	Water distribution and maintenance		
ODPEM	Regional Coordinator	Camille Beckford	9069674-5

## **APPENDIX 5**

### **CDRM GROUP**

### **HURRICANE - STANDARD OPERATING PROCEDURES (SOP)**

#### **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 Ginger Hill. 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

## **ACRONYMS**

<b>AAR</b>	After Action Report
<b>CERT</b>	Community Emergency Response Team
<b>CDRMG</b>	Community-based Disaster Risk Management Group
<b>CDRT</b>	Community Disaster Reduction Team
<b>DRM</b>	Disaster Risk Management
<b>EOC</b>	Emergency Operations Centre
<b>NEOC</b>	National Emergency Operations Centre
<b>NGO</b>	Non Government Organization
<b>ODPEM</b>	Office of Disaster Preparedness and Emergency Management
<b>PDC</b>	Parish Disaster Coordinator/Committee
<b>PEOC</b>	Parish Emergency Operations Centre



## **DEFINITIONS**

### **All Clear**

An All Clear is a statement issued by the pertinent authority when a threat has passed. The ***All Clear***, for a Hurricane – is when the storm has passed and the associated strong impacts from winds and rains will no longer affect the country/community.

### **Emergency Operations Centre (EOC)**

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

### **Incident**

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

### **Tropical Disturbance**

A tropical disturbance is a cluster of thunderstorms poorly organized.

### **Tropical Depression**

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

### **Tropical Storm**

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

### **Hurricane**

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

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

## **Hurricane Categories**

### **Category One Hurricane**

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

### **Category Two Hurricane**

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

### **Category Three Hurricane**

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

### **Category Four Hurricane**

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

### **Category Five Hurricane**

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

## **Warnings and Watches**

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

### **Tropical Storm Watch**

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

### **Tropical Storm Warning**

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

### **Hurricane Watch**

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

### **Hurricane Warning**

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

### **Flash Flood Watch**

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

### **Flash Flood Warning**

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

## **OPERATING PROCEDURES**

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

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

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising Ms. Lucilline Watson, President- Benevolent Society Social Development Commission Parish Council
2. Sensitize special needs population	Coordinator – Public Education & Fundraising Ms. Lucilline Watson, President- Benevolent Society
3. Organize how special needs population will be evacuated and transportation required.	Coordinator – Preparedness Ms. Lucilline Watson, President- Benevolent Society
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator – Preparedness Ms. Lucilline Watson, President- Benevolent Society Parish Council
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator – Preparedness Antonette Brown - Secretary

ACTIVITIES	RESPONSIBLE PERSON(S)
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education & Fundraising Ms. Antonnette Brown - Secretary
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification Mr. Ralford Taylor Parish Council
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification Mr. Ralford Taylor
9. Prepare areas for sheltering persons in need	Coordinator – Preparedness Mr. Prince Rowe- Shelter Manager  Ms. Lucilline Watson, President- Benevolent Society
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness Ms. Lucilline Watson, President- Benevolent Society  Ms. Antonnette Brown - Secretary  Ms. Lucilline Watson, President- Benevolent Society
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation Disaster Prep. Coordinator / Parish Council
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention & Mitigation SDC/ Parish Council/ Benevolent Society

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"><li>1. Meet and assess the community's state of preparedness for a hurricane.</li><li>2. Advise community to listen to all weather advisories</li></ol>	<b>DRM Team</b> <i>SDC/ Benevolent Society/ Parish Council</i>
<ol style="list-style-type: none"><li>1. Issue warning of threat</li><li>2. Alert and notify:<ul style="list-style-type: none"><li>• PDC that community DRM teams are activated</li><li>• Other CBOs</li><li>• Shelter Managers</li><li>• Response personnel</li></ul></li><li>3. Make available all relevant information on the hazard to the general community</li></ol>	Coordinator – Preparedness <i>Parish Disaster Coordinator</i>  <i>Ms. Lucilline Watson, President- Benevolent Society</i>
<ol style="list-style-type: none"><li>1. Pre-check and activate SOPs</li><li>2. Alert all trained community first aiders and search and rescue personnel.</li><li>3. Have first-aid kits prepared</li></ol>	Coordinator – Preparedness  <i>Ms. Lucilline Watson, President- Benevolent Society</i>

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Personal for families:</p> <ul style="list-style-type: none"> <li>▪ Make sure your family goes over the family disaster plan.</li> <li>▪ Make plans for protecting your house, especially the roof, windows and doors.</li> <li>▪ Have flashlight and extra batteries</li> <li>▪ Have portable battery-operated radio and extra batteries</li> <li>▪ Ensure provisions are put in place for emergency food and water.</li> </ul>	<p>Coordinator – Preparedness/Coordinator Response &amp; Recovery</p> <p><i>Benevolent Society</i></p> <p><i>Churches</i></p>
<p>Protecting the community:</p> <ul style="list-style-type: none"> <li>▪ Trim dead or weak branches from trees</li> <li>▪ Clear all drains that will cause flooding</li> </ul>	<p>Coordinator – Mitigation and Prevention/Coordinator - Preparedness</p> <p><i>Benevolent Society</i></p>
<p>Listen to all weather advisories and information from ODPEM, MET office, and communicate with PDC.</p>	<p>DRM Team President/Coordinator – Preparedness</p> <p><i>Benevolent Society</i></p>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
DRM Team Advise the Community to listen to all weather advisories and remain alert	Coordinator – Preparedness <i>Benevolent Society</i>
Continue to listen to all weather advisories and reports.	Coordinator – Preparedness <i>Benevolent Society</i>

**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 neighbours that may need help	Coordinator Response & Recovery <i>Benevolent Society</i>
Ensure the Elderly and Physical challenged are notified	Coordinator Response & Recovery



ACTIVITIES	RESPONSIBLE PERSON(S)
and assisted to prepare for event.	<i>Benevolent Society</i>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Activate and brief all community teams and volunteers</li> <li>2. Test the systems of communication within the community.</li> <li>3. If cell phones are to be used ensure credit is bought</li> <li>4. Ensure phones can be charged</li> </ol>	<p>Coordinator - Response &amp; Recovery  <i>Benevolent Society</i></p>
<ol style="list-style-type: none"> <li>1. Activate volunteers to be on standby to assist with damage assessment.</li> <li>2. Conduct briefing of these volunteers</li> </ol>	<p>Coordinator - Response &amp; Recovery  <i>Benevolent Society</i></p>
<ol style="list-style-type: none"> <li>1. Activate and prepare emergency shelters</li> <li>2. Deploy relief and welfare volunteers to emergency shelters</li> </ol>	<p>Coordinator - Response &amp; Recovery  <i>Parish Disaster Coordinator</i></p>

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary.</p>	<p>Coordinator - Response &amp; Recovery  <i>Mr. Prince Rowe – Shelter Management</i></p> <p><i>Ms. Barbara Kerr- Treasurer</i></p> <p><i>Ms. Lucilline Watson, President- Benevolent Society</i></p>
<p>Contact PDC and prepare to Initiate evacuation procedures for the community</p>	<p>Coordinator - Response &amp; Recovery</p> <p><i>Ms. Lucilline Watson, President- Benevolent Society</i></p>
<ol style="list-style-type: none"> <li>1. Re-check arrangements and MOUs with private bus owners and other volunteers in the community.</li> <li>2. Pre-position the following resources to areas which will potentially be cut off: <ul style="list-style-type: none"> <li>▪ Food stocks/welfare items</li> <li>▪ Communications equipment</li> <li>▪ Manpower</li> <li>▪ Power saws</li> </ul> </li> <li>3. Refuel vehicles</li> </ol>	<p>Coordinator – Preparedness/ Coordinator - Response &amp; Recovery</p> <p><i>Parish Disaster Coordinator</i></p>

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

### **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.	Coordinator - Response & Recovery  <i>Terry –Ann Parnel</i> <i>Mr. Prince Rowe</i> <i>Ms. Barbara Kurr</i>
Activate and test local communications links and report to PDC.	Coordinator - Response & Recovery <i>Benevolent Society</i>

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> <li>▪ Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate.</li> <li>▪ Communicate assembly points and deploy marshals.</li> <li>▪ Make contact with shelter managers to receive evacuees.</li> <li>▪ Inform PDC of actions to be taken.</li> <li>▪ All electricity and gas supplies should be shut-down when closing businesses or evacuating homes</li> <li>▪ Ensure the Elderly and Physically challenged to be evacuated</li> <li>▪ Ensure registration of all evacuated</li> <li>▪ Check that all needing evacuation are safely evacuated.</li> </ul>	<p>Coordinator - Response &amp; Recovery</p> <p><i>Benevolent Society</i></p>
<p>Monitor radio for hurricane warnings and public information via news releases through ODPEM and Met office</p> <p>Monitor Radios for precautionary tips together with packaged information of the activities of responding agencies.</p>	<p>Coordinator - Response &amp; Recovery</p> <p><i>Benevolent Society</i></p>

ACTIVITIES	RESPONSIBLE PERSON(S)
Alert community Initial Damage Assessment Team(s).	Coordinator - Response & Recovery <i>Mrs. Lucilline Watson, President – Benevolent Society</i>
Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster	Coordinator - Response & Recovery <i>Parish Disaster Coordinator</i>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Maintain contact with PEOC</li> <li>2. Advise PEOC of weather conditions and state of preparedness</li> <li>3. Confirm arrival and status of evacuees in shelters</li> <li>4. Check in with standby teams and community response personnel</li> </ol>	<p>CDRM TEAM – President/V.P</p> <p>Coordinator - Response &amp; Recovery</p> <p><i>Ms. Lucilline Watson -Benevolent Society</i></p>

### **E. THE BLOW**

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
Monitor and report events as far as possible.	CDRM Team – President/V.P <i>Ms. Lucilline Watson, Benevolent Society</i>
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery <i>Ms. Lucilline Watson, Benevolent Society</i>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"><li>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</li></ol>	<p>Coordinator - Response &amp; Recovery <i>Ms. Lucilline Watson, Benevolent Society</i></p>
<ol style="list-style-type: none"><li>1. Deploy community damage survey teams or assessors</li><li>2. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities.</li><li>3. Check for deaths, injuries and persons needing emergency assistance</li><li>4. Conduct first aid and search and rescue operations as necessary</li><li>5. Notify PEOC of critical/emergency cases</li><li>6. Provide PEOC with status report</li></ol>	<p>Coordinator - Response &amp; Recovery <i>Ms. Lucilline Watson, Benevolent Society</i>  <i>Antonnette Brown - Secretary</i></p>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
Provide initial damage survey and needs of the community	Coordinator - Response & Recovery <i>Ms. Lucilline Watson, Benevolent Society</i>
<ol style="list-style-type: none"><li>1. Provide ground reconnaissance intelligence to the PDC.</li><li>2. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .</li><li>3. Assist with the establishment and staffing of registration centres.</li></ol>	Coordinator - Response & Recovery  <i>Ms. Lucilline Watson, Benevolent Society</i>  <i>Mr. Ralford Taylor</i>
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department. Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"><li>▪ Open windows and doors to ventilate or dry your home. Do not use candles or open flames in doors. Use a flashlight to inspect for damage.</li><li>▪ Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company.</li><li>▪ Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box.</li><li>▪ If they have to step in water to reach the electric box, call an electrician for advice.</li></ul>	Coordinator - Response & Recovery  <i>Mr. Ralford Taylor</i>



ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Check for sewage and water-line damage.</li> <li>2. If you suspect there is such damage, call the NWC company and or PDC.</li> <li>3. Advise community not to drink or prepare food with tap water until notified it is safe to do so.</li> </ol>	<p>Coordinator - Response &amp; Recovery</p> <p><i>Ms. Lucilline Watson, Benevolent Society</i></p>

**F (b) 48 Hours to 5 Days after All Clear**

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Constantly advise the community :</p> <ul style="list-style-type: none"> <li>• To conserve water and food</li> <li>• To stay living at their homes if it is safe to do so</li> <li>• To take particular care with hygiene and sanitary practices</li> <li>• Of measures being taken with respect to provision of food and water and restoration of public utilities</li> </ul>	<p>Coordinator - Response &amp; Recovery</p> <p><i>Ms. Lucilline Watson, Benevolent Society</i></p>
<ol style="list-style-type: none"> <li>1. Coordinate requests for and offers of assistance through the PEOC.</li> <li>2. Coordinate reconnaissance and damage assessment teams through the PEOC</li> </ol>	<p>Coordinator - Response &amp; Recovery</p> <p>Parish Disaster Coordinator</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
3. Ascertain the early requirements for Government assistance in re-establishing the community.	
<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>	<p>Coordinator - Response &amp; Recovery</p> <p>Parish Disaster Coordinator</p>
<p>Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC</p>	<p>Coordinator - Response &amp; Recovery</p> <p>Ms. Lucilline Watson, Benevolent Society</p>
<ol style="list-style-type: none"> <li>1. Assist with the distribution of supplies</li> <li>2. Assist with the tracing of missing persons</li> <li>3. Assist with needs assessments</li> <li>4. Assist in the provision of welfare information to persons affected.</li> <li>5. Begin to effect minor repairs to critical facilities and clear road ways and drains</li> </ol>	<p>Coordinator - Response &amp; Recovery</p> <p>Parish Council</p> <p>MLSS</p> <p>Benevolent Society</p>
<p>Continue to provide feedback and assistance to the community through the PDC and PEOC.</p>	<p>Coordinator - Response &amp; Recovery</p> <p>Ms. Lucilline Watson, Benevolent Society</p>

#### **Phase 4: Recovery**

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"><li>1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.</li><li>2. Encourage community members to rebuild bearing in mind mitigation measures (build back better).</li><li>3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)</li></ol>	<p>Parish Council</p> <p>Benevolent Society</p> <p>Parish Council</p>
<ol style="list-style-type: none"><li>1. Update PDC on recovery activities by external agencies/departments/organizations.</li><li>2. Monitor progress and ensure deficiencies are reported.</li></ol>	<p>Ms. Lucilline Watson, Benevolent Society</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>Ms. Lucilline Watson, Benevolent Society</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"> <li>▪ Challenges in responding to incidents</li> <li>▪ Which systems were overburdened?</li> <li>▪ What resources were lacking (human and physical)?</li> <li>▪ How did the community cope?</li> <li>▪ What areas of the SOPs need to be reconsidered?</li> </ul>	<p>Ms. Lucilline Watson, Benevolent Society</p> <p>Parish Disaster Coordinator</p>
<p>Revise SOPs as necessary</p>	<p>Ms. Lucilline Watson, Benevolent Society</p> <p>Parish Disaster Coordinator</p>

## **APPENDIX 6**

### **CDRM GROUP**

#### **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 New River. 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 hurricane. The CDRM Group will 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.

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 New River has no 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

CDRT - Community Disaster Risk Team

DRM – Disaster Risk Management

EOC – Emergency Operations Centre

NEOC – National Emergency Operations Centre

NGO – Non Government Organization

ODPEM – Office of Disaster Preparedness and Emergency Management

PDC – Parish Disaster Coordinator/Committee

PEOC – Parish Emergency Operations Centre

## **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 Centre (EOC)**

A multi-agency coordination centre; which 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 the slip under the earth's surface first occurs. The magnitude felt is likely to be greatest at this point. The damage is likely to be worst at this point.

### **After-Shock**

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

### **Tremor**

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

### **Magnitude**

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



## OPERATING PROCEDURES

### Phase 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	<i>CDRT</i> Coordinator – Public Education & Fundraising <i>Parish Disaster Coordinator</i>  <i>Mrs. Lucilline Watson – President</i>
2. Sensitize special needs population	<i>CDRT</i> Coordinator – Public Education & Fundraising <i>Mr. Ralford Taylor</i>  <i>Mrs. Lucilline Watson – President</i>
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness <i>Mrs. Lucilline Watson – President</i>
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness <i>Parish Disaster Coordinator</i>
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness <i>Mr. Ralford Taylor</i>
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	<i>CDRT</i> Coordinator – Public Education & Fundraising

ACTIVITIES	RESPONSIBLE PERSON(S)
	<i>Mrs. Lucilline Watson – President</i>
7. Identify areas in the community where high potential for infrastructure/property damages.	CDRT Coordinator – Vulnerability & Risk Identification <i>Mr. Ralford Taylor</i>
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification <i>Mrs. Lucilline Watson – President</i>
9. Prepare areas for sheltering persons in need	Coordinator - Preparedness <i>Mr. Prince Rowe- Shelter Manager</i>
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness <i>Mrs. Lucilline Watson – President</i>
11. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	<i>Parish Disaster Coordinator</i> <i>Mrs. Lucilline Watson – President</i>
12. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets.	<i>Parish Disaster Coordinator</i> <i>Mrs. Lucilline Watson – President</i>
13. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide	Coordinator – Damage Assessment <i>Parish Disaster Coordinator</i>

ACTIVITIES	RESPONSIBLE PERSON(S)
and SOP manual.	<i>Mrs. Lucilline Watson – President</i>
14. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	<i>CDRT Benevolent Society</i>
15. Meet and assess the community's state of preparedness for an earthquake	<b>DRM Team</b>  <i>Benevolent Society</i>
15.1. Community inventory of building quality.	<i>CDRT Benevolent Society Coordinator – Mitigation &amp; Prevention (working with Supt. Of Works and Planning Director – Parish Council)</i>
15.2. Community inventory of road networks and updating of community map.	<i>Coordinator – Mitigation &amp; Prevention – Parish Disaster Coordinator (working with Supt. Of Works and Planning Director – Parish Council)</i>
15.3. Identify alternative sources of water, sources of alternative/temporary housing solutions	<i>Coordinator – Mitigation and Prevention Renee Britton (working with Supt. Of Works and Planning Director – Parish Council)</i>
15.4. Put mutual aid agreements in place for emergencies such as earthquakes	<i>Coordination – Preparedness Parish Disaster Coordinator</i>
15.5. Ensure new developments are assessed and relevant measures put in place to safeguard community.	<i>Coordinator – Prevention &amp; Mitigation Parish Disaster Coordinator</i>
15.6. Organize mitigation and prevention projects and work days with technical guidance from relevant agencies (with the help of the PDC).	<i>Coordinator – Prevention &amp; Mitigation Parish Disaster Coordinator (working with Supt. Of</i>

ACTIVITIES	RESPONSIBLE PERSON(S)
	Works and Planning Director – Parish Council)
<p>16. Organize or initiate &amp; support Drills</p> <ul style="list-style-type: none"> <li>▪ Trained community first aiders</li> <li>▪ Search and rescue personnel.</li> <li>▪ Have first-aid kits prepared</li> <li>▪ Support for school and business community drills</li> </ul> <p>17. Make available all relevant information on the hazard to the general community.</p> <p>18. Have first-aid kits prepared</p>	<p>Coordinator - Preparedness Parish Disaster Coordinator</p>
<p>Personal for families:</p> <ul style="list-style-type: none"> <li>▪ Make sure your family goes over the family disaster plan.</li> </ul>	<p>CDRT- Benevolent Society</p> <p>Coordinator – Preparedness/Coordinator Response &amp; Recovery</p>
<p>Protecting the community:</p> <ul style="list-style-type: none"> <li>▪ Encourage residents to check and address building and roofing strength. Keep yards clear of debris</li> <li>▪ Keep roads and open lots clear of solid waste and debris.</li> </ul>	<p>CDRT- Benevolent Society</p> <p>Coordinator – Mitigation and Prevention/Coordinator - Preparedness</p>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team <i>Benevolent Society</i> <i>Mrs. Lucilline Watson – President</i>
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery <i>Mrs. Lucilline Watson – President</i>
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator – Response and Recovery. <i>Benevolent Society</i>
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator – Preparedness <i>CDRM Team</i> <i>Benevolent Society</i>

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
6. Assist with the establishment and staffing of registration centres.	Coordinator - Response & Recovery CDRT- Benevolent Society
7. Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.	CDRT Coordinator - Response & Recovery Mr. Ralford Taylor
8. Advise community members to enter their homes with caution and to check for: <ul style="list-style-type: none"> <li>▪ Sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</li> <li>▪ Water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</li> <li>▪ Gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company.</li> <li>▪ Electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box.</li> <li>▪ If have to step in water to reach the electric box, call an electrician for advice.</li> </ul>	CDRT Coordinator - Response & Recovery  CDRT- Benevolent Society Mrs. Lucilline Watson – President
9. Check for general water/sewage leaks ion the community <ul style="list-style-type: none"> <li>• Check for general sewage and water-line damage in the community.</li> <li>• If you suspect there is such damage, call the NWC company and or PDC.</li> </ul>	Coordinator - Response & Recovery Benevolent Society

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>Advise community not to drink or prepare food with tap water until notified it is safe to do so.</li> </ul>	
<p>10. Constantly advise the community :</p> <ul style="list-style-type: none"> <li>To conserve water and food</li> <li>To stay living at their homes if it is safe to do so</li> <li>To take particular care with hygiene and sanitary practices</li> <li>Of measures being taken with respect to provision of food and water and restoration of public utilities</li> </ul>	<p>CDRT Coordinator - Response &amp; Recovery Mrs. Lucilline Watson – Presidents</p>
<p>11. Coordinate requests for and offers of assistance through the PEOC.</p>	<p>Coordinator - Response &amp; Recovery Mrs. Lucilline Watson – President</p>
<p>12. Coordinate reconnaissance and damage assessment teams through the PEOC</p>	<p>Coordinator - Response &amp; Recovery Mrs. Lucilline Watson – President</p>
<p>13. Ascertain the early requirements for Government assistance in re-establishing the community</p>	<p>Coordinator - Response &amp; Recovery Mrs. Lucilline Watson – President  Parish Disaster Coordinator</p>
<p>14. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.</p>	<p>Coordinator - Response &amp; Recovery  Parish Disaster Coordinator</p>



ACTIVITIES	RESPONSIBLE PERSON(S)
	Mrs. Lucilline Watson – President
15. Encourage persons affected to stay with friends or family as first options	CDRT Coordinator – Preparedness Mrs. Lucilline Watson – President
15. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator - Response & Recovery Mrs. Lucilline Watson – President
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	CDRT Coordinator - Response & Recovery
Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery Mrs. Lucilline Watson – President

### Phase 3: Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.</li> <li>2. Encourage community members to rebuild bearing in mind mitigation measures (build back better).</li> <li>3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)</li> </ol>	<p>CDRM Team, (Benevolent Society) CDRM Team, Coordinator – Response &amp; Recovery Benevolent Society</p>
<ol style="list-style-type: none"> <li>4. Update PDC on recovery activities by external agencies/departments/organizations.</li> <li>5. Monitor progress and ensure deficiencies are reported.</li> </ol>	<p>Coordinator – Response &amp; Recovery Mrs. Lucilline Watson – President</p>
<ol style="list-style-type: none"> <li>6. Mobilize CDRMG to seek assistance from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.</li> </ol>	<p>Coordinator – Response &amp; Recovery Mrs. Lucilline Watson – President</p>
<ol style="list-style-type: none"> <li>7. Identify and share Lessons Learnt to enhance future preparedness and response activities:               <ol style="list-style-type: none"> <li>a. Challenges in responding to incidents</li> <li>b. Which systems were overburdened?</li> <li>c. What resources were lacking (human and physical)?</li> <li>d. How did the community cope?</li> <li>e. What areas of the SOPs need to be reconsidered?</li> </ol> </li> </ol>	<p>Coordinator – Response &amp; Recovery &amp; CDRM Team Leader  <i>CDRT</i>  <i>Benevolent Society</i></p>
<ol style="list-style-type: none"> <li>8. Revise SOPs as necessary</li> </ol>	<p><i>CDRT</i> CDRM Team Leader Mrs. Lucilline Watson – President</p>

## **APPENDIX 7**

### **CDRM GROUP**

#### **FIRE - STANDARD OPERATING PROCEDURES (SOP)**

##### **Purpose**

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

##### **Objectives**

The concepts and procedures in this SOP are set to:

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

## **Basic Planning Assumptions**

- At least one major Fire will probably affect the country/community
- CDRM Group will remain active and functional
- Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.
- There is commitment and support from agencies and departments of government to assist community.
- Community is willing to utilize their own resources in preparedness and response.
- CDRM Group will train and establish Community Emergency Response Team(s) (CERTs) to reduce the danger to which the community is exposed in the event of a bush or building fire.
- CDRM actively ensure members of their community are aware of possible hazards and how to prevent, mitigate and prepare in the event of likely hazards, including fires.
- The Jamaica Fire Brigade is recognized as the formal First Responder to fires as part of the National Emergency Response Matrix.

## **Concept of Operations**

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

Procedures will be categorized into the following phases:

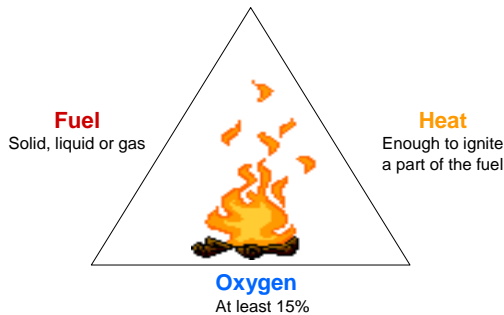
**Phase 1:** Prevention, Mitigation and Preparedness

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

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

**Phase 3:** Recovery

TERM	MEANING
<b>All Clear</b>	An All Clear is a statement issued by the pertinent authority (Fire Department, Police – if the fire department is not present) when a threat has passed. The <b>All Clear</b> , for Fire – is when the fire has been fully extinguished and buildings and property are no longer threatened.
<b>Emergency Operations Centre (EOC)</b>	A multi-agency coordination centre that provides support and coordination to the on-scene responders.
<b>Incident</b>	Natural or man-made event that requires the action of emergency services to protect lives, goods and environment
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Combustion or Fire is a chemical reaction or series of reactions in which heat and light are evolved.</li> </ul>
<p style="text-align: center;"><b>The Factors Necessary for Combustion</b> HEAT, FUEL and OXYGEN</p>	
<b>Ways in which heat can be created</b>	Open Flame, Sparks, Arcs, Friction, Chemical Reaction, Electrical

TERM	MEANING															
Fuel	<p>Fuels are found all three stages of matter some examples of fuels are:</p> <table><tr><th>Solids</th><th>Liquids</th><th>Gases</th></tr><tr><td>Cloth</td><td>Gasoline</td><td>Methane</td></tr><tr><td>Paper</td><td>Kerosene</td><td>Butane</td></tr><tr><td>Wood</td><td>Alcohol</td><td>Propane</td></tr><tr><td>Coal</td><td>Paint</td><td>Acetylene</td></tr></table>	Solids	Liquids	Gases	Cloth	Gasoline	Methane	Paper	Kerosene	Butane	Wood	Alcohol	Propane	Coal	Paint	Acetylene
Solids	Liquids	Gases														
Cloth	Gasoline	Methane														
Paper	Kerosene	Butane														
Wood	Alcohol	Propane														
Coal	Paint	Acetylene														
Oxygen	<p>21.2% of the earth's atmosphere is oxygen but only 15% is needed for combustion</p> <p><b>Triangle of Combustion</b></p>  <p>The diagram illustrates the Triangle of Combustion, a concept in fire science. It features a large equilateral triangle with a stylized fire at its base. The three vertices of the triangle are labeled with the essential components for combustion: Fuel at the top-left, Heat at the top-right, and Oxygen at the bottom. Each label is accompanied by a brief description of what is required for that component to sustain a fire.</p>															

TERM	MEANING
<b>Bush Fire</b>	A fire in the bush or in a forest area that spreads quickly and goes out of control easily
<b>Emergency Evacuation</b>	The immediate and rapid movement of people away from the threat or actual occurrence of a hazard
<b>Extinguish</b>	To put out a flame or fire; to cause a flame or fire to cease to burn or shine
<b>R.A.C.E</b>	Acronym for <b>R</b> escue, <b>A</b> lert, <b>C</b> ontain (confine fire and smoke) and <b>E</b> vacuate or <b>E</b> xtinguish.
<b>P.A.S.S.</b>	Acronym for Pull, Aim, Squeeze, Sweep (at base of fire). Use to remind users of fire extinguishers how to properly use a C02, Dry Powder or Water fire extinguisher.



## **OPERATING PROCEDURES**

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
13. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising <i>Benevolent Society</i> <i>Mrs. Lucilline Watson - President</i>
14. Sensitize special needs population	Coordinator – Public Education & Fundraising <i>Mrs. Lucilline Watson – President</i> <i>Mr. Ralford Taylor -PRO</i>
15. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness <i>Benevolent Society</i> <i>Mrs. Lucilline Watson - President</i>
16. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness <i>Parish Disaster Coordinator</i> <i>Mrs. Lucilline Watson - President</i>
17. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness <i>Mr. Prince Rowe- Selter Manager</i>

ACTIVITIES	RESPONSIBLE PERSON(S)
	<i>Mrs. Lucilline Watson - President</i>
18. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Coordinator – Response and Recovery. <i>Mr. Prince Rowe- Selter Manager</i>  <i>Mrs. Lucilline Watson - President</i>
19. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness <i>Mrs. Lucilline Watson - President</i>  Antonette Brown -Secretary
20. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education & Fundraising <i>Parish Disaster Coordinator</i>
21. Identify areas in the community where there is high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification <i>Mrs. Lucilline Watson - President</i> <i>Cllr. Earnest Hendricks-Parish Council</i>
22. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification <i>Mrs. Lucilline Watson – President</i>  <i>Benevolent Society</i>
23. Prepare areas for sheltering persons in need	Coordinator - Preparedness <i>Mr. Prince Rowe- Shelter Manager</i>  <i>Mrs. Lucilline Watson – President</i> <i>Antonette Brown- Secretary</i>
24. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC and Fire Department for facilitating training or refresher	<i>Mrs. Lucilline Watson – President</i>

ACTIVITIES	RESPONSIBLE PERSON(S)
courses.	<i>Mr. Prince Rowe- Shelter</i>
25. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation <i>Parish Disaster Coordinator</i> <i>Parish Council</i>
26. Organize mitigation and prevention projects and work days with technical guidance from relevant agencies (with the help of the PDC and Fire Departments.	Coordinator – Prevention & Mitigation <i>Parish Disaster Coordinator</i>
27. Meet and assess the community's state of preparedness for a fire 28. Conduct Fire Drills at least once yearly.	DRM Team <i>Mrs. Lucilline Watson – President</i> <i>Parish Disaster Coordinator</i>

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Personal for families and businesses:</p> <ul style="list-style-type: none"> <li>▪ Make sure your family goes over the family disaster plan.</li> <li>▪ All family members should know their evacuation plan.</li> <li>▪ Store important documents in fireproof box (where possible) or safe.</li> <li>▪ Houses should be safely wired. An electrical inspection should be conducted: <ul style="list-style-type: none"> <li>○ For new buildings or building extensions,</li> <li>○ For older buildings every 2-3 years; annually where rodents and termites are prevalent or where houses are located by the sea or where corrosion can take place</li> </ul> </li> </ul>	<p>Coordinator – Preparedness/Coordinator Response &amp; Recovery/Public Education</p> <p><i>Mrs. Lucilline Watson – President</i></p> <p><i>Benevolent Society</i></p>

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>▪ Actively practice fire safety when cooking and in use of matches or flammable material, in monitoring children, when smoking, use of electrics and the wiring of buildings, etc.</li> <li>▪ Insure house/building, contents and other assets, where possible.</li> <li>▪ Have a business continuity plan (businesses).</li> <li>▪ Employees / Family members should know exit routes and what to do in case there is a fire. (Have regular drills).</li> </ul>	
<p>Protecting the community (from bush fires):</p> <ul style="list-style-type: none"> <li>▪ Trim dead or weak branches from trees</li> <li>▪ Keep yards free of debris</li> <li>▪ Avoid open burning, especially dry season</li> <li>▪ Remove all dead limbs , needles and debris from gutters</li> <li>▪ Build fires away from nearby trees or bushes, always have a way to extinguish this fire.</li> <li>▪ Monitor all fires while they are burning.</li> <li>▪ Prune all branches around to a height of 8-10 feet.</li> <li>▪ Ensure trees adjacent to buildings are free of dead or dying wood and moss.</li> </ul>	<p>Coordinator – Mitigation and Prevention/Coordinator - Preparedness</p> <p><i>Mrs. Lucilline Watson – President</i></p> <p><i>Benevolent Society</i></p>

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Protecting the community (businesses):</p> <ul style="list-style-type: none"> <li>▪ Install smoke detectors within Business and institutions</li> <li>▪ Exit signs must be fitted to all exit doors. Signs must be written in bold red and white background.</li> <li>▪ All buildings must have proper exits, evacuation routes and emergency assembly areas.</li> <li>▪ Encourage the usage of fire-resistant materials when building, renovating, or retrofitting structures.</li> <li>▪ Encourage the storage of combustible/ flammable materials in approved safety containers and keep away from home.</li> </ul>	<p>Coordinator – Mitigation and Prevention/Coordinator Preparedness</p> <p><i>DRM team</i></p> <p><i>Mrs. Lucilline Watson – President</i></p> <p><i>Fire Department</i></p> <p><i>Parish Disaster Coordinator</i></p>
<p>Ensure each response team are equipped with the following:</p> <ul style="list-style-type: none"> <li>▪ Knowledge and drills for recognizing types of fire and assessment for response</li> <li>▪ Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary)</li> <li>▪ Sand box and shovels</li> <li>▪ Pails and water source (drum)</li> <li>▪ Fire Extinguisher (if possible)</li> <li>▪ First Aid kit</li> </ul>	<p><i>Mrs. Lucilline Watson – President</i></p> <p><i>Benevolent Society</i></p>

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Obtain local building codes and weed abatement ordinances for buildings near wooded areas.</p>	<p><i>Mrs. Lucilline Watson – President</i></p> <p><i>Benevolent Society</i></p>
<p>Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> <li>▪ Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate.</li> <li>▪ Communicate assembly points and deploy marshals.</li> <li>▪ Make contact with shelter managers to receive evacuees.</li> <li>▪ Inform PDC of actions to be taken.</li> <li>▪ All electricity and gas supplies should be shut-down when closing businesses or evacuating homes</li> <li>▪ Ensure the Elderly and physically challenged to be evacuated and make special arrangement for them.</li> </ul>	<p>Coordinator - Response &amp; Recovery</p> <p><i>Mrs. Lucilline Watson – President</i></p> <p><i>Benevolent Society</i></p>

## DURING A FIRE

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

### **DRILLS SAVE LIVES**

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

**A – ALARM/ASSESS** (simultaneous to immediate rescue)

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

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

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

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



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

## AFTER A FIRE

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

ACTIVITIES	RESPONSIBLE PERSON(S)
shelters for sustained use in community.	<i>Benevolent Society</i> <i>Mrs. Lucilline Watson – President</i>
<p>6. Coordinate requests for and offers of assistance through the Parish Council.</p> <ul style="list-style-type: none"> <li>▪ Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC</li> <li>▪ Assist with the distribution of supplies</li> <li>▪ Assist with needs assessments</li> <li>▪ Assist in the provision of welfare information to persons affected.</li> </ul>	<p>Coordinator - Response &amp; Recovery</p> <p><i>Mrs. Lucilline Watson</i></p> <p><i>Parish Disaster Coordinator</i></p>
7. Assist with the tracing of missing persons	<p>Coordinator - Response &amp; Recovery</p> <p><i>Benevolent Society</i> <i>Mrs. Lucilline Watson – President</i></p>
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	<p>Coordinator - Response &amp; Recovery <i>CDRT</i></p> <p><i>Benevolent Society</i> <i>Mrs. Lucilline Watson – President</i></p>
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.	<p>Coordinator - Response &amp; Recovery <i>CDRT</i></p> <p><i>Mrs. Lucilline Watson – President</i></p>
10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Coordinator - Response & Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
	<i>Ms. Antonette Brown</i> <i>Ms. Hermin Black</i>
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator - Response & Recovery <i>CDRT</i>  <i>Mrs. Lucilline Watson – President</i>  <i>Parish Disaster Coordinator</i>
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Coordinator - Response & Recovery <i>CDRT/ Parish Council/ JPS/NWC/NWA/NIC</i>
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator - Response & Recovery <i>Mrs. Lucilline Watson – President</i>
14. Monitor progress and ensure deficiencies are reported.	Coordinator - Response & Recovery <i>CDRT</i>  <i>Mrs. Lucilline Watson – President</i>
15. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives, as required.	Coordinator – Response & Recovery  <i>CDRT</i>  <i>Mrs. Lucilline Watson – President</i>
16. After Action Assessment (Community & community/agency) – to identify and share <b>lessons learnt</b> to improve future preparedness and response activities (de-briefing of incident):	CDRM Team Leader / Coordinator – Response & Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>▪ Challenges in responding to incidents</li> <li>▪ Which systems were overburdened?</li> <li>▪ What resources were lacking (human and physical)?</li> <li>▪ How did the community cope?</li> <li>▪ What areas of the SOPs need to be reconsidered?</li> </ul>	<p><i>CDRT</i></p> <p><i>Mrs. Lucilline Watson – President</i></p>
<p>17. Revise SOPs as necessary</p>	<p>CDRM Team – President/V.P to lead</p> <p><i>Mrs. Lucilline Watson – President</i></p> <p><i>Parish Disaster Coordinantor</i></p>

## **ACKNOWLEDGEMENT**



The Ginger Hill Benevolent Society wishes to thank the Office of Disaster Preparedness and Emergency Management (ODPEM), the Canadian International Development Agency (CIDA), and the Social Development Commission for partnering with us in developing this very important document.

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

The community wishes to express special our gratitude to the facilitators, the community at large, Mrs. Elizabeth from SDC, Regional Disaster Coordinator, ODPEM, and Parish Disaster Coordinator – St. Elizabeth Parish Council, Mr Ernest Hendricks, the members of the Benevolent Society and all other stakeholders 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 this community.

Regards

Ms Lucilline Watson  
President  
Ginger Hill Benevolent Society

## **ACKNOWLEDGEMENT**



The Office of Disaster Emergency Management (ODPEM) takes 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 Ginger Hill Benevolent Society and the Parish Disaster Coordinator, Mr Shane Taylor for contributing so ably to this Community Disaster Risk Management Plan.

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

This document is yours to use. Improve on it where you see necessary; it is the beginning of the process, not the end. We stand ready to continue to support your organization in whatever way possible as together we build a safer community.

Thank you.

Camille Beckford - Palmer  
Regional Coordinator  
Office of Disaster Preparedness and Emergency Management