



COMMUNITY DISASTER RISK MANAGEMENT PLAN



**For
Hagley Gap, St. Thomas**



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

in collaboration with the
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and other partners.



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GLOSSARY OF TERMS

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

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

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

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

* Not from source quoted above

ABBREVIATIONS

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

PREAMBLE

Name of the Plan

The name of the plan is the “**Hagley Gap Community Disaster Risk Management Plan**”.

Purpose of the Plan

This plan provides:

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

Actors:

1. Members of the **Hagley Gap Zonal Committee**
2. St. Thomas Parish Council
3. Office of Disaster Preparedness and Emergency Management (ODPEM)
4. Ministry of Labour and Social Security (MLSS)
5. Social Development Commission (SDC)
6. Jamaica Fire Brigade (JFB)
7. Rural Agricultural Development Authority (RADA)
8. Other stakeholders and Government agencies
9. St. Thomas Parish Disaster Committee

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

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 St. Thomas 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 **Hagley Gap Zonal Committee**. It is recommended that the Hagley Gap Zonal Committee review and test elements of the plan at least once per year and after every major event.

Assumptions

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

Relationship to Parish and National Plans/Structure

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

COMMUNITY PROFILE

Located in southeastern Jamaica in the parish of St, Thomas, Hagley Gap is a small rural community sixteen (16) kilometres from Kingston. It is known as a farming community with its primary source of revenue being coffee. Hagley Gap is roughly eleven (11) kilometres from the Blue Mountain Peak.

There are six (6) districts in the community of Hagley Gap namely:

- Hagley Gap
- Penlyne Castle
- Epping Farm
- Minto
- Radnor
- Orrick Hill
- Grass Piece

AWAITING COMMUNITY PROFILE FROM SDC

THE ZONAL PROGRAMME

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

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

The Zonal Programme

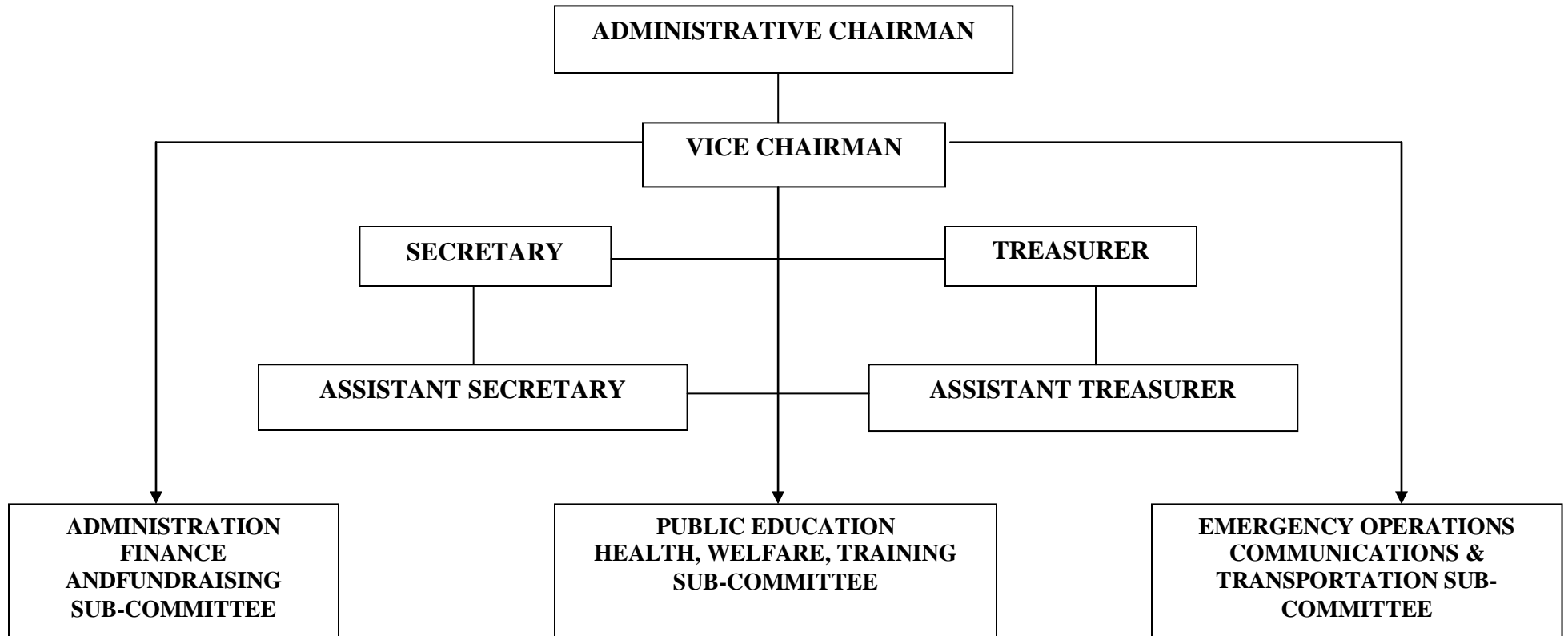
Within the National Disaster Management Framework, "The Zone" is envisaged as the smallest organized unit, outside of the family, that is empowered to prepare and respond to emergencies and disasters at the local level. The Zonal Programme conceptually represents the establishment of a formal organizational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

Objectives of the Zonal Committee Programme

The objectives of the Zonal programme include the following:

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

ZONAL COMMITTEE STRUCTURE



Chair: Fund-raising Coordinator

Other members may include:

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

Chair: Public Education Coordinator

Other members may include:

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

Chair: Response & Recovery Coordinator

Other members may include:

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

DISASTER RISK MANAGEMENT (DRM) ORGANIZATIONAL STRUCTURE

The Disaster Risk Management in **Hagley Gap** will be taken on by the **Hagley Gap Zonal Committee**. The table outlines the membership of the committee and the roles and responsibility of each member is outlined in the DRM Group Terms of Reference on Page 17.

Hagley Gap Zonal Committee - Disaster Risk Management Sub-committee Group Structure

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

EXECUTIVE TITLES	NAME/ RESPONSIBILITY	TELEPHONE	ADDRESS	E-MAIL
Chairman	Mr. Junior Logan	847-8096	Hagley Gap	
Vice Chairman	Mr. Alton Henry	401-1605	Hagley Gap	
Secretary	Ms. Cedella Stewart	849-9055	Hagley Gap	
Assistant	Ms. Charlette Samuels	578-5066	Hagley Gap	
Treasurer	Mr. Damion Anderson	423-8951	Hagley Gap	
Coordinator – Public Education and Fund Raising	Ms. Rosetta Edwards	488-2214	Hagley Gap	Rosettaedwards90@yahoo.com
Coordinator - Vulnerability & Risk Identification	Mr. Garth Duffus	573-6818	Hagley Gap	
Assistant	Ms. Nickora Millwood	572-2025	Hagley Gap	
Assistant	Ms. Javian Jeffrey		Hagley Gap	
Coordinator - Prevention & Mitigation	Mr. Garth Duffus	573-6818	Hagley Gap	
Assistant	Ms. Nickora Millwood	572-2025	Hagley Gap	
Assistant	Ms. Javian Jeffrey		Hagley Gap	

EXECUTIVE TITLES	NAME/ RESPONSIBILITY	TELEPHONE	ADDRESS	E-MAIL
Coordinator - Response & Recovery	Mr. Ipal Smith	406-3368	Hagley Gap	
Assistant	Ms. Angela Jackson	353-9284	Hagley Gap	Jackson.angela55@yahoo.com
Assistant	Ms. Icilda Edwards	565-3788	Hagley Gap	
Assistant	Ms. Roxann Millwood (Lyshann)	584-1662	Hagley Gap	
Coordinator – Preparedness	Mr. Ipal Smith	406-3368	Hagley Gap	
Coordinator – Damage Assessment	No one trained	No one trained	No one trained	No one trained
Shelter Coordinator	Mr. Ipal Smith	406-3368	Hagley Gap	
Parish Disaster Coordinator	Miss Millicent Blake	276-8950/ 982-2227/ 982-9449/ 383-1409	St. Thomas Parish Council Morant Bay	
Regional Disaster Coordinator	Miss Sophia Mitchell	430-5585	ODPEM 2-4 Haining Road Kingston 5	

HAGLEY GAP ZONE – DISTRICT CONTACT LIST

#	DISTRICT	CONTACT PERSON	TELEPHONE #	E-MAIL
1.	Hagley Gap	Mrs. Michelle Barrett-Cain		
2.		Ms. Clarlette Samuels		
3.	Minto	Mr. Junior Logan	847-8096	
4.		Mr. Alton Henry	401-1605	
5.		Ms. Cedella Stewart	849-9055	
6.		Ms. Nickora Millwood	572-2025	
7.		Ms. Roxann Millwood (Lyshann)	584-1662	
		Mrs. Juanetta Edwards		
8.	Epping Farm	Ms. Rosetta Edwards	488-2214	
9.		Mr. Garth Duffus	573-6818	
10.		Mr. Ipal Smith	406-3368	
		Ms. Angela Jackson	353-9284	
11.		Ms. Icilda Edwards	565-3788	
12.	Orrick Hill	Mr. Damion Anderson	423-8951	
13.	Penlyne Castle	Ms. Lucille Taylor		
		Ms. Bovelley Bailey		

TERMS OF REFERENCE CDRM GROUP CONCEPT

CDRM Group

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

N.B

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

Executive Membership

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

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

Community Organization with responsibility for CDRM

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

Naming the CDRM Group

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

Leadership the CDRM Group

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

Frequency of CDRM Meetings

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

Funding of CDRM Group and Activities

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

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

- Parish Disaster Committee
- ODPEM
- Government entities with specific mandates

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

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

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

ODPEM:

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

Other Technical Agencies

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

Interaction with Councilors, Members of Parliament and other political representatives

- Political representatives must be seen as a significant resource to the CDRM Groups and Communities.
- Sharing of issues, concerns and needs of the community or CDRM group may be facilitated through representation at the Parish Disaster Committee level.
- Initial engagement of political representatives may also be channeled through the Parish Disaster Coordinator.

- The CDRM group after formal introduction through the Parish Disaster Committee may make direct contact with political representatives regarding issues of the community. It is recommended that formal (written) communication be made as far as possible.

Interaction with Private Sector and other NGOs/CBOs

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

Recording keeping by CDRM Group

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

Wider Community Involvement

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

Roles & Functions of the Executive Membership for DRM

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

Coordinator – Public Education & Fundraising

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

Coordinator – Vulnerability & Risk Identification

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

- Takes lead in vulnerability assessment tasks.
- Notifying residents of vulnerable areas to disasters via the DRM Group meetings.
- Estimate expected damage in the event of a disaster.
- Identify the vulnerable assets of the community and the associated risks
- Solicit support of key community members for execution of responsibilities; especially elderly and trained professionals.

Coordinator – Prevention & Mitigation

Duties related to Mitigation

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

Duties related to Prevention

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

Coordinator – Response & Recovery

- The Response Coordinator has primary responsibility for the coordination and contractual management of the emergency response projects/initiatives.
- Ensure that adequate needs assessments are carried out in accordance with good DRM practice.
- Advise and support where necessary and to monitor the response.
- Recommend relevant and appropriate training where necessary in minimum standards in emergency response.

- Ensure systems are in place for monitoring and evaluating the impact of the disaster.
- Takes lead in damage assessment and disaster recovery tasks.
- Plan and organize disaster recovery activities along with the aid of the Parish Disaster Coordinator
- Report the status of the disaster recovery activity.
- Identifies acceptable recovery time periods.
- Establishes disaster recovery testing methodologies.
- Recommend disaster recovery planning and training activities.
- Provides instructional and informational materials on how to respond during an emergency.
- Develops and maintains SOPs for emergency/disaster response and recovery with the aid of the PDC.
- Plan regular exercises to test community plans
- Monitors the effectiveness of procedures during evacuation drills and revises the procedures as necessary.
- Maintains contact with outside sources participating in reciprocal agreements.
- Ensures that as new equipment, facilities, services, and systems are installed that the disaster response and recovery issues are highlighted and addressed.
- Maintains contact with outside contingency planning professional organizations and local or regional emergency response groups.
- Ensure and recommends establishment of CERTs as appropriate.

PR: PRE-IMPACT

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 PR 1: Historical Overview of Disasters

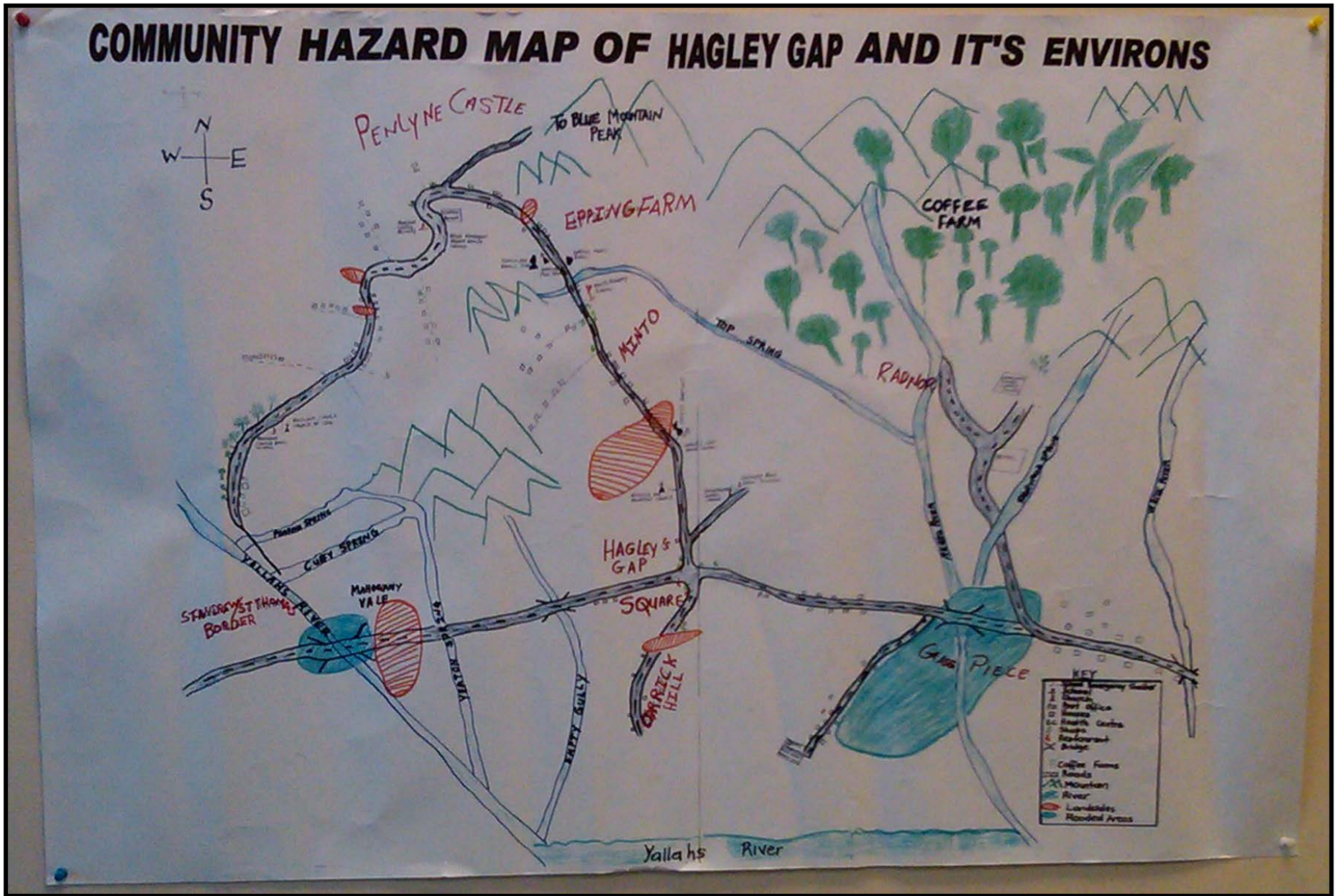
HAZARD, YEAR	IMPACT	HOW DID THEY COPE?
Hurricane Gilbert, 1988	Damage to houses, livestock and roads; injuries to persons; disruption of utilities; flooding.	O.D.P.E.M. and red cross assist with J.D.F. in airlifting food supplies. Community members also assist each other in the rebuilding process.
Hurricane Ivan, 2004	Damage to houses, roads; loss of livestock; flooding; disruption in utilities.	Red Cross, Parish Council and O.D.P.E.M. along with community members helped in the rebuilding process.
Hurricane Dennis, 2005	Damage to houses and roads; loss of livestock; flooding; disruption in utilities.	Red Cross, Parish Council and O.D.P.E.M. along with community members helped in the rebuilding process.
Hurricane Emily, 2005	Damage to houses and roads; loss of livestock; flooding; disruption in utilities.	Red Cross, Parish Council and O.D.P.E.M. along with community members helped in the rebuilding process.

HAZARD, YEAR	IMPACT	HOW DID THEY COPE?
Tropical Storm Dean, 2007	Damage to houses and roads; loss of livestock; flooding; disruption in utilities.	Red Cross, Parish Council and O.D.P.E.M. along with community members helped in the rebuilding process.
Hurricane Gustav, 2008	Extensive flooding; damage to houses; loss of roofs; damage to roads and Mahogany Vale Bridge; disruption in utilities; evacuation of community members; agricultural sector damaged; the gorge was extensively damaged	Red Cross, Parish Council and O.D.P.E.M. along with community members helped in the rebuilding process. The community members kept up to date with information from the media via radios Strong communication and social network
Tropical Storm Nichole, 2010	Damage to houses, roads and the Mahogany Vale Bridge; loss of livestock; flooding; disruption in utilities.	Red Cross, Parish Council and O.D.P.E.M. along with community members helped in the rebuilding process.

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

- Increased awareness about preparedness.
- Improved community preparedness efforts. For example, water storage and treatment.

HAGLEY GAP COMMUNITY HAZARD MAP



SWOT ANALYSIS

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none">• Unity (help each other)• Disaster Committee (relationship)• Farmers• Low crime rate• Community tourism	<ul style="list-style-type: none">• Unemployment• Lack of skills (need skills centre)• Very weak representation• Poor road networks• Garbage collection is rare• Poor responses to community meetings by residents and elected representatives• Negro River
OPPORTUNITIES	THREATS
<ul style="list-style-type: none">• Community Grant funding• Partnerships• Training (ODPEM/ Regional Coordinator)• Job Creation• Improvements to roadways• Formation of a community emergency fund• Educational Training• Mitigation project to reduce the impact of flooding and landslides• Road repairs	<ul style="list-style-type: none">• Economic opportunity• Natural Hazards• Lack of involvement from community members• Negro River

Identification of Future Hazards

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

Table PR 2: Future Hazards

HAZARD	POSSIBLE IMPACT
Landslides throughout the community	Damage to houses and infrastructures; maroon of the Hagley gap community; disruption of power lines
Overgrown vegetation	Electrical fires, fire damage to homes and appliances, utility poles
Worsening of flooding due to improper disposal of garbage	Worsen flooding of homes, roads and agricultural loss
Brooke River overflowing	Houses and roads inundated, Hagley Gap community marooned

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

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

Table PR 3: Vulnerability Summary, Possible Impact and Corrective Actions to Reduce Community Vulnerability

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Flooding	Hagley Gap community centre, Hagley Gap basic school, Mahogany Vale bridge (washed away leaving a ford)	Children unable to go to school; loss of jobs/pay; marooned	Proper disposal of garbage; Proper road maintenance; River Training; Ensure drainage is maintained
Hurricane	Schools (4 basic school, 2 primary), Penlyne Castle Postal Agency, Hagley Gap P.O., churches	Loss or damage to roof, broken windows, damage to building, separation of family members, food shortage, loss of animals and crops	Use of hurricane strips; proper fixing of roofs (seal eaves) batten down windows with ply or shutters; construct buildings according to building code or retrofit buildings to standards; reap crops early and store; batten down roof of animal shelters; brace or tie trees; cutting down of overhanging trees
Landslide	Roads	Affects access and egress, block roads and drains, cause water to change course, affects power supply which in turn affect social life and comfort	Terracing

Reducing Community Vulnerability

The vulnerabilities identified above can be addressed 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.

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

Table PR 4: Reducing Vulnerability

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
A. Environmental		
Overgrown Vegetation	Cutting and maintaining vegetation	Cutlass, saw, weed cutter, JPS, LIME, Parish Council (trucks and other resources) Community volunteers
Improper disposal of garbage	Public Education; Dialogue with NSWMA to provide service to communities not presently benefitting from service; recycling and sorting of garbage	Pamphlets, NSWMA resources, Ministry of Health (Public Health Inspectors), Parish Council
B. Social/Economic		
Unemployment	Offering of skills training at the community centre, offer reading programme for adults, developing economically viable projects in the community	Land for farming, HEART/NTA, Retired teachers and other volunteers
C. Health Related		
Lack of proper water supply	Practice conservation measures, public education (forum, pamphlet distribution etc), proper water storage, lobby for additional communities to access piped water	Pamphlets, water tanks, RADA, guttering, NWC and Parish Council
D. Political		
Not Applicable	Not Applicable	Not Applicable

Priority Listing of Hazards

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

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

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

Formula to determine total: Total Impact x Probability of Occurrence

Table PR 5: Priority Listing of Hazards

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Flooding	3	3	2	3	0	3	33
Landslide	3	3	1	3	0	3	30
Drought	3	1	0	0	0	3	12
Bush Fire	3	1	1	1	0	3	18
Hurricane	3	3	3	3	1	3	39
Earthquake	1	1	1	1	1	1	5

Community Resources and Capacity Analysis

Having prioritized the hazards above, an analysis of capacities the community's to cope and manage disasters was assessed and a listing of the resources and capacities of **Hagley Gap** are provided below.

A. Skills

B. Knowledge of

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

C. Network

D. Transportation

E. Schools/ Churches/Other Buildings

F. Medical Care

G. Means of Communication

H. Commercial Enterprises

Table PR 6: Capacity and Resource Analysis

CAPACITY	TYPE OF RESOURCES	TASK
Skills	Farmers	Provision of food, assist other farmers in providing labour and technical assistance, provision of plants/seedlings to farmers who may have lost their farms during a disaster
	Electricians	Assist community members in checking the wiring of their homes, assist with repairs at the emergency shelters
	Carpenters	Assist in reinforcing buildings prior to a disaster, assist in the reconstruction of buildings/houses after a disaster, provide voluntary service, assist in providing building materials (donations)
	Teachers	Assist children with homework, assist in the shelter management programme (managing the shelter and teaching children in shelter), assist in public education programme, temporarily take home children affected by disasters and teach them (based on parental consent)
	Nurses	Assist in the following areas: Basic first aid and medical treatment, health service at the emergency shelter
	Plumbers	Assist in the following areas: emergency shelter, general members of the community (at a cost or voluntary)
	Welder/Mechanics	Assist in repairing emergency vehicles, general service to the community
Transportation	Motorbikes	Assist in emergency transportation – taking messages, small supplies, small quantities of food, etc.)
	Buses	Assist in evacuation

CAPACITY	TYPE OF RESOURCES	TASK
	Donkey	Assist in evacuation
	Cars	Assist in emergency transportation – taking messages, small supplies, small quantities of food, etc. to the needy)
	Land Rovers	Assist in emergency transportation – taking persons to hospital, transporting food and other emergency supplies, evacuation process
	Trucks	Assist in emergency transportation, transporting food and other emergency supplies, evacuation process
Building/Health	Clinic	Serve as medical post in time of emergency
Means of Communication	Telephone (Cell)	Day-to-day and emergency communication
	Radios	Assist in keeping up-to-date with what is happening
	Internet	Emergency communication as required.
Commercial Enterprises	Shops & Wholesales	Source of food supplies, Avenue to de-stress and debrief after a disaster
Networks	St. Thomas Parish Council	Provide technical assistance on community projects, support to community activities
	Social Development Commission	Assist with training and planning – general community development
	Office of Disaster Preparedness & Emergency Management (ODPEM)	Provide technical assistance, facilitate training assist with community disaster risk management activities, support to general community Disaster Risk Reduction activities

MITIGATION

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

Areas Which Should Not Be Developed

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

Table PR 7: Areas for No Development

AREA	REASON FOR NO DEVELOPMENT
Grass Piece	<ul style="list-style-type: none">• The area is a river bed
Sherwood Forrest	<ul style="list-style-type: none">• A threat to Grass Piece due to deforestation and excavation on the hillside

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

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
Hagley Gap Community Centre (Playfield)	<ul style="list-style-type: none"> • Expanding the community centre, refurbishing the library, proper lighting, lifting of the field
Hagley Gap Post Office	<ul style="list-style-type: none"> • Refurbishing and expanding
Hagley Gap Basic School	<ul style="list-style-type: none"> • Refurbishing and expanding
Bridges (Negro River & Mahogany Vale)	<ul style="list-style-type: none"> • Extend both bridges, add security rail to the negro river
Epping Farm and Galilee Basic School	<ul style="list-style-type: none"> • Refurbishing and expansion
Penlyne Basic School	<ul style="list-style-type: none"> • Refurbishing
Penlyne Castle	<ul style="list-style-type: none"> • Residents are requesting the construction of a community centre
Penlyne Clinic	<ul style="list-style-type: none"> • Residents are requesting the construction of a community centre
Penlyne Primary School	<ul style="list-style-type: none"> • Repairing of computer labs

Areas Which Can Be Developed With Appropriate Mitigation Activities

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

Table PR 9: Special Areas for Development

AREA	MITIGATION MEASURES NEEDED
Hagley Gap	<ul style="list-style-type: none">• Mitigation work needs to be done on the Hagley Gap Main Road• River Training• Retaining Walls

Community Mitigation Activities

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

Table PR 10: Community Mitigation Activities

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none">• Maintenance of drains• Planting of trees• De-silting of river	6- 12 months
Landslide	<ul style="list-style-type: none">• Directional warning system and establish building zone	6- 12 months
Hurricane	<ul style="list-style-type: none">• Public awareness exercise	12 months
Garbage	<ul style="list-style-type: none">• Improve collection (more collections)• Public Education	6- 12 months

Mitigation Activities Requiring External Help

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

Table PR 11: Mitigation Activities Requiring External Help

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none">• Maintenance of drains – NWA and Parish Council• Planting of trees - RADA• De-silting of river – NWA	6- 12 months
Landslide	<ul style="list-style-type: none">• Directional warning system and establish building zone – NWA and Parish Council	6- 12 months
Hurricane	<ul style="list-style-type: none">• Public awareness exercise – Parish Disaster Committee, ODPEM	12 months
Garbage	<ul style="list-style-type: none">• Improve collection (more collections) – NSWMA, Parish Council• Public Education – ODPEM, Parish Disaster Committee	6- 12 months

Mitigation Action Plan

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

Table PR 12: Risk Transfer

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

INFORMAL risk transfer options	<ul style="list-style-type: none">• Community base disaster partner plan
FORMAL risk transfer options	<ul style="list-style-type: none">• Insurance
	<ul style="list-style-type: none">• Partner with other organization

Table PR 13: TRAINING

The Hagley Gap Zonal Committee members were not trained in some areas; however it is believed that they will in the near future.

Community Member/Team	Area of Training	Provided by	Who responsible to Organize	Time Frame	Cost
To be identified	Shelter Management Training	Parish Disaster Coordinator/ ODPEM	Mr. Junior Logan Mr. Alton Henry	To be determined	To be determined
To be identified	Community Emergency Operations Centre Training	ODPEM and St. Thomas Parish Council	Mr. Junior Logan Mr. Alton Henry	To be determined	To be determined
Executive and other interested members	Search and Rescue Training	ODPEM	Mr. Junior Logan Mr. Alton Henry	October	To be determined
To be identified	Initial Damage Assessment (IDA)	ODPEM and Parish Disaster Coordinator	Mr. Junior Logan Mr. Alton Henry	To be determined	To be determined
Executive and other interested members	First Aid and CPR	ODPEM	Mr. Junior Logan Mr. Alton Henry	October	To be determined

Table PR 14: PUBLIC AWARENESS AND EDUCATION

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility/ Coordinator
Flooding/ Hurricane	Disaster Risk Management sensitization meetings	Town cry, posters and fliers Letters to churches, clubs, schools, businesses	April - May	Ms. Rosetta Edwards & Team
Earthquake	Setting up of information tents/booths	In conjunction with fund-raising activities Partnering with other stakeholders when they are having fairs etc.	January - February	
Garbage Management Programme	Distribution of Pamphlets, posters and fliers	Using schools, churches, clubs, other events, business places	On going	
	House-to-house visits	Visit houses in specific communities and distribute pamphlets and other material		
Landslide	Town Hall meeting and invite resource persons	Town cry, letters to churches and schools	Ongoing	

PREPAREDNESS AND INITIAL RESPONSE

Monitoring

Table PR 15: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	Mr. Garth Duffus
Listening to the radio for official information	Mr. Ipal Smith
Monitoring marine weather forecasts	Mr. Ipal Smith
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Mr. Ipal Smith; Mr. Junior Logan

Warning

The community must be alerted to the possibility of a threat or dangerous situation. *Table 16* identifies the traditional warning systems to be used by residents to warn of impending disasters- hurricane/flooding, landslide, storm surge and fire for protection of the community.

Table PR 16: Community Early Warning System

HAZARD	TRADITIONAL WARNING	RESPONSIBILITY
Flooding	Cell phone, word of mouth	Every family is responsible for themselves
Hurricane	Radio, cell phones, word of mouth, media, ODPEM	Every family is responsible for themselves
Landslide	Cell phone, word of mouth	Every family is responsible for themselves

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

Table PR 17: Early Warning Activity and Responsibility

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:		
Old and sick Persons	Mr. Ipal Smith	Word of mouth, telephone and house visits
Persons with disabilities		Word of mouth, telephone and house visits
Mothers with babies and young children		Word of Mouth, telephone and house visits
The Schools: Penlyne Basic School Hagley Gap Basic School Epping Farm and Galilee Basic School Penlyne Primary School	Mr. Ipal Smith	Telephone, word of mouth, visits
Evacuation zones residents	Mr. Ipal Smith	Telephone, word of mouth, visits
Rest of community	Mr. Ipal Smith Penlyne Castle: Ms. Lucille Taylor, Mr. Bovell Bailey Hagley Gap: Mrs. Michelle Barrett-Cain, Ms. Charlette Samuels Minto School: Mrs. Juanita Edwards, Ms. Cedella Stewart	Telephone, word of mouth, visits
Update PDC and ODPEM	Mr. Junior Logan, Mr. Ipal Smith	Telephone

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.

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

Table PR 18: Areas to be evacuated during an Emergency

AREA	REASON FOR EVACUATING
Grass Piece	<ul style="list-style-type: none">• Flooding
Penlyne Castle	<ul style="list-style-type: none">• Flooding
Backroad and YS District	<ul style="list-style-type: none">• Flooding
Hagley Gap Community	<ul style="list-style-type: none">• Flooding, Landslide

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

Evacuation Route

The following evacuation route(s) are to be used as outline in the table below. Community members should proceed from the assembly point identified below in **Table PR 19** to the designated shelters.

Table PR 19: Evacuation Route and Mode of Transportation to Emergency Shelter

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION	ASSEMBLY POINT & COORD.
Grass Piece	Cross Negro River via the foot bridge that has no rail then walk along a track that leads directly to the Community Centre	Hagley Gap Community Centre	Walk	Meet at community playfield Coordinator:
Penlyne Castle	Penlyne Castle Main Road that leads to the Primary School	Penlyne Primary School	Walk	Meet at the school gate Coordinator:
Minto	Minto Main Road that leads to the Primary School	Minto Primary School	Walk	Meet at castle (big mango tree)
Hagley Gap	Hagley Gap Square then along the Hagley Gap Main Road that leads to the Community Centre	Hagley Gap Community Centre	Walk	Meet at the Hagley Gap square

The evacuation procedure for the community is detailed below in Table 18.

Table PR 20: Evacuation Procedures

ACTIVITY	RESPONSIBILITY
Evaluate threat and liaise with PDC/ODPEM on need for evacuation	Mr. Ipal Smith; Mr. Junior Logan
Alert residents on possible evacuation	Mr. Ipal Smith
Decide on timing	Mr. Ipal Smith
Ensure special needs population is assisted	Mr. Ipal Smith
Organize transportation	Mr. Ipal Smith
Identify route to be used	Mr. Ipal Smith, Ms. Rosetta Edwards, Mr. Junior Logan
Ensure shelter is available	Mr. Ipal Smith, Ms. Rosetta Edwards, Mr. Junior Logan
Start Evacuation	Mr. Ipal Smith, Ms. Rosetta Edwards, Mr. Junior Logan
Check that all areas have been evacuated	Mr. Ipal Smith, Ms. Rosetta Edwards, Mr. Junior Logan
Inform PDC	Mr. Ipal Smith, Ms. Rosetta Edwards, Mr. Junior Logan

Shelter

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

Table PR 21: List of Official and Unofficial Emergency Shelters

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER Name and Contact Number	AGENCY/LIASION OFFICER
Official Shelter						
Penlyne Primary School, Penlyne Castle	Penlyne Main Road	Good	School	Penlyne Castle & Top Epping Farm	Ms. Lucille Taylor: 401-8083	Mr. Hubert Grant: 466-6333
Minto Primary School, Minto	Minto Main Road	Good	School	Lower Epping Farm & Minto	Mrs. Juanette Edwards	Mr. Hubert Grant: 466-6333
Hagley Gap Community Centre, Grass Piece	Hagley Gap Main Road and foot path leading off the foot bridge that crosses Negro River	Good	School	Hagley Gap, Carrick Hill, Ladies View, Grass Piece sections of Minto	Mrs. Michelle Cain: 354-2179	Mr. Hubert Grant: 466-6333

Preparedness Action Plan

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

Table PR 22: Community Preparedness Action Plan

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	Mr. Garth Duffus (DADA), Ms. Nickora Millwood, Mr. Javian Jeffrey	April – May
Train team members	Mr. Ipal Smith, Ms. Cedella Stewart, Ms. Bovell Bailey, Mr. Alfred Edwards, Mr. Garth Duffus, Mrs. Kadian Edwards Brown, Ms. Kavin Campbell, Mr. Alton Henry	January – June
Replenish First aid/SAR kits	Mr. Ipal Smith	January – March
Make arrangements for access to relief and emergency supplies*	Mr. Ipal Smith	May – June
Start hurricane awareness	Mr. Ipal Smith Penlyne Castle: Mrs. Lucille Taylor, Ms. Bovell Bailey Hagley Gap: Mrs. Michelle Barrett-Cain, Ms. Charlette Samuels Minto School: Mrs. Juanette Edwards, Ms. Cedella Stewart	January - March

Simulation and Drills

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

Table PR 23: Simulation and Drills

TYPE OF EXERCISE/DRILL	NUMBER PER YEAR	DATES	WHO WILL ORGANIZE
Earthquake	2	January & June	Mr. Ipal Smith
Call out Procedures	2	January & June	Mr. Ipal Smith
Evacuation	1	July	Mr. Ipal Smith

PO: POST IMPACT

Response

Search and Rescue/First Aid/Emergency Medical Care

Table PO 1: Response Procedure – Search and Rescue/First Aid/Emergency Medical Care

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

Initial Damage Assessment

The **Hagley Gap Zonal Committee** was not trained for carrying out Initial Damage Assessments. However, it is believed that they will in the near future whereby the completion of Tables PO 2 can be done.

Table PO 2: Community Damage Assessors

ACTIVITY	RESPONSIBILITY	REPORT RECEIVED
Send out Rapid Damage Assessment Team to check on:		
Roads: Open Closed In need of urgent repair to provide access:	No one trained as yet.	Zonal Chairman to Parish Disaster Coordinator
Power: Fallen lines, poles, transformers: Any dangerous situation e.g. live wires, raw sewage, leaking gas etc.	No one trained as yet.	Zonal Chairman to Parish Disaster Coordinator
Water lines: Broken, missing sections, availability	No one trained as yet.	Zonal Chairman to Parish Disaster Coordinator
Describe state of:		
Community Centre	No one trained as yet.	
Schools	No one trained as yet.	
Means of livelihood	No one trained as yet.	

ACTIVITY	RESPONSIBILITY	REPORT RECEIVED
Clinic	No one trained as yet.	
Churches	No one trained as yet.	
Shops, other businesses	No one trained as yet.	

RESPONSE ACTION PLAN

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

Table PO 3: Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	TIMEFRAME
Evacuate vulnerable persons	Mr. Ipal Smith; Mr. Junior Logan	As the need arise
Clearing blocked roads	Mr. Ipal Smith	As the need arise – immediately after the disaster – when it is safe
Feeding persons in shelters	Shelter Coordinators: Ms. Lucille Taylor, Mrs. Juanette Edwards, Mrs. Michelle Cair	During the activation of the shelter
Attending to medical needs/emergencies	Mr. Ipal Smith	As the need arise
Provide counseling	Mr. Ipal Smith	As the need arise

Relief

Table PO 4: Welfare and Relief

ACTIVITY	RESPONSIBILITY
Identify members of community who:	
Received damage	Mr. Ipal Smith
Need shelter	Mr. Ipal Smith
Lost means of income	Mr. Ipal Smith
Need assistance	Mr. Ipal Smith
Identify members of the community in need of psycho-social support or counseling	Mr. Ipal Smith
Compile list and update PDC, ODPEM	Mr. Ipal Smith; Mr. Junior Logan

RECOVERY

Recovery Action Plan

Table PO 5: Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Clearing of Roads	1	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood	As soon as possible	To be determined
Repairing of damaged roofs	1	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood	Immediately after the event has passed and assessments are done	To be determined
Restoration of public utilities	1	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood	As soon as possible	To be determined
Evacuation of shelters for resumption of normal use	2	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood	As soon as all clear is given and it is safe to do so	To be determined

APPENDICES:

Appendix 1: Vulnerable Population

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/ HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBILITY (WHAT TO DO)
Hezekiah Orgill	Aged	Penlyne Castle	Children	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Charles McDonald	Aged	Penlyne Castle		Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Daisy McDonald	Aged	Penlyne Castle		Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Early McDonald	Mentally challenged	Penlyne Castle		Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Seymour Stewart	Aged	Penlyne Castle	Grandchildren	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Madam Stewart	Aged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Pamay Williams	Aged	Penlyne Castle	Niece	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Vashti Rodney	Aged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/ HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBILITY (WHAT TO DO)
Jerome Campbell	Mentally Challenged	Penlyne Castle	Mother	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Youngman” Gordon	Mentally Challenged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Dennis Edwards	Mentally challenged	Penlyne Caste	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Island Gordon	Mentally challenged	Penlyne Caste	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Darling Johnson	Aged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Gladys Spencer	Aged	Penlyne Castle	Children	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Roy Edwards	Aged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Linford Stewart	Aged	Penlyne Castle	Children	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Lilieth Rodney	Aged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/ HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBILITY (WHAT TO DO)
Will Rodney	Aged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Getha Ffrench	Aged	Penlyne Castle	Grandson	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Littleton McDonald	Aged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Charles Shavrewhite	Down syndrome	Penlyne Castle	Mother	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Charles McLean	Mentally challenged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Balsy McDonald	Aged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Stanley McDonald	Aged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Alfonso Hall	Aged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Gloria Muir	Aged	Penlyne Castle	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/ HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBILITY (WHAT TO DO)
Clansy Edwards	Aged	Epping Farm	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Lilian Johnson	Aged	Epping Farm	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Latesha Meladio	Aged	Epping Farm	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Simon Bess	Blind	Epping Farm	Daughter	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Linda Bailey	Aged	Epping Farm	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Beatrice Brown	Paralyzed	Epping Farm	Daughter	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Pearl Ogilvie	Paralyzed	Epping Farm	Daughter and son	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Marcia Edwards	Physically challenged with brain damage	Epping Farm	Parents	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Elaine Walker	Aged	Epping Farm	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/ HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBILITY (WHAT TO DO)
“Coreen”	Aged	Epping Farm	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Edwin Gordon	Aged	Minto	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Mas Brodda	Aged	Minto	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
“30”	Aged	Minto	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status
Mas One Son	Aged	Minto	People in the community	Mr. Ipal Smith Mr. Junior Logan	Take to shelter if necessary, check on health status

Appendix 2: Emergency Supplies Available in the Community

The table identifies the equipment and the quantity the DRM team has current access to.

Items Required	Quantity	Source Agency/Business	Contact Person (s) for Storage	Responsibility
Tractor	1	St. Thomas Parish Council	Mr. Millicent Blake	
Shovels	10	Personal	Mr. Junior Logan	Mr. Alton Henry
Machetes	25	Personal	Mr. Junior Logan	Mr. Alton Henry
Axe saws with extra blades	20	Personal	Mr. Junior Logan	Mr. Alton Henry
Heavy duty screw drivers	15	Personal	Mr. Junior Logan	Mr. Alton Henry
Chain Saw	23	Personal	Mr. Junior Logan	Mr. Alton Henry

Appendix 3: Emergency Supplies Required

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

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
First Aid Kits	5	Red Cross, Ministry of Health, ODPEM	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Shovels	6	Hardware Store, Individuals, ODPEM	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Water boots	26	Hardware Store, Individuals, ODPEM, Red Cross	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Heavy duty gloves	26	Hardware Store, Individuals, ODPEM	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Raincoats	13	Hardware Store, Individuals, ODPEM, Red Cross	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Hard hats	13	Hardware Store, Individuals, ODPEM	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Machetes	6	Hardware Store, Individuals, ODPEM	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
File (for machetes)	10	Hardware Store, Individuals, ODPEM	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Canvas Stretchers	10	Hardware store, individual, community project to make	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Crow bars	3	Hardware store, individuals	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Axe Saws with extra blades	3 and 6 blades	Hardware stores	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
Chain Saws	3	Hardware stores	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Heavy Duty Screw Drivers	6	Hardware stores	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Large/medium cold chisels	3	Hardware stores	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Claw hammers	6	Hardware stores	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Heavy duty sledge hammers	3	Hardware stores	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Flashlights	13	ODPEM, Parish Council, Red Cross, Hardware stores	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Lanterns	13	ODPEM, Parish Council, Red Cross, Hardware stores	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Blankets	50	ODPEM, Parish Council, Red Cross, Hardware stores	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Mattresses	25	ODPEM, Parish Council, Red Cross, Hardware stores	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Tarpaulin	25	ODPEM, Parish Council, Red Cross, Hardware stores	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart
Wheel barrow	5	ODPEM, Hardware stores, Red Cross	Mr. Junior Logan Ms. Cedella Stewart	Mr. Junior Logan Ms. Cedella Stewart

Appendix 4: Stakeholder Partnerships

The stakeholder analysis represents the relationship between **Hagley Gap** 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 impacts of hazards and mobilize the necessary resources to do so.

Agency/Organization/Representative	Nature of Relationship	Contact Person	Contact Number
O.D.P.E.M.	Training, funding through agencies, technical assistance, support to community programmes	Miss Sophia Mitchell	430-5585
St. Thomas Parish Council	Support to community programmes, fix roads	Miss Millicent Blake	276-8950/383-1409
Member of Parliament	Funding and mitigation projects	Mr. James Robertson	
PATH	Technical assistance and support to community activities		
Councilor	Financial support	Mr. Deverel Dwyer	

Appendix 5: Recognition of Volunteers

LIST OF COMMITTEE MEMBERS ACTIVE IN THE PROCESS

#	NAME	ADDRESS	CONTACT NUMBER
1.	Mr. Junior Logan	Hagley Gap, St. Thomas	847-8096
2.	Mr. Alton Henry	Hagley Gap, St. Thomas	401-1605
3.	Ms. Cedella Stewart	Hagley Gap, St. Thomas	849-9055
4.	Mr. Damion Anderson	Hagley Gap, St. Thomas	423-8951
5.	Ms. Charlette Samuels	Hagley Gap, St. Thomas	578-5066
6.	Ms. Rosetta Edwards	Hagley Gap, St. Thomas	488-2214
7.	Mr. Garth Duffus	Hagley Gap, St. Thomas	573-6818
8.	Ms. Nickora Millwood	Hagley Gap, St. Thomas	572-2025
9.	Ms. Javian Jeffrey	Hagley Gap, St. Thomas	No number available
10	Mr. Ipal Smith	Hagley Gap, St. Thomas	406-3368
11	Ms. Angela Jackson	Hagley Gap, St. Thomas	353-9284
12	Ms. Icilda Edwards	Hagley Gap, St. Thomas	565-3788
13	Ms. Roxann Millwood (Lyshann)	Hagley Gap, St. Thomas	584-1662

***APPENDIX 7:
HURRICANE-STANDARD OPERATING PROCEDURES (SOP)
HAGLEY GAP***

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

OBJECTIVES:

The concepts and procedures in this SOP are set to:

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

THREAT ASSESSMENT:

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

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

BASIC PLANNING ASSUMPTIONS

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

CONCEPT OF OPERATIONS

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

Procedures will be categorized into the following phases:

PHASE 1: Prevent, preparedness and mitigation (January through to 144 hours before impact).

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

PHASE 3: Event and event response (72 hours before impact through to 120 hours after landfall/all clear)

PHASE 4: Recovery and mitigation

ACRONYMS

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

AAR: After Action Report

CERT: Community Emergency Response Team

DRM: Disaster Risk Management

CDRMG: Community Disaster Risk Management Group

EOC: Emergency Operations Center

PEOC: Parish Emergency Operations Center

NEOC: National Emergency Operations Center

DEFINITIONS

ALL CLEAR:

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

EMERGENCY OPERATIONS CENTER (EOC):

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

INCIDENT:

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

TROPICAL DISTURBANCE:

A tropical disturbance is a cluster of thunderstorms poorly organized.

TROPICAL DEPRESSION:

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

TROPICAL STORM:

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

HURRICANE:

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

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

HURRICANE CATEGORIES

- CATEGORY ONE HURRICANE:** A Category One Hurricane has winds of 74 to 95 mph and is typically characterized by *minimal damage*. Storm surge is generally 4 to 5 feet above normal.
- CATEGORY TWO HURRICANE:** A Category Two Hurricane has winds of 96 to 110 mph and is typically characterized by *moderate damage*. Storm surge is generally 6 to 8 feet above normal.
- CATEGORY THREE HURRICANE:** A Category Three Hurricane has winds of 111 to 130 mph and is typically characterized by *extensive damage*. Storm surge is generally 9 to 12 feet above normal.
- CATEGORY FOUR HURRICANE:** A Category Four Hurricane has winds of 131 to 155 mph and is typically characterized by *extreme damage*. Storm surge is generally 13 to 18 feet above normal.
- CATEGORY FIVE HURRICANE:** A Category Five Hurricane has winds of greater than 155 mph and is typically characterized by *catastrophic damage*. Storm surge is generally greater than 18 feet above normal.

WARNINGS AND WATCHES

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

- TROPICAL STORM WATCH:** A tropical storm watch is issued when tropical storm conditions, including winds from 39 to 73 mph, pose a possible threat to a specified coastal area within 36 to 48 hours.
- TROPICAL STORM WARNING:** A tropical storm warning is issued when tropical storm conditions, including winds from 39 to 73 mph, are expected in a specified coastal area within 36 hours or less.
- HURRICANE WATCH:** A hurricane watch is issued for a specified coastal area for which a hurricane or a hurricane-related hazard is a possible threat within 36 to 48 hours.
- HURRICANE WARNING:** A hurricane warning is issued when a hurricane with sustained winds of 74 mph or higher is expected in a specified coastal area in 36 hours or less.
- FLASH FLOOD WATCH:** A flash flood watch means a flash flood is possible in an area and everyone should stay alert.
- FLASH FLOOD WARNING:** A flash flood warning means a flooding has been report and flash flood is imminent and everyone in the area should take immediate action to protect lives and property.

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

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes	Coordinator - Public Education & Fundraising	Ms. Rosetta Edwards Mrs. Michelle Barrett Cain Ms. Latoya Stewart Mr. Damion Anderson
2. Sensitize special needs population	Coordinator - Public Education & Fundraising	Ms. Rosetta Edwards Mrs. Michelle Barrett Cain Ms. Latoya Stewart Mr. Damion Anderson
3. Organize how special needs population will be evacuated and transportation required	Coordinator – Preparedness &Response	Mr. Ipal Smith
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator – Preparedness &Response	Mr. Ipal Smith
5. Send reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator – Preparedness &Response	Mr. Ipal Smith
6. Sensitization of persons in the community without vehicles of assembly area of transportation to a safer location	Coordinator - Public Education & Fundraising	Ms. Rosetta Edwards Mrs. Michelle Barrett Cain Ms. Latoya Stewart Mr. Damion Anderson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
7. Identify areas in the community where high potential for infrastructure/property damages	Coordinator - Vulnerability & Risk Identification	Mr. Garth Duffus
8. Ensure DRM teams are aware of all high risk locations in the community	Coordinator - Vulnerability & Risk Identification	Mr. Garth Duffus Ms. Nickora Millwood Ms. Javian Jeffrey
9. Prepare areas for sheltering persons in need	Coordinator – Preparedness & Response	Mr. Ipal Smith Team members: <ul style="list-style-type: none"> • Ms. Cedella Stewart • Ms. Bovell Bailey • Ms. Alfred Edwards • Mr. Garth Duffus • Mrs. Kadian Edwards Brown • Mr. Kavin Campbell • Mr. Alton Henry
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness & Response	Mr. Ipal Smith Team members: <ul style="list-style-type: none"> • Ms. Cedella Stewart • Ms. Bovell Bailey • Mr. Alfred Edwards • Mr. Garth Duffus • Mrs. Kadian Edwards Brown • Mr. Kavin Campbell • Mr. Alton Henry
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator - Prevention & Mitigation	Mr. Garth Duffus Ms. Nickora Millwood Ms. Javian Jeffrey

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>12. Organize mitigation and prevention projects and work days with technical guidance from relevant agencies (with the help of the PDC)</p>	<p>Coordinator - Prevention & Mitigation</p>	<p>Mr. Garth Duffus</p> <ul style="list-style-type: none"> • Mr. Andre Anderson (Farkland) • Mr. Demar Butler (Gabo) • Ms. Nevan Hanlan (61) • Ms. Charlette Samuels • Ms. Luckeisha Anderson • Mr. Kenneth Moncreiffe (Jackie or Speng)

PHASE 2: Alert (5 days up to 72 hours before impacts)

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Meet and assess the community's state of preparedness for a hurricane 2. Advise community to listen to all weather advisories 	DRM Team	Hagley Gap Executive (Mr. Junior Logan, Mr. Alton Henry, Ms. Cedella Stewart, Ms. Charlette Samuels, Mr. Damion Anderson, Ms. Rosetta Edwards)
<ol style="list-style-type: none"> 1. Issue warning of threat 2. Alert and notify: PDC that community DRM teams are activated, other community-based organizations, shelter managers and response personnel 3. Make available all relevant information of the hazard to the general community 	Coordinator-Preparedness	Mr. Ipal Smith Penlyne Castle –trained SMs <ul style="list-style-type: none"> • Ms. Lucille Taylor • Ms. Bovell Bailey Hagley Gap <ul style="list-style-type: none"> • Mrs. Michelle Barrett-Cain • Ms. Charlette Samuels Minto School <ul style="list-style-type: none"> • Mrs. Juanita Edwards • Ms. Cedella Stewart
<ol style="list-style-type: none"> 1. Pre-check and activate SOPs 2. Alert all trained community first aiders and search and rescue personnel 3. Have first-aid kits prepared 	Coordinator-Preparedness	Mr. Ipal Smith
Personal activities for families: <ul style="list-style-type: none"> • Make sure your family goes over the family disaster plan • Make plans for protecting your house, especially the roof, windows and doors • Have flashlight and extra batteries 	Coordinator-Preparedness & Coordinator- Response and Recovery	Mr. Ipal Smith

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> • Have portable battery-operated radio and extra batteries • Ensure provisions are put in place for emergency food and water 	Coordinator- Preparedness & Coordinator- Response and Recovery	Mr. Ipal Smith
Protecting the community: <ul style="list-style-type: none"> • Trim dead or weak branches from trees • Clear all drains that will cause flooding 	Coordinator-Mitigation & Prevention & Coordinator- Preparedness	Mr. Garth Duffus (DADA) Ms. Nickora Millwood Ms. Javian Jeffrey
Listen to all weather advisories and information from ODPEM, MET Office and Communicate with PDC	DRM Team President and Coordinator-Preparedness	Mr. Ipal Smith

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
DRM Team advise the community to listen to all weather advisories and remain alert	Coordinator- Preparedness	Mr. Ipal Smith
Continue to listen to all weather advisories and reports	Coordinator- Preparedness	Mr. Ipal Smith
A. HURRICANE WATCH- 48 HOURS BEFOR IMPACT		
<ol style="list-style-type: none"> 1. Personal preparation food supplies 2. Securing official documents 3. Securing home and get rid of all things around the yard that can be missile in a hurricane 4. Check on neighbours that may need help 	Coordinator- Response	Mr. Ipal Smith
Ensure the elderly and physically challenged are notified and assisted to prepare for event.	Coordinator- Response & Recovery	Mr. Ipal Smith
B. HURRICANE WARNING – 36 HOURS BEFORE IMPACT		
<ol style="list-style-type: none"> 1. Activate and brief all community teams and volunteers 2. Test the systems of communication within the community 3. If cell phones are the means to be used, ensure credit is bought 4. Ensure phones can be charged 	Coordinator- Response	Mr. Ipal Smith

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	Coordinator- Response	Mr. Ipal Smith
<ol style="list-style-type: none"> 1. Activate and prepare emergency shelters 2. Deploy relief and welfare volunteers to emergency shelters 	Coordinator- Response	Mr. Ipal Smith
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary	Coordinator- Response	Mr. Ipal Smith
Contact PDC and prepare to initiate evacuation procedures for the community	Coordinator- Response	Mr. Ipal Smith
<ol style="list-style-type: none"> 1. Re-check arrangements and MOUs with private bus/transportation owners and other volunteers in the community 2. Pre-position the following resources to areas which will potentially be cut off: Food stock/welfare items, communications equipment, manpower, power saws 3. Refuel vehicles 	Coordinator- Preparedness/ Coordinator- Response	Mr. Ipal Smith
<ol style="list-style-type: none"> 1. Encourage residents to activate family plans 2. Pre-position resources: List these resources: equipment, ropes, etc., food/stocks/welfare items, communications equipment, manpower 	Coordinator- Preparedness/ Coordinator - Response	Mr. Ipal Smith

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
B. 24 HOURS BEFORE IMPACT		
<ol style="list-style-type: none"> 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	Mr. Ipal Smith
Activate and test local communications links and report to PDC	Coordinator- Response	Mr. Ipal Smith then to Mr. Junior Logan
<ol style="list-style-type: none"> 1. Brief community of activation of evacuation and persons to be evacuated: <ul style="list-style-type: none"> • Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate • Communicate assemble points and deploy marshals/coordinators • Make contact with shelter managers to receive evacuees • Inform PDC of actions taken • All electricity and gas supplies should be shut-down when closing businesses or evacuating homes • Ensure the elderly and physically challenged to be evacuated • Ensure registration of all evacuated • Check that all needing evacuation are safely evacuated 	Coordinator- Response	Mr. Ipal Smith Ms. Rosetta Edwards Mr. Junior Logan

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> 2. Monitor radio for hurricane warnings and public information via news releases through ODPEM and MET Office. 3. Monitor radios for precautionary tips together with packaged information of the activities of responding agencies. 4. Alert community Initial Damage Assessment Team(s) <p>Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster.</p>	Coordinator- Response	Mr. Ipal Smith
1. 16 HOURS BEFORE IMPACT TO LANDFALL		
<ul style="list-style-type: none"> 1. Maintain contact with PDC 2. Advise PEOC of weather conditions and state of preparedness 3. Confirm arrival and status of evacuees in shelters 4. Check with the standby teams and community response personnel 	CDRM Team President and Vice President and Coordinator- Response	Mr. Ipal Smith
2. THE BLOW/IMPACT		
Monitor and report events as far as possible	CDRM Team President/ Vice President	Mr. Ipal Smith
Maintain contact with PEOC, shelters and response personnel	Coordinator- Response	Mr. Ipal Smith

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
3. AFTERMATH (IMMEDIATELY following the blow to 5 days after all clear)		
<ol style="list-style-type: none"> 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' 2. Deploy community damage survey teams or assessors 3. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities 4. Check for deaths, injuries and persons needing emergency assistance 5. Conduct first aid and search and rescue operations as necessary 6. Notify PEOC of critical/emergency cases 7. Provide PEOC with status report 	Coordinator-Preparedness & Response	Mr. Ipal Smith
F(a). UP TO 48 HOURS AFTER ALL CLEAR		
Provide initial damage survey/assessment and needs of the community	Coordinator-Preparedness & Response	Mr. Ipal Smith
<ol style="list-style-type: none"> 1. Provide ground reconnaissance intelligence to the PDC 2. Assist the Fire Brigade and National Works Agency with road clearing, and search and rescue activities through the PEOC 3. Assist with the establishment and staffing of registration centres. 	Coordinator-Preparedness & Response	Mr. Ipal Smith

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
F(a). UP TO 48 HOURS AFTER ALL CLEAR CONT'D		
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.</p> <p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> • Open windows and doors to ventilate or dry your home. Do not use candles or open flames indoors. Use a flashlight to inspect for damage. • Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. • Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. • If they have to step in water to reach the electric box, call an electrician for advice. 	<p>Coordinator- Preparedness & Response</p>	<p>Mr. Ipal Smith</p>
<ol style="list-style-type: none"> 1. Check for sewage and water-line damage. 2. If you suspect there is such damage, call NWC and/or the PDC 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	<p>Coordinator- Preparedness & Response</p>	<p>Mr. Ipal Smith</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
F(b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR		
Constantly advise the community: <ul style="list-style-type: none"> • To conserve water and food • To stay living at their homes if it is safe to do so • To take particular care with hygiene and sanitary practices • Of measures being taken with respect to provision of food and water and restoration of public utilities 	Coordinator- Response	Mr. Ipal Smith Ms. Rosetta Edwards
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of assistance through the PEOC 2. Coordinate reconnaissance and damage assessment teams through he PEOC 3. Ascertain the early requirements for Government assistance in re-establishing the community 4. Coordinate the establishment, staffing and management of emergency shelters for sustained use in the community 5. Encourage persons affected to stay with friends or family as first options 6. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC 	Coordinator- Preparedness & Response	Mr. Ipal Smith
<ol style="list-style-type: none"> 1. Assist with the distribution of supplies 2. Assist with tracing of missing persons 	Coordinator- Response	Ms. Rosetta Edwards Mr. Junior Logan

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
F(b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR		
<ol style="list-style-type: none"> 1. Assist with needs assessments 2. Assist in the provision of welfare information to persons affected 3. Begin to effect minor repairs to critical facilities and clear roadways and drains <p>Continue to provide feedback and assistance to the community through the PDC and PEOC</p>	Coordinator – Preparedness & Response	Mr. Ipal Smith

PHASE 4: Recovery

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Mobilize community members to assist each other with rehabilitation and reconstruction activities 2. Encourage community members to rebuild bearing in mind mitigation measures (build back better) 3. Mobilize and conduct repairs to critical facilities and infrastructure (schools, clinic, water supplies and others) 	Coordinator- Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood
<ol style="list-style-type: none"> 1. Update PDC on recovery activities by external agencies/departments/organizations 2. Monitor progress and ensure deficiencies are reported 	Coordinator – Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood
Mobilize CDRM Team to seek assistance from NGOs (e.g.: Red Cross, Food for the Poor, ADRA) to assist in community recovery initiatives	Coordinator – Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood
<p>Identify and share lessons learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> • Challenges in responding to incidents • Which systems were overburdened? • What resources were lacking (human and physical)? • How did the community cope? 	Coordinator - Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> What areas of the SOPs need to be reconsidered? 	Coordinator - Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood
Revise SOPs as necessary	Coordinator - Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood

APPENDIX 8
EARTHQUAKES - STANDARD OPERATING PROCEDURES (SOP)
HAGLEY GAP

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

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

OBJECTIVES

The concepts and procedures in this SOP are set to:

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

THREAT ASSESSMENT

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

BASIC PLANNING ASSUMPTIONS

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

CONCEPT OF OPERATIONS

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

Procedures will be categorized into the following phases:

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

PHASE 2: Event, Event Response, Damage Assessment

PHASE 3: Recovery

ACRONYMS

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

DEFINITIONS

ALL CLEAR:

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

EMERGENCY OPERATIONS CENTER (EOC):

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

INCIDENT:

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

EARTHQUAKE:

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

EPICENTRE:

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

AFTER-SHOCK:

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

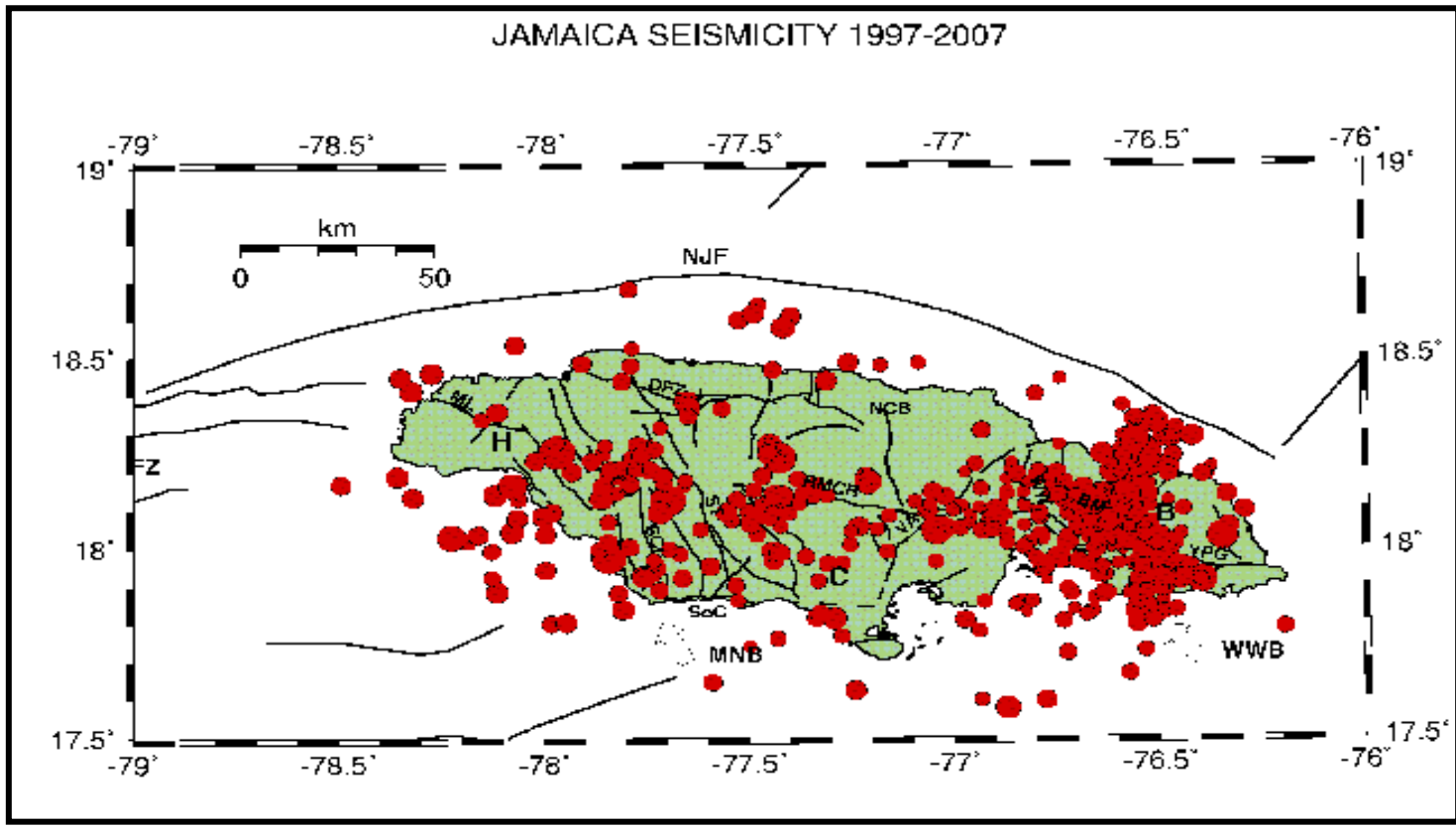
TREMOR:

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

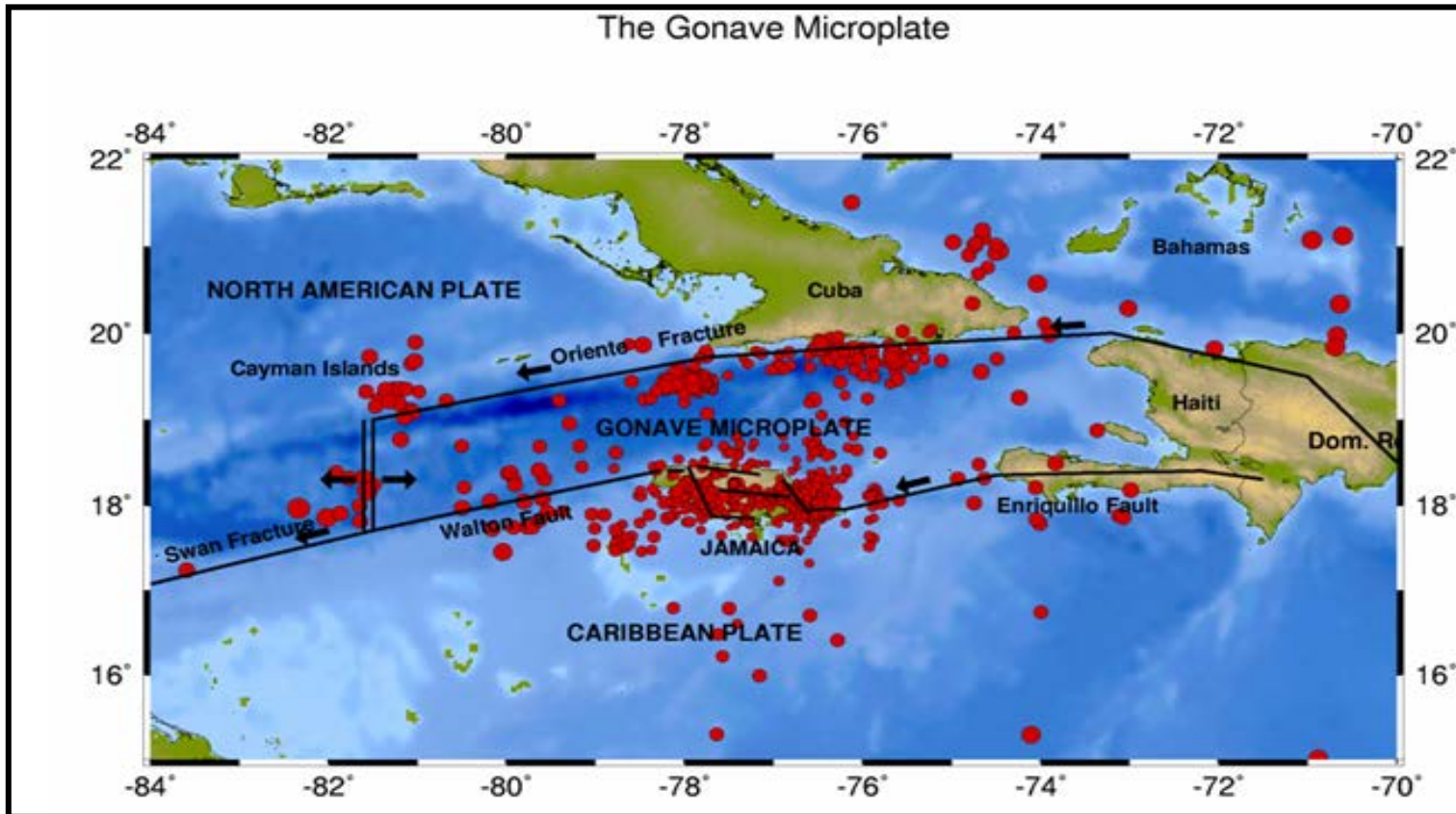
MAGNITUDE:

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

JAMAICA SEISMICITY 1997-2007



The Gonave Microplate



OPERATING PROCEDURES

PHASE 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Ms. Rosetta Edwards Mrs. Michelle Barrett Cain Ms. Latoya Stewart Mr. Damion Anderson
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	Ms. Rosetta Edwards Mrs. Michelle Barrett Cain Ms. Latoya Stewart Mr. Damion Anderson
3. Organize how special needs population will be evacuated and transportation required.	Coordinator – Preparedness & Response	Mr. Ipal Smith
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator – Preparedness & Response	Mr. Ipal Smith
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible.	Coordinator – Preparedness & Response	Mr. Ipal Smith
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education & Fundraising	Ms. Rosetta Edwards Mrs. Michelle Barrett Cain Ms. Latoya Stewart Mr. Damion Anderson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Mr. Garth Duffus
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	Mr. Garth Duffus Ms. Nickora Millwood Ms. Javian Jeffrey
9. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Mr. Ipal Smith Team members: <ul style="list-style-type: none"> • Ms. Cedella Stewart • Ms. Bovell Bailey • Mr. Alfred Edwards • Mr. Garth Duffus • Mrs. Kadian Edwards Brown • Mr. Kavin Campbell • Mr. Alton Henry
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness	Mr. Ipal Smith Team members: <ul style="list-style-type: none"> • Ms. Cedella Stewart • Ms. Bovell Bailey • Mr. Alfred Edwards • Mr. Garth Duffus • Mrs. Kadian Edwards Brown • Mr. Kavin Campbell • Mr. Alton Henry
11. Ensure new developments are assessed relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Mr. Garth Duffus (DADA) Ms. Nickora Millwood Ms. Javian Jeffrey

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	Coordinator – Prevention & Mitigation	Mr. Garth Duffus <ul style="list-style-type: none"> • Mr. Andre Anderson (Farkland) • Mr. Demar Butler (Gabo) • Mr. Nevan Hanlan (61) • Ms. Charlette Samuels • Ms. Luckeisha Anderson • Mr. Kenneth Moncreiffe (Jackie or Speng)
13. Procurement and placement of necessary response equipment and supplies for shelters- mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Shelter Manager	Ms. Lucille Taylor Mrs. Juanette Edwards Mrs. Michelle Cair
14. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders- including first aid kits, ropes, masking tape, stretchers, splints, sheets	Coordinator - Preparedness	Mr. Ipal Smith
15. Organize and ensure supplies and systems for damage assessment are in place- damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Coordinator – Damage Assessment	No one trained as yet
16. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes	Coordinator – Prevention & Mitigation (primary) Sector/Evacuation leaders (secondary)	Mr. Garth Duffus Ms. Nickora Millwood Mr. Javian Jeffrey

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
17. Community inventory of building quality	Coordinator- Mitigation & Prevention (working with Supt. Of Works and Planning Director- Parish Council)	Mr. Garth Duffus Ms. Nickora Millwood Ms. Javian Jeffrey
18. Community inventory of road networks and updating of community map	Coordinator- Mitigation & Prevention (working with Supt. Of Works and Planning Director- Parish Council)	Mr. Garth Duffus Ms. Nickora Millwood Ms. Javian Jeffrey
19. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator- Mitigation & Prevention	Mr. Garth Duffus Ms. Nickora Millwood Ms. Javian Jeffrey
20. Put mutual aid agreements in place for emergencies such as earthquakes	Coordinator – Preparedness & Response	Mr. Ipal Smith
21. Meet and assess the community’s state of preparedness for an earthquake	DRM Team	Mr. Junior Logan and Team
22. Organize or initiate and support drills <ul style="list-style-type: none"> • Trained community first aiders • Search and rescue personnel • Have first-aid kits prepared • Support for school and business community drills 	Coordinator – Preparedness & Response	Mr. Ipal Smith

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team- President/V.P.	Mr. Junior Logan
Maintain contact with PEOC, Shelters and response personnel.	Coordinator- Response	Mr. Ipal Smith
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator- Response	
DRM Team advise the community to listen to all advisories and remain alert for aftershocks.	Coordinator- Preparedness	Mr. Ipal Smith

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear 	Coordinator – Preparedness & Response	Mr. Ipal Smith
<ol style="list-style-type: none"> 1. Deploy community damage survey teams or assessors 2. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. 3. Check for deaths, injuries and persons needing emergency assistance 4. Conduct first aid and search and rescue operations as necessary 5. Notify PEOC of critical/emergency cases 6. Provide PEOC with status report 	Coordinator – Preparedness & Response	Mr. Ipal Smith
Provide initial damage survey and needs of the community	Coordinator – Preparedness & Response	Mr. Ipal Smith
<ol style="list-style-type: none"> 1. Provide ground reconnaissance intelligence to the PDC. 2. Assist the Fire Brigade and NWA with road clearing and search and rescue activities through the PEOC. 3. Assist with the establishment and staffing of registration centres. 	Coordinator – Preparedness & Response	Mr. Ipal Smith

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>Beware of downed or lose power lines. Report them immediately to the JPS, Police or Fire Department.</p> <p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> • Check for sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. • Check for water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. • Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. • Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. • If you have to step in water to reach the electric box, call an electrician for advice. 	<p>Coordinator – Preparedness & Response</p>	<p>Mr. Ipal Smith</p>
<ol style="list-style-type: none"> 1. Check for general sewage and water-line damage in the community. 2. If you suspect there is such damage, call the NWC company and/or PDC. 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	<p>Coordinator – Preparedness & Response</p>	<p>Mr. Ipal Smith</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>Constantly advise the community:</p> <ul style="list-style-type: none"> • To conserve water and food • To stay living at their homes if it is safe to do so • To take particular care with hygiene and sanitary practices • Of measures being taken with respect to provision of food and water and restoration of public utilities. 	Coordinator – Response	<p>Mr. Ipal Smith</p> <p>Ms. Rosetta Edwards</p>
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of assistance through the PEOC. 2. Coordinate reconnaissance and damage assessment teams through the PEOC 3. Ascertain the early requirements for Government assistance in re-establishing the community. 	Coordinator – Preparedness & Response	Mr. Ipal Smith
<ul style="list-style-type: none"> • Coordinate the establishment, staffing and management of emergency shelters for sustained use in community. • Encourage persons affected to stay with friends or family as first options. 	Coordinator – Response	<p>Ms. Rosetta Edwards</p> <p>Mr. Junior Logan</p>
Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator – Response	Mr. Ipal Smith through Mr. Junior Logan
<ol style="list-style-type: none"> 1. Assist with the distribution of supplies 2. Assist with the tracing of missing persons 	Coordinator – Preparedness & Response	Mr. Ipal Smith

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none">3. Assist with needs assessments4. Assist in the provision of welfare information to persons affected5. Begin to effect minor repairs to critical facilities and clear roadways and drains6. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator – Preparedness & Response	Mr. Ipal Smith

PHASE 3: RECOVERY

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Mobilize community members to assist each other with rehabilitation and reconstruction activities. 2. Encourage community members to rebuild bearing in mind mitigation measures (build back better). 3. Mobilize and conduct repairs to critical facilities and infrastructure (schools, clinic, water supplies and others) 	Coordinator- Recovery	<p>Ms. Angella Jackson</p> <p>Ms. Icilda Edwards</p> <p>Ms. Roxann Millwood</p>
<ol style="list-style-type: none"> 4. Update PDC on recovery activities by external agencies/departments/organizations 5. Monitor progress and ensure deficiencies are reported. 	Coordinator- Recovery	<p>Ms. Angella Jackson</p> <p>Ms. Icilda Edwards</p> <p>Ms. Roxann Millwood</p>
<ol style="list-style-type: none"> 6. Mobilize CDRMG to seek assistant from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives. 	Coordinator- Recovery	<p>Ms. Angella Jackson</p> <p>Ms. Icilda Edwards</p> <p>Ms. Roxann Millwood</p>
<ol style="list-style-type: none"> 7. Identify and share lessons learnt to enhance future preparedness and response activities: 	Coordinator- Recovery	<p>Ms. Angella Jackson</p> <p>Ms. Icilda Edwards</p> <p>Ms. Roxann Millwood</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> • Challenges in responding to incidents • Which systems were overburdened? • What resources were lacking (human and physical) • How did the community cope? • What areas of the SOPs need to be reconsidered? 	Coordinator- Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood
Revise SOPs as necessary	Coordinator- Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood

APPENDIX 9:
FIRE-STANDARD OPERATING PROCEDURES (SOP)
HAGLEY GAP

PURPOSE:

The purpose of this Fire SOP is to establish the necessary action steps for an effective and safe response to fires that could potentially affect the community of **Hagley Gap**. Fires 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 fire. The CDRM Group shall work with government organizations, NGOs/CBOs, private sector and other stakeholders to facilitate the safety of community members. It is the intent of this SOP to maintain clearly defined procedures for before, during and after fire events.

OBJECTIVES:

The concepts and procedures in this SOP are set to:

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

PHASE 2 (a): Event and Event Response - Building Fires (Homes, Small Businesses)

PHASE 2 (b): Event and event response – Bush Fires

PHASE 3: Recovery

GLOSSARY OF TERMS

TERMS	MEANINGS
ALL CLEAR	An All Clear is a statement issued by the pertinent authority (Fire Department, Police – if the fire department is not present) when a threat has passed. The <i>All Clear</i> , for Fire – is when the fire has been fully extinguished and buildings and property are no longer threatened.
EMERGENCY OPERATIONS CENTRE (EOC)	A multi-agency coordination center that provides support and coordination to the on-scene responders.
INCIDENT	Natural or man-made event that requires the action of emergency services to protect lives, goods and environment.
FIRE	Combustion or fire is a chemical reaction or series of reactions in which heat and light are evolved.
FACTORS NECESSARY FOR COMBUSTION	
HEAT, FUEL AND OXYGEN	
WAYS IN WHICH HEAT CAN BE CREATED	Open flame, sparks, arcs, friction, chemical reaction, electrical
FUEL	Fuels are found in all three (3) stages of matter. Solids: Cloth, Paper, Wood, Coal Liquids: Gasoline, Kerosene, Alcohol, Paint Gases: Methane, Butane, Propane, Acetylene

TERMS	MEANINGS
OXYGEN	<p>21.2 percent of the earth’s atmosphere is oxygen, but only 15 percent is needed for combustion</p> <div data-bbox="1119 399 1522 802" data-label="Diagram"> </div>
BUSH FIRE	<p>A fire in the bush or in a forest area that spreads quickly and goes out of control easily.</p>
EMERGENCY EVACUATION	<p>The immediate and rapid movement of people away from the threat or actual occurrence of a hazard.</p>
EXTINGUISH	<p>To put a flame or fire; to cause a flame or fire to cease to burn or shine.</p>
R.A.C.E.	<p>Acronym for Rescue, Alert, Contain (confirm fire and smoke) & Evacuate or Extinguish</p>
P.A.S.S.	<p>Acronym for Pull, Aim, Squeeze, Sweep (at base of fire). Use to remind users of fire extinguishers how to properly use a CO₂ Dry Powder or Water fire extinguisher</p>

OPERATING PROCEDURES

PHASE 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Ms. Rosetta Edwards Mrs. Michelle Barrett Cain Ms. Latoya Stewart Mr. Damion Anderson
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	Ms. Rosetta Edwards Mrs. Michelle Barrett Cain Ms. Latoya Stewart Mr. Damion Anderson
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness & Response	Mr. Ipal Smith
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator – Preparedness & Response	Mr. Ipal Smith
5. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator – Preparedness & Response	Mr. Ipal Smith
6. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Coordinator – Preparedness & Response	Mr. Ipal Smith
7. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible.	Coordinator – Preparedness and Response	Mr. Ipal Smith

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
8. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education & Fundraising	Ms. Rosetta Edwards Mrs. Michelle Barrett Cain Ms. Latoya Stewart Mr. Damion Anderson
9. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Mr. Garth Duffus
10. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	Mr. Garth Duffus Ms. Nickora Millwood Ms. Javian Jeffrey
11. Prepare areas for sheltering persons in need	Coordinator – Preparedness and Response	Mr. Ipal Smith Team members: <ul style="list-style-type: none"> • Ms. Cedella Stewart • Ms. Bovell Bailey • Mr. Alfred Edwards • Mr. Garth Duffus • Mrs. Kadian Edwards Brown • Mr. Kavin Campbell • Mr. Alton Henry
12. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness	Mr. Ipal Smith Team members: <ul style="list-style-type: none"> • Ms. Cedella Stewart • Ms. Bovell Bailey • Mr. Alfred Edwards • Mr. Garth Duffus • Mrs. Kadian Edwards Brown • Mr. Kavin Campbell • Mr. Alton Henry

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
13. Ensure new developments are assessed relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Mr. Garth Duffus (DADA) Ms. Nickora Millwood Mr. Javian Jeffrey
14. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	Coordinator – Prevention & Mitigation	Mr. Garth Duffus <ul style="list-style-type: none"> • Mr. Andre Anderson (Farkland) • Mr. Demar Butler (Gabo) • Mr. Nevan Hanlan (61) • Ms. Charlette Samuels • Ms. Luckeisha Anderson • Mr. Kenneth Moncreiffe (Jackie or Speng)
15. Meet and assess the community's state of preparedness for a fire.	DRM Team	Mr. Junior Logan and Team
16. Conduct Fire Drills at least once yearly DRM Team		

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Personal for families and businesses: <ul style="list-style-type: none"> • Make sure you family goes over the family disaster plan. • All family members should know their evacuation plan. • Store important documents in fireproof box (where possible) or safe. 	Coordinator – Preparedness/ Coordinator Response	Mr. Ipal Smith

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> • Houses should be safely wired. An electrical inspection should be conducted: <ul style="list-style-type: none"> ○ For new buildings or building extensions ○ For older buildings every 2-3 years; annually where rodents and termites are prevalent or where houses are located by the sea or where corrosion can take place • Actively practice fire safety when cooking and in use of matches or flammable material, in monitoring children, when smoking, use of electrics and the wiring of buildings, etc. 	Coordinator – Preparedness/ Coordinator Response	Mr. Ipal Smith
<ul style="list-style-type: none"> • Insure house/building, contents and other assets, where possible. • Have a business continuity plan (businesses). • Employees/Family members should know exit routes and what to do in case there is a fire. (Have regular drills). 	Coordinator – Preparedness/ Coordinator Response	Mr. Ipal Smith
Protecting the community (from bush fire): <ul style="list-style-type: none"> • Trim dead or weak branches from trees • Keep yards free of debris • Avoid open burning, especially dry season • Remove all dead limbs, needles and debris from gutters • Build fires away from nearby trees or bushes; always have a way to extinguish this fire. • Monitor all fires while they are burning. • Prune all branches around to a height of 8-10 feet. • Ensure trees adjacent to buildings are free of dead or dying wood and moss. 	Coordinator - Mitigation and Prevention/Coordinator - Preparedness	Mr. Garth Duffus (DADA) Ms. Nickora Millwood Ms. Javian Jeffrey

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>Protecting the community (businesses):</p> <ul style="list-style-type: none"> • Install smoke detectors within business and institutions Exit signs must be fitted to all exit doors. Signs must be written in bold red and white background. • All buildings must have proper exits, evacuation routes and emergency assembly areas. • Encourage the usage of fire-resistant materials when building, renovating or retrofitting structures. <p>Encourage the storage of combustible/flammable materials in approved safety containers and keep away from home.</p>	<p>Coordinator - Mitigation and Prevention/Coordinator - Preparedness</p>	<p>Mr. Garth Duffus (DADA) Ms. Nickora Millwood Ms. Javian Jeffrey</p>
<p>Ensure each response team are equipped with the following:</p> <ul style="list-style-type: none"> • Knowledge and drills from recognizing types of fire and assessment for response • Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary) • Sand box and shovels • Pails and water source (drum) • Fire Extinguisher (if possible) • First Aid kit 	<p>Coordinator - Mitigation and Prevention/Coordinator - Preparedness</p>	<p>Mr. Garth Duffus (DADA) Ms. Nickora Millwood Ms. Javian Jeffrey</p>
<p>Obtain local building codes and weed abatement ordinances for buildings near wooded areas.</p>	<p>DRM Team President/ Coordinator – Preparedness</p>	<p>Mr. Ipal Smith</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> • Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate. • Communicate assembly points and deploy marshals. • Make contact with shelter managers to receive evacuees. • Inform PDC of actions to be taken. • All electricity and gas supplies should be shut-down when closing businesses or evacuating homes 	Coordinator - Response	Mr. Ipal Smith
<ul style="list-style-type: none"> • Ensure the elderly and physically challenged to be evacuated and make special arrangement for them. 	Coordinator - Response	Mr. Ipal Smith

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 do not practice at all or irregularly.

DRILLS SAVE LIVES

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

A – ALARM/ASSESS (simultaneous to immediate rescue)

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

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Call out ALARM – If trapped in a fire you cannot out run it. Once a fire is detected immediately call the JPS, Police and Fire Department	Persons on or nearby the scene; Coordinator - Response	Mr. Ipal Smith
Once an ALARM is activated: <i>At location of fire (buildings):</i> <ul style="list-style-type: none">• Building should be immediately evacuated. Do not enter a burning building.• Ensure that persons who need assistance while evacuating are assisted (Elderly, Physically Challenge, Children)	Persons on or nearby the scene; Coordinator - Response	Mr. Ipal Smith

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.	Coordinator - Preparedness	Mr. Ipal Smith

AFTER A FIRE

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Constantly advise the community that after fire persons should not re-enter building until authorities say it is safe to do so. Confirm All Clear.	Coordinator- Response	Mr. Ipal Smith Ms. Rosetta Edwards
2. Conduct Damage & Needs Assessment <ul style="list-style-type: none"> a. Deploy community damage survey teams or assessors (with Parish Council if more than 3 homes/properties are affected) b. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities c. Check for associated deaths, injuries and persons needing emergency or psychosocial assistance d. Conduct first aid and search and rescue operations as necessary e. Notify emergency personnel of additional critical/emergency cases 	Damage Assessment Coordinator:(a) Coordinator – Response: (b-e)	No one trained as yet. Mr. Ipal Smith Ms. Rosetta Edwards
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	No one trained as yet.

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator – Response	Ms. Rosetta Edwards Mr. Junior Logan
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator – Response & Recovery	Ms. Rosetta Edwards Mr. Junior Logan
6. Coordinate requests for and offers of assistance through the Parish Council. <ul style="list-style-type: none"> ○ Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC ○ Assist with the distribution of supplies ○ Assist with needs assessments ○ Assist in the provision of welfare information to persons affected. 	Coordinator – Response & Recovery	Mr. Ipal Smith through Mr. Junior Logan
7. Assist with the tracing of missing persons	Coordinator – Preparedness & Response	Mr. Ipal Smith
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Coordinator – Preparedness & Response	Mr. Ipal Smith
9. Continue to provide feedback and assistance to the community through the PDC and PEOC	Coordinator – Preparedness & Response	Mr. Ipal Smith
10. Mobilize community members to assist each other with rehabilitation and reconstruction activities.	Coordinator –Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator –Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood
12. Mobilize and conduct repairs to critical facilities and infrastructure (schools, clinic, water supplies and other), if affected.	Coordinator –Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator –Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood
14. Monitor progress and ensure deficiencies are reported.	Coordinator –Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood
15. Mobilize CDRMG to seek assistance from NGOs (e.g. Red Cross, Food for the Poor, ADRA and others) to assist in community recovery initiatives, as required.	Coordinator –Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood
<p>16. After Action Assessment (Community & community/agency) – to identify and share <i>lessons learnt</i> to improve future preparedness and response activities (de-briefing of incident):</p> <ul style="list-style-type: none"> ○ Challenges in responding to incidents ○ Which systems were overburdened? ○ What resources were lacking (human and physical)? ○ How did the community cope? ○ What areas of the SOPs need to be reconsidered? 	CDRM Team Leader/ Coordinator –Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
13. Revise SOPs as necessary	Coordinator - Recovery	Ms. Angella Jackson Ms. Icilda Edwards Ms. Roxann Millwood

ACKNOWLEDGEMENT