



COMMUNITY DISASTER RISK MANAGEMENT PLAN



MONEAGUE 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.

Prepared October 2010

Revised February 2012



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GLOSSARY OF TERMS

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

TERM	MEANING
	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.
Resilience:	The capacity of a system, community or society potentially exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure. This is determined by the degree to which the social system is capable of organizing itself to increase its capacity for learning from past disasters for better future protection and to improve risk reduction measures.
Retrofitting:	Reinforcement of structures to become more resistant and resilient to the forces of natural

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

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

ABBREVIATIONS

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

PREAMBLE

Name of the Plan

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

Purpose of the Plan

This plan provides:

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

Actors:

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

Scope of Plan

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

Authority

This plan was developed with the guidance and assistance of the ODPEM and the 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 **Moneague Zone Disaster Management Committee**. It is recommended that the Moneague Zone Disaster Management Committee review and test elements of the plan at least once per year and after every major event.

Assumptions

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

Relationship to Parish and National Plans/Structure

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

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

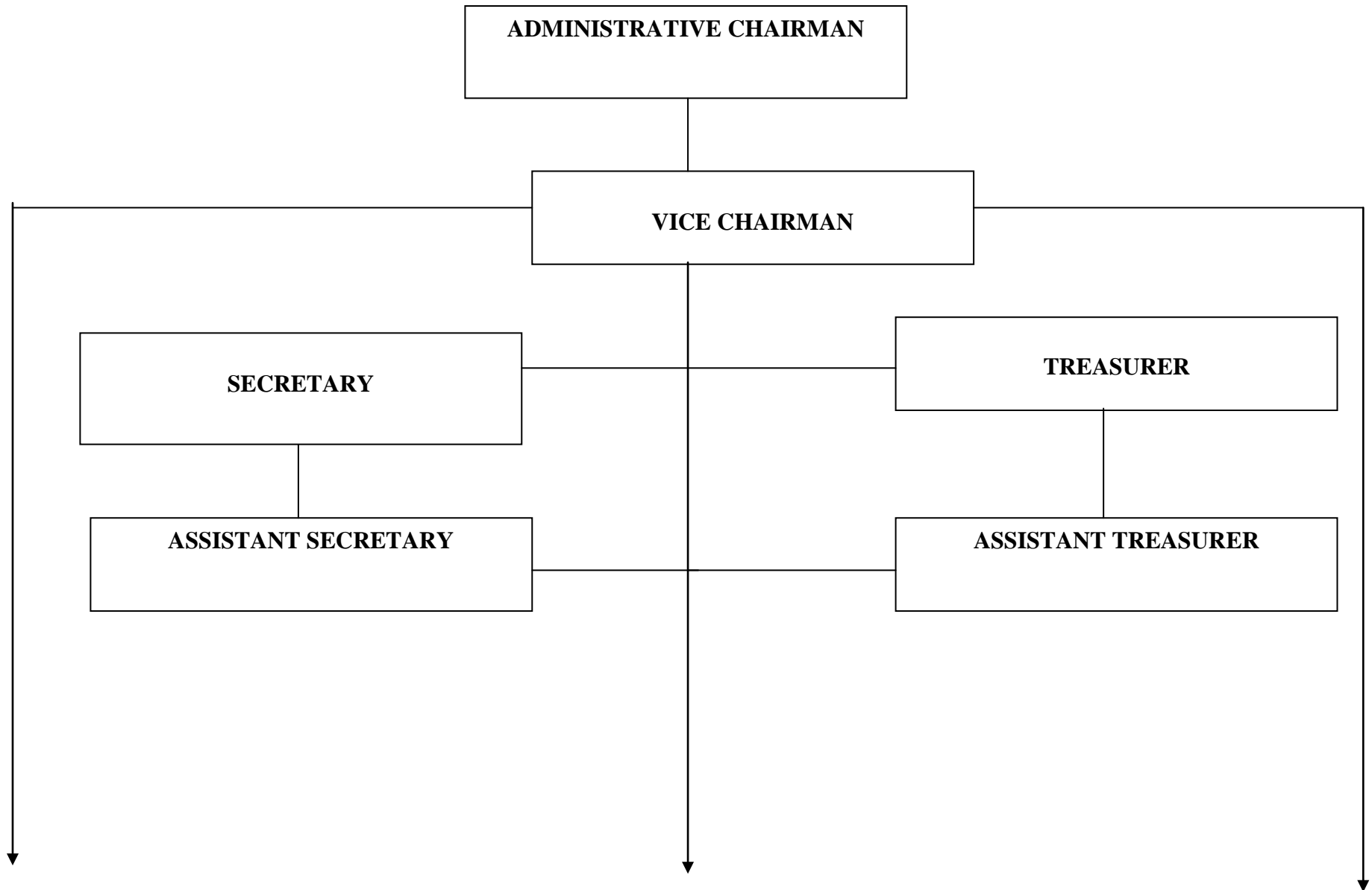
Within the National Disaster Management Framework, “The Zone” is envisaged as the smallest organized unit, outside of the family, that is empowered to prepare and respond to emergencies and disasters at the local level. The Zonal Programme conceptually represents the establishment of a formal organizational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

COMMUNITY PROFILE

Moneague is a small town in [Saint Ann, Jamaica](#) on the main road between [Kingston](#) and [Ocho Rios](#).

In the colonial days, the town prospered as a stopover for the rich English on their journey.

Moneague is located in the **Saint Ann Parish** in the northern part of **Jamaica**. With a population of approximately **166,000** inhabitants, Saint Ann Parish is the largest parish of the country.

Since **Moneague** is located in the interiors, away from the coast, the climate is comparatively less hot. The town is located at the edge of the **Moneague Lake**. In 2006, excessive flooding from the lake caused large scale destruction in the town.

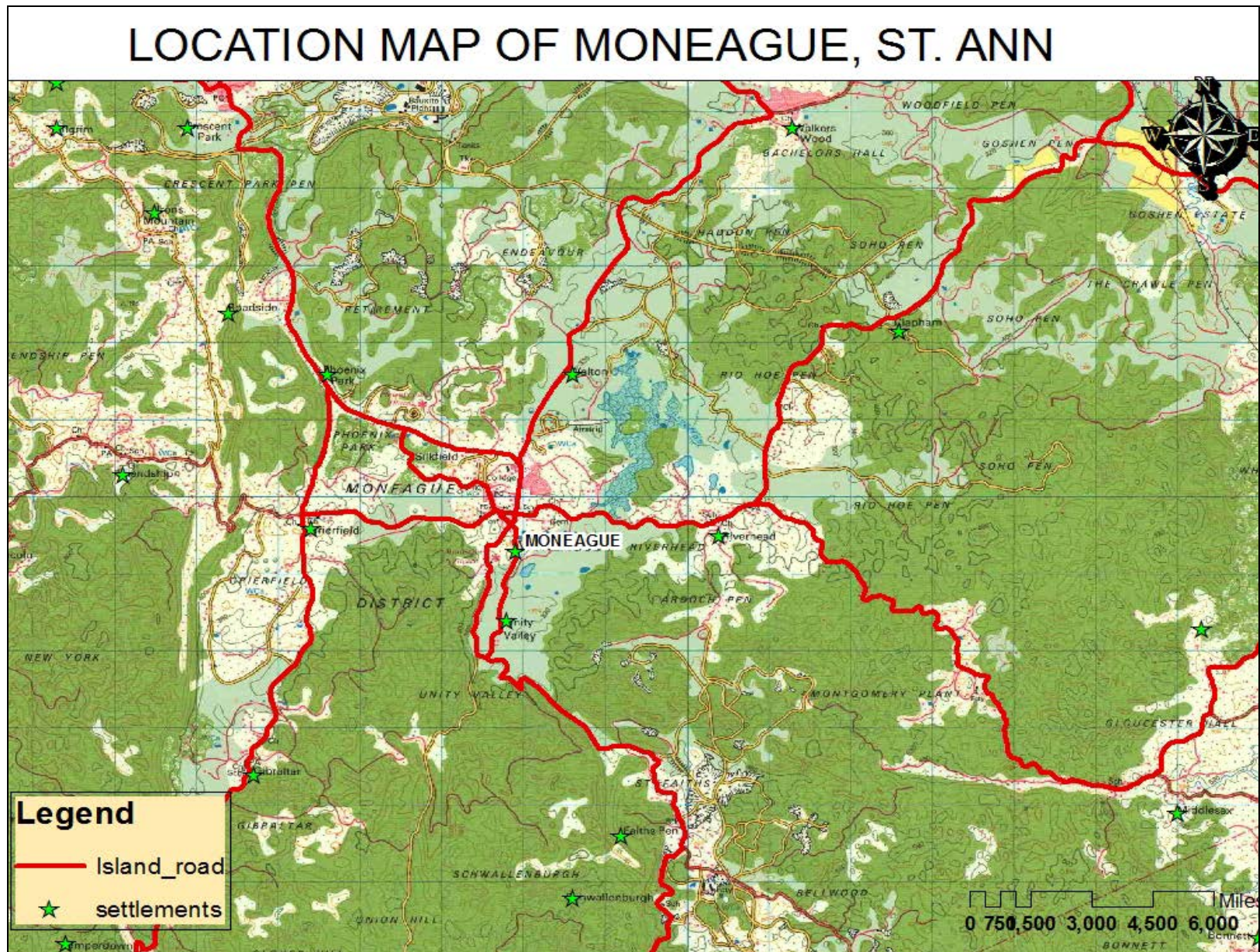
The economy of the parish is mainly agrarian in nature supplemented by bauxite mining. Emergence of **Ocho Rios** as a prime tourist destination has brought tourism into other parts of the parish as well.

Moneague's location on the road between **Kingston** and Ocho Rios rapidly advanced its prosperity as many wealthy merchants used the town as a stopover.

The **Moneague District** is located in east-central St. Ann

SUMMARY OF MAIN HAZARDS

Moneague Community Location Map



Disaster Risk Management (DRM) Organizational Structure

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

Moneague Zone Disaster Management Committee Executive

CONTACT NO.	POSITION	PERSON ASSIGNED	ADDRESS	E-MAIL
530-4011/374-3610	President	Mr. Gerald Green	Moneague	moneaguesportsass@yahoo.com
409-9774	Vice President	Ms. Keshia Bennett	Moneague	keshiabennett@yahoo.com
409-9774 (message)	Secretary	Ms. Erica Williams	Moneague	
332-5727/289-8593	Assistant Secretary	Ms. Nadine Hall	Moneague	nadinehall60@yahoo.com
396-4758	Treasurer	Ms. Shelly Haughton	Moneague	
364-2120	Asst. Treasurer	Mr. Adrian Smith	Walkers Wood	
364-2120	Public Education & Fundraising Coordinator	Mr. Adrian Smith	Walkers Wood	
530-4011/374-3610	Asst. Public Education & Fundraising Coordinator	Mr. Gerald Green	Moneague	moneaguesportsass@yahoo.com
332-5727/289-8593	Vulnerability & Risk Identification Coordinator	Ms. Nadine Hall	Moneague	nadinehall60@yahoo.com
409-9774	Asst. Vulnerability & Risk Identification Coordinator	Ms. Keshia Bennett	Moneague	keshiabennett@yahoo.com
429-5357	Prevention & Mitigation Coordinator	Mr. Lincoln Carr	Walkers Wood	

405-3810	Asst. Prevention & Mitigation Coordinator	Ms. Shelly-Ann Brown	Lincoln	brownshellyann49@yahoo.com
362-8977	Response & Recovery Coordinator	Mr. James Nunes	Moneague	
530-4011/374-3610	Asst. Response & Recovery Coordinator	Mr. Gerald Green	Moneague	moneaguesportsass@yahoo.com
409-9774 (message)	Preparedness Coordinator	Ms. Erica Williams	Golden Grove	
354-6643	Asst. Preparedness Coordinator	Mr. Raymond Steele	Moneague	
409-9774	Shelter Coordinator	Ms. Keshia Bennett	Moneague	keshiabennett@yahoo.com
332-5727/289-8593	Assistant	Ms. Nadine Hall	Moneague	nadinehall60@yahoo.com
396-4758	Damage Assessment Coordinator	Ms. Shelly Haughton	Moneague	
405-3810	Assistant Damage Assessment Coordinator	Ms. Shelly-Ann Brown	Lincoln	brownshellyann49@yahoo.com
360-7460/972-1942	Parish Disaster Coordinator	Mr. Alvin Clarke	St. Ann Parish Council	disastercoord@gmail.com
994-9203-350-4397	Regional Disaster Coordinator	Mrs. Allison Gordon	ODPEM	odpemnorth@yahoo.com

DISTRICTS INCLUDED IN FELLOWSHIP ZONE AND DISTRICT COORDINATORS CONTACT LIST

#	DISTRICT	TEAM LEADER	CONTACT #	E-MAIL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

NOTE: TO BE COMPLETED BY ZONAL COMMITTEE

TERMS OF REFERENCE CDRM GROUP

CDRM Group

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

N.B

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

Executive Membership

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

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

Community Organization with responsibility for CDRM

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

- Assigned/ appointed as coordinators only, where there is an active CBO
- Assigned/ appointed as any part of the executive membership where there is no active CBO.

Naming the CDRM Group

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

Leadership the CDRM Group

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

Frequency of CDRM Meetings

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

Funding of CDRM Group and Activities

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

- Fundraising activities
- Proposal writing to private sector and donor agencies
- Donations or Grants
- Parish Disaster Committee
- ODPEM
- Government entities with specific mandates

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

- The President or Vice President of the CDRM group must attend the PDC Meetings, as invited by the Parish Disaster Coordinator.

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

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

ODPEM:

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

Other Technical Agencies

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

Interaction with Councilors, Members of Parliament and other political representatives

- Political representatives must be seen as a significant resource to the CDRM Groups and Communities.
- Sharing of issues, concerns and needs of the community or CDRM group may be facilitated through representation at the Parish Disaster Committee level.
- Initial engagement of political representatives may also be channeled through the Parish Disaster Coordinator.
- The CDRM group after formal introduction through the Parish Disaster Committee may make direct contact with political representatives regarding issues of the community. It is recommended that formal (written) communication be made as far as possible.

Interaction with Private Sector and other NGOs/CBOs

- CDRM Group should recognize existing private sector organizations and NGOs/CBOs within the community as critical stakeholders.
- Parish Disaster Coordinators should be approached to make initial contacts with these groupings on behalf of the CDRM group.

- CDRM group may maintain contact (formally and informally), however, it is encourage that the CDRM group executive discuss with representatives from these groups (private sector, NGOs/CBOs) the possibilities of partnerships (mutual help).

Recording keeping by CDRM Group

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

Wider Community Involvement

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

Roles & Functions of the Executive Membership for DRM

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

Coordinator – Public Education & Fundraising

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

Coordinator – Vulnerability & Risk Identification

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

Coordinator – Prevention & Mitigation**Duties related to Mitigation**

- Assess hazard impacts.
- Identify areas of damage that would require reconstruction to existing codes and regulations.
- Renew and evaluate existing mitigation plans, emergency plans and strategies.
- Organize the development of Prevention and Mitigation Action Plans for implementation with the help of the Parish Disaster Coordinator and larger CDRM.

- Recommend appropriate hazard mitigation measures for reducing the impact of a disaster.
- Review and evaluate existing hazard mitigation plans and other pertinent information, such as, urban renewal, rehabilitation, or master plans.

Duties related to Prevention

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

Coordinator – Response & Recovery

- The Response Coordinator has primary responsibility for the coordination and contractual management of the emergency response projects/initiatives.
- Ensure that adequate needs assessments are carried out in accordance with good DRM practice.
- Advice and support where necessary and to monitor the response.
- Recommend relevant and appropriate training where necessary in minimum standards in emergency response.
- Ensure systems are in place for monitoring and evaluating the impact of the disaster.
- Takes lead in damage assessment and disaster recovery tasks.
- Plan and organize disaster recovery activities along with the aid of the Parish Disaster Coordinator
- Report the status of the disaster recovery activity.
- Identifies acceptable recovery time periods.
- Establishes disaster recovery testing methodologies.
- Recommend disaster recovery planning and training activities.

- Provides instructional and informational materials on how to respond during an emergency.
- Develops and maintains SOPs for emergency/disaster response and recovery with the aid of the PDC.
- Plan regular exercises to test community plans
- Monitors the effectiveness of procedures during evacuation drills and revises the procedures as necessary.
- Maintains contact with outside sources participating in reciprocal agreements.
- Ensures that as new equipment, facilities, services, and systems are installed that the disaster response and recovery issues are highlighted and addressed.
- Maintains contact with outside contingency planning professional organizations and local or regional emergency response groups.

Ensure and recommends establishment of CERTs as appropriate.

DISTRICTS COVERED

Bromley Hill
Grier Field
Clapham

Hadden
Phoenix Park
Amity Hall

Foreman's Hill
Collin Park
Moneague

River Head
Swamp

History of Hazards and Coping Mechanisms

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

Table PR1: Historical Overview of Disasters

Hazard, Year	Impact	How did the Community Cope?
Hurricane Gilbert, 1988	Flooding, landslippines, loss of property, houses were destroyed, farms and livestock destroyed, infrastructure damaged (roads, bridges, electricity poles blown down, damage to water supply – piped damaged), persons were without jobs.	Preparedness measures such as the storing of water assisted residents, WINDALCO assisted residents by providing water; Residents assisted each other
Flood, June 1986	Swamp and Foreman’s Hill was mostly impacted, bridge blocked, Moneague in the vicinity of community centre was blocked, Houses were in Moneague, Swamp, Foreman’s Hill were flooded, livestock and crops destroyed	Community members had to use alternate route through Faith’s Pen and Hadden; bamboo raft and make-shift boats were used to gain access to community
Hurricane Ivan, 2004	Flooding, landslippines, loss of property, houses were destroyed, farms and livestock destroyed, infrastructure damaged (roads, bridges, electricity poles blown down, damage to water supply – piped damaged), persons were without jobs.	Residents assisted each other in different ways.
Hurricane Dean, 2007	Flooding, landslippines, loss of property, houses were destroyed, farms and livestock destroyed, infrastructure damaged (roads, bridges, electricity poles blown down, damage to water supply – piped damaged),	Residents assisted each other in different ways.
Emily & Dennis 2005	Several persons had to relocate as their houses were completely covered; several lives were lost	Residents assisted each other, some residents got rent assistance from political representatives and government agencies; local community evacuation team was identified and activated
Fire at Moneague College, 2010	Canteen, dorms, classrooms, office destroyed	Residents assist with containing the fire and also in the rebuilding process.
January 2012	Petcom Gas Station Destroyed	Local community persons assisted

Hazard, Year	Impact	How did the Community Cope?
January 2012	House destroyed in Swamp	Community and family assisted
November 2011	House destroyed at Scott Hill, Moneague	Community members assisted in providing food, accommodation, family assisted with housing

Lesson Learned

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

- Increase in shelter management team in order to prevent looting and the protection of school property
 - Be prepared; Use proper building procedures and choose proper locations
 - Choose better locations to build houses and practice better garbage disposal and farming techniques
 - To be more alert; To be more prepared; To adhere to warnings
 - Adhere to safety measures; Insure property; Have a fire extinguisher and smoke detector

HAZARD MAP

Community Problem Tree

The problem tree visualizes and identifies the hazards that are problematic to the community and the associated causes and effects. The causes are placed at the root of the tree and the effects on the branches.

NOTE: COULD NOT BE COMPLETED AS A RESULT OF TIME CONSTRAINTS

Community Strengths Weaknesses Opportunities and Threats (SWOT) Analysis

STRENGTH	WEAKNESS
<ul style="list-style-type: none"> • Community teamwork • Always expect the unexpected • Political Representative • Having the presence of the JDF base in the community • Linkage between schools and community • Volunteerism in Disaster Management • Support from some business operators • Community's proactive approach in disaster risk management • Presence of heavy duty equipment in community • Community members' willingness to allow vehicular access through their private property during disasters • Existence of Non-Government Organizations in community • Presence of numerous churches in the community 	<ul style="list-style-type: none"> • Disunity among denominations • Lack of support from major business operators • Political representative • Lack of coordination among Non-Government Organizations • Unemployment
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Unite denominations to achieve stronger community • Public Education • Improved coordination among NGOs resulting in possible project assistance • Community projects that can generate employment 	<ul style="list-style-type: none"> • Unemployment • Politics • Flooding • Criminal activity

Identification of Future Hazards

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

Table PR2: Future Hazards

HAZARD	POSSIBLE IMPACT
Major flooding	Loss of Lives, homes, property, sections of community, relocation, disruption in community day to day activities.
Landslide	Blocks roads, restrict traffic flow.
House Fire	Loss of house and property, loss of lives, relocation, disruption in live, Fires can start when overgrown trees fall on lines causing fires that can damage the power line affect household appliances & may cause death
Mining	Dust nuisance and Air Pollution-Respiratory illnesses

Identification of Community Vulnerability

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

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

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Flooding	Schools (Moneague Primary, Seventh Day Adventist Basic School)), houses, churches (Pentecostal, Manger Missionary Baptist), Moneague Community Centre, Newness Welding Works, roads (Kensington Main Rd, Swamp Rd, Formans Hill to Clapham), bridge, farms, training camp, People living in flood prone areas, bridges, roads, electricity, water, farms, livelihoods (shops, rafting, etc.)	Relocation, disruption in day to day living, lost of earning, low school attendance, Water borne diseases, loss of lives and property, loss of income, loss of electricity and other essential services,	Chlorination or boiling of water, Public Education, destroy breeding sites of mosquitoes, proper storage of water, relocation from flood prone areas, government intervention on zoning.
Earthquake	Roads, houses, people, farms, communication networks, water main, electricity, essential services.	Severe damage to roads, houses, farms, land, loss of lives, loss of communication, damage to infrastructure, damage to utility poles	Adhere to building code, public education, conduct earthquake drills, conduct earthquake hazard hunt at home, workplace and the wider community
Fire	People, buildings, farms, vegetation, utilities,	Loss of life and property	Public education on fire safety, working fire hydrants, installation of more fire hydrants in the community
Hurricane	People, buildings, farms, infrastructure, utilities	Loss of life and property, loss of livestock, damage to infrastructure	Public education, retrofitting roofs,
Improper Garbage Disposal	People, water supply	Disease outbreak, loss of life, infestation of flies, blocked	Public Education, placing of more garbage bins in community, more

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
		drains, rat infestation,	sanctions in place for littering of public places, frequency of pick ups and expanding service through community.
Mosquito Infestation	People	Disease outbreak such as malaria,	Destroy all mosquito breeding grounds, public education, keep foliage low, proper monitoring of swamps, and gullies, placement of oily substance in selected water bodies, public education on keeping flower pots, vases free from the breeding of mosquitoes

Reducing Community Vulnerability

The vulnerabilities identified above can be corrected and the impact of the hazards reduced if the appropriated actions are employed. It is important that corrective actions be put in place as the table above shows that the value of the assets exposed is significant. However a number of resources will be required to make this possible and these will also be included in the actions to reduce the vulnerabilities in the community

Table PR4: Corrective Actions to Reduce Community Vulnerability

HAZARD	VULNERABLE ASSET	CORRECTIVE ACTIVITIES
Major flooding	▪ Houses	<ul style="list-style-type: none"> ▪ Inform residents of where not to build ▪ Enforcement measures by the planning authority. ▪ Good drainage, people should dispose garbage correctly so that the drains are not blocked. ▪ Secure livestock by placing them on higher grounds. ▪ JPS to ensure that poles are planted firmly in the ground.
	▪ Roads	
	▪ Power Lines	
	▪ Crops	
	▪ Farm	
	▪ Crops	
	▪ Livestock	
Electric fire	▪ Affects ground water	
Electric fire	▪ Houses	<ul style="list-style-type: none"> ▪ Plug out appliances when not in use ▪ Be mindful of illegal electrical connections ▪ Trim trees that grew on power lines – JPS
	▪ Power lines	

HAZARD	VULNERABLE ASSET	CORRECTIVE ACTIVITIES
	<ul style="list-style-type: none"> ▪ People 	<ul style="list-style-type: none"> ▪ Have Fire extinguishers available in houses
Hurricane	<ul style="list-style-type: none"> ▪ Buildings 	<ul style="list-style-type: none"> ▪ Use of hurricane straps, proper fixing of roofs (seal eaves) batten down windows and doors with ply or shutters, ▪ Evacuate early ▪ store documents in water-proof containers, elevate furniture, construct buildings according to building code / retrofit buildings to standards ▪ Reap crops early and store, process/ roast foods in order to preserve, ▪ Prune trees, brace/tie banana trees ▪ Secure Animals
	<ul style="list-style-type: none"> ▪ People 	
	<ul style="list-style-type: none"> ▪ Infrastructure 	
	<ul style="list-style-type: none"> ▪ Farm 	
	<ul style="list-style-type: none"> ▪ Livestock 	

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 PR4.1: Reducing Vulnerability

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
A. Environmental		
Major flooding	<ul style="list-style-type: none"> ▪ Good drainage 	<ul style="list-style-type: none"> ▪ Build/Expand drains
	<ul style="list-style-type: none"> ▪ People should dispose garbage correctly so that the drains are not blocked. ▪ NWC & NWA should fix back roads that they dig up 	<ul style="list-style-type: none"> ▪ More garbage receptacle ▪ More frequent collection of garbage
Electric fire	<ul style="list-style-type: none"> ▪ Trim trees around power lines - JPS 	<ul style="list-style-type: none"> ▪ JPS
B. Social/Economic		
Unemployment	<ul style="list-style-type: none"> • Needing Investors to create job opportunities. • Encourage entrepreneurship 	<ul style="list-style-type: none"> • Government intervention as well as private sector
Poor development Practices	<ul style="list-style-type: none"> • Sensitization of where to construct buildings ▪ Conformity to building regulations 	<ul style="list-style-type: none"> ▪ St. Thomas Parish Council ▪ NEPA ▪ ODPEM
C. Health Related		
Contaminated water sources	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.)	<ul style="list-style-type: none"> ▪ Pamphlets, water tanks, RADA, guttering, NWC and Parish Council
Mosquito infestation	Fogging of breeding sites, bore cans that may contain water for mosquito breeding.	<ul style="list-style-type: none"> ▪ MOH, ▪ Educate residents on ways of minimizing mosquito breeding

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
Water borne diseases	Pour bleach or chlorine in domestic water to prevent intestinal diseases which cause from water pathogens.	<ul style="list-style-type: none"> ▪ MOH ▪ Proper education on effect, and how to reduce or prevent the impact
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

Table PR5: Priority Listing of Hazards

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Flooding	3	3	3	3	3	3	45
Landslide	2	2	1	1	1	2	14
Earthquake	2	2	2	2	1	2	18
House fire	3	2	2	1	1	1	21

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Hurricane	3	3	3	3	2	3	42
Improper garbage disposal	3	3	1	2	2	1	27
Mosquito Infestation	3	3	1	1	1	1	21
Raw Sewage	2	2	1	1	1	1	12
Motor Vehicle Accident	3	2	1	1	1	1	18
Deforestation	2	2	1	1	1	1	12

Community Resources and Capacity Analysis

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

Table PR6: Community Capacity

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

Capacity	Type of Resource	Task
		education, assist in emergency shelter operations
Networks	CBOs, Police Youth Club, Moneague Disaster Committee, Kiwanis Club, Churches, Moneague Sports Club, Clapham Police Youth Club, Grierfield United Youth Club, Rio Hoe Community Club.	Network groups will assist with community projects and assist with relief supplies in the community.
Transportation	Trucks, cars, tractors, motor cycles, bicycle.	Transport people to and from the community.
Building/Structures	Schools, churches, Moneague College.	Assist with sheltering of residents
Means of Care	Health Centre, trained first aiders, Red Cross, Mustard seed.	Cater to the needs of vulnerable residents.
Medical Care	doctor offices, dentist, camp	Administer to the medical needs of residents.
Means of communication	Cell phones, internet, word of mouth, telegram, postal service.	Allows communication link between the community and the outside world.
Commercial Enterprises	Money Gram, Gas Station, Shops, Supermarket, hardware, banks	Supply goods and services to community members
Government Entity	Inland Revenue Department, Poor Relief Office, JDF, Moneague College, Forestry Department, Library, Post Office, Police Station, Schools, Health Centre	Offer necessary services to the community

PREVENTION

Prevention is the outright avoidance of the impact of hazards and disasters.

Table PR7: Identify and list any hazard which can be prevented, and what is needed to carry out those actions.

HAZARD & IMPACT	PREVENTATIVE ACTION	RESOURCE NEEDED AVAILABLE INTERNALLY/EXTERNALLY
Fires		
Damage to house and property	<ul style="list-style-type: none">▪ Always be mindful of how flammable materials are been used	<ul style="list-style-type: none">▪ Individuals and also Jamaica Fire Brigade to help to educate persons about fire hazards.
Threat to human lives	<ul style="list-style-type: none">▪ Early evacuation	<ul style="list-style-type: none">▪ Fire Extinguisher▪ Fire hydrants in community to ensure quick response
Hurricane/ Flooding		
Damage to Houses	<ul style="list-style-type: none">▪ Build houses away from gullies and drains▪ Do not build in areas prawn to flooding▪ Ensure houses are protected and windows and doors baton down.▪ Maintenance of gullies and drains▪ Regular garbage collection to prevent blockage of drains and gullies.	<ul style="list-style-type: none">▪ Money and Labour▪ Planning authority to identify no built zones.▪ Board and nails▪ NWA and or Parish Council Support
Damage to business places	<ul style="list-style-type: none">▪ Elevate goods to prevent lost of income	<ul style="list-style-type: none">▪ Use blocks and board to heist goods

HAZARD & IMPACT	PREVENTATIVE ACTION	RESOURCE NEEDED AVAILABLE INTERNALLY/EXTERNALLY
Fatalities	<ul style="list-style-type: none"> ▪ Evacuation 	<ul style="list-style-type: none"> ▪ Transportation and shelter
Damage to roads	<ul style="list-style-type: none"> ▪ Construct proper retaining walls 	<ul style="list-style-type: none"> ▪ NWA and or Parish Council Support

MITIGATION

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

Areas Which Should Not Be Developed

The following areas in Table 7 below were identified by the community as being unsuitable for future development because of the vulnerability of these areas to hazards.

Table PR8: Areas for No Development

AREA	REASON FOR NO DEVELOPMENT
N/A	N/A

NOTE: Members express that all areas in community can be developed with specific type of developments if mitigation measures implemented. Therefore tables below are unnecessary.

Zoning

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

Table PR8.1: Suitable Areas for Development

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
	▪

Note: Community members states that all area of community can be developed.

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 PR8.2: Special Areas for Development

AREA	MITIGATION MEASURES NEEDED

Community Mitigation Activities

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

Table PR8.3: Community Mitigation Activities

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none"> • Maintenance of drainage system • Public Education – distribution of posters, fliers, community meeting, proper garbage disposal techniques • Placing of garbage bins in strategic locations • Cleaning of drains before rainy season 	March – April June to July
Hurricane	<ul style="list-style-type: none"> • Public Education • Trimming of trees • “Strap-it-down” campaign • Embark on publication drive • Family preparedness drive • Drain Cleaning 	February– May
Fire	<ul style="list-style-type: none"> • Public Education Programmes • Conduct fire drills (home, school and businesses)FebruaryFebruaryFebruaryFebruaryFebruary • Community sensitization meetings 	October
Earthquake	<ul style="list-style-type: none"> • Conduct hazard hunt (home, school, businesses) • Public education drive (distribute posters, fliers, etc) • Construct buildings according to required standards (adhere to building code) 	January
Mosquito Infestation	<ul style="list-style-type: none"> • Community Clean Up Days (bushing of roadway, garbage collection) • Public Education Drive (use of posters, etc.) 	June & November
Improper garbage disposal	<ul style="list-style-type: none"> • Placing of garbage bins at strategic locations • Public Education 	January & July

Mitigation Activities Requiring External Help

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

Table PR8.4: Mitigation Activities Requiring External Help

HAZARD	ACTIVITY	AGENCY
Flooding	<ul style="list-style-type: none"> • Construct and cleaning of drains • Garbage Collection • River training in Tom's Hope and Golden Vale (White River and section of Pump River) • Construction of footbridge at Golden Vale (across Pump River) (Priority as this is the only access to Emergency Shelter) • Improved drainage system, raising of road and improved culvert in the Tom's Hope area 	NWA and Parish Council NSWMA NWA and Parish Council
Hurricane	<ul style="list-style-type: none"> • Installation of hurricane straps demonstration • Pamphlets and brochures for distribution • Public Education • Simulation exercises/drills 	Parish Council Parish Council ODPEM Red Cross Fire Department Police
Fire	<ul style="list-style-type: none"> • Drills • Public Education 	Fire Department ODPEM Parish Council

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

Mitigation Action Plan

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

Table PR8.5: Community Mitigation Action Plan

Hazard Impact	Mitigation Required	Areas for Improvement	Timeframe for Action Plan	Priority Ranking	Resource
Flooding	Drain Cleaning	All areas	1 month	High	
All	Public awareness	All areas	1 months	High	
Improper garbage disposal	Public awareness	All areas	1 month	High	
Flooding	River training	All areas	1 months	High	

Risk Transfer

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

TABLE PR9: TRAINING

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

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

TABLE PR10: TRAINING

Community Member/Team	Area of Training	Provided by	Who responsible to Organize	Time Frame	Cost
All committee members	Basic Disaster Management	ODPEM/ Parish Council	Raymon Steel Nadine Hall	January - February	To be Determined
Executive and other interested members of the committee	Proposal Writing	SDC Parish Council	Lincoln A. Dennis Nadine Hall Gerald Green	April	To be determined
All interested farmers	Techniques in farming	RADA	Adrian Smith	March - May	To be determined
Community Assessors, Executive and other interested persons	Initial Damage Assessment	ODPEM Parish Council	Keshia Bennett	April	To be determined
Members of executive, CEOC staff and other interested persons	Community EOC	ODPEM/ Parish Council	Gerald Green	June	To be determined
Executive and other interested persons	Public Speaking	SDC JCDC	Lincoln A. Dennis Denise Gordon	November	To be determined

PUBLIC EDUCATION AND AWARENESS

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

Table PR11:

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

PREPAREDNESS AND INITIAL RESPONSE

Monitoring

The following persons are responsible for monitoring situations in or that may affect the community and disseminate information to the CDRM group.

Table PR12: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	Gerald Green Nadine Hall
Listening to the radio for official information	Gerald Green and Team
Monitoring marine weather forecasts	Gerald Green and Team
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Gerald Green Keshia Bennett
Other	Gerald Green and Team

Warning

The community must be alerted to the possibility of a threat or dangerous situation. Table 14 identifies the traditional warning systems to be used by residents to warn of impending disasters- hurricane/flooding, landslide, storm surge and fire for protection of the community.

Table PR17 : Traditional Early Warning System

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

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

Table PR14: Early Warning Activity and Responsibility

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:		Telephone and visit
Old and sick Persons	Nadine Hall Gerald Green Keshia Bennett	Telephone and visit
Mothers with babies and young children	Nadine Hall Gerald Green Keshia Bennett	Telephone and visit
The Schools:	Gerald Green Ms. Gordon Regeania Henry	Telephone and visit
Members of the community who are at sea	N/A	By telephone
Evacuation zones residents	Gerald Green James Nunes Lincoln A. Dennis	By telephone and visits
Rest of community	CDRM Team	By telephone and visits
Update PDC/ODPEM	Gerald Green Keshia Bennett	By telephone/meetings/email

Evacuation

The evacuation plan will be a guide for the community to coordinate their efforts with disseminating early warning to ensure timely and orderly evacuation of the vulnerable areas and persons.

Given the size, coastal location and low lying nature of the community, it is recommended that the entire community evacuate during an emergency. However, it must be understood that some residents are inclined to take risks based on past experiences and so will not evacuate.

Table PR15: Areas to be evacuated during an Emergency

AREA	REASON FOR EVACUATING
Swamp	▪ Flooding / Hurricane
Formans Hill	▪ Flooding / Hurricane
Kensilgton	▪ Flooding / Hurricane
Castle Street	▪ Flooding / Hurricane

Evacuation Route

In that the event that the sections of the community identified above needs to be evacuated, the following evacuation route and transportation route are to be used. Community members should proceed to the designated shelters as outlined in the table below. It is not necessary to assemble at an assembly point

Table PR 16: Evacuation Route and Mode of Transportation to Emergency Shelter

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION	ASSEMBLY POINT COORD.
Swamp	Main From Swamp to Moneague Primary and Junior High School	Moneague Primary and Junior High,	Bus, Pick up, Truck, JDF Helicopter if necessary	Moneague primary
Formans Hill	Watsonville Main Road to Primary School	Watsonville Primary School	Ditto	Watsonville Primary
Kensilgton	Kensilton through rose hall housing scheme via main road to moneague primary	Moneague Primary and Junior High	Ditto	Rose Hall Scheme
Castle Street	Castle street to clapham community centre via main rd.	Clapham Community Centre, Clapham Primary	Ditto	Clapham main road

Table PR17: Evacuation Procedures

ACTIVITY	RESPONSIBILITY
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	James Nunes Gerald Green
Alert residents on possible evacuation	James Nunes Gerald Green
Decide on timing	James Nunes Gerald Green
Ensure special needs populations assisted	Ms. Keshia Bennett Ms. Nadine Hall
Organize transportation	Mr. Gerald Green
Identify route to be used	Ms. Keshia Bennett Ms. Nadine Hall Mr. Gerald Green
Ensure shelter available	Ms. Keshia Bennett
Register all persons who are evacuating and their destination	Ms. Erica Williams
Start evacuation	Mr. James Nunes
Check that all areas safely evacuated	Mr. James Nunes
Inform Parish Disaster Committee	Ms. Keshia Bennett Mr. Gerald Green

Evacuation Team

Table PR17.1

District/ Area	Evacuation Team/ Person	# Households in Area	Vulnerable Group & #'s to evacuate	Team Responsibility

NOTE: To be completed by Zonal Committee Members

Shelter

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

Table PR18: List of Official and Unofficial Emergency Shelters

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER	AGENCY/LIASION OFFICER
Official Shelter						
Moneague Primary and Junior High,	Moneague Main Road	Good	Hurricane Fire Flooding	Kensilgton, Swamp, Moneague proper	Ms. Keshia Bennett	St Ann Parish Council: Alvin Clarke 360-7460/972-1942
Watsonville Primary School	Moneague Main Road	Good	"Ditto"	Formans Hill		"Ditto"
Clapham Community Centre, Clapham Primary	Castle street to clapham community centre via main rd.	Good	"Ditto"	Castle Street		"Ditto"

Preparedness Action Plan

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

Table PR19: Community Preparedness Action Plan

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	Ms. Erica Williams Mr. Raymond Steele	February to May
Train team members	Ms. Erica Williams Mr. Raymond Steele	February
Replenish first aid and search and rescue kits	Ms. Nadine Hall	November to December
Make arrangements for access to relief supplies	Ms. Nadine Hall	February to March
Start hurricane awareness	Ms. Erica Williams Mr. Raymond Steele	May to June

SIMULATION AND DRILLS

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

Table PR20

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

RESPONSE AND RELIEF

PO1: Instructions for DRM Team

The Command Centre will be located at the will serve as an assembly point for community members to garner information regarding the effect of the disaster. It is also where volunteers can sign-in for instructions and assignments. will also serve as a meeting place where residents will seek to reunite or locate family members or friends.

The Command Center will forward information to the Parish Emergency Operations Centre (PEOC). The Community Disaster Chairman will assume the lead at the Command Center. The Public Education Coordinator will serve as the sole public spokesperson in The Disaster Risk Management Group will also develop an inventory and assess damage, and where feasible, secure the perimeter of dangerous areas. The Disaster Risk Management Group will have available several bilingual volunteers who will help the Police, Fire and Building Inspectors communicate with residents.

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

TABLE PO1.1: Response*Search and Rescue/First Aid/Emergency Medical Care*

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

ACTIVITY	RESPONSIBILITY	SHORT REPORT
Send out Search and Rescue and First Aid Team to check on:		
Elderly	Ms. Nadine Hall	Zonal Chairman and Parish Disaster Coordinator
Persons with Disabilities	Ms. Nadine Hall	Zonal Chairman and Parish Disaster Coordinator
Single Mothers	Ms. Nadine Hall	Zonal Chairman and Parish Disaster Coordinator
Damaged buildings and houses for occupants	Ms. Shelly Haughton	Zonal Chairman and Parish Disaster Coordinator
Persons stranded by floodwater	Mr. James Nunes	Zonal Chairman and Parish Disaster Coordinator
Check for:		
Deaths	Mr. James Nunes	Zonal Chairman and Parish Disaster Coordinator
Injuries	Mr. James Nunes	Zonal Chairman and Parish Disaster Coordinator
Persons in need of emergency assistance:	Ms. Keshia Bennett	Zonal Chairman and Parish Disaster Coordinator
Call for any external assistance	Mr. Gerald Green	Zonal Chairman and Parish Disaster Coordinator
Update PDC, ODPEM	Mr. Gerald Green	Zonal Chairman and Parish Disaster Coordinator
Update Community	Mr. Gerald Green and Team	Zonal Chairman and Parish Disaster Coordinator

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

Initial Damage Assessment

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

Table PO2: Initial Damage Assessors

ACTIVITY	RESPONSIBILITY
Send out rapid assessment team to	
Check on:	
Roads opened/closed	Ms. Shelly Haughton
Roads In need of urgent repair to provide access	Ms. Shelly Haughton
Power:	
Fallen lines, poles transformers	Ms. Shelly Haughton
Live wires	Ms. Shelly-Ann Brown
Water and Sewage	
Broken/missing water mains	Ms. Shelly-Ann Brown
Water available	Ms. Shelly-Ann Brown
Sewage pipes broken/leaking	Ms. Shelly-Ann Brown
Describe State of:	
Community	Ms. Shelly Haughton
Schools	Ms. Shelly Haughton
Clinic	Ms. Shelly Haughton
Church	Ms. Shelly Haughton

ACTIVITY	RESPONSIBILITY
Shops and businesses	Ms. Shelly Haughton
Boats and fishing gear	Not Applicable
Sea Wall and sea defense	Not Applicable
Mangroves, environment	Not Applicable

Damage Assessment Procedure

The community will undertake a minimum of two types of assessment within a one week period. These assessments will be submitted to the Parish council.

Table PO3: Community Damage Assessors

Type of Assessment (Buildings, Agriculture, Welfare etc)	Team Leader (Name, Contact)	Agency Report is to be Submitted to	Time Frame
Initial Assessment		Parish council, PDC, ODPEM	Regular Interval
Buildings, utilities and infrastructure	Ms. Shelly-Ann Brown Ms. Shelly Haughton	Parish council, PDC, ODPEM	Regular Interval
Welfare	Ms. Shelly-Ann Brown Ms. Shelly Haughton	Parish council, PDC, ODPEM	Regular Interval
Agriculture	Ms. Shelly-Ann Brown Ms. Shelly Haughton	Parish council, PDC, ODPEM	Regular Interval
Preliminary assessment	Ms. Shelly-Ann Brown Ms. Shelly Haughton	Parish council, PDC, ODPEM	Regular Interval
Buildings, utilities and infrastructure	Ms. Shelly-Ann Brown Ms. Shelly Haughton	Parish council, PDC, ODPEM	Regular Interval
Welfare	Ms. Shelly-Ann Brown Ms. Shelly Haughton	Parish council, PDC, ODPEM	Regular Interval
Agriculture	Ms. Shelly-Ann Brown Ms. Shelly Haughton	Parish council, PDC, ODPEM	Regular Interval

Response Action Plan

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

TABLE PO4: Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	AGENCY TO REPORT TO
Evacuation Route Management	Mr. James Nunes Mr. Gerald Green	Parish Council, ODPEM
Evacuation	Mr. James Nunes Mr. Gerald Green	
Trucking of Water	Mr. James Nunes Mr. Gerald Green	
Alternative Sources of Lighting	Mr. James Nunes Mr. Gerald Green	
Search and Rescue	Mr. James Nunes Mr. Gerald Green	
Children Welfare and the Disabled	Ms. Keshia Bennett Ms. Nadine Hall	
Initial Damage Assessment	Ms. Shelly Haughton	
Welfare Assessment	Ms. Keshia Bennett Ms. Nadine Hall	
Distribution of relief supplies	Mr. James Nunes Mr. Gerald Green	
First Aid	Ms. Nadine Hall	

Relief

TABLE PO5: Relief Assistance

ACTIVITY	RESPONSIBILITY
Identify members of community who have:	
Received damage	Ms. Shelly-Ann Brown Ms. Shelly Haughton
Need shelter	Ms. Nadine Hall Ms. Keshia Bennett
Lost means of income	Ms. Nadine Hall
Need assistance	Mr. Gerald Green
Identify members of the community in need of psycho-social support or counseling	Ms. Nadine Hall Ms. Keshia Bennett
Compile list and update PDC, ODPEM	Ms. Keshia Bennett Mr. Gerald Green

RECOVERY

Recovery Action Plan

TABLE PO6: Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Clearing of Roads	1	Mr. Gerald Green Mr. James Nunes	Immediately after the event has passed and assessment are done	To be determined
Repairing of damaged roofs	1	Mr. Gerald Green Mr. James Nunes	As soon as possible	To be determined
Restoration of public utilities	1	Mr. Gerald Green Mr. James Nunes	As soon as the all clear is given	To be determined
Evacuation of shelters for resumption of normal use	1	Nadine Hall Keshia Bennett	As soon as the all clear is given	To be determined

APPENDIX A – VULNERABLE POPULATION

Vulnerable Group/ Person & Contact Info	Type of Vulnerability (disability &/or hazard	Location of Vulnerable	Next of Kin/ Care Giver & Contact Info.	CDRT/CERT member Responsible	Responsibility (what to do)

NOTE: To be completed by Zonal Committee Members

APPENDIX B – EQUIPMENT/ASSETS/RESOURCE LIST

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

Items the community already has

Emergency Supplies available in Community

Items (Quantity per Item)	Storage Location	Contact Person (s) for Storage	Contact Number
Water Boots (Residents Homes	Gerald Green	530-4011/374-3610
Machetes	Residents Homes	Gerald Green	-Ditto-
Shovels	Residents Homes	Gerald Green	-Ditto-
Forks	Residents Homes	Gerald Green	-Ditto-
Heavy duty Screw Drivers	Residents Homes	Gerald Green	-Ditto-
Large/medium Cold Chisels	Residents Homes	Gerald Green	-Ditto-
Claw Hammers	Residents Homes	Gerald Green	-Ditto-
Heavy duty Sledge Hammers	Residents Homes	Gerald Green	-Ditto-

APPENDIX C - Items required externally

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ First Aid Kits	10	Red Cross, ODPEM, Parish Council, JDF	Gerald Green	Gerald Green
▪ Shovels	25	RADA, Councillor, Member of Parliament, Hardware	-Ditto-	-Ditto-
▪ Water boots	25	RADA, Councillor, Member of Parliament, Hardware	-Ditto-	-Ditto-
▪ Heavy duty gloves	25	RADA, Councillor, Member of Parliament, Hardware or any other Donors	-Ditto-	-Ditto-
▪ Rain cloaks	25	-Ditto-	-Ditto-	-Ditto-
▪ Hard hats	25	-Ditto-	-Ditto-	-Ditto-
▪ Machetes	12	-Ditto-	-Ditto-	-Ditto-
▪ Canvas Stretchers	20	-Ditto-	-Ditto-	-Ditto-
▪ Crow bars	10	-Ditto-	-Ditto-	-Ditto-
▪ Rip/Crosscut Saws	8	-Ditto-	-Ditto-	-Ditto-
▪ Axe Saws with extra blades	5 with 4 blades	-Ditto-	-Ditto-	-Ditto-
▪ Heavy duty Screw Drivers	10	-Ditto-	-Ditto-	-Ditto-
▪ Large/medium Cold Chisels	5	-Ditto-	-Ditto-	-Ditto-
▪ Claw Hammers	20	-Ditto-	-Ditto-	-Ditto-

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ Heavy duty Sledge Hammers	8	-Ditto-	-Ditto-	-Ditto-
▪ Flashlights	30	-Ditto-	-Ditto-	-Ditto-

APPENDIX D – EMERGENCY SUPPLIES TO BE TAKEN TO SHELTER

- Tinned Food – mackerel, corned beef, mixed vegetable, sardines etc.
- Salt Fish
- Crackers
- Drinking Water
- Medication
- Lantern or Flashlight
- Bedding or Blankets
- Sponge Foam Pad for sleeping
- Toiletries such as soap, toothbrush, toothpaste, rags, deodorant and shampoo.
- For Babies: Pampers, formulae, cough syrup, soap, baby shampoo, mosquito repellent
- Utensils
- Can Opener
- Books
- Toys for Children
- First Aid Kits

APPENDIX E - Stakeholder Partnerships

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

Stakeholder Partnerships

Agency/ Organization/ Representative	Nature of Relationship	Contact Person	Contact Number

NOTE: To be completed by Zonal Committee Members

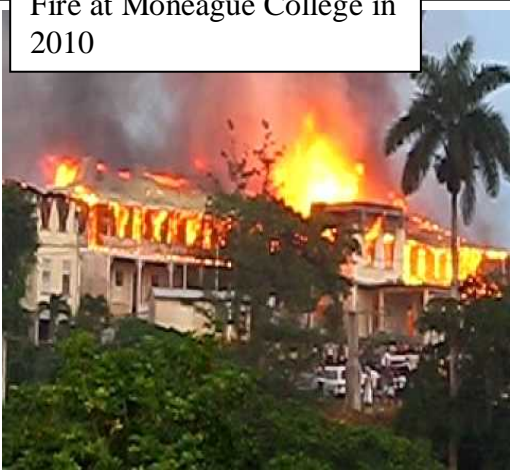
APPENDIX F – Photo Gallery

Impact of Hurricanes Dennis and Emily on Flooding in the Moneague Lake Area





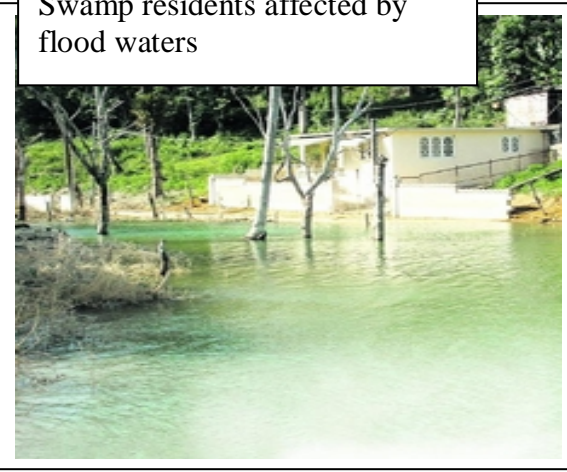
Fire at Moneague College in 2010



Moneague Lake



Swamp residents affected by flood waters



APPENDIX G - HURRICANE STANDARD OPERATING PROCEDURES (SOPs)

Purpose

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

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

Basic Planning Assumptions

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

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

Concept of Operations

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

Procedures will be categorized into the following phases:

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

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

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

Phase 4: Recovery

Hurricane Categories

Category One Hurricane

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

Category Two Hurricane

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

Category Three Hurricane

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

Category Four Hurricane

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

Category Five Hurricane

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

Warnings and Watches

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

Tropical Storm Watch

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

Tropical Storm Warning

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

Hurricane Watch

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

Hurricane Warning

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

Flash Flood Watch

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

Flash Flood Warning

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

OPERATING PROCEDURES

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

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education and Fund Raising:	Mr. Adrian Smith Mr. Gerald Green
2. Sensitize special needs population	Coordinator – Public Education and Fund Raising:	Mr. Adrian Smith Mr. Gerald Green
3. Organize how special needs population will be evacuated and transportation required.	Coordinator- Preparedness:	Mr. Raymond Steele Ms. Erica Williams
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator- Preparedness:	Mr. Raymond Steele Ms. Erica Williams
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator- Preparedness:	Mr. Raymond Steele Ms. Erica Williams
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education and Fund Raising:	Mr. Adrian Smith Mr. Gerald Green
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification:	Ms. Keshia Bennett Ms. Nadine Hall

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification:	Ms. Keshia Bennett Ms. Nadine Hall
9. Prepare areas for sheltering persons in need	Coordinator- Preparedness:	Mr. Raymond Steele Ms. Erica Williams
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator- Preparedness:	Mr. Raymond Steele Ms. Erica Williams
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Ms. Shelly-Ann Brown Mr. Lincoln Carr
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention & Mitigation	Ms. Shelly-Ann Brown Mr. Lincoln Carr

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

ACTIVITIES	POSITION	
1. Meet and assess the community's state of preparedness for a hurricane 2. Advise community to listen to all weather advisories	DRM Team	Gerald Green and Team
1. Issue warning of threat	Coordinator - Preparedness	Mr. Raymond Steele Ms. Erica Williams

ACTIVITIES	POSITION	
<p>2. Alert and notify:</p> <ul style="list-style-type: none"> • PDC that community DRM teams are activated • Other CBOs • Shelter Managers • Response personnel <p>3. Make available all relevant information on the hazard to the general community.</p>		
<p>1. Pre-check and activate SOPs</p> <p>2. Alert all trained community first aiders and search and rescue personnel.</p> <p>3. Have first-aid kits prepared</p>	Coordinator - Preparedness	<p>Mr. Raymond Steele</p> <p>Ms. Erica Williams</p>

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

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. Raymond Steele Ms. Erica Williams
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	Mr. James Nunes Mr. Gerald Green
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	Mr. James Nunes Mr. Gerald Green
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	Mr. James Nunes Mr. Gerald Green
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 HOURS BEFORE IMPACT CONT'D		
1. Re-check arrangements and MOUs with private bus/transportation	Coordinator –	

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	Preparedness/ Coordinator – Response & Recovery	Mr. Raymond Steele Ms. Erica Williams Mr. James Nunes Mr. Gerald Green
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	
C. 24 HOURS BEFORE IMPACT		
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	Mr. James Nunes Mr. Gerald Green
Activate and test local communications links and report to PDC	Coordinator – Response & Recovery	
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	Mr. James Nunes Mr. Gerald Green
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)	Coordinator – Response & Recovery	Mr. James Nunes Mr. Gerald Green

5. Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster		
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	Mr. Gerald Green Ms. Keshia Bennett Mr. James Nunes
E. THE BLOW/IMPACT		
Monitor and report events as far as possible	CDRM Team President / Vice President	Mr. Gerald Green Ms. Keshia Bennett
Maintain contact with PEOC, shelters and response personnel	Coordinator – Response & Recovery	Mr. James Nunes Mr. Gerald Green
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	Mr. James Nunes Mr. Gerald Green Mr. James Nunes Mr. Gerald Green
F (a). UP TO 48 HOURS AFTER ALL CLEAR		
Provide initial damage survey/assessment and needs of the community	Coordinator – Response and Recovery	Mr. James Nunes Mr. Gerald Green
1. Provide ground reconnaissance intelligence to the PDC	Coordinator – Response	Mr. Gerald Green

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.	and Recovery	
Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department. Advise community members to enter their homes with caution: <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	Mr. James Nunes Mr. Gerald Green
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	Mr. James Nunes Mr. Gerald Green
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	Mr. James Nunes Mr. Gerald Green

F (b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR CONT'D

<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 	Coordinator – Response and Recovery	Mr. James Nunes Mr. Gerald Green
<ol style="list-style-type: none"> 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 	<p>Coordinator – Response and Recovery</p> <p>CDRM Team President</p> <p>CDRM Team V/ President</p>	<p>Mrs. Joan Brown Mr. Denzel Parris Mr. Lionel Stewart Mr. Kenneth Henry</p> <p>Mr. Gerald Green</p> <p>Ms. Keshia Bennett</p>
Phase 4: Recovery		
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>Mr. James Nunes</p> <p>Ms. Shelly-Ann Brown Mr. Lincoln Carr</p>

1. Update PDC on recovery activities by external agencies/departments/ organizations	CDRM Team President	Mr. Gerald Green
2. Monitor progress and ensure deficiencies are reported	CDRM Team V/President	Ms. Keshia Bennett
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	Mr. Gerald Green
Identify and share Lessons Learnt to enhance future preparedness and response activities: <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	Mr. Gerald Green Ms. Keshia Bennett
Revise SOPs as necessary	CDRM Team President and Vice President and all other stakeholders	Mr. Gerald Green Ms. Keshia Bennett

APPENDIX H - EARTHQUAKES - STANDARD OPERATING PROCEDURES (SOP)

Purpose

The purpose of this Earthquake SOP is to establish the necessary action steps for an effective and safe response to earthquakes that could potentially affect the community of **Moneague**. 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 **Moneague** has little history of earthquakes. The anticipated threat for the purpose of this plan includes at least one event in the next ten years (at any time) that will have a moderate to major effect on most buildings and critical infrastructure.

Basic Planning Assumptions

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

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

Concept of Operations

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

Procedures will be categorized into the following phases:

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

Phase 2: Event, Event Response, Damage Assessment

Phase 3: Recovery

ACRONYMS

AAR – After Action Report

CERT – Community Emergency Response Team

CDRMG – Community-based Disaster Risk Management Group

DRM – Disaster Risk Management

EOC – Emergency Operations Center

NEOC – National Emergency Operations Center

NGO – Non Government Organization

ODPEM – Office of Preparedness and Emergency Management

PDC – Parish Disaster Coordinator/Committee

PEOC – Parish Emergency Operations Center

DEFINITIONS

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

Emergency Operations Center (EOC)

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

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

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

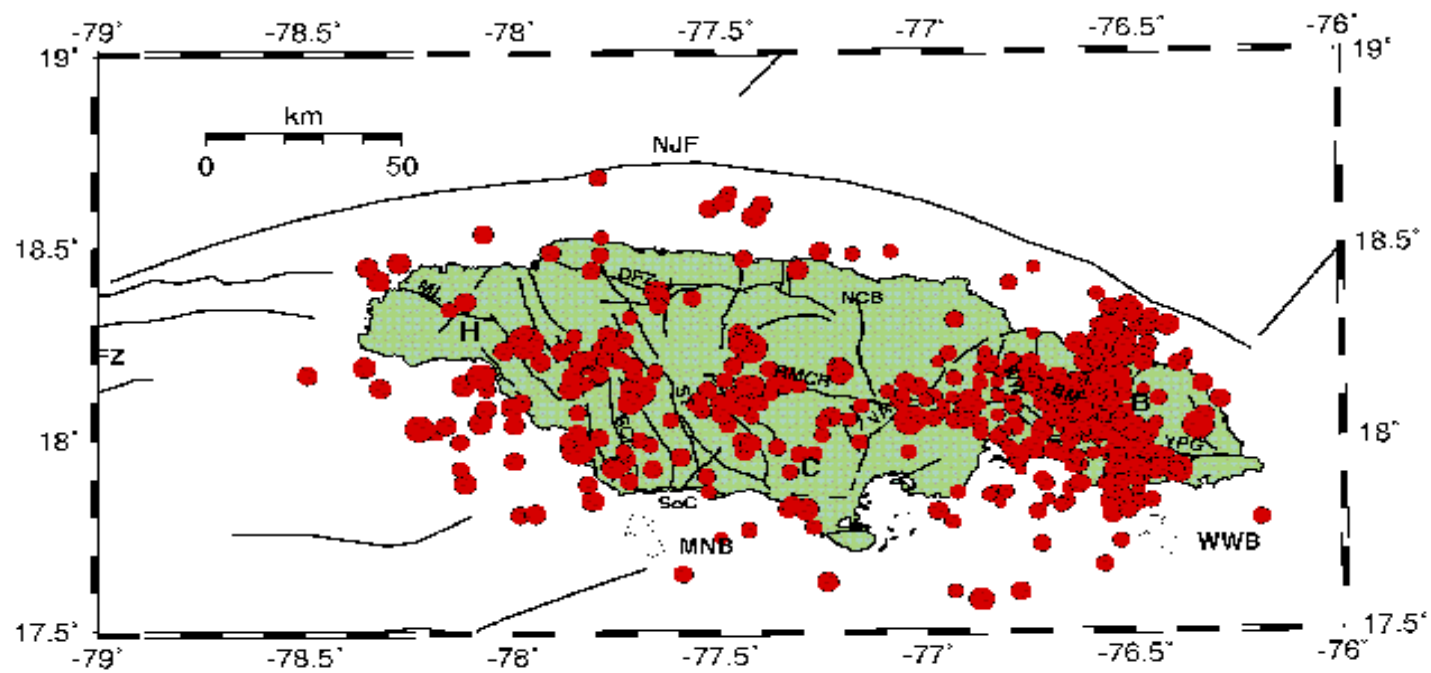
Epicentre: The position on the ground directly above where the slip under the earth's surface first occurs. The magnitude felt is likely to be greatest at this point. The damage is likely to be worst at this point.

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

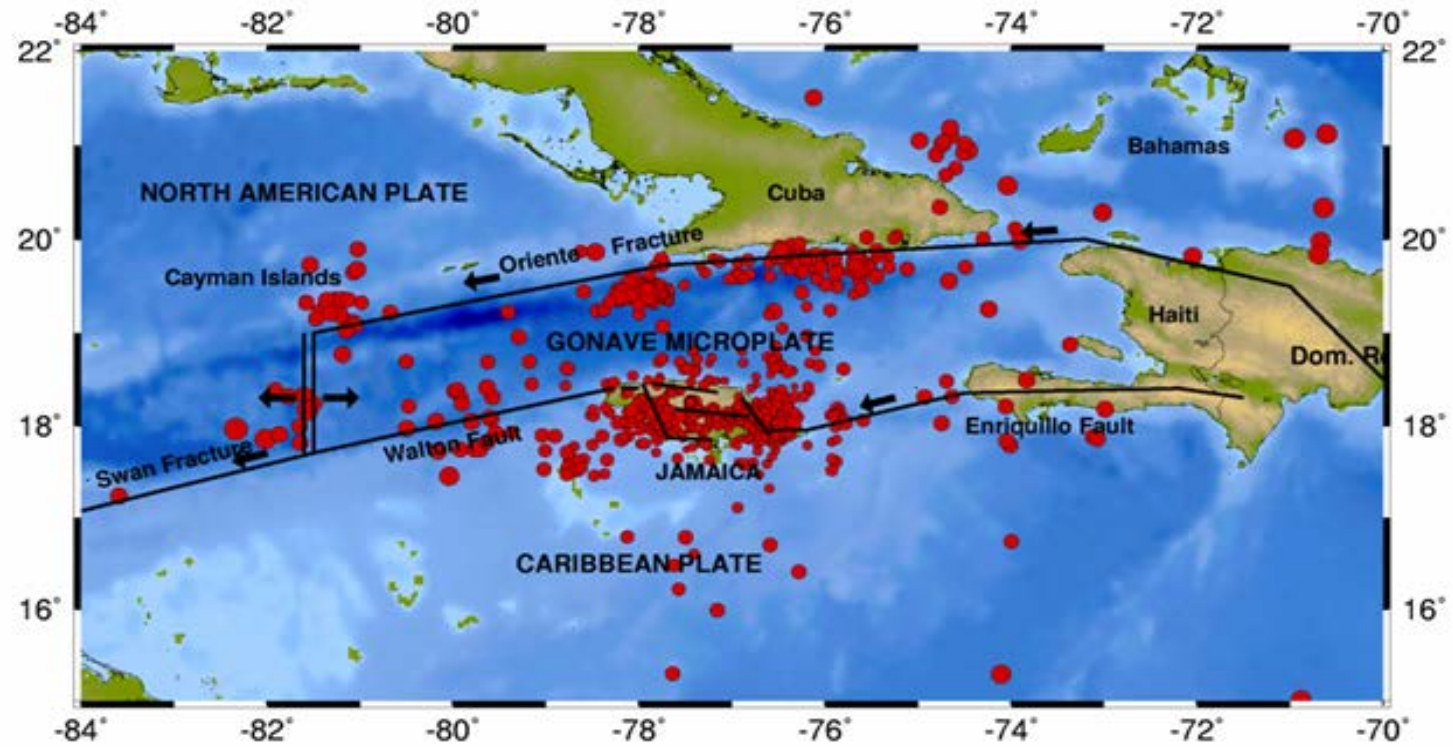
Tremor: The shaking or seismic waves felt or caused by an earthquake or explosion is called a *tremor*.

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

JAMAICA SEISMICITY 1997-2007



The Gonave Microplate



OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
13. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Mr. Adrian Smith Mr. Gerald Green
14. Sensitize special needs population	Coordinator – Public Education & Fundraising	
15. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Mr. Raymond Steele Ms. Erica Williams
16. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
17. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	
18. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education & Fundraising	Mr. Adrian Smith Mr. Gerald Green
19. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Ms. Keshia Bennett Ms. Nadine Hall
20. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	
21. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Mr. Raymond Steele Ms. Erica Williams
22. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness	
23. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Ms. Shelly-Ann Brown Mr. Lincoln Carr Ms. Shelly-Ann Brown Mr. Lincoln Carr
24. Organize mitigation and prevent projects and	Coordinator – Prevention &	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
work days with technical guidance from relevant agencies (with the help of the PDC.	Mitigation	
25. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Shelter Manager	Ms. Nadine Hall Ms. Keshia Bennett
26. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets	Coordinator - Preparedness	Mr. Raymond Steele Ms. Erica Williams
27. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Coordinator – Damage Assessment	Ms. Shelly-Ann Brown Ms. Shelly Haughton
28. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes	Coordinator – Prevention & Mitigation (primary) Sector/Evacuation leaders (secondary)	Ms. Shelly-Ann Brown Mr. Lincoln Carr
29. Community inventory of building quality	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)	Ms. Shelly-Ann Brown Mr. Lincoln Carr
30. Community inventory of road networks and updating of community map	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)	Ms. Shelly-Ann Brown Mr. Lincoln Carr
31. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator – Mitigation and Prevention	

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

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team – President/V.P	Mr. Gerald Green Ms. Keshia Bennett
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery	Mr. Gerald Green

Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator – Response and Recovery.	Mr. James Nunes
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator - Preparedness	Mr. Raymond Steele Ms. Erica Williams

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	Mr. Gerald Green Mr. James Nunes
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	Mr. Gerald Green Mr. James Nunes Mr. Gerald Green Mr. James Nunes

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<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	Mr. Gerald Green Mr. James Nunes

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Constantly advise the community : <ul style="list-style-type: none"> • To conserve water and food • To stay living at their homes if it is safe to do so • To take particular care with hygiene and sanitary practices • Of measures being taken with respect to provision of food and water and restoration of public utilities 	Coordinator - Response & Recovery	Mr. Gerald Green Mr. James Nunes
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of assistance through the PEOC. 2. Coordinate reconnaissance and damage assessment teams through the PEOC 3. Ascertain the early requirements for Government assistance in re-establishing the community. 	Coordinator - Response & Recovery	Mr. Gerald Green Mr. James Nunes
<ul style="list-style-type: none"> • Coordinate the establishment, staffing and management of emergency shelters for 	Coordinator - Response & Recovery	Mr. Gerald Green Mr. James Nunes

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

PHASE 3: RECOVERY

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> Mobilize Community members to assist each other with rehabilitation and reconstruction activities. Encourage community members to rebuild bearing in mind mitigation 	<p>CDRM Team, Public Education and Fundraising Coordinator</p> <p>CDRM Team, Coordinator –</p>	<p>Mr. Adrian Smith</p> <p>Mr. Gerald Green Mr. James Nunes</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
measures (build back better). 3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)	Response and Recovery	
4. Update PDC on recovery activities by external agencies/departments/organizations. 5. Monitor progress and ensure deficiencies are reported.	Coordinator – Response and Recovery	Mr. Gerald Green Mr. James Nunes
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.	Coordinator – Response and Recovery	Mr. Gerald Green Mr. James Nunes
7. Identify and share Lessons Learnt to enhance future preparedness and response activities: <ul style="list-style-type: none"> ▪ Challenges in responding to incidents ▪ Which systems were overburdened? ▪ What resources were lacking (human and physical)? ▪ How did the community cope? ▪ What areas of the SOPs need to be reconsidered? 	Coordinator – Response and Recovery & CDRM Team Leader	Mr. James Nunes Mr. Gerald Green
Revise SOPs as necessary	CDRM Team Leader & Stakeholders	Mr. Gerald Green and Stakeholders

APPENDIX I

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:

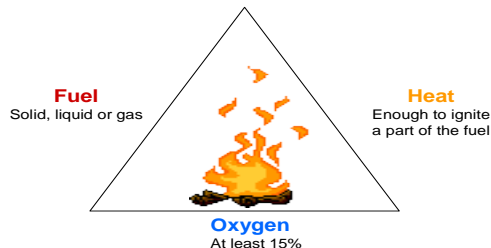
Phase 1: Prevention, Mitigation and Preparedness

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, all of which are necessary for fire to exist. At the top vertex is 'Fuel' (Solid, liquid or gas). At the bottom-left vertex is 'Heat' (Enough to ignite a part of the fuel). At the bottom-right vertex is 'Oxygen' (At least 15%). In the center of the triangle is a graphic of a fire burning on a pile of fuel.</p> </div>
BUSH FIRE	A fire in the bush or in a forest area that spreads quickly and goes out of control easily.

TERM	MEANING
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)
38. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Mr. Adrian Smith Mr. Gerald Green
39. Sensitize special needs population	Coordinator – Public Education & Fundraising	
40. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Ms. Erica Williams Mr. Raymond Steele
41. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
42. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness	
43. 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.	Mr. James Nunes Mr. Gerald Green
44. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	Ms. Erica Williams Mr. Raymond Steele
45. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education & Fundraising	Mr. Adrian Smith Mr. Gerald Green
46. Identify areas in the community where high potential for	Coordinator – Vulnerability &	

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	Mr. Gerald Green Mr. James Nunes
<p>Once an ALARM is activated:</p> <p><i>At location of fire (buildings):</i></p> <ul style="list-style-type: none"> ▪ Building should be immediately evacuated. Do not enter a burning building. ▪ Ensure that persons who need assistance while evacuating are assisted (Elderly, Physically Challenge, Children) ▪ Assess the situation. ▪ Establish safety zone. ▪ If a fire is small and its safe attempt to extinguish with a fire extinguisher. ▪ Never allow fire to come between you and the exit 	<p>Persons on or nearby the scene; Coordinator – Response</p> <p>Persons on or nearby the</p>	<p>Mr. Gerald Green Mr. James Nunes</p> <p>Mr. Gerald Green</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>path</p> <ul style="list-style-type: none"> 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>Mr. James Nunes</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 Remove animals and items that can be moved to 	<p>Persons on or nearby the scene;</p> <p>Coordinator – Response and Recovery</p>	<p>Mr. Gerald Green Mr. James Nunes</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	Mr. Gerald Green Mr. James Nunes
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)	Ms. Shelly-Ann Brown Ms. Shelly Haughton Mr. Gerald Green Mr. James Nunes
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	Ms. Shelly-Ann Brown Ms. Shelly Haughton
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator - Response & Recovery	Mr. Gerald Green Mr. James Nunes
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	Mr. Gerald Green Mr. James Nunes
7. Assist with the tracing of missing persons	Coordinator - Response & Recovery	Mr. Gerald Green Mr. James Nunes
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	Mr. Gerald Green Mr. James Nunes
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	Mr. Gerald Green Mr. James Nunes
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	Mr. Gerald Green Mr. James Nunes
15. Mobilize CDRMG to seek assist from NGOs (e.g. Red	Coordinator – Response & Recovery	

ACKNOWLEDGEMENT

The Moneague 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, Mr. Andre Walker, CDP Project Assistant and Mr. Horace Glaze, Senior Director, Preparedness and Emergency Operations Divisions – 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

Gerald Green (Mr.)
President
Moneague 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 Moneague 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
February 29, 2012