



COMMUNITY DISASTER RISK MANAGEMENT PLAN

**For
Lime Hall, St. Ann**



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

in collaboration with the
St. Ann Parish Council
and other partners.



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GLOSSARY OF TERMS

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

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

TERM	MEANING
Resilience: Retrofitting:	<p>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.</p> <p>Reinforcement of structures to become more resistant and resilient to the forces of natural hazards.</p>
Risk:	<p>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.</p>
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:	<p>The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.</p>
*Zone:	<p>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.</p>
*Zonal Committee:	<p>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.</p>

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

Actors:

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

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

Scope of Plan

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

Authority

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

COMMUNITY PROFILE

Lime Hall is located at the north of St. Ann's Bay and three (3) miles to the north of St. Ann's Bay and seven (7) miles to the North of Clermont. It is located in the county of Middlesex in the parish of St. Ann on the north coast.

Lime Hall Community is located along the northern coast of the island starting at a point where the Bamboo to Spring Garden Road meets Kimmer Road. Travel in a Northerly direction to end of a track, leading from the Kimmer Road. From this point, travel in a straight line in a Northeasterly direction to a point where the Shawbury Boundary meets the St. Ann's Bay to Claremont Main Road. Travel in a Southwesterly direction and along the St. Ann's Bay to Claremont Main Road to a point where the Windsor Estate Boundary meets the St. Ann's Bay to Claremont Main Road. Travel along the Windsor Estate Boundary to a point where it meets the St. Ann Great River. From this point you travel southeasterly in a straight line to a point where Bellevue Boundary meets Macedonia Street. Travel in a straight line in a Southwesterly direction to the Eastern end of a track leading from Dawson Town Road. From this point travel southerly in a straight line to the Northern end of a track leading from Green Park Main Road. From this point travel southwesterly in a straight line to the intersection of Bamboo to Green Park Main Road and Higgins Town to Geddes Road Parish Council Road. From this point travel southwesterly in a straight line to a point where New Find Parish Council Road meets a track leading from Poincianna track. Travel Northeasterly direction to the Water Catchment at Ebenezer. From this point you travel in a Northerly direction to the starting point.

Lime Hall is a farming community. Most persons work in the tourism sector, government, skills training and business enterprise. The youth of the community are sports oriented and are a part of several youth clubs, Community Based Organizations, Police Youth clubs, Senior Citizens Associations, Zonal committee, running water. The community however, requires more programmes and opportunities for the youth.

There are twenty six districts in the community of Lime Hall namely:

- | | | |
|-----------------------------|----------------------------|-------------------------|
| - <i>Lime Hall (proper)</i> | - <i>Williamsfield</i> | - <i>Clamstead</i> |
| - <i>Laycock</i> | - <i>Jack Adam Pond</i> | - <i>Higgin Town</i> |
| - <i>Top New Ground</i> | - <i>Bottom New Ground</i> | - <i>Tracey Vale</i> |
| - <i>Sandy Grove</i> | - <i>Sussex</i> | - <i>Fletchers Land</i> |
| - <i>Lumsden</i> | - <i>Rockfield</i> | - <i>Blow Fire</i> |
| - <i>Avis Field</i> | - <i>Bulla Hill</i> | - <i>Chesterfield</i> |
| - <i>Davis Town</i> | - <i>Forest</i> | - <i>Geddes Road</i> |
| - <i>Golden Grove</i> | - <i>Golden Spring</i> | - <i>Johnny Spring</i> |
| - <i>Spring Gardens</i> | - <i>New Fine</i> | |

These districts with their unique terrain and resources give the Community a picturesque view which contributes to the fact that St Ann is called the garden Parish.

There are several educational institutions in the community of Lime Hall at the Primary and Basic Level, for Tertiary Education and above residents journey to neighboring St. Ann's Bay and Claremont or to Moneague , Ocho Rios and Browns Town.

Type of Educational Institution	Number
Basic School	5
Primary	1
Academy/Preparatory	1
Total	7

Citizens depend mainly on the following for economic survival: farming, tourism, trade, government and self-employment. There are also several individuals who are professionals. The survey done by SDC (2007) shows that 53% of the employable population is employed.

At present there is a Type 3 Health Care facility in the Community of Lime Hall.

The majority of the population (86.0%) feels safe within the Community. Most citizens feel that the rate of crime is low. Public security issues are viewed as non-problematic by (65%) of the population.

The Community is vulnerable to a number of natural hazards but is affected mainly by floods which occur once or twice per year, mudslides/landslides which rarely happen except in the event of heavy rains and drought which affects the domestic water supply and their farming produce. The Negro River which meanders its way from Clamstead through to St. Ann's Bay also causes undermining and erosion of the main road which puts the main road under threat of breaking away and causing inconvenience to commuters. The alternate route leading from Laycock through Top Road to St. Ann's Bay remains in a bad state and is also subjected to breakaway due to Land movement. A similar situation remains for the main Road from Lime Hall to Higgin Town as well as flooding in the Green Park area which could see the Communities almost completely marooned. The safe exit in this situation would be through Williams Field to Lumsden and then to St. Ann's Bay or Claremont

PHYSICAL FEATURES

The Community relief range is hilly with a steep gradient which is generally hot and humid. The hilliest section of the Community is Rockfield. There are several gullies in the area. Its average temperature is between 85°F - 90°F (30°C). Rainfall is approximately 60-65 inches. The heaviest rainfall occurs in October and November. Temperatures decrease with elevation. The sea breeze helps to mitigate day-time temperatures.

Lime Hall Community has an overall marine tropical climate with an average temperature of between 85°F and 90°F. The heaviest rainfalls normally occur in October and November. The driest periods are usually March-April and June-August.

The dry periods are March- April and June –August (except when hurricanes occur). The Community is affected by “northers” and cold fronts in December – February.

POPULATION AND HOUSEHOLD SIZE

The total population of Lime Hall Community as per SDC survey 2007 is estimated at **4967** persons. When compared to the estimated population of the Community in 2001 the area shows an increase in total estimated population over the six year period with the total population of Lime Hall Community in 2001 being 2545, generated using the STATIN Population Census.

Within the Community there are a total of 163 dwellings or houses based on the house count carried out by SDC in November 2007 in which a total of 1376 Households reside. With an average household size of 3 persons which is higher than the national mean of 3.3 persons recorded in 2006 (which has steadily been trending downwards).

Table 2 – Population & Household by Community

COMMUNITIES	POPULATION		Number of Households (2007)
	2001	2007	
Lime Hall	2545	4967	1376

Lime Hall has seen a significant rise in the 6 year period. The increase in population can be accounted for due to migration, the accessibility for affordable land and distance to the hotels.

Estimated Total Population of Lime Hall [STATIN 2001]

<i>Community</i>	<i>Male</i>	<i>Female</i>	<i>Total</i>
Lime Hall	1260	1285	2545

Based on the data in table 3, Lime Hall Community had a gender balanced community with an almost equal distribution of males and females.

Condition of Housing in Lime Hall Community

The majority of the houses in the Community of Lime Hall are made of concrete and blocks (49%), 25% of the houses are made of blocks. The smaller percentages are accounted for by wood & brick (1.5%), and other (3.5%). 1% of houses are made of board and 20% of concrete, these accounts for informal settlements as well as households of low socio-economic status.

33% of houses in Lime Hall are in good condition. A remarkable 24% are in very good condition. 29% of the houses are in fair condition, and 14% is shared between “poor” and “very poor”. This reflects a community that is growing.

THE ZONAL PROGRAMME

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

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

The Zonal Programme

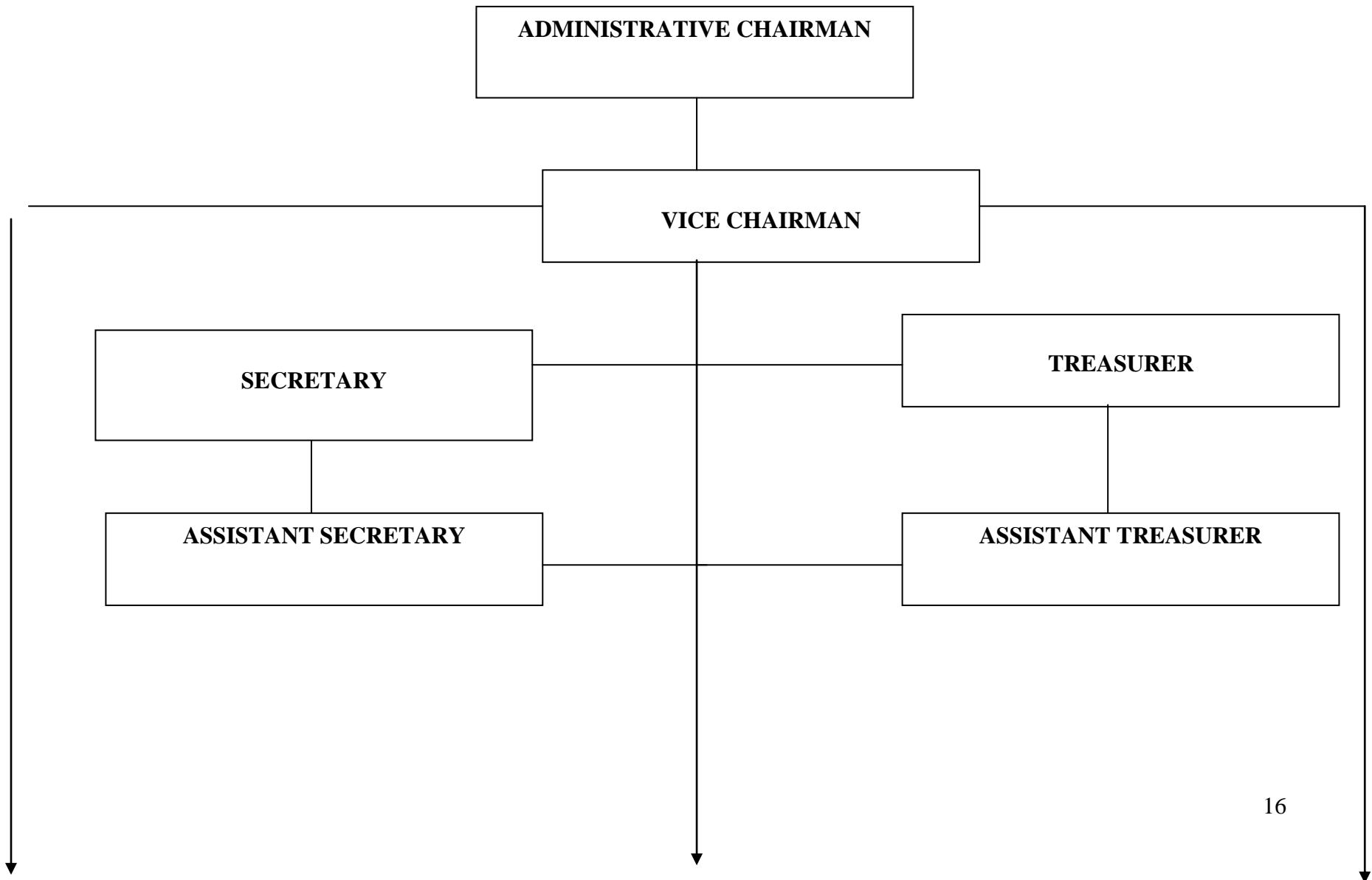
Within the National Disaster Management Framework, “The Zone” is envisaged as the smallest organized unit, outside of the family, that is empowered to prepare and respond to emergencies and disasters at the local level. The Zonal Programme conceptually represents the establishment of a formal organizational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

Objectives of the Zonal Committee Programme

The objectives of the Zonal programme include the following:

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

ZONAL COMMITTEE STRUCTURE



ZONAL COMMITTEE STRUCTURE CONT'D

ADMINISTRATION FINANCE AND FUNDRAISING SUB-COMMITTEE	PUBLIC EDUCATION HEALTH, WELFARE, TRAINING SUB-COMMITTEE	EMERGENCY OPERATIONS COMMUNICATIONS & TRANSPORTATION SUB-COMMITTEE
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Chair: Fund-raising Coordinator

Other members may include:

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

Chair: Public Education Coordinator

Other members may include:

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

Chair: Response & Recovery Coordinator

Other members may include:

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

Disaster Risk Management (DRM) Organizational Structure

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

Lime Hall Zonal Committee - Disaster Risk Management Sub-committee Group Structure

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

EXECUTIVE TITLES	NAME/ RESPONSIBILITY	TELEPHONE	ADDRESS	E-MAIL
Chairman	Mrs. Basle Nunes	859-1098	Lime Hall	
Vice Chairman	Mr. Kenneth Henry	896-9675	Lime Hall	
Secretary	Mrs. Angella Brown	457-4538	Lime Hall	ethelsk@yahoo.com tevin36@yahoo.com
Assistant	Mrs. Fay Perry	460-2707	Line Hall	
Treasurer	Mrs. Panceta Walters	405-8639	Lime Hall	
Assistant	Mr. Hopeton Brown	288-3564	Lime Hall, Laycock	
Coordinator – Public Education and Fund Raising	Mrs. Basle Nunes	859-1098	Lime Hall	
Assistant	Mrs. Marjorie Parris	319-3035	Lime Hall	
Assistant	Mr. Jevonie Walters	506-8701	Lime Hall	waltersjevonie@yahoo.com
Coordinator - Vulnerability & Risk Identification	Mr. Handall Richards	398-8410	Lime Hall	
Assistant	Mr. Glasford Chisholm	388-2457	Lime Hall	
Assistant	Mr. Hopeton Brown	288-3564	Lime Hall, Laycock	
Coordinator - Prevention & Mitigation	Mr. Hopeton Brown	288-3564	Lime Hall, Laycock	

EXECUTIVE TITLES	NAME/ RESPONSIBILITY	TELEPHONE	ADDRESS	E-MAIL
Assistant Coordinator - Prevention & Mitigation	Mr. Vernal Ashmead	441-5475	Lime Hall	
Coordinator - Response & Recovery	Mrs. Joan Brown	486-0058	Lime Hall	
Assistant	Mr. Denzel Parris	820-8040	Lime Hall	
Assistant	Mr. Lionel Stewart	486-0058	Lime Hall	
Assistant	Mr. Kenneth Henry	896-9675	Lime Hall	
Coordinator – Preparedness	Mr. Clifford Cameron	972-5309		
Assistant	Mrs. Angella Brown	457-4538	Lime Hall	
Assistant	Mrs. Marjorie Brown	858-8286	Lime Hall, Laycock	
Coordinator – Damage Assessment	Mr. Handall Richards	398-8410	Lime Hall	
Assistant	Mr. Lionel Lewis	387-4517	Lime Hall	
Shelter Coordinator	Mrs. Panceta Walters	405-8639	Lime Hall	
Assistant Shelter Coordinator	Mr. Kenneth Henry	896-9675	Lime Hall	
Parish Disaster Coordinator	Mr. Alvin Clarke	972-1942 360-7460	St. Ann Parish Council St. Ann's Bay	disastercoord@gmail.com
Regional Disaster Coordinator	Mrs. Allison Gordon	350-4398	ODPEM 2-4 Haining Road Kingston 5	odpemnorth@yahoo.com

LIME HALL ZONE – DISTRICT CONTACT LIST

#	DISTRICT	CONTACT PERSON	TELEPHONE #	E-MAIL
1.	Lime Hall	Mrs. Basle Nunes	859-1098	
2.	Williamsfield	Mrs. Beverley Rose	401-6947	
3.	Clamstead	Mr. Pete McKoy	422-2615	
4.	Laycock	Mrs. Angella Brown	457-4538	
5.	Jack Adam Pond	Mr. Carl Smith (aka Cyril)	388-1250	
6.	Higgin Town	Pastor Kenneth Black		
7.	Top New Ground	Mr. Kenneth Henry	896-9675	
		Mr. Gary Robinson	424-0840	
8.	Bottom New Ground	Mr. Handall Richards	398-8410	
9.	Sandy Grove	Mr. Peter Scott	355-1300	
10.	Tracey Vale	Mr. Vernon Ashmeade	441-5475	
		Mr. Leandro Green	360-1142	
11.	Sussex	Mrs. Joan Brown	486-0058	
12.	Fletchers Land/Johnny Spring	Mr. Glasford Chisholm	870-3985	
13.	Lumsden	Ms. Elaine Ballisingh		
		Pastor Maxo Dejanis	897-8291	
14.	Dawson Town	Mr. Danival Wilson		
15.	Rockfield	Ms. Cisylyn Pinnock		
16.	Blow Fire	Ms. Laurel Asher	404-4551	
		Mr. Patrick Dickens	422-2091	

TERMS OF REFERENCE CDRM GROUP CONCEPT

CDRM Group

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

N.B

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

Executive Membership

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

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

Community Organization with responsibility for CDRM

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

Naming the CDRM Group

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

Leadership the CDRM Group

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

Frequency of CDRM Meetings

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

Funding of CDRM Group and Activities

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

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

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

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

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

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

ODPEM:

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

Other Technical Agencies

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

Interaction with 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 encouraged that the CDRM group executive discuss with representatives from these groups (private sector, NGOs/CBOs) the possibilities of partnerships (mutual help).

Recording keeping by CDRM Group

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

Wider Community Involvement

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

Roles & Functions of the Executive Membership for DRM

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

Coordinator – Public Education & Fundraising

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

Coordinator – Vulnerability & Risk Identification

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

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

Coordinator – Prevention & Mitigation

Duties related to Mitigation

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

Duties related to Prevention

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

Coordinator – Response & Recovery

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

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 Lime Hall 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?
Earthquake, 1944	2 Houses damaged	Government and neighbours assisted
Storm, 1951	Several houses were damaged, It was reported that a man named Sam Saunders went missing and was never seen since	Neighbours assisted. Cotton was soaked in coconut oil, placed in a saucer and was used as a lamp.
Hurricane Allan, 1980	Crops were destroyed, several houses loss roofs, animals drowned, houses flooded, road impassable and damaged, loss of electricity, spoilage of food, furniture and other personal belongings destroyed, pond at Winefield overflowed and blocked road for several days	Neighbours and family members assisted the affected persons, residents had to use long route through St. Ann's Bay to access Claremont and other areas.
Hurricane Gilbert, 1988	Several houses destroyed, numerous houses loss roofs, houses flooded, roads damaged, farms destroyed, animals drowned, no electricity for approximately three (3) months, fallen utility poles, a lot of trees fell, food shortage	Residents were excited, lot of food spoilt, there were long lines to get bread and other food supplies, food distribution centre was at the St. Ann's Bay Primary School and none came to Lime Hall community. Distribution of food and other supplies was poor. The needy did not receive while the greedy got the supplies

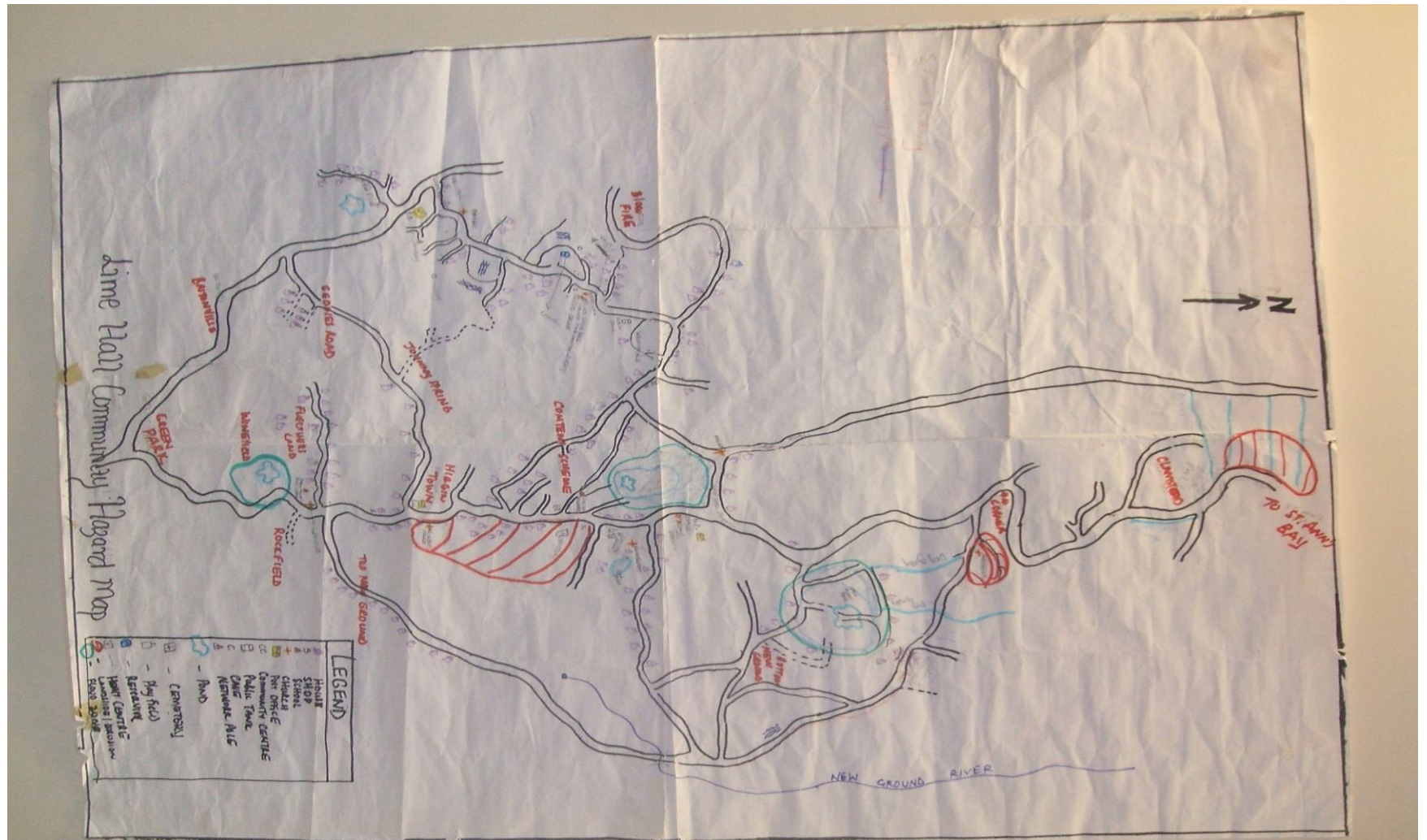
HAZARD, YEAR	IMPACT	HOW DID THEY COPE?
Flooding, 2003	Houses flooded in Laycock	Cried, everything washed out. Neighbours assisted
Hurricane Ivan, 2004	Roof damage, crops destroyed, roads blocked by landslide and fallen trees, Jack Adam Pond and Laycock Pond overflowed resulted in serious flooding of houses, sections of the community were without electricity	Lime Hall Basic School and Community Centre were used as Emergency Shelter, neighbours, family and friends assisted those affected, Red Cross assisted persons in shelter
Hurricane Dean 12 th Nov 2007	Heavy rainfall caused breakaways along the Lime Hall to St. Ann's bay Main Road/ Access to St. Ann's Bay from lime Hall curtailed due large breadfruit tree that fell across the road and Land Slides	Neighbours and family members assisted the affected persons, residents had to use long route through St. Ann's Bay to access Claremont and other areas.
Torrential Rainfall, April 8 th 2008	Rapid erosion caused by the Negro River of its banks affecting the main road in a number of areas (Lime Hall to St. Ann's Bay Main Road).	Residents had to walk to St. Ann's Bay.
Fire in New Ground, 2008	House totally destroyed	Increase in bus fare, affected sheltered with family and neighbours
Fire in New Ground, 2009	House totally destroyed	Increase in bus fare, affected sheltered with family and neighbours
Leptospyrosis 2009	1 person died	Community supported family
Torrential Rainfall December 2009	Major breakaway at Clamstead rendering main road impassable; Road later cleared to one way traffic	Community members assisted in clearing roadway.
Lightning	Loss of life	Community gave moral support to family members

HAZARD, YEAR	IMPACT	HOW DID THEY COPE?
Flooding in Laycock and Lime Hall, 2011 (at least twice to date)	Personal effects damaged	Community members assisted those affected

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**

LIME HALL COMMUNITY HAZARD MAP



SWOT ANALYSIS

<p style="text-align: center;">STRENGTHS</p> <ul style="list-style-type: none"> • Building facilities • Unity (help each other) • Active Community-Based Organizations • Shelters/Building homes that can be used as shelters • Disaster Committee (relationship) • Churches/ADRA, Red Cross, Salvation Army • MLSS/Poor Relief – relationship • Support from Member of Parliament and Parish Council • Farmers • Health Care facility 	<p style="text-align: center;">WEAKNESSES</p> <ul style="list-style-type: none"> • Lack of money. Unemployment • Non-cooperation of affected persons • Difficult in getting job for skilled persons • Lack of skills (need skills centre) • Very weak representation • Lack of capital for investing in small business and farming • Planning capacity (write proposals) • Praedial Larceny
<p style="text-align: center;">OPPORTUNITIES</p> <ul style="list-style-type: none"> • Community Grant funding • Partnerships • Capacity Building (SDC) • Training (ODPEM/ Regional Coordinator) /SDC 	<p style="text-align: center;">THREATS</p> <ul style="list-style-type: none"> • Inadequate number of fire hydrants • Storage water tank needs covering • New Ground needs piped water • Overgrown vegetation – potential safe haven for criminals • Economic opportunity

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
Disease outbreak due to stagnant water collected in Jack Adam Pond, Little Content and Laycock	Loss of life, sickness
Flooding at 44 Corner and Church (New flood areas	Damage to infrastructure, damage to houses and church nearby
Landslide behind Pentecostal Church in Tracey Ville as retaining wall was washed away	Damage to infrastructure, threatens church and two houses
Bridges on the road to New Ground and Higgin Town is being scoured and retaining wall on left is torn away – poor drainage structure (New Bridge and Potato Piece Bridge)	Maroon of Lime Hall community Loss of infrastructure (2 bridges)
Overgrown vegetation (affecting utility poles and compromises safety of residents)	Electrical fires, fire damage to homes and appliances
Worsening of flooding in Laycock due to new developments in Williamsfield	Worsen flooding of homes and agricultural loss
Worsening of rock fall along Gully Road (road leading	Soil erosion, landslide and blockage of roadway, loss of life, danger to

HAZARD	POSSIBLE IMPACT
to Lime Hall due to alteration in drainage path of Top Road, increased development on Top Road	commuters, threat to power lines, loss of vegetation

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
Flooding	Farmlands, houses, animals, crops, lives, roads, culverts, bridges, shops, schools churches	Loss of working time and loss of jobs/pay, children unable to go to school, community health issues, inability to provide assistance, damage to infrastructure, interruption of community social activities	<u>Damage to roadway:</u> <ul style="list-style-type: none">• Observe building code• Improve drainage capacity• Cleaning and de-silting of blocked culverts• Bushing of roadway• Improved design of drainage system• Proper road maintenance• Proper garbage disposal (including old refrigerator, cars, etc.)
Hurricane	Houses	Loss/damage roof, broken windows, damage to contents/important documents, damage to building, separation of family members, food shortage, looting cost of repairs/rebuilding, food poisoning	Use of hurricane strips, proper fixing of roofs (seal eaves) batten down windows with ply or shutters, store documents in water-proof containers, elevate furniture, construct buildings according to building code / retrofit buildings to standards

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
	Agriculture – Crops	Washed/blown away, fallen trees, damage to crops	Reap crops early and store, process/roast foods in order to preserve, prune trees, brace/tie banana trees
Hurricane	Agriculture - Animals	Injury or death	Put animals in cellars or other safe areas, build animal shelter, untie large animals in open areas, elevate coops and other structures, batten down roof of animal shelter
Drought	Agricultural Crops	Damage to crops, low yield, premature crops, increase in pests and insects	Storage of water, mulching, “poor man” irrigation, plant drought resistant crops
	Animals	Starvation, reduction of quality and quantity of milk	Storage of water, grass/hay
	Vegetation	Wilting	
	People	Heat stroke/heat, dust nuisance, stress related illnesses, vector and environmental issues	Store water, use of fans
Landslide		Removal of fence from livestock, remove trees from gully-side and block roads and drains, cause water to change course, reduces individual independence, affects power supply which in turn affect social life and comfort	

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Fire	People, property	Feeling of helplessness, separation of families, increased need for resources and support, emotional and material effect on children (can cause physical effects)	

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		
Overgrown Vegetation	Cutting and maintaining vegetation	Cutlass, saw, weed cutter, JPS, LIME, Parish Council (trucks and other resources) Community volunteers
Improper disposal of garbage	Public Education, provision of additional skips, drums, etc., Dialogue with NSWMA to provide service to communities not presently benefitting from service, recycling and sorting of garbage, utilization of compost,	Pamphlets, NSWMA resources, Ministry of Health (Public Health Inspectors), Parish Council
B. Social/Economic		
Unemployment	Offering of skills training at the community centre, offer reading programme for adults, developing economically viable projects in the community eg. Farming (gaining access to available land)	Land for farming, HEART/NTA, Retired teachers and other volunteers
Civil Unrest	Training in anger management, more social activities, greater input from churches in community events, improvement in churches' support for each other's activities, counseling, formation of a ministers' fraternal	Police, Red Cross, Church Pastors, Teachers,
C. Health Related		
Lack of proper water supply	Practice conservation measures, public education (forum, pamphlet distribution etc), proper water storage, entrapment of rain water, lobby for additional communities to access piped water, training in proper farming techniques (mulching etc.)	Pamphlets, water tanks, RADA, guttering, NWC and Parish Council
D. Political		
Not Applicable	Not Applicable	Not Applicable

Priority Listing of Hazards

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

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

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

Formula to determine total: Total Impact x Probability of Occurrence

Table PR5: Priority Listing of Hazards

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Flooding	3	3	2	3	3	3	42
Landslide	2	2	2	2	2	3	22
Bush & Electrical Fires	1	3	3	3	3	3	15
Earthquake	2	3	3	3	3	3	30
Lightning	2	1	1	1	1	1	10
Hurricane	3	3	3	3	3	3	45

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 **Lime Hall** are provided below.

A. Skills

B. Knowledge of

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

C. Network

D. Transportation

E. Schools/ Churches/Other Buildings

F. Medical Care

G. Means of Communication

H. Commercial Enterprises

PR 6: Capacity and Resource Analysis

CAPACITY	TYPE OF RESOURCES	TASK
Skills	Farmers	Provision of food, assist other farmers in providing labour and technical assistance, provision of plants/seedlings to farmers who may have lost their farms during a disaster
	Electricians	Assist community members in checking the wiring of their homes, assist with repairs at the emergency shelters
	Construction Workers/Carpenters	Assist in reinforcing buildings prior to a disaster, assist in the reconstruction of buildings/houses after a disaster, provide voluntary service, assist in providing building materials (donations)
	Teachers	Assist children with homework, assist in the shelter management programme (managing the shelter and teaching children in shelter), assist in public education programme, temporarily take home children affected by disasters and teach them (based on parental consent)
	Nurses	Assist in the following areas: Basic first aid and medical treatment, health service at the emergency shelter
	Business persons	Assist in fundraising activities, provide building material, provide food and other emergency supplies
	Plumber	Assist in the following areas: emergency shelter, general members of the community (at a cost or voluntary)
	Welder/Mechanics	Assist in repairing emergency vehicles, general service to the community
	Fire Fighter	Assist in training emergency response team members, basic first aid, assist in search and rescue operations
	Cabinet Maker	Assist in the repairing of furniture damaged during a disaster, assist at the

CAPACITY	TYPE OF RESOURCES	TASK
		Emergency shelter
	Craft Vendors/ Craft Makers	Support fundraising activities
	Hotel Workers	Negotiate with hotel administration for the provision of bedding and other emergency supplies. Lobby for food and other supplies to be given to emergency shelters (based on the coordination and approval of the Public Health Department)
	Power Saw Operators	Assist in the following areas: clearing of roads, trimming of trees
Transportation	Motorbikes	Assist in emergency transportation – taking messages, small supplies, small quantities of food, etc.)
	Buses	Assist in evacuation
	Bicycles	Assist in emergency transportation – taking messages, small supplies, small quantities of food, etc. to the needy)
	Cars	Assist in emergency transportation – taking messages, small supplies, small quantities of food, etc. to the needy)
	Vans	Assist in emergency transportation – taking persons to hospital, transporting food and other emergency supplies, evacuation process
	Trucks	Assist in emergency transportation, transporting food and other emergency supplies, evacuation process
Medical Care	Nurses	Provide basic health service to the community during an emergency, assist with public education programmes, assist in first aid training, provide first aid items.
	Community Health Aids	Provide basic health care, assist in emergency shelter operations, assist with public education programmes
	Doctors	Monitor threats of disease outbreak, provide health care, assist with public education programme
Building/Health	Health Centre	Serve as medical post in time of emergency

CAPACITY	TYPE OF RESOURCES	TASK
Schools/Churches/ Other Buildings	Listed in critical infrastructure	
Means of Communication	Telephone (Cell)	Day-to-day and emergency communication
	Word of Mouth	Daily and emergency communication
	Motor vehicle	Assist in the relocation of residents, transportation of emergency supplies, transportation
	Runner	Emergency communication as required.
	Internet	
Commercial Enterprises	S & W Hardware Wahtama Hardware	Offer line of credit to community members in retrofitting/repairing buildings, and also make donations, give material, assist in emergency transportation
	Wholesale Supermarket	Availability of foods and other emergency supplies (credit line may be possible) Provide line of credit or feeding at the shelter
	Cooking Gas retailers	Credit gas for cooking at shelters and in homes, make donations – fuel for cooking at emergency shelters.
	Shops & Bars	Source of food supplies, Avenue to de-stress and debrief after a disaster
Networks	RADA	Provide training, seeds and other assistance (under available programme)
	JAS	Provide seeds, tools and other materials to members
	Digicel Foundation	Providing of grants for various community projects / Provide rehabilitation assistance
	Chase Fund	Assist in community projects – before and after a disaster
	CIDA	Assist with the development of community business plan and the funding of flood mitigation project.
	St. Ann Parish Council	Provide technical assistance on community projects, support to community activities
	Social Development Commission	Assist with training and planning – general community development
	Office of Disaster Preparedness and Emergency Management	Provide technical assistance, facilitate training assist with community disaster risk management activities, support to general community Disaster Risk Reduction activities

CAPACITY	TYPE OF RESOURCES	TASK
	(ODPEM)	
Networks Cont'd	National Solid Waste Mgt. Authority	Assist with garbage collection
	National Works Agency	Assist with road repairs and rehabilitation, also the construction and improvement of drainage systems

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
Laycock (Close to the sinkhole)	▪ Flood prone area, depression
Jack Adam Pond	▪ Flood prone area
Little Content (Sandy Grove)	▪ Flood prone area

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

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
Bottom New Ground (area surrounding Dixon Fall)	▪ Tourist attraction
New Ground (where cedar trees are)	▪ Farming, factory (agricultural produce)
New Ground (New Bridge, Dixon Hole)	▪ Fish farming and bottled spring water
Lumsden	▪ Farming
Higgin Town	▪ Tourist attraction (sight seeing)

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
Lime Hall	Mitigation work needs to be done on the Lime Hall Main Road (river training and other conservative measures)

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/gully cleaning • Better farming and land use practices • Construct and improve drains • Correction of Williamsfield drain, culvert and outlet • Repair New Ground Road • Clean Laycock sinkhole 	February - April
Landslide – Higgin Town	<ul style="list-style-type: none"> • Soil conservation measures 	March - April
Garbage	<ul style="list-style-type: none"> • Install garbage bins and skips • Improve collection (more trucks and more frequent collection) • Collection in areas that presently do have garbage collected • Public education 	January - December
Fire	<ul style="list-style-type: none"> • Public awareness exercise 	October
Hurricane	<ul style="list-style-type: none"> • Public awareness exercise • Strap-it-down programme (Hurricane straps) • Shelter inspection and update • Secure storage items and emergency supplies • Conduct training workshops 	May - June
Earthquake	<ul style="list-style-type: none"> • Public Awareness exercises • Conduct drill • Conduct hazard hunt 	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	TIMEFRAME
Flooding	<ul style="list-style-type: none"> • Drain/gully cleaning – NWA and Parish Council • Better farming and land use practices - RADA • Construct and improve drains – NWA and Parish Council • Correction of Williamsfield drain, culvert and outlet – ODPEM and NWA • Repair New Ground Road – NWA and Parish Council • Clean Laycock sinkhole – ODPEM, Parish Council, NWA 	February - April
Landslide – Higgin Town	<ul style="list-style-type: none"> • Soil conservation measures – RADA 	March - April
Garbage	<ul style="list-style-type: none"> • Install garbage bins and skips – NSWMA, Parish Council • Improve collection (more trucks and more frequent collection) – NSWMA, Parish Council • Collection in areas that presently do have garbage collected – NSWMA, Parish Council • Public education – ODPEM, Parish Disaster Committee, Red Cross 	January - December
Fire	<ul style="list-style-type: none"> • Public awareness exercise – Jamaica Fire Brigade 	October
Hurricane	<ul style="list-style-type: none"> • Public awareness exercise – Parish Disaster Committee, ODPEM • Strap-it-down programme (Hurricane straps) – Political representatives, ODPEM 	May - June

HAZARD	ACTIVITY	TIMEFRAME
	<ul style="list-style-type: none"> • Shelter inspection and update – Parish Disaster Committee, Lime Hall Zonal Committee • Secure storage items and emergency supplies • Conduct training workshops 	
Earthquake	<ul style="list-style-type: none"> • Public Awareness exercises • Conduct drill • Conduct hazard hunt 	January - February

Mitigation Action Plan

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

Table PR 12: Risk Transfer

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

INFORMAL risk transfer options	▪ Formation of a community emergency fund suggested that this could be managed through the churches/Zonal Committee
	▪ Community Partner Scheme
	▪ Funding through citizens associations/youth clubs dues and contributions
	▪ Pooling of local resources get items at a cheaper cost
	▪ Income from fundraising events
	▪ Mutual Aid Agreement for skills bank (eg. Roof repairs at a discounted rate)
FORMAL risk transfer options	▪ Insurance attached to mortgage
	▪ Insurance of personal property
	▪ Insurance through Credit Unions

TABLE PR: 13 TRAINING

Community Member/Team	Area of Training	Provided by	Who responsible to Organize	Time Frame	Cost
Executive and other interested members	Proposal writing	Social Development Commission (SDC)	Mrs. Basle Nunes Mr. Jevonie Walters	February	To be determined
Executive and other interested members	Community Emergency Operations Centre Training	ODPEM and St. Ann Parish Council	Mrs. Marjorie Parris	May	To be determined
Executive and other interested members	Public Speaking & Conducting Meetings		Mrs. Angella Brown Mr. Peter Scott	July	To be determined
Zonal Committee members and other interested persons	Initial Damage Assessment (IDA)	ODPEM and Parish Disaster Coordinator	Mr. Handall Richards	January	To be determined

TABLE PR 14: PUBLIC AWARENESS AND EDUCATION

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility/ Coordinator
Flooding/ Hurricane	Disaster Risk Management sensitization meetings	Town cry, posters and fliers Letters to churches, clubs, schools, businesses	April - May	Mrs. Fay Perry
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	Mr. Handall Richards
Garbage Management Programme	Distribution of Pamphlets, posters and fliers	Using schools, churches, clubs, other events, business places	On going	Mr. Peter Scott Mrs. Angella Brown
	House-to-house visits	Visit houses in specific communities and distribute pamphlets and other material		
Landslide	Town Hall meeting and invite resource persons	Town cry, letters to churches and schools	On going	Mr. Hopeton Brown Mr. Handall Richards
	House-to-house / one-to-one contact/information sharing	Visit houses in specific communities and have dialogue		
Fire	Poetry/Song/Dance/Banner, etc. competition	Send letters to schools inviting them to participate	October	Mr. Jevonie Walters

PREPAREDNESS AND INITIAL RESPONSE

Monitoring

Table PR 15: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	Mr. Hopeton Brown, Mr. Handall Richards
Listening to the radio for official information	Mrs. Basle Nunes, Mrs. Fay Perry
Monitoring marine weather forecasts	Mrs. Angella Brown, Mr. Jevonie Walters
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Mrs. Basle Nunes, Mrs. Angella Brown

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

Currently, there is no formal early warning system in the community. However, the community seeks funding in acquiring any of or a combination of the following in order to set up an effective early warning system:

- Pot Cover
- Whistles

HAZARD	TRADITIONAL WARNING	RESPONSIBILITY (for alerting DRM Team)
Flood	Monitor water level at pond against section of the house	Mr. Hopeton Brown Mrs. Angella Brown
	Water level on roadway – alert motorists and residents living nearby. Motorists would use alternate route while residents would evacuate to shelter	
Fire	Word of mouth, sounding of pot cover	
Hurricane	Media, ODPEM	Mrs. Basle Nunes Mrs. Angella Brown

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

Table PR17: Early Warning Activity and Responsibility

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:		
Old and sick Persons	Mr. Peter Scott, Mr. Jevonie Walters, Ms. Rosemarie Brown	Word of mouth, telephone and house visits
Mothers with babies and young children	Mrs. Marjorie Brown, Ms. Veta Lawrence	Word of mouth, telephone and house visits
The Schools: Lime Hall Community Basic Lime Hall Baptist Basic Silver Grove Basic and Academy Golden Spring Basic Lime Hall Primary Jewels for Jesus Preparatory	Mrs. Marjorie Parris	Telephone, word of mouth, visits
Members of the community who are sea	Mrs. Angella Brown, Mr. Jevonie Walters	Telephone

ACTIVITY	RESPONSIBILITY	MEANS
Evacuation zones residents	Mr. Vernal Ashmeade, Mr. Leandro Green	Telephone, word of mouth, visits
Rest of community	Mrs. Basle Nunes, Ms. Marjorie Parris	Telephone, word of mouth, visits
Update PDC and ODPEM	Mrs. Basle Nunes, Mrs. Angella Brown	Telephone, e-mail

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

AREA	REASON FOR EVACUATING
Laycock	<ul style="list-style-type: none"> ▪ Flooding
Jack Adam Pond	<ul style="list-style-type: none"> ▪ Flooding

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

Evacuation Route

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

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

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION	ASSEMBLY POINT & COORD.
Laycock	Laycock to Church Street to Lime Hall Square to Basic School and Community Centre	Lime Hall Basic School and Community Centre	Walk, private and public transportation	Before Mrs. Nileta Thomas' Gate Coordinator: Mr. Hopeton Brown
Jack Adam Pond	Jack Adam Pond to New Ground via New Ground Gate to Basic School and Community Centre Or Jack Adam Pond to Baptist Street to Lime Hall Main Road to Basic School and Community Centre	Lime Hall Basic School and Community Centre	Walk, private and public transportation	New Ground Cross Road Coordinator: Mrs. Daphne Walters Ms. Audrey Duncan's Shop Coordinator: Mr. Leando Green

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

Table PR20: Evacuation Procedures

ACTIVITY	RESPONSIBILITY
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	Mrs. Basle Nunes, Mrs. Angella Brown
Alert residents on possible evacuation	Laycock: Mr. Hopeton Brown Jack Adam Pond: Mrs. Daphne Walters
Decide on timing	Mrs. Basle Nunes, Mrs. Angella Brown
Ensure special needs populations assisted	Mr. Peter Scott, Mr. Jevonie Walters, Mrs. Rosemarie Brown
Organize transportation	Mr. Andall Richards, Mr. Clifford Cameron
Identify route to be used	Mr. Andall Richards, Mr. Clifford Cameron
Ensure shelter available	Mrs. Panceta Walters, Mr. Kenneth Henry
Register all persons who are evacuating and their destination	Mr. Hopeton Brown, Mrs. Daphne Walters, Mr. Leando Green
Start evacuation	Mr. Peter Scott – Laycock Mr. Jevonie Walters – Jack Adam Pond
Check that all areas safely evacuated	Mr. Hopeton Brown, Mrs. Daphne Walters, Mr. Leando Green
Inform Parish Disaster Committee/ODPEM	Mrs. Basle Nunes, Mrs. Angella Brown

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 AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER Name and Contact Number	AGENCY/LIASION OFFICER
Official Shelter						
Lime Hall Community Centre, Lime Hall	Lime Hall Main Road	Good	Meetings, etc.	Lime Hall and surrounding districts	Ms. Sylvia Stewart 972-5174/378-3871 Mrs. Fay Perry: 460-2707	MLSS
Lime Hall Primary School, Lime Hall	Lime Hall Main Road	Very good	School	Lime Hall and surrounding districts	Ms. Janet Haye: 972-5620 Mr. Hopeton Brown: 288-3564 Mrs. Beverly Henry: 972-5096	MLSS
Higgin Town SDA Higgin Town	Higgin Town Main Road	Good	Church	Higgin Town	Mr. Kenneth Black	MLSS
Salvation Army Lime Hall	Lime Hall Main Road	Good	Church	Lime Hall	Captain Anthony Sanchez (contact) 972-5620 Mrs. Daphne Walters	MLSS
Blood Bought Church of God	Lime Hall Main Road	Good	Church	Lime Hall	Mrs. Marjorie Brown 858-8286/972-5244 Mr. Jevonie Walters 855-1894/856-8701	MLSS
Church of God of Prophecy	Lime Hall Main Road	Very Good	Church	Lime Hall	Mrs. Fay Perry 460-2707 Mrs. Rose Marie Brown 291-7610	MLSS
Christ Community Church	Lime Hall to Golden Grove	Good	Church	Lime Hall	Mrs. Marlene Dijanie Pastor Maxo Dijanie 897-8291	MLSS

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER Name and Contact Number	AGENCY/LIASIO N OFFICER
Gates of Praise United Pentecostal Church New Ground	Off Higgin Town Main Road	Very good	Church	Higgin Town Dawson Town	Mr. Handall Richards 398-3495 Mr. Glasford Chisholm 370-3985	MLSS

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	Mr. Handall Richards, Mr. Hopeton Brown	April – May
Train team members	Mrs. Basle Nunes, Mrs. Marjorie Parris	January – June
Secure first aid and search and rescue kits	Mrs. Angella Brown, Mrs. Daphne Walters	January – March
Make arrangements for access to relief supplies	Mrs. Basle Nunes, Mr. Clifford Cameron	May – June
Start hurricane awareness	Mr. Clifford Cameron, Mrs. Marjorie Brown	January - March

Simulation and Drills

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

Table PR23: Simulation and Drills

TYPE OF EXERCISE/DRILL	NUMBER PER YEAR	DATES	WHO WILL ORGANIZE
Earthquake	2	January & June	Mr. Handall Richards
Fire	2	August & October	Mr. Jevonie Walters
Call out Procedures	2	January & June	Mrs. Basle Nunes
Evacuation	1	July	Mrs. Basle Nunes, Mrs. Angella Brown

Response

Search and Rescue/First Aid/Emergency Medical Care

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

ACTIVITY	RESPONSIBILITY	SHORT REPORT
Send out Search and Rescue and First Aid Team to check on:		
Elderly	Mr. Peter Scott, Mr. Jevonie Walters, Mrs. Rosemarie Brown	Zonal Chairman and Parish Disaster Coordinator
Persons with Disabilities	Mr. Peter Scott, Mrs. Rosemarie Walters	
Single Mothers	Mrs. Marjorie Brown Ms. Veta Lawrence	
Damaged buildings and houses for occupants	Mr. Handall Richards, Mr. Lionel Lewis	
Persons stranded by floodwater	Mr. Otis Nunes, Mr. Devon Stewart	
Check for:		
Deaths, Injuries	Mr. Leando Green, Mr. Hopeton Brown, Mrs. Daphne Walters	
Persons in need of emergency assistance	Mrs. Panceta Walters, Mrs. Fay Perry	
Check if any members of the community thought to be missing at sea	Mrs. Angella Brown, Mr. Jevonie Walters	
Call for any external assistance	Mrs. Basle Nunes	
Update PDC, ODPEM	Mrs. Basle Nunes and Mrs. Angella Brown	
Update Community	Mrs. Basle Nunes, Mrs. Marjorie Parris	

Initial Damage Assessment

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

Mr. Handall Richards, Mr. Lionel Lewis

Table PO2: Community Damage Assessors

ACTIVITY	RESPONSIBILITY	REPORT RECEIVED
Send out Rapid Damage Assessment Team to check on:		
Roads : Open Closed In need of urgent repair to provide access:	Mr. Vernold Ashmeade Mr. Leando Green	Zonal Chairman to Parish Disaster Coordinator
Power:	Mr. Handall Richards Mr. Hopeton Brown	
Fallen lines, poles, transformers:		
Any dangerous situation e.g. live wires, raw sewage, leaking gas etc		
Water lines:	Mr. Handall Richards Mr. Hopeton Brown	Zonal Chairman to Parish Disaster Coordinator
Broken, missing sections, availability		
Describe state of:		
Community Centre	Mrs. Panceta Walters	
Schools		

ACTIVITY	RESPONSIBILITY	REPORT RECEIVED
Clinic	Mr. Kenneth Henry	
Churches	Mrs. Panceta Walters Mr. Kenneth Henry	
Shops, other businesses	Mrs. Rosemarie Brown Mr. Jevonie Walters	
Means of livelihood	Mrs. Basle Nunes, Mrs. Viris Brown, Mrs. Angella Brown, Mrs. Fay Perry	
Boats, fishing gear, spear fishing	Mrs. Angella Brown, Mr. Jevonie Walters	

Response Action Plan

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

Table PO3: Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	TIMEFRAME
Evacuate vulnerable persons (outside of Laycock and Jack Adam Pond)	District contact persons listed on page __	As the need arise
Clearing of blocked roads	Mr. Vernold Ashmeade Mr. Leando Green	As the need arise – immediately after the disaster – when it is safe
Feeding persons in shelters	Shelter Coordinators: Mr. Kenneth Henry and Mrs. Panceta Walters	During the activation of the shelter
Attending to medical needs/emergencies	Mr. Peter Scott, Nurse Laurel Asher, Mrs. Angella Brown	As the need arise
Provide counseling	Pastor Derron Smith, Rev. Rupert Simms, Pastor Clifford Cameron, Pastor Kenneth Fagan, Pastor Johnatan Ward, Elder Denzil Parris, Pastor Ionie Cole, Pastor Maxo Dijanis	AS the need arise

Relief

Table PO4: Welfare and Relief

ACTIVITY	RESPONSIBILITY
Identify members of community who:	
Received damage	Mr. Handall Richards, Mr. Lionel Lewis
Need shelter	Mrs. Panceta Walters, Mr. Kenneth Henry
Lost means of income	Mrs. Rosemarie Brown Mr. Jevonie Walters, Mrs. Basle Nunes, Mrs. Viris Brown, Mrs. Angella Brown, Mrs. Fay Perry
Need assistance	Mrs. Panceta Walters, Mrs. Fay Perry
Identify members of the community in need of psycho-social support or counseling	Mrs. Basle Nunes, Mrs. Angella Brown
Compile list and update PDC, ODPEM	Mr. Jevonie Walters, Mrs. Fay Perry, Mrs. Viris Brown

RECOVERY

Recovery Action Plan

Table PO5: Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Clearing of Roads	1	Mr. Vernold Ashmeade Mr. Leando Green	As soon as possible	To be determined
Repairing of damaged roofs	1	Mr. Leando Green Mr. Vernal Ashmeade Mr. Hopeton Brown Mr. Kenneth Henry Mr. Patrick Moulton	Immediately after the event has passed and assessments are done	To be determined
Restoration of public utilities	1	Mr. Handall Richards Mr. Hopeton Brown	As soon as possible	To be determined
Evacuation of shelters for resumption of normal use	2	Mr. Leando Green Mr. Vernal Ashmeade Mr. Hopeton Brown (in collaboration with Shelter Coordinators - Mrs. Panceta Walters and Mr. Kenneth Henry) Mr. Handall Richards	As soon as all clear is given and it is safe to do so.	To be determined

APPENDIX 1 – VULNERABLE POPULATION

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBILITY (WHAT TO DO)
Franklyn Gordon	Bed ridden	Lime Hall	Mrs. “Queenie” Gordon	Mrs. Rosemarie Brown	Take to shelter if necessary, check on health status
Mr. Osmond Hibbert	Bed ridden	Lime Hall	Mrs. Dorothy Hibbert	Mrs. Angella Brown Mr. Jevonie Walters	Take to shelter if necessary, check on health status
Mrs. Louise Henry	No legs, diabetic	Lime Hall	Ms. Clover Royes	Ms.. Veta Lawrence	Take to shelter if necessary, check on health status
Mr. Walzie Darlington	No legs, diabetic	Lime Hall	Ms. Euda Darlington	Mr. Patrick Moulton	Take to shelter if necessary, check on health status
Mr. K. Hyatt	No legs, diabetic	Lime Hall	Ms. Oshine Hyatt	Mr. Patrick Moulton	Take to shelter if necessary, check on health status
Ms. Ilene Green	Blind	Lime Hall	Mr. Clive Green	Mr. Vernal Ashmede	Take to shelter if necessary, check on health status
Ms. Sylvia Taylor	Obesity	Lime Hall	Mr. Venton Taylor	Mrs. Fay Perry	Take to shelter if necessary, check on health status
Ms. June Nicholson	Stroke (Wheel chair)	Lime Hall	Mr. Austin Nicholson	Ms. Viris Brown	Take to shelter if necessary, check on health status

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBILITY (WHAT TO DO)
Ms. Inez King	Diabetic	Lime Hall	Ms. Pearl Foreman	Mrs. Fay Perry	Take to shelter if necessary, check on health status
Ms. Ivy Wollaston	Shut in	Lime Hall	Ms. "Pinks" Wollaston	Mr. Peter Scott	Take to shelter if necessary, check on health status
Mr. C. Carr	Shut in	Lime Hall	Ms. Vivienne Carr	Mr. Peter Scott	Take to shelter if necessary, check on health status
Ms. Susuan Goulbourne	Unable to walk	Lime Hall	Mr. Garfield Goulbourne	Ms. Daphne Walters	Take to shelter if necessary, check on health status
Ms. Joyce Russell	Unable to walk	Lime Hall	Ms. Lisa Saunders	Mrs. Basle Nunes	Take to shelter if necessary, check on health status
Ms. Adassa Smith	Aged	New Ground	Ms. Althea Rose	Mr. Handall Richards	Take to shelter if necessary, check on health status
Ms. Lusetta Hyde	Aged	New Ground	Ms. Ethlyn Hide (daughter)	Mr. Handall Richards	
Ms. Rosalyn Gilmore	Aged - Blind	New Ground	Ms. Pauline Lugg (daughter)	Mr. Handall Richards	
Mrs. Daisy Lee	Aged	New Ground	Ms. Patsy Riley (daughter)	Mr. Handall Richards	

APPENDIX 2 - EQUIPMENT/ASSETS/RESOURCE LIST

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 Kits	4	ODPEM – CIDA/BDRC	Mrs. Basle Nunes	Mrs. Angella Brown
▪ Shovels	12	ODPEM – CIDA/BDRC	Mrs. Basle Nunes	Mrs. Angella Brown
▪ Machetes	8	ODPEM – CIDA/BDRC	Mrs. Basle Nunes	Mrs. Angella Brown
▪ Canvas Stretchers	2	Mr. Peter Scott	Mr. Peter Scott	Mr. Peter Scott
▪ Crow bars	3	Personal	Mr. Hopeton Brown	Mr. Hopeton Brown
▪ Axe Saws with extra blades	4	Personal	Mr. Hopeton Brown	Mr. Hopeton Brown
▪ Heavy duty Screw Drivers	4	Personal	Mr. Hopeton Brown	Mr. Hopeton Brown
▪ Large/medium Cold Chisels	6	Personal	Mr. Hopeton Brown	Mr. Hopeton Brown
▪ Claw Hammers	12	Personal	Mr. Hopeton Brown	Mr. Hopeton Brown
▪ Heavy duty Sledge Hammers	3	Personal	Mr. Handall Richards	Mrs. Handall Richards
▪ Flashlights	12	ODPEM/CIDA BDRC	Mrs. Basle Nunes	Mrs. Basle Nunes

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ Batteries	24	ODPEM/ CIDA BDRC	Mrs. Basle Nunes	Mrs. Basle Nunes
▪ Tarpaulin	8	ODPEM/CIDA BDRC	Mrs. Basle Nunes	Mrs. Basle Nunes
▪ Mattress	6	ODPEM/St. Ann Parish Council	Mrs. Basle Nunes	Mrs. Basle Nunes
▪ Blankets	10	ODPEM/ St. Ann Parish Council	Mrs. Basle Nunes	Mrs. Basle Nunes
▪ Lanterns	4	ODPEM/ St. Ann Parish Council	Mrs. Basle Nunes	Mrs. Basle Nunes
▪ Table (fold)	1	ODPEM/ St. Ann Parish Council	Mrs. Basle Nunes	Mrs. Basle Nunes
▪ Chain Saw	5	Personal	Mr. Peter Scott Mrs. Angella Brown	Mr. Peter Scott Mrs. Angella Brown

EQUIPMENT/ASSETS/RESOURCE LIST

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

APPENDIX 3 - Emergency Supplies Required

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ First Aid Kits	10	Red Cross, Ministry of Health, ODPEM	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Shovels	12	Hardware Store, Individuals, ODPEM	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Water boots	36	Hardware Store, Individuals, ODPEM, Red Cross	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Heavy duty gloves	36	Hardware Store, Individuals, ODPEM	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Raincoats	36	Hardware Store, Individuals, ODPEM, Red Cross	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Hard hats	24	Hardware Store, Individuals, ODPEM	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Machetes	12	Hardware Store, Individuals, ODPEM	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ File (for machetes)	24	Hardware Store, Individuals, ODPEM	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Canvas Stretchers	24	Hardware store, individual, community project to make	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Crow bars	6	Hardware store, individuals	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ Axe Saws with extra blades	6 and 12 blades	Hardware stores	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Chain Saws	6	Hardware stores	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Heavy duty Screw Drivers	12	Hardware stores	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Large/medium Cold Chisels	6	Hardware Stores	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Claw Hammers	12	Hardware Stores	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Heavy duty Sledge Hammers	3	Hardware stores	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Flashlights	24	ODPEM, Parish Council, Red Cross, Hardware stores	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Lanterns	24	ODPEM, Parish Council, Red Cross, Hardware stores	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Blankets	100	ODPEM, Parish Council, Red Cross, Hardware stores	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Mattresses	50	ODPEM, Parish Council, Red Cross, Hardware stores	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Tarpaulin	50	ODPEM, Parish Council, Red Cross, Hardware stores	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown
▪ Wheel barrow	10	ODPEM, Hardware stores, Red Cross	Mrs. Basle Nunes Mrs. Angella Brown	Ms. Basle Nunes Mrs. Angella Brown

APPENDIX 4 - Stakeholder Partnerships

The stakeholder analysis represents the relationship between **Lime Hall** 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	Mrs. Allison Gordon	350-4398
R.A.D.A.	Training and technical assistance		
St. Ann Parish Council	Support to community programmes, fix roads		
Member of Parliament	Funding and mitigation projects	Mrs. Shanie Robinson Ms. Lisa Hannah	371-4286 817-5472/973-3340
Social Development Commission	Technical assistance and support to community activities	Mr. Trowers	
Councillor	Financial support	Mr. Desmond Gilmore	399-1659
Lime Hall Community Club	Human resource, public education	Ms. Barbara Black	395-9104

Agency/Organization/Representative	Nature of Relationship	Contact Person	Contact Number
M.O.H.	Medical care, public education	Nurse Laurel Asher	
Red Cross	Training, emergency supplies, human resource	Ms. Marcia Rose	972-1938/484-2617
Senior Citizens Association	Information on vulnerable population, skills training, resource in shelter operations	Ms. Phyllis Green	972-5645
Optimist Club	Human resource, assistance in shelter management, emergency relief items	Mr. Orrett Henry	
Benfica Sports Club	Human resource, assistance in shelter management, assistance in evacuation	Mr. Tyrone Rose	841-2914

LIST OF COMMITTEE MEMBERS ACTIVE IN THE PROCESS

#	NAME	ADDRESS	CONTACT NUMBER
1.	Mrs. Basle Nunes	Lime Hall P.O., St. Ann	859-1098
2.	Mr. Hopeton Brown	Laycock, Lime Hall P.O., St. Ann	288-3564
3.	Mrs. Fay Perry	Lime Hall P.O., St. Ann	460-2707 / 972-5234
4.	Mr. Jevonie Walters	Lime Hall P.O., St. Ann	506-8701
5.	Mrs. Angella Brown	Laycock, Lime Hall P.O., St. Ann	457-4538 / 972-5594
6.	Mr. Peter Scott	Lime Hall P.O., St. Ann	355-1300
7.	Mrs. Rosemarie Brown	Lime Hall P.O., St. Ann	457-4538
8.	Mr. Handall Richards	Lime Hall P.O., St. Ann	398-8410
9.	Mr. Kenneth Black	Lime Hall P.O., St. Ann	
10.	Ms. Phylis Green	Laycock, Lime Hall P.O., St. Ann	972-5645
11.	Mr. Kenneth Henry	Lime Hall P.O., St. Ann	896-9675
12.	Mrs. Panceta Walters	Lime Hall P.O., St. Ann	972-5616 / 405-8639
13.	Mrs. Marjorie Brown	Lime Hall P.O., St. Ann	972-5244
14.	Ms. Vita Lawrence	Lime Hall P.O., St. Ann	545-4389

APPENDIX 6 - THE PLAN DEVELOPMENT PROCESS – PHOTO GALLERY

Mitigation Project – Community Workday in Laycock – November 9, 2011

Community members hard at work cleaning drain



Sinkhole in Laycock which contributes to the flooding of community



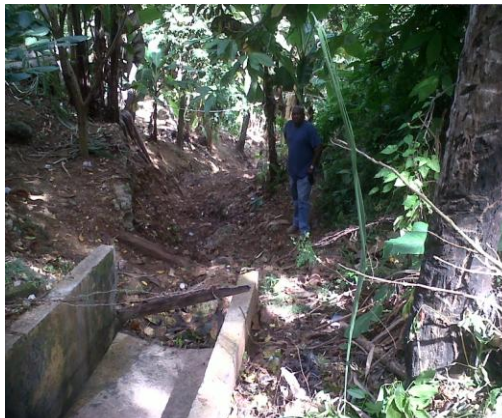
Community members viewing cleaned drain



Culvert at the top of drain to be repaired



Section of drain to be repaired



Community members cleaning side drain in Laycock



Committee members participating in the preparation of their community hazard map



Jovani (in black) and team ensuring that workers are adequately served



Regional Coordinator – Allison Gordon (in yellow) enjoying a delicious meal prepared by community members



Zonal Committee Chair, Mrs. Basle Nunes, enjoying her meal



Zonal Committee Secretary, Mrs. Angella Brown, and team (thank you for allowing us to use your premises to prepare meal for community workers)



Mr. Alvin Clarke, Parish Disaster Coordinator, - seated in blue -enjoys his moment with the machete



Mr. Alvin Clarke, PDC, standing – addressing members of committee during a CDRM plan development session



Child from community who participated in NaSimEx 2011 washing his hands at a very creative stand pipe at the emergency shelter at Lime Hall Basic School



Elderly evacuated from community during National Simulation Exercise 2011



Members of the Public Health team who participated in National Simulation Exercise 2011



Lime Hall Community EOC – National Exercise 2011



Member of community standing at the mouth of culvert to be repaired



APPENDIX 7
CDRM GROUP
HURRICANE - STANDARD OPERATING PROCEDURES (SOP)
LIME HALL

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

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

Basic Planning Assumptions

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

Concept of Operations

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

Procedures will be categorized into the following phases:

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

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

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

Phase 4: Recovery and Mitigation

ACRONYMS

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

AAR – After Action Report

CERT – Community Emergency Response Team

DRM – Disaster Risk Management

CDRMG – Community Disaster Risk Management Group

EOC – Emergency Operations Center

PEOC – Parish Emergency Operations Center

NEOC – National Emergency Operations Center

DEFINITIONS

All Clear

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

Emergency Operations Center (EOC)

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

Incident

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

Tropical Disturbance

A tropical disturbance is a cluster of thunderstorms poorly organized.

Tropical Depression

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

Tropical Storm

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

Hurricane

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

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

HURRICANE CATEGORIES

Category One Hurricane

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

Category Two Hurricane

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

Category Three Hurricane

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

Category Four Hurricane

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

Category Five Hurricane

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

WARNINGS AND WATCHES

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

Tropical Storm Watch

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

Tropical Storm Warning

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

Hurricane Watch

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

Hurricane Warning

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

Flash Flood Watch

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

Flash Flood Warning

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

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

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON
1. Continue to support and promote public information and awareness programmes	Coordinator – Public Education & Fundraising	Mrs. Basle Nunes
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	Mrs. Marjorie Parris
3. Organize how special needs population will be evacuated and transportation required	Coordinator – Preparedness	Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator – Preparedness	
5. Send reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator – Preparedness	
6. Sensitization of persons in the community without vehicles of assembly area for transportation to a safer location.	Coordinator – Public Education & Fundraising	Mrs. Basle Nunes Mrs. Marjorie Parris
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Mr. Andel Richards Mr. Glasford Chisholm
8. Ensure DRM teams are aware of all high risk locations in the community	Coordinator – Vulnerability & Risk Identification	
9. Prepare areas for sheltering persons in need	Coordinator – Preparedness	Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness	
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Mr. Hopeton Brown Mr. Vernal Ashmead
12. Organize mitigation and prevention projects and work days with technical guidance from relevant agencies (with the help of the PDC)	Coordinator – Prevention & Mitigation	

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON
<ol style="list-style-type: none"> 1. Meet and assess the community's state of preparedness for a hurricane 2. Advise community to listen to all weather advisories 	DRM Team	Mrs. Basle Nunes and Team
<ol style="list-style-type: none"> 1. Issue warning of threat 2. Alert and notify: PDC that community DRM teams are activated, other community-based Organizations, shelter managers and response personnel 3. Make available all relevant information of the hazard to the general community 	Coordinator - Preparedness	Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown
<ol style="list-style-type: none"> 1. Pre-check and activate SOPs 2. Alert all trained community first aiders and search and rescue personnel 3. Have first-aid kits prepared 	Coordinator - Preparedness	
Personal activities for families: <ul style="list-style-type: none"> • Make sure your family goes over the family disaster plan • Make plans for protecting your house, especially the roof, windows and doors • Have flashlight and extra batteries • Have portable battery-operated radio and extra batteries • Ensure provisions are put in place for emergency food and water. 	Coordinator – Preparedness & Coordinator – Response and Recovery	Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
Protecting the community: <ul style="list-style-type: none"> • Trim dead or weak branches from trees • Clear all drains that will cause flooding 	Coordinator – Mitigation & Prevention & Coordinator – Preparedness	Mr. Hopeton Brown Mr. Vernal Ashmead Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown
Listen to all weather advisories and information from ODPEM, MET Office and Communicate with PDC	DRM Team President and Coordinator - Preparedness	Mrs. Basel Nunes Mr. Clifton Cameron

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON
DRM Team advise the community to listen to all weather advisories and remain alert	Coordinator – Preparedness	Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown
Continue to listen to all weather advisories and reports	Coordinator – Preparedness	
A. HURRICANE WATCH – 48 HOURS BEFORE IMPACT		
1. Personal preparation food supplies 2. Securing official documents 3. Securing home and get rid of all things around the yard that can be missile in a hurricane 4. Check on neighbours that may need help	Coordinator – Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
Ensure the elderly and physically challenged are notified and assisted to prepare for event	Coordinator – Response & Recovery	
B. HURRICANE WARNING – 36 HOURS BEFORE IMPACT		
1. Activate and brief all community teams and volunteers 2. Test the systems of communication within the community 3. If cell phones are the means to be used, ensure credit is bought 4. Ensure phones can be charged	Coordinator – Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	Coordinator – Response & Recovery	
1. Activate and prepare emergency shelters 2. Deploy relief and welfare volunteers to emergency shelters	Coordinator – Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary	Coordinator – Response & Recovery	
Contact PDC and prepare to initiate evacuation procedures for the community	Coordinator – Response & Recovery	

B. HURRICANE WARNING – 36 HOUR\$ BEFORE IMPACT CONT'D		
<ol style="list-style-type: none"> 1. Re-check arrangements and MOUs with private bus/transportation owners and other volunteers in the community 2. Pre-position the following resources to areas which will potentially be cut off: Food stock/welfare items, communications equipment, manpower, power saws 3. Refuel vehicles 	Coordinator – Preparedness/ Coordinator – Response & Recovery	Mr. Clifford Cameron Mrs. Angella Brown Mrs. Marjorie Brown Mrs. Joan Brown Mr. Denzel Parris
<ol style="list-style-type: none"> 1. Encourage residents to activate family plans 2. Pre-position resources: List these resources: equipment, ropes, etc, food stocks/welfare items, communications equipment, manpower 	Coordinator – Preparedness/ Coordinator – Response & Recovery	Mr. Lionel Stewart Mr. Kenneth Henry
C. 24 HOUR\$ BEFORE IMPACT		
<ol style="list-style-type: none"> 1. Notify PDC of activation of evacuation plan 2. Consult PDC on all matters relating to the activation of any or all evacuation systems 	Coordinator – Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
Activate and test local communications links and report to PDC	Coordinator – Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
<ol style="list-style-type: none"> 1. Brief community of activation of evacuation and persons to be evacuated: <ul style="list-style-type: none"> • Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate • Communicate assembly points and deploy marshals/coordinators • 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 evacuation are safely evacuated 	Coordinator – Response & Recovery	
2. Monitor radio for hurricane warnings and public information via news		

releases through ODPEM AND Met office. 3. Monitor radios for precautionary tips together with packaged information of the activities of responding agencies 4. Alert community Initial Damage Assessment Team(s) 5. Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster	Coordinator – Response & Recovery	Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
D. 16 HOURS BEFORE IMPACT TO LANDFALL		
1. Maintain contact with PDC 2. Advise PEOC of weather conditions and state of preparedness 3. Confirm arrival and status of evacuees in shelters 4. Check with the standby teams and community response personnel	CDRM Team President and Vice President and Coordinator – Response and Recovery	Mrs. Basle Nunes Mr. Kenneth Henry Mrs. Joan Brown and team
E. THE BLOW/IMPACT		
Monitor and report events as far as possible	CDRM Team President / Vice President	Mrs. Basle Nunes Mr. Kenneth Henry
Maintain contact with PEOC, shelters and response personnel	Coordinator – Response & Recovery	Mrs. Joan Brown Mr. Lionel Stewart
F. AFTERMATH (IMMEDIATELY following the blow to 5 days after all clear)		
1. Check with PDC for persons to return home, but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm ‘All Clear’ 2. Deploy community damage survey teams or assessors 3. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities 4. Check for deaths, injuries and persons needing emergency assistance 5. Conduct first aid and search and rescue operations as necessary 6. Notify PEOC of critical/emergency cases 7. Provide PEOC with status report	Coordinator – Response & Recovery Coordinator – Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry Mrs. Joan Brown and team

F (a). UP TO 48 HOURS AFTER ALL CLEAR		
Provide initial damage survey/assessment and needs of the community	Coordinator – Response and Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
<ol style="list-style-type: none"> 1. Provide ground reconnaissance intelligence to the PDC 2. Assist the Fire Brigade and National Works Agency with road clearing, and search and rescue activities through the PEOC 3. Assist with the establishment and staffing of registration centres. 	Coordinator – Response and Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.</p> <p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> • Open windows and doors to ventilate or dry your home. Do not use candles or open flames indoors. Use a flashlight to inspect for damage. • Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company • Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. • If they have to step in water to reach the electric box, call an electrician for advice. 	Coordinator – Response and Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
<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 and or the PDC 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	Coordinator – Response and Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry

F (b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR		
Constantly advise the community: <ul style="list-style-type: none"> To conserve water and food To stay living at their homes if it is safe to do so To take particular care with hygiene and sanitary practices Of measures being taken with respect to provision of food and water and restoration of public utilities 	Coordinator – Response and Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
F (b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR CONT'D		
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 4. Coordinate the establishment, staffing and management of emergency shelters for sustained use in the community 5. Encourage persons affected to stay with friends or family as first options 6. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator – Response and Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
1. Assist with the distribution of supplies 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 roadways and drains 6. Continue to provide feed back and assistance to the community through the PDC and PEOC	Coordinator – Response and Recovery CDRM Team President CDRM Team V/ President	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry Mrs. Basle Nunes Mr. Kenneth Henry

<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 and Recovery</p>	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</p>
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<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 4. Coordinate the establishment, staffing and management of emergency shelters for sustained use in the community 5. Encourage persons affected to stay with friends or family as first options 6. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC 	<p>Coordinator – Response and Recovery</p>	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</p>
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Phase 4: Recovery		
<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>Coordinator – Response and Recovery/</p> <p>Coordinator – Prevention & Mitigation</p>	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</p> <p>Mr. Hopeton Brown Mr. Vernal Ashmead</p>
<ol style="list-style-type: none"> 1. Update PDC on recovery activities by external agencies/departments/ organizations 2. Monitor progress and ensure deficiencies are reported 	<p>CDRM Team President</p> <p>CDRM Team V/President</p>	<p>Mrs. Basle Nunes</p> <p>Mr. Kenneth Henry</p>
Mobilize CDRM Team to seek assistance from NGOs (eg: Red Cross, Food for the Poor, ADRA) to assist in community recovery initiatives	CDRM Team President	Mrs. Basle Nunes
<p>Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> • Challenges in responding to incidents • Which systems were overburdened? • What resources were lacking (human and physical)? • How did the community cope? • What areas of the SOPs need to be reconsidered? 	CDRM Team President and Vice President and all other stakeholders	<p>Mrs. Basle Nunes Mr. Kenneth Henry</p>
Revise SOPs as necessary	CDRM Team President and Vice President and all other stakeholders	Mrs. Basle Nunes and Team

APPENDIX 8

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

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

Basic Planning Assumptions

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

Concept of Operations

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

Procedures will be categorized into the following phases:

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

Phase 2: Event, Event Response, Damage Assessment

Phase 3: Recovery

ACRONYMS

AAR – After Action Report

CERT – Community Emergency Response Team

CDRMG – Community-based Disaster Risk Management Group

DRM – Disaster Risk Management

EOC – Emergency Operations Center

NEOC – National Emergency Operations Center

NGO – Non Government Organization

ODPEM – Office of Preparedness and Emergency Management

PDC – Parish Disaster Coordinator/Committee

PEOC – Parish Emergency Operations Center

DEFINITIONS

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

Emergency Operations Center (EOC)

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

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

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

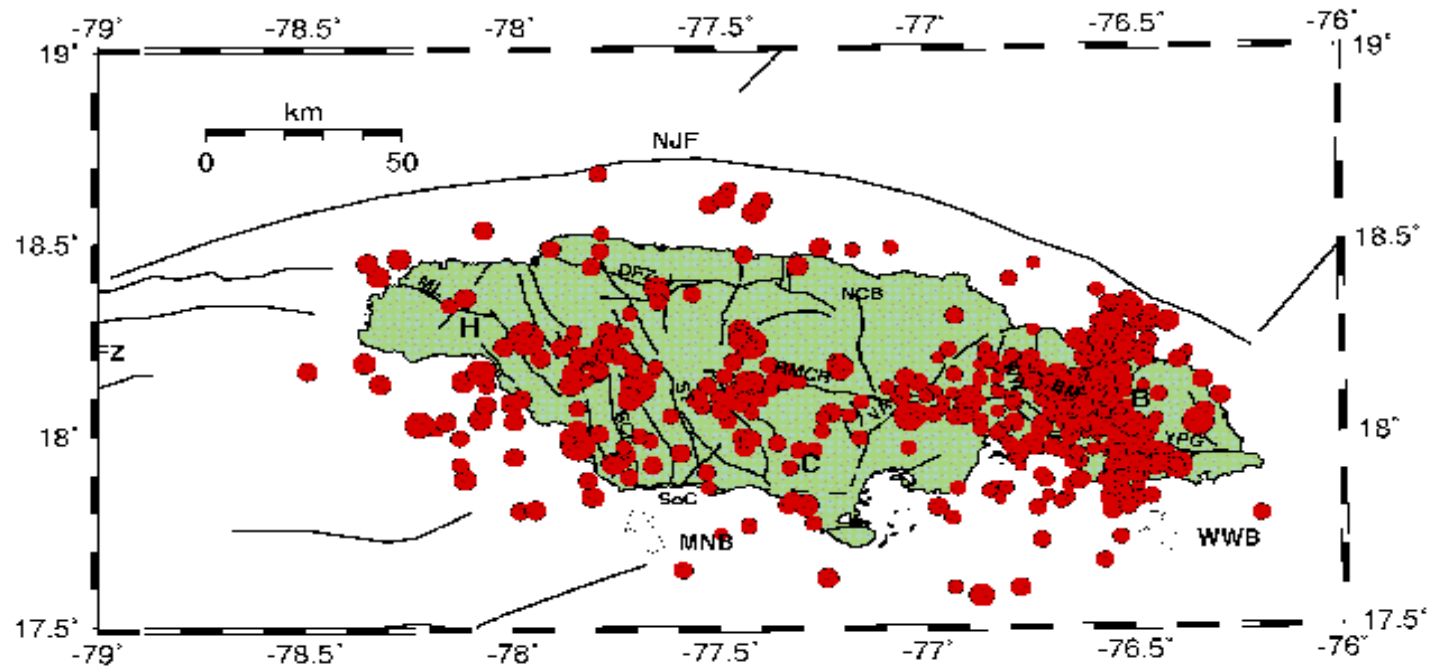
Epicentre: The position on the ground directly above where the slip under the earth's surface first occurs. The magnitude felt is likely to be greatest at this point. The damage is likely to be worst at this point.

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

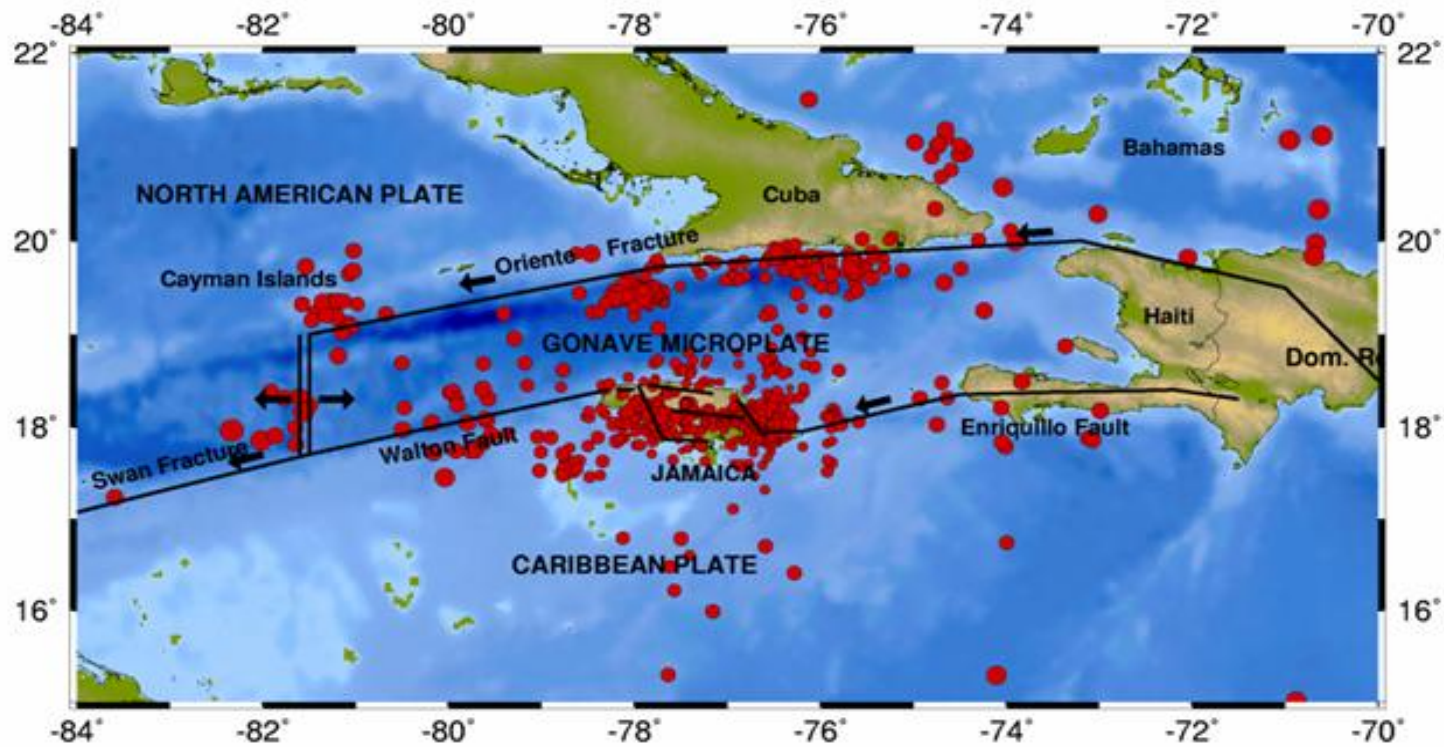
Tremor: The shaking or seismic waves felt or caused by an earthquake or explosion is called a *tremor*.

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

JAMAICA SEISMICITY 1997-2007



The Gonave Microplate



OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Mrs. Basle Nunes Mrs. Marjorie Parris
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education & Fundraising	Mrs. Basle Nunes Mrs. Marjorie Parris
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Mr. Andel Richards Mr. Glasford Chishold
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	
9. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness	
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Mr. Hopeton Brown

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention & Mitigation	Mr. Vernal Ashmead
13. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Shelter Manager	Mr. Kenneth Henry Mrs. Panceta Walters
14. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets	Coordinator - Preparedness	Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown
15. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Coordinator – Damage Assessment	Mr. Andel Richards Mr. Lionel Lewis
16. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes	Coordinator – Prevention & Mitigation (primary) Sector/Evacuation leaders (secondary)	Mr. Hopeton Brown Mr. Vernal Ashmead
17. Community inventory of building quality	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)	Mr. Hopeton Brown Mr. Vernal Ashmead
18. Community inventory of road networks and updating of community map	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)	Mr. Hopeton Brown Mr. Vernal Ashmead

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
19. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator – Mitigation and Prevention	
20. Put mutual aid agreements in place for emergencies such as earthquakes	Coordination – Preparedness	Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown
21. Meet and assess the community's state of preparedness for an earthquake	DRM Team	Mrs. Basle Nunes and Team
22. Organize or initiate and support drills <ul style="list-style-type: none"> Trained community first aiders Search and rescue personnel Have first-aid kits prepared Support for school and business community drills 	Coordinator – Preparedness &	Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown
23. Make available all relevant information on the hazard to the general community	Coordinator Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
24. Personal for families: - Make sure your family goes over the family disaster plan		
25. 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	Mr. Hopeton Brown Mr. Vernal Ashmead Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team – President/V.P	Mrs. Basle Nunes/Mr.Kenneth Henry
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator – Response and Recovery.	Mr. Lionel Stewart Mr. Kenneth Henry
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator - Preparedness	Mr. Clifton Cameron Mrs. Angella Brown Mrs. Marjorie Brown

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

ACTIVITIES	POSITION	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	Mrs. Angella Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
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 Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Provide initial damage survey and needs of the community	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
<ol style="list-style-type: none"> 1. Provide ground reconnaissance intelligence to the PDC. 2. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC . 3. Assist with the establishment and staffing of registration centres. 	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.</p> <p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> ▪ Check for sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Check for water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. ▪ Look for electrical system damage. If they see sparks or frayed wires, turn off 	<p>Coordinator - Response & Recovery</p> <p>Coordinator – Response & Recovery</p> <p>Coordinator – Response & Recovery</p>	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</p> <p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>electricity at the main fuse box.</p> <ul style="list-style-type: none"> ▪ If have to step in water to reach the electric box, call an electrician for advice. 		
<ol style="list-style-type: none"> 1. Check for general sewage and water-line damage in the community. 2. If you suspect there is such damage, call the NWC company and or PDC. 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	Coordinator - Response & Recovery	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>Constantly advise the community :</p> <ul style="list-style-type: none"> • To conserve water and food • To stay living at their homes if it is safe to do so • To take particular care with hygiene and sanitary practices • Of measures being taken with respect to provision of food and water and restoration of public utilities 	Coordinator - Response & Recovery	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</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 	Coordinator - Response & Recovery	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
3. Ascertain the early requirements for Government assistance in re-establishing the community.		
<ul style="list-style-type: none"> • Coordinate the establishment, staffing and management of emergency shelters for sustained use in community. • Encourage persons affected to stay with friends or family as first options. 	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry
1. Assist with the distribution of supplies 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 6. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry

PHASE 3: RECOVERY

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities. 2. Encourage community members to rebuild bearing in mind mitigation measures (build back better). 3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others) 	<p>CDRM Team, Public Education and Fundraising Coordinator</p> <p>CDRM Team, Coordinator – Response and Recovery</p>	<p>Mrs. Basle Nunes Mrs. Marjorie Parris</p> <p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</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 and Recovery</p>	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</p>
<ol style="list-style-type: none"> 6. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives. 	<p>Coordinator – Response and Recovery</p>	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</p>

APPENDIX 9

FIRE - STANDARD OPERATING PROCEDURES (SOP)

Purpose

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

Objectives

The concepts and procedures in this SOP are set to:

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

Basic Planning Assumptions

- At least one major Fire will probably affect the country/community
- CDRM Group will remain active and functional
- Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.
- There is commitment and support from agencies and departments of government to assist community.
- Community is willing to utilize their own resources in preparedness and response.

- CDRM Group will train and establish Community Emergency Response Team(s) (CERTs) to reduce the danger to which the community is exposed in the event of a bush or building fire.
- CDRM actively ensure members of their community are aware of possible hazards and how to prevent, mitigate and prepare in the event of likely hazards, including fires.
- The Jamaica Fire Brigade is recognized as the formal First Responder to fires as part of the National Emergency Response Matrix.

Concept of Operations

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

Procedures will be categorized into the following phases:

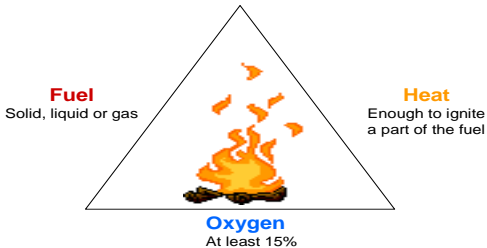
Phase 1: Prevention, Mitigation and Preparedness

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

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

Phase 3: Recovery

GLOSSARY OF TERMS

TERM	MEANING
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>  <p>The diagram illustrates the Triangle of Combustion, a concept where three elements form the vertices of a triangle: Fuel (top-left), Heat (top-right), and Oxygen (bottom). In the center of the triangle is a graphic of a fire. Labels for each vertex include: Fuel (Solid, liquid or gas), Heat (Enough to ignite a part of the fuel), and Oxygen (At least 15%).</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 a **fire** emergency. Coordinators should utilize other information and measures highlighted in the CDRM Plan to as a guide for other actions.

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
26. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Mrs. Basle Nunes Mrs. Marjorie Parris
27. Sensitize special needs population	Coordinator – Public Education & Fundraising	
28. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Mr. Clifford Cameron Mrs. Angella Brown Mrs. Marjorie Brown
29. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
30. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness	
31. 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.	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart
32. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	Mr. Clifford Cameron Mrs. Angella Brown Mrs. Marjorie Brown

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
33. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education & Fundraising	Mrs. Basle Nunes Mrs. Marjorie Parris
34. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Mr. Andel Richards Mrs. Glasford Chisholm
35. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	
36. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Mr. Clifford Cameron Mrs. Angella Brown Mrs. Marjorie Brown
37. 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	
38. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Mr. Hopeton Brown Mr. Vernal Ashmead
39. 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	
40. Meet and assess the community's state of preparedness for a fire.	DRM Team	Mrs. Basle Nunes and Team
41. Conduct Fire Drills at least once yearly		

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Personal for families and businesses: <ul style="list-style-type: none"> ▪ Make sure your family goes over the family disaster plan. ▪ All family members should know their evacuation plan. ▪ Store important documents in fireproof box (where possible) or safe. 	Coordinator – Preparedness/Coordinator Response & Recovery/Public Education	Mr. Clifford Cameron Mrs. Joan Brown Mrs. Basle Nunes

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ Build fires away from nearby trees or bushes, always have a way to extinguish this fire. ▪ Monitor all fires while they are burning. ▪ Prune all branches around to a height of 8-10 feet. ▪ Ensure trees adjacent to buildings are free of dead or dying wood and moss. 	Coordinator – Mitigation and Prevention/Coordinator - Preparedness	Mr. Hopeton Brown Mr. Clifford Cameron
<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>Coordinator – Mitigation and Prevention Coordinator - Preparedness</p>	<p>Mr. Hopeton Brown Mr. Clifford Cameron</p> <p>Mr. Hopeton Brown Mr. Clifford Cameron</p>
<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 	Coordinator – Mitigation and Prevention/Coordinator – Preparedness	Mr. Hopeton Brown Mr. Clifford Cameron

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ 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 	Coordinator – Mitigation and Prevention/Coordinator - Preparedness	Mr. Hopeton Brown Mr. Clifford Cameron
Obtain local building codes and weed abatement ordinances for buildings near wooded areas.	DRM Team President/Coordinator – Preparedness	Mrs. Basle Nunes Mr. Clifford Cameron
<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 and make special arrangement for them. 	<p>Coordinator - Response & Recovery</p> <p>Coordinator – Response & Recovery</p>	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart</p> <p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart</p>

DURING A FIRE

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

DRILLS SAVE LIVES

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

A – ALARM/ASSESS (simultaneous to immediate rescue)

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

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Call out ALARM - If trapped in a fire you cannot out run it. Once a fire is detected immediately call the JPS, Police and Fire Department.	Persons on or nearby the scene; Coordinator – Response	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart
<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. 	<p>Persons on or nearby the scene;</p> <p>Coordinator – Response</p> <p>Persons on or nearby the</p>	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ Never allow fire to come between you and the exit path ▪ While evacuating touch closed doors with back of hand before opening. If door is hot or if smoke is visible do not attempt to open. ▪ Close gas valves and turn off electricity at the main fuse box. ▪ Remove combustible items (outdoor furniture, umbrellas, tarp coverings, and firewood) from around the home. ▪ Place valuables that will not be damaged by water, in a pool or pond – if necessary. 	<p>scene;</p> <p>Coordinator – Response and Recovery</p>	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart</p>
<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 	<p>Persons on or nearby the scene;</p> <p>Coordinator – Response and Recovery</p>	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart</p>

AFTER A FIRE

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Constantly advise the community that after fire persons should not re-enter building until authorities say it is safe to do so. Confirm All Clear.	Coordinator – Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart
2. Conduct Damage & Needs Assessment <ul style="list-style-type: none"> a. Deploy community damage survey teams or assessors (with Parish Council if more than 3 homes/properties are affected) b. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. c. Check for associated deaths, injuries and persons needing emergency or psychosocial assistance d. Conduct first aid and search and rescue operations as necessary e. Notify emergency personnel of additional critical/emergency cases 	Damage Assessment Coordinator: (a) Coordinator – Response & Recovery: (b-e)	Mr. Andel Richards Mr. Lionel Lewis Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart
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	Mr. Andel Richards Mr. Lionel Lewis
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator - Response & Recovery	

ACTIVITIES	POSITION	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. 	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart
7. Assist with the tracing of missing persons	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Coordinator - Response & Recovery	
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery	
10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator - Response & Recovery	
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator - Response & Recovery	
14. Monitor progress and ensure deficiencies are reported.	Coordinator - Response & Recovery	Mrs. Joan Brown Mr. Denzel Parris

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
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	Mr. Lionel Stewart
16. After Action Assessment (Community & community/agency) – to identify and share <i>lessons learnt</i> to improve future preparedness and response activities (de-briefing of incident): <ul style="list-style-type: none"> ▪ 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 CDRM Team Leader / Coordinator – Response & Recovery	Mrs. Basle Nunes Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart
17. Revise SOPs as necessary	CDRM Team – President/V.P to lead	Mrs. Basle Nunes Mr. Kenneth Henry

ACKNOWLEDGEMENT

The Lime Hall Zonal Committee wishes to thank the Office of Disaster Preparedness and Emergency Management (ODPEM), the Canadian International Development Agency (CIDA), the St. Ann Parish Disaster Committee 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 Zonal Committee wishes to express our gratitude to the facilitators, Mrs. Allison Gordon, Regional Disaster Coordinator, ODPEM, Mr. Alvin Clarke, Parish Disaster Coordinator – St. Ann Parish Council, Mrs. Karema Aikens Mitchell, Mitigation Programme Officer – ODPEM 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

Basle Nunes (Mrs.)
President
Lime Hall Zonal Committee

ACKNOWLEDGEMENT



The Office of Disaster Preparedness and Emergency Management (ODPEM) take this opportunity to express profound appreciation to the Canadian International Development Agency (CIDA) for funding the development of this very important and relevant document. The organization recognizes the sacrifice, time, dedication and commitment of the leadership and members of the Lime Hall Zonal Committee and the Parish Disaster Coordinator, Mr. Alvin Clarke for contributing so ably to this Community Disaster Risk Management Plan.

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

This document is yours for use. Improve on it where you see necessary it is the beginning of the process, not the end.

We stand ready to continue to support your organization in whatever way possible as together we build a safer community.

Thank you.

Allison Gordon, MSc
Regional Disaster Coordinator/Plan Development Facilitator
ODPEM
December 8, 2011