



COMMUNITY DISASTER RISK MANAGEMENT PLAN

**For
Kellits, Clarendon**



Facilitated through the
Building Disaster Resilient Communities Project,
An Office of Disaster Preparedness and Emergency Management (ODPEM) Project
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TABLE OF CONTENTS	PAGE
Glossary of Terms	4
Abbreviations	7
Preamble	8
Location Map	10
Community Profile	11
The Zonal Programme.....	13
Disaster Risk Management Organization Structure	16
Terms of Reference CDRM Group Concept	17
PR Pre-Impact	
PR1 Historical Overview of Disasters	24
Community Hazard Map	26
PR2 Future Hazards	27
PR3 Vulnerability Summary, Possible Impact & Corrective Actions to Reduce Community Vulnerability	28
PR4 Reducing Vulnerability	29
PR5 Priority Listing of Hazards	31
PR6 Capacity and Resource Analysis	32
PR7 Areas for No Development	33
PR8 Areas for Development	34
PR9 Special Areas for Development	34
PR10 Community Mitigation Activities	35
PR11 Mitigation Activities requiring external assistance	36
PR12 Risk Transfer	38
PR13 Training	39
PR14 Public Awareness and Education	40
PR15 Community Monitoring Programme	41
PR16 Community Early Warning system	42
PR17 Community Early warning Activity and Responsibility	43
PR18 Areas to be Evacuated	44

PR19	Evacuation Routes and Mode of Transportation to Emergency Shelters	45
PR20	Evacuation Procedures	46
PR21	List of Official and Unofficial Emergency Shelters	48
PR22	Preparedness Action Plan	50
PR23	Simulations and Drills	51

PO – POST IMPACT

PO1	Response and Relief	53
PO2	Community Damage Assessors	54
PO3	Community Response Action Plan	56
PO4	Welfare and Relief	57
PO5	Community Recovery Action Plan	58

APPENDICES:

<i>Appendix 1</i>	-	<i>Emergency Supplies Available in community</i>
<i>Appendix 2</i>	-	<i>Emergency Supplies Required</i>
<i>Appendix 3</i>	-	<i>Stakeholder Partnerships</i>
<i>Appendix 4</i>	-	<i>Photo Gallery</i>
<i>Appendix 5</i>	-	<i>Hurricane SOP</i>
<i>Appendix 6</i>	-	<i>Earthquake SOP</i>
<i>Appendix 7</i>	-	<i>Fire SOP</i>

Acknowledgement	114
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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.
Early Warning:	The provision of timely and effective information, through identified institutions, that allows individuals exposed to a hazard to take action to avoid or reduce their risk and prepare for effective response.
Emergency Management:	The organization and management of resources and responsibilities for dealing with all aspects of

TERM	MEANING
	emergencies, in particularly preparedness, response and rehabilitation.
Hazard:	A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.
Hazard Analysis:	Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour.
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:	<p>Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure.</p> <p>Non-structural measures refer to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk and related impacts.</p>
Vulnerability:	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.
*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 “**Kellits 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 **Kellits**.
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. Clarendon Parish Council
2. Office of Disaster Preparedness and Emergency Management (ODPEM)
3. Ministry of Labour and Social Security (MLSS)
4. Social Development Commission (SDC)
5. Jamaica Fire Brigade (JFB)
6. Rural Agricultural Development Authority (RADA)
7. Other stakeholders and Government agencies
8. Clarendon Parish Disaster Committee

Disaster Risk Management in Rocky Point will be taken on by the **Kellits Zonal Committee**. The table outlines the membership of the committee and the roles and responsibility of each member..

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 Clarendon 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 **Kellits Zonal Committee**. It is recommended that the Kellits 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 ***Kellits 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 Clarendon 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 Clarendon Parish Council on Disaster Risk Management matters through the Parish Disaster Committee and the Parish Disaster Coordinator.

LOCATION MAP FOR THE COMMUNITY OF KELLITS, CLARENDON



COMMUNITY PROFILE

The community of Kellits Is a hilly community, located in the northern section of the parish of Clarendon. Kellits is bounded to the North of Douglas Castle, Fort George and Pedro River; located to the South of crofts Hill, Colonel Ridge and Brandon Hill; The community is dominantly of hilly terrain. The Present Member of Parliament for North Clarendon is Mr. Horace Dalley of the Peoples National Party.

Kellits is a rural community that has predominantly farming has its income earner; and land for extensive agricultural uses. Other economic activities found within the community are: Restaurants, Shops/wholesales, Banks, and Hardware Stores. The community is relatively quiet and has active community groups that capture the interest of the residents. The community of Kellits is serviced by over 20 churches of multiple denominations.

There are nine districts in the community of Kellits namely:

- *Kellits Proper*
- *Reckford*
- *Rhoden Hall*
- *Sandy River*
- *Shooter*
- *McNie* /
- *Comsee*
- *Jericho*
- *Good hope*

There are several educational institutions in the community of Kellits at the High School, Primary and Basic Level.

Type of Educational Institution	Number
High School	1
All Age School	2
Basic School	8
Primary	1
Total	12

HEALTH

Health care principally provided by the Kellits Health Center which services neighboring communities and districts. This is health center provides anti-natal, pre-natal, dental, family planning services as well as a doctor who visits once per week. There is no small pharmacy which dispenses drugs however for referral persons are sent to the Chapelton Hospital, May Pen or St. Ann's Bay hospital. (Social Development Commission)

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

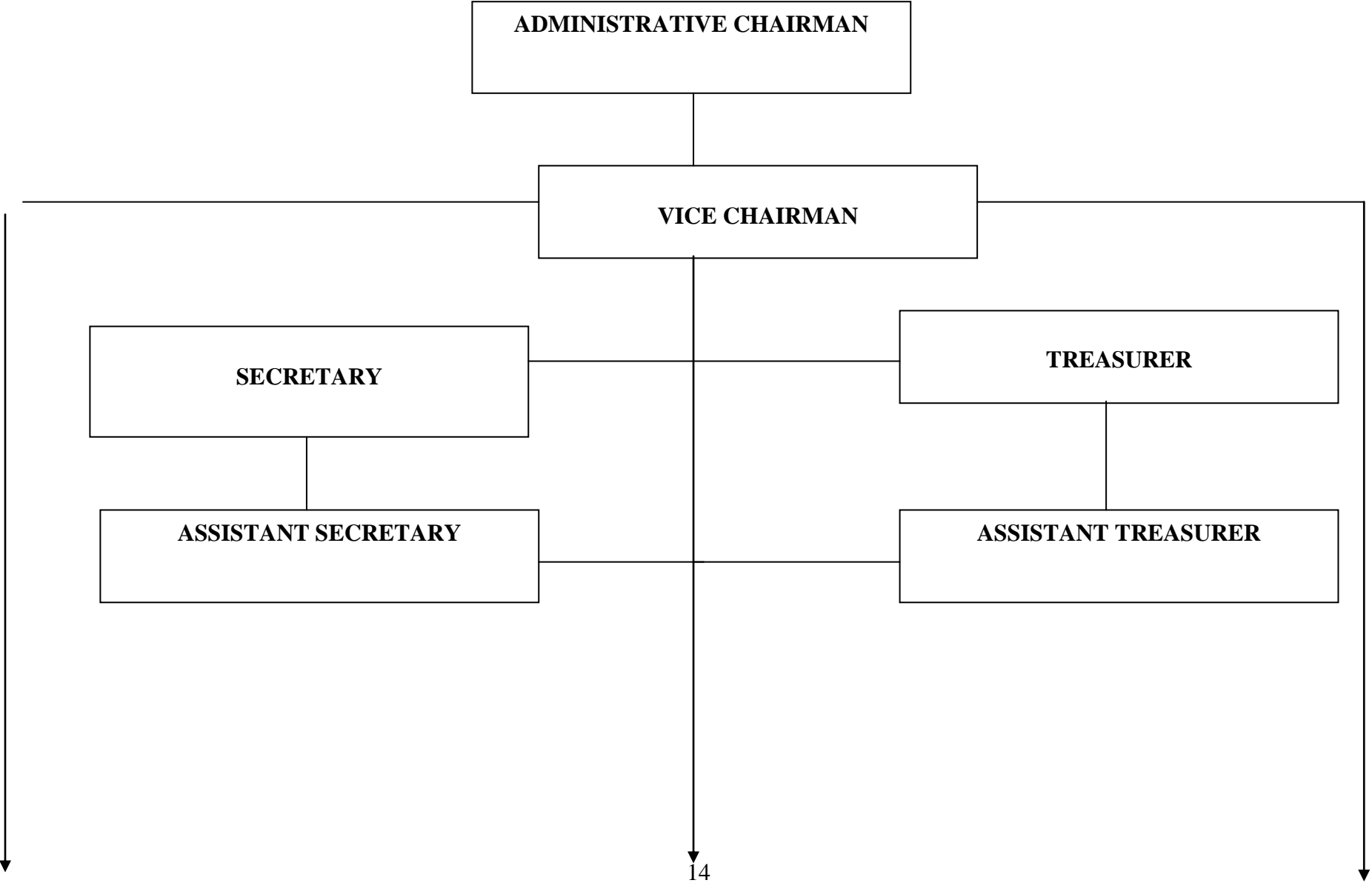
Within the National Disaster Management Framework, "The Zone" is envisaged as the smallest organized unit, outside of the family, that is empowered to prepare and respond to emergencies and disasters at the local level. The Zonal Programme conceptually represents the establishment of a formal organizational 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



ZONAL COMMITTEE STRUCTURE CONT'D

ADMINISTRATION FINANCE AND FUNDRAISING SUB-COMMITTEE

Chair: Fund-raising Coordinator

Other members may include:

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

PUBLIC EDUCATION HEALTH, WELFARE, TRAINING SUB-COMMITTEE

Chair: Public Education Coordinator

Other members may include:

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

EMERGENCY OPERATIONS COMMUNICATIONS & TRANSPORTATION SUB-COMMITTEE

Chair: Response & Recovery Coordinator

Other members may include:

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

Disaster Risk Management (DRM) Organizational Structure

The Disaster Risk Management in **kellits** will be taken on by the **Kellits 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 below.

EXECUTIVE TITLES	NAME/ RESPONSIBILITY	TELEPHONE	ADDRESS
Chairman	Clifton Gardener	413- 8039	Crofts Hill
Vice Chairman	Verley Spence	402-5127	Tate District
Secretary	Claudette Mason	891-2811	Crofts Hill
Assistant Secretary	Miriam Thompson	887- 2811	Crofts Hill
Treasurer	Andrea Thomas	356 -7274	Crofts Hill
Assistant Treasurer	Carole Mason - Rowe	470-3600	Good Hope
Public Relations Officer	Naaman Alvaranga	367- 6211	Crofts Hill
Roles			
Coordinator - Prevention & Mitigation	Naaman Alvaranga & Verley Spence		
Coordinator – Preparedness	Andrea Thomas & Clifton Gardener		
Coordinator - Response & Recovery	Clifton Gardener, Naaman Alvaranga, Verley Spence & Andrea Thomas		
Coordinator – Public Education	The Zonal Committee		
Parish Disaster Coordinator	Charmaine Williams		
Regional Disaster Coordinator	Camille Beckford-Palmer		

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 execute as is necessary – inviting stakeholders as appropriate.

Funding of CDRM Group and Activities

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

- Fundraising activities
- Proposal writing to private sector and donor agencies
- Donations or Grants
- Parish Disaster Committee
- ODPEM

- Government entities with specific mandates

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

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

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

ODPEM:

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

Other Technical Agencies

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

Interaction with Councillors, 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 encourage 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 integral for community involvement.
- CDRM should establish creative initiatives for garnering community support and involvement.

Roles & Functions of the Executive Membership for DRM

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

Coordinator – Public Education & Fundraising

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

Coordinator – Vulnerability & Risk Identification

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

Coordinator – Prevention & Mitigation

Duties related to Mitigation

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

Duties related to Prevention

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

Coordinator – Response & Recovery

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

HAZARD HISTORY

History of Hazards and Coping Mechanisms

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

Table PR1: Historical Overview of Disasters

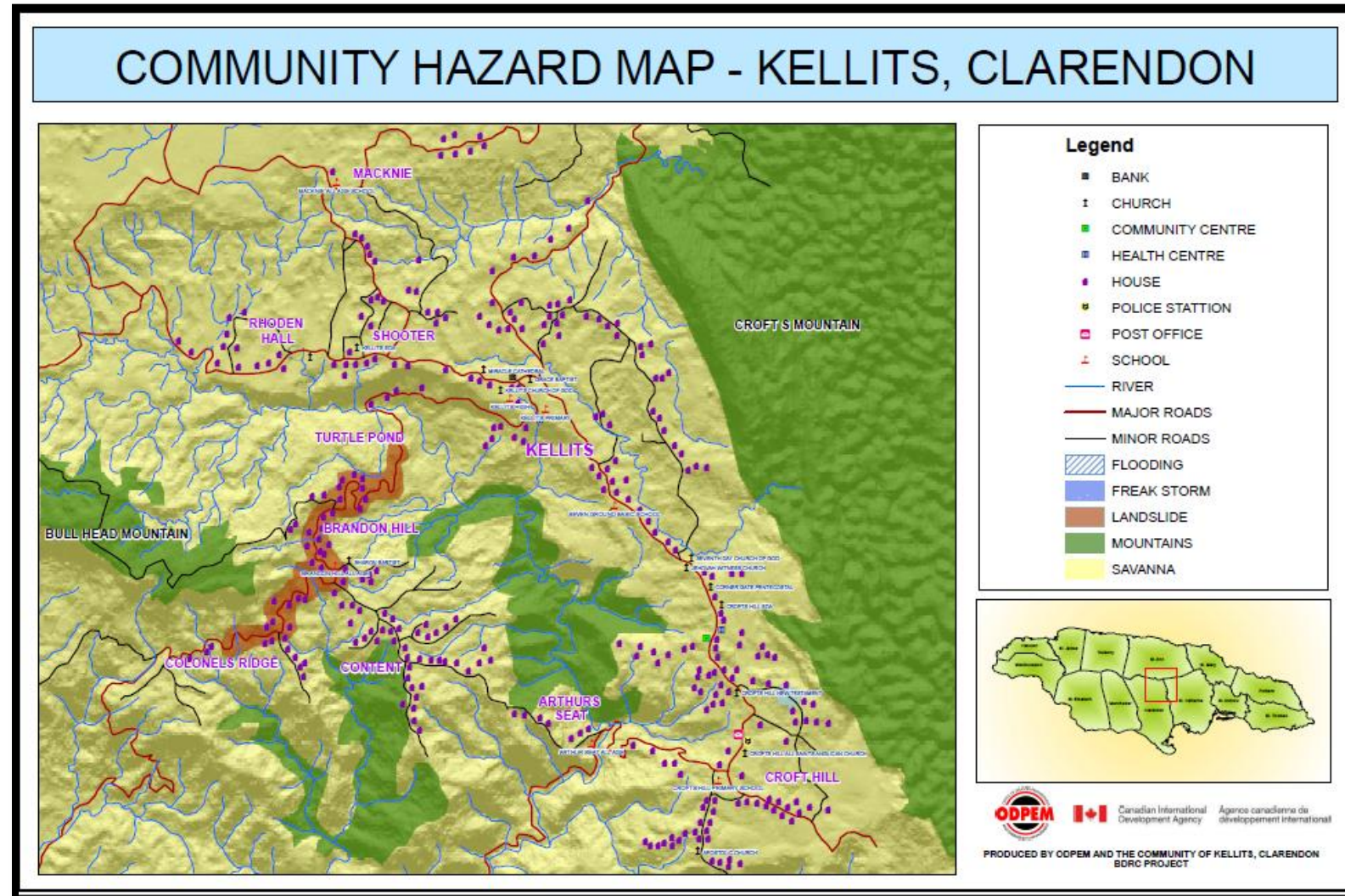
HAZARD, YEAR	IMPACT	HOW DID THEY COPE?
June Flood, 1986	Destruction of property and livestock, landslides and flooding.	Response from NWA, JPS, NWC, ODPEM, Salvation Army. Community groups assisted in damaged repairs and clearing of minor land slippages.
Hurricane Gilbert, 1988	Destruction of properties and livestock, loss of lives, flooding, damage to utilities and infrastructure.	Community members opened and managed shelters and provided heavy equipment. Food for the Poor provided food, clothing and building materials. Red cross supplied food items and bedding. MLSS distributed cash vouchers and RADA supplied farming tools and seeds.
Hurricane Dean, 2001	Landslides, flooding, farm destruction.	RADA supplied farm tools and seeds. Food for the Poor gave out food items. NWC cleared land slippages. Community members opened and managed shelters.
Hurricane Ivan, 2004	Landslides, flooding, damages to utilities and physical infrastructure.	Community members opened and managed shelters and provided heavy equipment. Food for the Poor provided

HAZARD, YEAR	IMPACT	HOW DID THEY COPE?
		food, clothing and building materials. Red cross supplied food items and bedding. MLSS distributed cash vouchers and RADA supplied farming tools and seeds.
Hurricane Nicole, 2010	Major flooding, property damage, freak storms in three (3) areas, disruption of utilities, schools, jobs and larceny.	Community members opened and managed shelters and provided heavy equipment. Food for the Poor provided food, clothing and building materials. Red cross supplied food items and bedding. MLSS distributed cash vouchers and RADA supplied farming tools and seeds.
T/Storm Nichole (2010)	Damage to houses, roads, Mahogany Vale Bridge, livestock, flooding and disruption in utilities.	Red Cross, Parish Council and O.D.P.E.M. along with community members helped in the rebuilding process.
Tropical Storm Gustav, 2008	Extensive flooding; evacuation of community members; Damage to houses; loss of roofs; Agricultural sector damaged; Disruption of utilities; The gorge was extensively damaged	The community members kept up to date with information from the media via radios Strong communication and social network

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

- 1. The need to take the necessary precautionary measures**
- 2. The importance of proper garbage disposal**
- 3. Trees need to be trimmed at the start of the hurricane season and cuttings disposed of properly**

KELLITS COMMUNITY HAZARD MAP



Identification of Future Hazards

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

Table PR2: Future Hazards

HAZARD	POSSIBLE IMPACT
Hurricane	<ul style="list-style-type: none">• Damage to physical infrastructure• Flooding• Landslides
Earthquake	<ul style="list-style-type: none">• Loss of lives• Fire• Damage to Physical Infrastructure

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 PR3: Vulnerability Summary, Possible Impact and Corrective Actions to Reduce Community Vulnerability

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Hurricane	Schools, churches, dwellings (homes), roads, farms, animals and livestock, utilities, health centres, doctors' offices, banks	Loss of homes; death; injury; displacement of families; disruption of schools; jobs and other services; outbreak of diseases	Public education, observing proper building codes, cleaning of drains, identifying shelters
Flooding	Roads, farm lands, dwellings	Loss of income and life; marooning; outbreak of diseases	Public education, cleaning of drains
Landslide	Roads, farm lands, dwellings	Death; injury; disruption of jobs and schools	Building of retaining walls, reforestation, proper mining and planting techniques, public education, enforcing building regulations
Fire	Farm lands, dwellings, schools, churches, doctors' offices, banks, utilities, health centres		

Reducing Community Vulnerability

The vulnerabilities identified above can be addressed and the impact of the hazards reduced if the appropriate 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 PR4: Reducing Vulnerability

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
A. Environmental		
Type of soil in the community: shale and sand	<ul style="list-style-type: none"> • Retain as is necessary • Tree planting 	The intervention of RADA
The Burning on Hillsides	Public Education	Acquiring seedlings
Bushfires due to Flintstones	Promote reforestation	The forestry Department
B. Social/Economic		
Building proper Infrastructure	<ul style="list-style-type: none"> • Public Education • Financial assistance 	Government Intervention The Inclusion of Non- Governmental Organisations

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

Priority Listing of Hazards - Table PR5:

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Hurricane	3	2	2	2	2	2	30
Landslide	2	1	1	1	1	1	10
Flooding	2	1	1	1	1	1	10
Fire	2	1	1	1	1	1	10

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

- Hurricane - Has the highest chances of occurring and will have a negative impact on the community.
- Landslide, Flooding and Fire shares the same level of priority. This suggest that there is some likeliness of the hazards occurring; however the negative impact on the community will be low, according to the table above.

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 **Kellits** are provided below.

PR 6: Capacity and Resource Analysis

CAPACITY	TYPE OF RESOURCES	TASK
Knowledge	Teachers, nurses, doctors, public health inspectors, pharmacists	Public Education
Skills	Nurses, doctors, carpenters, masons, building constructors, auto mechanics, farmers	To help restore the community to a state of normalcy by, for example, giving medical care, replanting crops in the area and helping to repair physical structures and vehicles.
Transportation	Drivers, trucks, ambulances, heavy duty equipment, privately owned vehicles, public buses, runners	Assist in evacuation exercises, clearing of roads, transportation of basic items and the ill and injured.
Means of Care	Basic schools, caregivers, early childhood institutions.	Provide education and protection.
Medical Care	Doctors, nurses, teachers, health centres, medical facilities	Offer treatment to injured persons, triaging persons, referral and the transfer of injured and ill persons.
Building Structures	Schools, churches, hardware stores, supermarkets, wholesales, financial institutions and community centers	Provision of shelter and supply of basic items.

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 vulnerability to natural hazards.

Table PR7: Areas for No Development

AREA	REASON FOR NO DEVELOPMENT
Parts of Long Ground (Lower end)	Area prone to flooding

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

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
Morant	Residential, commercial and farming purposes
Hill sides (Brandon Hill)	Building of retaining wall, reforestation, public education on dangers of deforestation
Rivers (Pedro River)	River training, reconstruction of bridge, elevate roads
Dwellings and other physical structures	Public education on proper building codes, zoning of areas for development or no development, retrofitting of centres

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
Crofts Hill – Possible Housing development	Adherence and enforcement of the building codes

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"> • Drain cleaning and simple drain maintenance • Public education: <ul style="list-style-type: none"> ○ Drain maintenance ○ Proper garbage disposal methods ○ Dangers of deforestation ○ Proper building codes • Clearing of minor blockages after a landslide 	February – April Ongoing
Landslide	<ul style="list-style-type: none"> • Soil conservation measures 	February - April
Fire	<ul style="list-style-type: none"> • Public awareness exercise 	October
Hurricane	<ul style="list-style-type: none"> • Public awareness exercise • Shelter inspection and update • Conduct training workshops • Help less able persons prepare their homes for the hurricane season • Help do minor repairs to shelters before the hurricane season 	January - May
Earthquake	<ul style="list-style-type: none"> • Public Awareness exercises • Conduct drill 	January - February

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	AGENCY
Flooding	<ul style="list-style-type: none"> • Drain/gully cleaning • Better farming and land use practices • Construct and improve drains • River training • Construction of a higher bridge 	NWA Parish Council RADA
Landslide	<ul style="list-style-type: none"> • Soil conservation measures 	RADA
Fire	<ul style="list-style-type: none"> • Public awareness exercise 	Jamaica Fire Brigade
Hurricane	<ul style="list-style-type: none"> • Public awareness exercise –Shelter inspection and update • Secure storage items and emergency supplies • Conduct training workshops 	Parish Disaster Committee, ODPEM
Earthquake	<ul style="list-style-type: none"> • Public Awareness exercises • Conduct drill 	ODPEM

Mitigation Action Plan

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

Hazard Impact	Mitigation Required	Areas for Improvement	Timeframe for Action Plan	Priority Ranking	Resource
Blocked drains cause flooding	Drain cleaning Public education: Proper garbage disposal		Twice per year	High	Drivers of heavy-duty equipment, community members, NWA, Public Health Inspectors
Hurricane & Earthquake causing road blocks as a result of landslides	Tree planting Building of retaining walls				Ministry of Agriculture, Parish Council, ODPEM
Landslides cause marooning of residents	Public education: Deforestation Replanting of trees Clearing of minor blockages		Three times per year	High	Forestry Department, RADA, community members
Flooding cause marooning of residents	Clearing of drains River training Construction of a higher bridge				NWA, Parish Council
Damages to buildings leading to loss of shelters	Public education: Proper building codes Implement hurricane preparedness tips for safer homes		Twice per year during the hurricane season		Public Health Officers, community members, carpenters
Fire causes destruction of physical infrastructure and farmlands	Public education: Fire prevention				Jamaica Fire Brigade
Decorative slots and concrete louvre blades allows for water damage in shelters	Retrofitting of shelters		Once yearly prior to hurricane season	High	Contractors, carpenters, community members

Risk Transfer - Table PR 12

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	Partner schemes
	Investment in livestock
	Community labour
	Fundraising
	Disaster funding
FORMAL risk transfer options	
	Insurance
	Housing Trust Mortgage
	Standing Order/ Game Plan

TRAINING - TABLE PR: 13

Community Member/Team	Area of Training	Agency or Source	Who responsible to Organize	Time Frame
Executive and other interested members	Community Emergency Operations Centre Training	ODPEM		2days
Zonal Committee members and other interested persons	Initial Damage Assessment (IDA)	ODPEM Parish Council	completed	2days
Zonal Committee members and other interested persons	First Aid	Red Cross	completed	2days

PUBLIC AWARENESS AND EDUCATION - TABLE PR 14

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	The Zonal Committee
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	The Zonal Committee
Landslide	Distribution of Pamphlets, posters and fliers	Using schools, churches, clubs, other events, business places	On going	The Zonal Committee
Fire	House-to-house visits	Visit houses in specific communities and distribute pamphlets and other material		
	Community meetings and invite resource persons	Town cry, letters to churches and schools	On going	The Zonal Committee
	House-to-house / one-to-one contact/information sharing	Visit houses in specific communities and have dialogue		

PREPAREDNESS AND INITIAL RESPONSE

Monitoring

Table PR 15: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	Naaman Alvaranga
Listening to the radio for official information	CERT
Monitoring marine weather forecasts	CERT
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Clifton Gardener

Warning

The community must be alerted to the possibility of a threat or dangerous situation. **Table 13** 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 (for alerting DRM Team)
Hurricane	Phones Media; Town cry Word of mouth	Chairman Executive Committee Runners
Earthquake	Whistles (long blow) Bells (long ring)	ODPEM Executive Principal
Fire	Word of mouth Telephones	Community members Fire fighters
Flooding	Phones Word of mouth	ODPEM Committee members
Landslides	Phones Word of mouth	ODPEM Executive Chairman Committee

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

Early Warning Activity and Responsibility – Table PR17

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:		
Old and sick Persons	Nurse Thomas	House visits will be made by the community health aid.
Mothers with babies and young children		
The Schools	Rosey Ann Richards	Cell phone and by car
Members of the community who are sea	N/A	N/A
Rest of community	Zonal Committee	cell phone, word of mouth, by car, the use of the public address system
Update PDC and ODPEM	Clifton Gardener Nurse Andrea Thomas	Through the use of cell phone

Evacuation

The evacuation plan will be a guide for the whole 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 PR18: Areas to be evacuated during an Emergency

HAZARD	AREA FOR EVACUATION	REASONS FOR EVACUATING
High Winds	Pleasant Hill	Poor housing structures
	McNie	Poor housing structures
	Burns	Poor housing structures
	Crofts Hill	Poor housing structures

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 above and bold in Table to the designated shelters.

Table PR19: Evacuation Route and Mode of Transportation to Emergency Shelter

AREA FOR EVACUATION	SHELTER	EVACUATION ROUTE	TRANSPORTATION	RESOURCES
Kellits	Kellits High School	Kellits Main Road	Walk, private and public transportation	Minivan
	Kellits Primary School	Clinic Road	Walk, private and public transportation	Minivan
Stacey Ville	Stacey Ville Primary School	Pleasant Hill Road to Sandy River	Walk	Minivan
McNie	McNie All Age School	Cowley Road to McNie	Walk	Minivan
Crofts Hill	Crofts Hill Primary School Crofts Hill Junior High School	Travel along the Crofts Hill Main Road to Arthur Sent Road.	Walk	Minivan
	Cultural Centre	Travel along Kellits Main Road or use the Baptist church Road.	walk	Minivan

Evacuation Procedures

The evacuation procedure for the community is detailed below in **Table PR 20**.

Table PR20

ACTIVITY	RESPONSIBILITY
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	The Zonal Committee
Alert residents on possible evacuation	Andrea Thomas & Clifton Gardener
Decide on timing	The Zonal Committee; final decision to be made after discussions with ODPEM
Ensure special needs populations assisted	Andrea Thomas
Organize transportation	Naaman Alva
Identify route to be used	N/A
Ensure shelter available	The Zonal Committee
Start evacuation	Clifton Gardener
Check that all areas safely evacuated	Miriam Thompson Carol Mason Rowe Clifton Gardener
Inform Parish Disaster Committee/ODPEM	Andrea Thomas & Clifton Gardener

Evacuation Team

District/Area	Evacuation Team/Person	#of Households in Area	Vulnerable Group and #'s to Evacuate	Team Responsibility
Kellits	Executive Officers	300 approx.	<ul style="list-style-type: none"> • Indigent • Youths • Elderly • Physically Impaired 	Relocate persons to shelters
Jericho	Executive Officers	200 approx.	<ul style="list-style-type: none"> • Indigent • Youths • Elderly • Physically Impaired 	Relocate persons to shelters
Sandy River	Executive Officers	150 approx.	<ul style="list-style-type: none"> • Indigent • Youths • Elderly • Physically Impaired 	Relocate persons to shelters
McNie	Executive Officers	150 approx.	<ul style="list-style-type: none"> • Indigent • Youths • Elderly • Physically Impaired 	Relocate persons to shelters
Crofts Hill	Executive Officers	310 approx.	<ul style="list-style-type: none"> • Indigent • Youths • Elderly • Physically Impaired 	Relocate persons to shelters
Brandon Hill	Executive Officers	250 approx.	<ul style="list-style-type: none"> • Indigent • Youths • Elderly • Physically Impaired 	Relocate persons to shelters

Shelter

The evacuated community members should be transported to the designated shelters listed in **Table 18** below.

Table PR21: List of Official and Unofficial Emergency Shelters

Shelter Name & Location	Access Route to Shelter	Type of Use	Condition of Shelter	Area Served	Shelter Manager & Team (Name, Contact)	Agency Liaison Officer (Name, Contact)
McNie All Age School	Main Road	Hurricane Shelter	Needs retrofitting	McNie	Rebecca Pinnock 427-7284 Nickel Willie - 895-7362	Charmaine Williams 986-2216 or 986-2234
Stacey Ville All Age School	Main Road	Hurricane Shelter	Needs retrofitting and repairs	Stacey Ville	Caswell Pinnock 363-4129 Nerissa May- 966-8339	Charmaine Williams 986-2216 or 986-2234
Kellits Primary School	Clinic Road	Hurricane Shelter	Needs retrofitting	Kellits	Miriam Thompson 887-4665 Mrs. Bonnick	Charmaine Williams 986-2216 or 986-2234
Kellits High School	School Road	Hurricane Shelter	Needs retrofitting	Kellits	Katherine Edwards 966-8010	Charmaine Williams 986-2216 or 986-2234
Crofts Hill Junior High School	Top Arthur Seat Road	Hurricane Shelter	Satisfactory	Crofts Hill		Charmaine Williams 986-2216 or 986-2234

Shelter Name & Location	Access Route to Shelter	Type of Use	Condition of Shelter	Area Served	Shelter Manager & Team (Name, Contact)	Agency Liaison Officer (Name, Contact)
Bunkers Hill Primary School	Main Road	Hurricane Shelter	Satisfactory	Bunkers Hill	Ruth Baker-Gardner 560-0778	Charmaine Williams 986-2216 or 986-2234
Brandon Hill Primary School	Main Road	Hurricane Shelter	Satisfactory	Brandon Hill	Olive Bygrave	Charmaine Williams 986-2216 or 986-2234
Morant Community Centre	Scheme Road	Hurricane Shelter	Satisfactory	Morant	William Willis 966-7576	Charmaine Williams 986-2216 or 986-2234
Mount Carmel Primary	Off Main Road unto Clinic Road	Hurricane Shelter	Needs retrofitting	Mount Carmel	Juliet Williams 445-6635	Charmaine Williams 986-2216 or 986-2234

Preparedness Action Plan

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

Table PR22: Community Preparedness Action Plan

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	The Zonal Committee	February to March
Train team members	CERT	January to March
Secure first aid and search and rescue kits	Andrea Thomas & Carol Mason- Rowe	Ongoing
Make arrangements for access to relief supplies	Carol Mason Rowe	Ongoing
Start hurricane awareness	Clifton Gardener	April - June
Earthquake Awareness	The Zonal Committee	January - February

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 PR23: Simulation and Drills

TYPE OF EXERCISE/DRILL	NUMBER PER YEAR	DATES	WHO WILL ORGANIZE
Earthquake	2	To be determined	The Zonal Committee
Fire	1	To be determined	The Zonal Committee
Evacuation	1	To be determined	The Zonal Committee

RESPONSE AND RELIEF

Instructions for DRM Team

The Kellits Health Centre acts as the Emergency Command Centre during an emergency. It will serve as an assembly point for community members to garner information regarding the effect of the disaster. It is also where volunteers can sign-in for instructions and assignments.

The Command Center will forward information to the Parish Emergency Operations Centre (PEOC). The Community Disaster Chairman will assume the lead at the Command Center. The Public Education Coordinator will serve as the sole public spokesperson in Kellits. The Kellits Zonal Committee will also develop an inventory and assess damage, and where feasible, secure the perimeter of dangerous areas

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

Response

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

ACTIVITY	RESPONSIBILITY	AGENCY TO REPORT TO
Activation of Shelters	Clifton Gardener	Zonal Chairman to Parish Disaster Coordinator
Feeding of Shelterees	Errol Bonner	Zonal Chairman to Parish Disaster Coordinator
Stocking of Shelters	Errol Bonner	Zonal Chairman to Parish Disaster Coordinator
Trucking of Water	Clifton Gardener & Andrea Thomas	The Parish Disaster Coordinator
Alternative Sources of Lighting	Naaman Alvaranga	Zonal Chairman to Parish Disaster Coordinator
Garbage Removal form shelters	Shelter Manager	Andrea Thomas to Parish Disaster Coordinator
Search and Rescue	Naaman Alvaranga	Clifton Gardener
Children Welfare and the Disabled	Andrea Thomas	Clifton Gardener
Initial Damage Assessment	Verley Spence	Zonal Chairman to Parish Disaster Coordinator
Welfare Assessment	Carol Mason-Rowe & Verley Spence	Clifton Gardener
Distribution of relief supplies	Clifton Gardener & Rosie	The Parish Disaster Coordinator
First Aid	Andrea Thomas	The Parish Disaster Coordinator
Activation of EOC	Andreas Thomas	The Parish Disaster Coordinator to OPEM
Cleaning Up Exercise	The Zonal Committee & Shelter Managers	The Parish Disaster Coordinator

Initial Damage Assessment

The following persons will conduct damage assessment and report damages and needs to relevant agencies:

Table PO2: Community Damage Assessors

ACTIVITY	RESPONSIBILITY
Send out rapid assessment team	
Check on:	
Roads opened/closed	Clifton Gardner
Roads In need of urgent repair to provide access	Verley Spence
Power:	
Fallen lines, poles transformers	Naaman Alvaranga
Live wires	Naaman Alvaranga
Water and Sewage:	
Broken/missing water mains	Clifton Gardner
Water available	Verley Spence
Sewage pipes broken/leaking	Cleon Brown
Describe State of:	
Community	Cleon Brown
Schools	Clifton Gardner
Clinic	Verley Spence

ACTIVITY	RESPONSIBILITY
Church	Cleon Brown
Shops and businesses	Naaman Alvaranga
Boats and fishing gear	N/A
Sea Wall and sea defense	N/A
Mangroves, environment	N/A

Response Action Plan

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

Type of Assessment (Buildings, Agriculture, Welfare etc)	Team Leader (Name, Contact)	Agency Report is to be Submitted to	Time Frame
Initial Assessment			
Buildings, utilities and infrastructure	Naaman Alvaranga	The Parish Disaster Coordinator & Member of Parliament	To be completed in 2 days
Welfare	Cleon Brown	MLSS	To be completed in 2 days
Agriculture	Verley Spence	RADA	Within a week
Preliminary assessment			
Buildings, utilities and infrastructure	Clifton Gardener	The Parish Disaster Coordinator & Member of Parliament	
Welfare	Cleon Brown	MLSS	
Agriculture	Verley Spence	RADA	Within a week

Relief

Table PO4: Welfare and Relief

ACTIVITY	RESPONSIBILITY
Identify members of community who:	
Received damage	Naaman Alvaranga & Cleon Brown
Need shelter	CERT
Lost means of income	Clifton Gardener & Cleon Brown
Need assistance	CERT
Identify members of the community in need of psycho-social support or counseling	Andrea Thomas
Compile list and update PDC, ODPEM	Clifton Gardener

RECOVERY

Recovery Action Plan

Table PO5: Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Clearing of Roads	1	Naaman Alvaranga	As soon as possible	To be determined
Repairing of damaged roofs	1	Clifton Gardener & Verley Spencer	Immediately after the event has passed and assessments are done	To be determined
Restoration of public utilities	1	Clifton Gardener & The Member Parliament	As soon as possible	To be determined
Evacuation of shelters for resumption of normal use	2	The Zonal Committee	As soon as all clear is given and it is safe to do so.	To be determined

APPENDIX – 1

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

EMERGENCY SUPPLIES AVAILABLE IN COMMUNITY

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ First Aid Supplies	Un-determined	Hardware Store, Individuals, ODPEM	Andrea Thomas	Andrea Thomas
▪ Machetes	Un-determined	Hardware Store, Individuals, ODPEM	Clifton Gardener	The Zonal Committee
▪ Power saws	Un-determined	Hardware Store, Individuals, ODPEM	Clifton Gardener	The Zonal Committee
▪ Rain Cloaks	Un-determined	Hardware Store, Individuals, ODPEM	Clifton Gardener	The Zonal Committee
▪ Flashlights	Un-determined	Hardware Store, Individuals, ODPEM	Clifton Gardener	The Zonal Committee
▪ Batteries	Un-determined	Hardware Store, Individuals, ODPEM	Clifton Gardener	The Zonal Committee
▪ Tarpaulin	Un-determined	Hardware Store, Individuals, ODPEM	Clifton Gardener	The Zonal Committee
▪ Lanterns	Un-determined	Hardware Store, Individuals, ODPEM	Clifton Gardener	The Zonal Committee
▪ Generator	1		Clifton Gardener	The Zonal Committee
▪ Fuel for the Generator	Un-determined		Clifton Gardener & Andrea Thomas	The Zonal Committee
▪ Water boots	Un-determined	Hardware Store, Individuals, ODPEM	Clifton Gardener	The Zonal Committee

APPENDIX - 2

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

Emergency Supplies Required

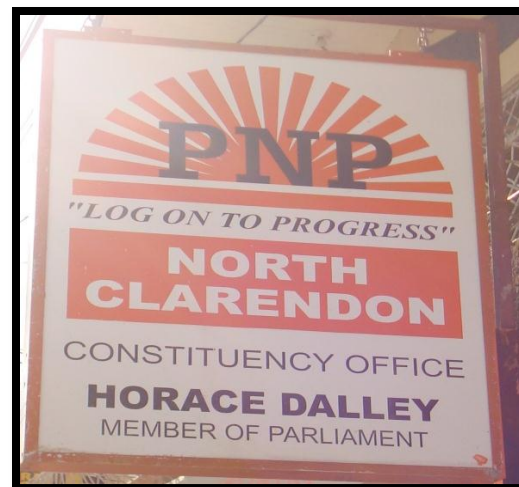
Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ First Aid Kits	Un-determined	Red Cross, Ministry of Health, ODPEM	Andrea Thomas	Andrea Thomas
▪ Water boots	Un-determined	Hardware Store, Individuals, ODPEM,	Clifton Gardener	The Zonal Committee
▪ Heavy duty gloves	Un-determined	Hardware Store, Individuals	Clifton Gardener	The Zonal Committee
▪ Raincoats	Un-determined	Hardware Store, Individuals ODPEM,	Clifton Gardener	The Zonal Committee
▪ Ropes (bungee cord)	Un-determined	Hardware Store, Individuals ODPEM	Clifton Gardener	The Zonal Committee
▪ Machetes	Un-determined	Hardware Store, Individuals	Clifton Gardener	The Zonal Committee
▪ Canvas Stretchers	Un-determined	Red Cross, Ministry of Health	Andrea Thomas	The Zonal Committee
▪ Sponge or Mattresses for shelter	Un-determined	ODPEM, MLSS	Andrea Thomas	The Zonal Committee
▪ Fire Extinguisher	Un-determined		Clifton Gardener	The Zonal Committee

APPENDIX 3 - Stakeholder Partnerships

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

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	Camille Beckford-Palmer	449-8579
R.A.D.A.	Training and technical assistance		
Parish Council	Support to community programmes, fix roads	Charmaine Williams	564-4850
Member of Parliament	Funding and mitigation projects	Horace Dalley	579-4175

APPENDIX 4 – Photo Gallery





APPENDIX 5

CDRM GROUP **HURRICANE - STANDARD OPERATING PROCEDURES (SOP)**

Purpose

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

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

Basic Planning Assumptions

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

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

Concept of Operations

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

Procedures will be categorized into the following phases:

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

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

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

Phase 4: Recovery

ACRONYMS

AAR – After Action Report

CERT – Community Emergency Response Team

CDRMG – Community-based Disaster Risk Management Group

DRM – Disaster Risk Management

EOC – Emergency Operations Center

NEOC – National Emergency Operations Center

NGO – Non Government Organization

ODPEM – Office of Disaster Preparedness and Emergency Management

PDC – Parish Disaster Coordinator/Committee

PEOC – Parish Emergency Operations Center

DEFINITIONS

All Clear

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

Emergency Operations 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.

OPERATING PROCEDURES

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

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
9. Prepare areas for sheltering persons in need	Coordinator - Preparedness Andrea Thomas
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness Andrea Thomas
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation Cleon Brown
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention & Mitigation Cleon Brown

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

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Meet and assess the community's state of preparedness for a hurricane 2. Advise community to listen to all weather advisories	DRM Team
1. Issue warning of threat 2. Alert and notify: <ul style="list-style-type: none"> • PDC that community DRM teams are activated • Other CBOs 	Coordinator - Preparedness Andrea Thomas

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> • Shelter Managers • Response personnel <p>3. Make available all relevant information on the hazard to the general community.</p>	
<p>1. Pre-check and activate SOPs</p> <p>2. Alert all trained community first aiders and search and rescue personnel.</p> <p>3. Have first-aid kits prepared</p>	<p>Coordinator - Preparednes Andrea Thomas</p>
<p>Personal for families:</p> <ul style="list-style-type: none"> ▪ Make sure your family goes over the family disaster plan. ▪ Make plans for protecting your house, especially the roof, windows and doors. ▪ Have flashlight and extra batteries ▪ Have portable battery-operated radio and extra batteries ▪ Ensure provisions are put in place for emergency food and water. 	<p>Coordinator – Preparedness/Coordinator Response & Recovery Andrea Thomas/Naaman Alvaranga</p>
<p>Protecting the community:</p> <ul style="list-style-type: none"> ▪ Trim dead or weak branches from trees ▪ Clear all drains that will cause flooding 	<p>Coordinator – Mitigation and Prevention/Coordinator - Preparedness Cleon Brown/Andrea Thomas</p>
<p>Listen to all weather advisories and information from ODPEM, MET</p>	<p>DRM Team President/Coordinator – Preparedness</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
office, and communicate with PDC.	Clifton Gardner/Andrea Thomas

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

ACTIVITIES	RESPONSIBLE PERSON(S)
DRM Team Advise the Community to listen to all weather advisories and remain alert	Coordinator – Preparedness Andrea Thomas
Continue to listen to all weather advisories and reports.	Coordinator – Preparedness Andrea Thomas

A. HURRICANE WATCH - 48 Hours before Impact

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

B. HURRICANE WARNING - 36 Hours before impact

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Activate and brief all community teams and volunteers 2. Test the systems of communication within the community. 3. If cell phones are to be used ensure credit is bought 4. Ensure phones can be charged 	Coordinator - Response & Recovery Naaman Alvaranga
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	Coordinator - Response & Recovery Naaman Alvaranga
<ol style="list-style-type: none"> 1. Activate and prepare emergency shelters 2. Deploy relief and welfare volunteers to emergency shelters 	Coordinator - Response & Recovery Naaman Alvaranga
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary.	Coordinator - Response & Recovery Naaman Alvaranga
Contact PDC and prepare to Initiate evacuation procedures for the community	Coordinator - Response & Recovery Naaman Alvaranga
<ol style="list-style-type: none"> 1. Re-check arrangements and MOUs with private bus owners and other volunteers in the community. 2. Pre-position the following resources to areas which will potentially be cut off: 	Coordinator – Preparedness/ Coordinator - Response & Recovery Andrea Thomas/Naaman Alvaranga

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ Food stocks/welfare items ▪ Communications equipment ▪ Manpower ▪ Power saws <p>3. Refuel vehicles</p>	
<p>1. Encourage residents to activate family plans</p> <p>2. Pre-position resources: List these resources</p> <ul style="list-style-type: none"> • equipment, ropes, etc • Food stocks/welfare items • Communications equipment • Manpower 	<p>Coordinator – Prep[aredness/ Coordinator - Response & Recovery Andrea Thomas/Naaman Alvaranga</p>

C. 24 Hours before impact

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>1. Notify PDC of activation of evacuation plan</p> <p>2. Consult PDC on all matters relating to the activation of any or all evacuation systems.</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>Activate and test local communications links and report to PDC.</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>

ACTIVITIES	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 ▪ Ensure the Elderly and Physically challenged to be evacuated ▪ Ensure registration of all evacuated ▪ Check that all needing evac are safely evacuated. 	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>Monitor radio for hurricane warnings and public information via news releases through ODPEM and Met office Monitor Radios for precautionary tips together with packaged information of the activities of responding agencies.</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>Alert community Initial Damage Assessment Team(s).</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>

D. 16 Hours before Impact to Landfall

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none">1. Maintain contact with PEOC2. Advise PEOC of weather conditions and state of preparedness3. Confirm arrival and status of evacuees in shelters4. Check in with standby teams and community response personnel	CDRM TEAM – President/V.P Coordinator - Response & Recovery Clifton Gardner/Naaman Alvaranga

E. THE BLOW

ACTIVITIES	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team – President/V.P Clifton Gardner
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery Naaman Alvaranga

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

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear	Coordinator - Response & Recovery Naaman Alvaranga
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 - Response & Recovery Naaman Alvaranga

F (a) Up to 48 Hours after All Clear

ACTIVITIES	RESPONSIBLE PERSON(S)
Provide initial damage survey and needs of the community	Coordinator - Response & Recovery Naaman Alvaranga
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 .	Coordinator - Response & Recovery Naaman Alvaranga

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>3. Assist with the establishment and staffing of registration centres.</p>	
<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 in doors. Use a flashlight to inspect for damage. ▪ Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. ▪ Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. ▪ If they have to step in water to reach the electric box, call an electrician for advice. 	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<ol style="list-style-type: none"> 1. Check for sewage and water-line damage. 2. If you suspect there is such damage, call the NWC company and or PDC. 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Constantly advise the community :</p> <ul style="list-style-type: none"> • 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 	<p>Coordinator - Response & Recovery Naaman Alvaranga</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. 	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
Encourage persons affected to stay with friends or family as first options.	
Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator - Response & Recovery Naaman Alvaranga
<ol style="list-style-type: none"> 1. Assist with the distribution of supplies d 2. Assist with the tracing of missing persons 3. Assist with needs assessments 4. Assist in the provision of welfare information to persons affected. 5. Begin to effect minor repairs to critical facilities and clear road ways and drains 	Coordinator - Response & Recovery Naaman Alvaranga
Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery Naaman Alvaranga

Phase 4: Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none">1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.2. Encourage community members to rebuild bearing in mind mitigation measures (build back better).3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)	Clifton Gardener Verley Spence Naaman Alvaranga
<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.	Clifton Gardener
Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Clifton Gardener

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

APPENDIX 6

CDRM GROUP **EARTHQUAKES - STANDARD OPERATING PROCEDURES (SOP)**

Purpose

The purpose of this Earthquake SOP is to establish the necessary action steps for an effective and safe response to earthquakes that could potentially affect the community of **Kellits**. Earthquakes can result in damages to community infrastructure and facilities, loss of life and property, and other incidents with varying severity from minimal to catastrophic; depending on the intensity of the hurricane. The CDRM Group will work with government organizations, NGOs/CBOs, private sector and other stakeholders to facilitate the safety of community members. It is the intent of this SOP to maintain clearly defined procedures for before, during and after 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 **Kellits** has (no, little, some, much) 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: Preparedness and Mitigation (year round).

Phase 2: Event, Event Response, Damage Assessment

Phase 3: Recovery

ACRONYMS

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

DEFINITIONS

All Clear

There is no **All Clear** for an Earthquake. It is not possible to predict the timing, length or strength at the time or just prior to an earthquake. While certain conditions can predispose a geographic location to an earthquake, it is not possible to indicate the likelihood or intensity of an earthquake.

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

Tremor

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

Magnitude

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

OPERATING PROCEDURES

Phase 1: Mitigation and Preparedness

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
9. Prepare areas for sheltering persons in need	Coordinator - Preparedness Andrea Thomas
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness Andrea Thomas
11. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Shelter Manager Karen Peters
12. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets.	Coordinator - Preparedness Andrea Thomas
13. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Coordinator – Damage Assessment Clifton Gardner
14. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	Coordinator – prevention & mitigation (primary) Sector/Evacuation leaders (secondary) Cleon Brown
15. Meet and assess the community's state of preparedness for an earthquake	DRM Team

ACTIVITIES	RESPONSIBLE PERSON(S)
15.1. Community inventory of building quality.	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council) Cleon Brown/ Wayne Mitchell/Jumanie Robinson
15.2. Community inventory of road networks and updating of community map.	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council) Cleon Brown/Wayne Mitchell/Jumanie Robinson
15.3. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator – Mitigation and Prevention Cleon Brown
15.4. Put mutual aid agreements in place for emergencies such as earthquakes	Coordination – Preparedness Andrea Thomas
15.5. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation Cleon Brown
15.6. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	Coordinator – Prevention & Mitigation Cleon Brown
16. Organize or initiate & support Drills <ul style="list-style-type: none"> ▪ Trained community first aiders ▪ Search and rescue personnel. ▪ Have first-aid kits prepared, pre-positioned and accessible under emergency conditions by trained leaders/response team members ▪ Support for school and business community drills 	Coordinator - Preparedness Andrea Thomas

ACTIVITIES	RESPONSIBLE PERSON(S)
17. Make available all relevant information on the hazard to the general community.	
18. Personal for families <ul style="list-style-type: none"> Make sure your family goes over the family disaster plan. 	Coordinators – Preparedness/ Response & Recovery Andrea Thomas/Naaman Alvaranga
19. Protecting the community: <ul style="list-style-type: none"> Encourage residents to check and address building and roofing strength. Keep yards clear of debris Keep roads and open lots clear of solid waste and debris. 	Coordinator – Mitigation and Prevention/Coordinator – Preparedness Cleon Brown/Andrea Thomas

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

ACTIVITIES	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team – President/V.P Clifton Gardner
Activate Search and Rescue Operations	Coordinator - Response & Recovery; Search and Rescue Team Leaders Naaman Alvaranga
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery Naaman Alvaranga
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator – Response and Recovery; Search and Rescue Team Leaders

ACTIVITIES	RESPONSIBLE PERSON(S)
	Naaman Alvaranga
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator - Preparedness Andrea Thomas
Activate Sheltering and Evacuation arrangements, as necessary	Coordinator - Response & Recovery Naaman Alvaranga
Establish community response command post, if necessary.	Coordinator - Response & Recovery Naaman Alvaranga

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

ACTIVITIES	RESPONSIBLE PERSON(S)
2. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information.	Coordinator - Response & Recovery Naaman Alvaranga
3. Deploy Community Response and Search and Rescue Teams, as necessary: <ul style="list-style-type: none"> Deploy community response teams to check on vulnerable (elderly and physically challenged) Deploy Search and Rescue Team, initially to check for the 	Coordinator - Response & Recovery Naaman Alvaranga

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>missing – following up any information from the first 3-6 hours.</p> <ul style="list-style-type: none"> • Check for deaths, injuries and persons needing emergency assistance • Conduct first aid and search and rescue operations as necessary • Check on adequacy of sheltering and relief arrangements; seek assistance through PEOC and other sources as needed. 	
<p>4. Deploy Community Response and Damage Assessment Teams and commence coordination of relief and response actions, as necessary:</p> <ul style="list-style-type: none"> • Collate community damage survey information and send/upload to PEOC and national agencies through the PEOC • Formulate initial needs assessment and response action plan • Activate and carry out response • Document needs and actions 	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>5. Communicate with Parish Emergency Operations Centre (P-EOC)</p> <ul style="list-style-type: none"> • Provide initial damage survey and needs of the community to PEOC • Notify PEOC of critical/emergency cases • Provide PEOC with status report – general 	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
reconnaissance information on power lines, water/sewage mains, condition of critical infrastructure and facilities (roads, bridges, communication, hospitals, etc)	
6. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .	Coordinator - Response & Recovery Naaman Alvaranga
7. Assist with the establishment and staffing of registration centres.	Coordinator - Response & Recovery Naaman Alvaranga
8. Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.	Coordinator - Response & Recovery Naaman Alvaranga
9. Advise community members to enter their homes with caution and to check for: <ul style="list-style-type: none"> ▪ Sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. ▪ Electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. ▪ If have to step in water to reach the electric box, call an electrician for advice. 	Coordinator - Response & Recovery Naaman Alvaranga

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>10. Check for general water/sewage leaks ion the community</p> <ul style="list-style-type: none"> • Check for general sewage and water-line damage in the community. • If you suspect there is such damage, call the NWC company and or PDC. • Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>11. 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 	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>12. Coordinate requests for and offers of assistance through the PEOC.</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>13. Coordinate reconnaissance and damage assessment teams through the PEOC</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>14. Ascertain the early requirements for Government assistance in re-establishing the community</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>15. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>16. Encourage persons affected to stay with friends or family as first</p>	<p>Coordinator - Preparedness Naaman Alvaranga</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
options	
17. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator - Response & Recovery Naaman Alvaranga
18. Where required: <ul style="list-style-type: none"> ▪ Assist with the distribution of supplies ▪ Assist with the tracing of missing persons ▪ Assist with needs assessments ▪ Assist in the provision of welfare information to persons affected. ▪ Begin to effect minor repairs to critical facilities and clear road ways and drains 	Coordinator - Response & Recovery Naaman Alvaranga
19. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery Naaman Alvaranga

Phase 3: Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities. 2. Encourage community members to rebuild bearing in mind mitigation measures (build back better). 3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others) 	<p>CDRM Team, Public Relations Officer CDRM Team, Coordinator – Response & Recovery Naaman Alvaranga</p>
<ol style="list-style-type: none"> 4. Update PDC on recovery activities by external agencies/departments/organizations. 5. Monitor progress and ensure deficiencies are reported. 	<p>Coordinator – Response & Recovery Naamnan Alvaranga</p>
<ol style="list-style-type: none"> 6. Mobilize CDRMG to seek assistance from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives. 	<p>Coordinator – Response & Recovery Naaman Alvaranga</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>7. Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> a. Challenges in responding to incidents b. Which systems were overburdened? c. What resources were lacking (human and physical)? d. How did the community cope? e. What areas of the SOPs need to be reconsidered? 	<p>Coordinator – Response & Recovery & CDRM Team Leader Naaman Alvaranga/Clifton Gardner</p>
<p>8. Revise SOPs as necessary</p>	<p>CDRM Team Leader Clifton Gardner</p>

APPENDIX 7

CDRM GROUP

FIRE - STANDARD OPERATING PROCEDURES (SOP)

Purpose

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

Objectives

The concepts and procedures in this SOP are set to:

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

Basic Planning Assumptions

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

- CDRM actively ensure members of their community are aware of possible hazards and how to prevent, mitigate and prepare in the event of likely hazards, including fires.
- The Jamaica Fire Brigade is recognized as the formal First Responder to fires as part of the National Emergency Response Matrix.

Concept of Operations

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

Procedures will be categorized into the following phases:

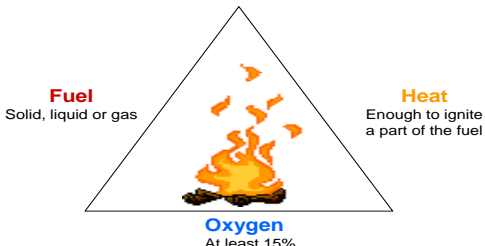
Phase 1: Prevention, Mitigation and Preparedness

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

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

Phase 3: Recovery

GLOSSARY OF TERMS

TERM	MEANING
ALL CLEAR	An All Clear is a statement issued by the pertinent authority (Fire Department, Police – if the fire department is not present) when a threat has passed. The <i>All Clear</i> , for Fire – is when the fire has been fully extinguished and buildings and property are no longer threatened.
EMERGENCY OPERATIONS CENTRE (EOC)	A multi-agency coordination centre that provides support and coordination to the on-scene responders.
INCIDENT	Natural or man-made event that requires the action of emergency services to protect lives, goods and environment.
FIRE	Combustion or Fire is a chemical reaction or series of reactions in which heat and light are evolved.
FACTORS NECESSARY FOR COMBUSTION HEAT, FUEL AND OXYGEN	
WAYS IN WHICH HEAT CAN BE CREATED	OPEN FLAME, SPARKS, ARCS, FRICTION, CHEMICAL REACTION, ELECTRICAL
FUEL	Fuels are found in all three (3) stages of matter. SOLIDS: Cloth, Paper, Wood, Coal LIQUIDS: Gasoline, Kerosene, Alcohol, Paint GASES: Methane, Butane, Propane, Acetylene
OXYGEN	21.2 percent of the earth's atmosphere is oxygen, but only 15 percent is needed for combustion <div style="text-align: center;"> <p>Triangle of Combustion</p>  </div>

TERM	MEANING
BUSH FIRE	A fire in the bush or in a forest area that spreads quickly and goes out of control easily.
EMERGENCY EVACUATION	The immediate and rapid movement of people away from the threat or actual occurrence of a hazard.
EXTINGUISH	To put out a flame or fire; to cause a flame or fire to cease to burn or shine.
R.A.C.E	Acronym for R escue, A lert, C ontain (confine fire and smoke) and E vacuate or E xtinguish.
P.A.S.S.	Acronym for P ull, A im, S queeze, S weep (at base of fire). Use to remind users of fire extinguishers how to properly use a CO ₂ , Dry Powder or Water fire extinguisher

OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	RESPONSIBLE PERSON(S)
13. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising Nickel Willie
14. Sensitize special needs population	Coordinator – Public Education & Fundraising Nickel Willie
15. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness Andrea Thomas
16. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness Andrea Thomas
17. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness Andrea Thomas
18. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Coordinator – Response and Recovery. Naaman Alvaranga
19. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness Andrea Thomas
20. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education & Fundraising Nickel Willie

ACTIVITIES	RESPONSIBLE PERSON(S)
21. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification Verley Spencer
22. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification Verley Spencer
23. Prepare areas for sheltering persons in need	Coordinator - Preparedness Andrea Thomas
24. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC and Fire Department for facilitating training or refresher courses.	Coordinator - Preparedness Andrea Thomas
25. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation Cleon Brown
26. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC and Fire Departments.	Coordinator – Prevention & Mitigation Cleon Brown
27. Meet and assess the community's state of preparedness for a fire 28. Conduct Fire Drills at least once yearly.	DRM Team

ACTIVITIES	RESPONSIBLE PERSON (S)
Personal for families and businesses: <ul style="list-style-type: none"> Make sure your family goes over the family disaster plan. 	

ACTIVITIES	RESPONSIBLE PERSON (S)
<ul style="list-style-type: none"> ▪ All family members should know their evacuation plan. ▪ Store important documents in fireproof box (where possible) or safe. ▪ Houses should be safely wired. An electrical inspection 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. ▪ 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). 	<p>Coordinator – Preparedness/Coordinator Response & Recovery/Public Education Andrea Thomas Naaman Alvaranga Nickel Willie</p>
<p>Protecting the community (from bush fires):</p> <ul style="list-style-type: none"> ▪ Trim dead or weak branches from trees ▪ Keep yards free of debris ▪ Avoid open burning, especially dry season 	<p>Coordinator – Mitigation and Prevention/Coordinator - Preparedness Cleon Brown & Andrea Thomas</p>

ACTIVITIES	RESPONSIBLE PERSON (S)
<ul style="list-style-type: none"> ▪ 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. 	
<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. ▪ Encourage the storage of combustible/ flammable materials in approved safety containers and keep away from home. 	<p>Coordinator – Mitigation and Prevention/Coordinator - Preparedness</p> <p>Cleon Brown & Andrea Thomas</p>

ACTIVITIES	RESPONSIBLE PERSON (S)
<p>Ensure each response team are equipped with the following:</p> <ul style="list-style-type: none"> ▪ Knowledge and drills for 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>Obtain local building codes and weed abatement ordinances for buildings near wooded areas.</p>	<p>DRM Team President/Coordinator – Preparedness Clifton Gardner/Andrea Thomas</p>
<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. 	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>

ACTIVITIES	RESPONSIBLE PERSON (S)
<ul style="list-style-type: none"> ▪ Inform PDC of actions to be taken. ▪ All electricity and gas supplies should be shut-down when closing businesses or evacuating homes ▪ Ensure the Elderly and physically challenged to be evacuated and make special arrangement for them. 	

DURING A FIRE

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

DRILLS SAVE LIVES

- R – RESCUE** (the elderly, children, physically or mentally disabled)
A – ALARM/ASSESS (simultaneous to immediate rescue)
C – CORDON/CONFINE (the area under fire, if possible)
E – EXTINGUISH (the fire) OR **EVACUATE** (persons at risk, if safe to the rescuer)

ACTIVITIES	RESPONSIBLE PERSON (S)
Call out 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
<p>Once an ALARM is activated:</p> <p><i>At location of fire (buildings):</i></p> <ul style="list-style-type: none"> ▪ Building should be immediately evacuated. Do not enter a burning building. ▪ Ensure that persons who need assistance while evacuating are assisted (Elderly, Physically Challenge, Children) ▪ Assess the situation. ▪ Establish safety zone. ▪ If a fire is small and its safe attempt to extinguish with a fire extinguisher. ▪ Never allow fire to come between you and the exit path ▪ While evacuating touch closed doors with back of hand before opening. If door is hot or if smoke is visible do not 	<p>The Zonal Committee</p> <p>Chairman- Clifton Gardener</p>

ACTIVITIES	RESPONSIBLE PERSON (S)
<p>attempt to open.</p> <ul style="list-style-type: none"> ▪ 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 its safe attempt to extinguish with a fire extinguisher, water or sand. May consider beating the fire, if safe. ▪ Never allow fire to come between you and the exit path ▪ Cut off path of fire to homes and farms, if safe to do so ▪ Remove animals and items that can be moved to safety, if necessary. <p><i>Around the perimeter of the fire:</i></p> <ul style="list-style-type: none"> ▪ Cordon the area and keep persons at a safe distance. ▪ Ensure persons do not enter a burning building. ▪ Keep the scene calm. Ensure the comfort/safety of the 	

ACTIVITIES	RESPONSIBLE PERSON (S)
<p>distraught.</p> <p><i>On exit of the building, at the assembly point or safety zone:</i></p> <ul style="list-style-type: none"> ▪ Check for deaths, injuries and persons needing emergency assistance. ▪ Attend to injured persons. Seek assistance for those who require serious medical intervention. ▪ Conduct first aid and search and rescue operations as necessary ▪ Conduct a roll call when students/ staff are assembled (institutions & businesses). ▪ Have information on the missing and injured available for emergency personnel (fire, EMS or police) 	
<p>Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.</p>	<p>Coordinator – Preparedness</p> <p>Andrea Thomas</p>

AFTER A FIRE

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Constantly advise the community that after fire persons should not re-enter building until authorities say it is safe to do so. Confirm All Clear.	Coordinator – Response & Recovery Naaman Alvaranga
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) Clifton Gardner Coordinator – Response & Recovery: (b-e) Naaman Alvaranga
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 Clifton Gardner
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator - Response & Recovery Naaman Alvaranga
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator - Response & Recovery Naaman Alvaranga

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>6. Coordinate requests for and offers of assistance through the Parish Council.</p> <ul style="list-style-type: none"> ▪ Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC ▪ Assist with the distribution of supplies ▪ Assist with needs assessments ▪ Assist in the provision of welfare information to persons affected. 	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>7. Assist with the tracing of missing persons</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>9. Continue to provide feedback and assistance to the community through the PDC and PEOC.</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>
<p>12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.</p>	<p>Coordinator - Response & Recovery Naaman Alvaranga</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator - Response & Recovery Naaman Alvaranga
14. Monitor progress and ensure deficiencies are reported.	Coordinator - Response & Recovery Naaman Alvaranga
15. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives, as required.	Coordinator – Response & Recovery Naaman Alvaranga
16. After Action Assessment (Community & community/agency) – to identify and share lessons learnt to improve future preparedness and response activities (de-briefing of incident): <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 – Response & Recovery Clifton Gardner/Naaman Alvaranga
17. Revise SOPs as necessary	CDRM Team – President/V.P to lead Clifton Gardner

Acknowledgement



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

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

The community wishes to express special our gratitude to the facilitators, the community at large, Nurse Andrea Thomas, the members of the SDC family; Regional Disaster Coordinator Mrs. Camille Beckford - Palmer, ODPEM and Parish Disaster Coordinator – Clarendon Parish Council Mrs. Charmaine Williams; the members of the zonal committee and all other stakeholders for their support in developing this document. We anticipate a continued working relationship and trust that you will continue to support disaster risk management activities in this community.

Regards

Mr. Clifton Gardener
Chairman
The Kellits Zonal Committee

Acknowledgement



The Office of Disaster Emergency Management (ODPEM) takes this Opportunity to express profound appreciation to the Canadian International Development Agency (CIDA) for funding the development of this very important and relevant document. The organization recognizes the sacrifice, time, dedication and commitment of the leadership and members of the Kellits Zonal Committee and the Parish Disaster Coordinator, Mrs Charmaine Williams for contributing so ably to this Community Disaster Risk Management Plan.

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

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

Thank you.

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