



**COMMUNITY DISASTER RISK MANAGEMENT PLAN**  
**For**  
**New River, St. Elizabeth**



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

*in collaboration with the*  
***St. Elizabeth Parish Council***  
*and other partners.*



**Prepare June 2010**  
**Revised December 2011**



## **Table of Contents**

Glossary of terms.....	4
Abbreviations.....	7
Pre-Amble.....	8
Location Map.....	11
Community Profile.....	12
Disaster Risk Management Organization Structure.....	13
Terms of Reference CDRM Group Concept.....	14

### **PR      PRE - IMPACT**

PR1    Historical Overview of Disasters.....	26
Community Hazard Map.....	28
SWOT Analysis.....	29
PR2    Future Hazards.....	30
PR3    Vulnerability summary, Possible Impact & Corrective Actions to Reduce Community Vulnerability.....	31
PR4    Reducing Vulnerability.....	32
PR5    Priority Listing of Hazards.....	35
PR6    Capacity and Resource Analysis.....	37
PR7    Areas for No Development.....	38
PR8    Areas for Development.....	39
PR9    Special Areas for Development.....	39
PR10   Community Mitigation Activities.....	40
PR11   Mitigation Activities Requiring External Assistance.....	40
Community Mitigation Action Plan.....	41
PR12   Risk Transfer.....	42
PR13   Training.....	43
PR14   Public Awareness and Education.....	44
PR15   Community Monitoring Programme.....	45
PR16   Community Early Warning System.....	46
PR17   Community Early Warning Activity and Responsibility.....	47

PR18	Areas to be Evacuated.....	48
PR19	Evacuation Routes and Mode of Transportation to Emergency Shelters.....	49
PR20	Evacuation Procedures.....	50
PR21	List of Official and Unofficial Emergency Shelters.....	51
PR22	Preparedness Action Plan.....	52
PR23	Simulations and Drills.....	53

## **PO – POST IMPACT**

PO1	Response and Relief .....	54
PO2	Community Damage Assessors.....	55
PO3	Community Response Action Plan.....	58
PO4	Welfare and Relief.....	59
PO5	Community Recovery Action Plan.....	60

## **APPENDICES..... 63**

Appendix 1	- Vulnerable Population
Appendix 2	- Emergency Supplies Available in Community
Appendix 3	- Emergency Supplies required
Appendix 4	- Stakeholder Partnerships
Appendix 5	- Hurricane SOP
Appendix 6	- Earthquake SOP
Appendix 7	- Fire SOP

## **ACKNOWLEDGEMENT..... 121**

## **Glossary of Terms**

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

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

TERM	DEFINITION
<b>Risk</b>	The probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between natural or human-induced hazards and vulnerable conditions.
<b>Structural/Non-Structural Measures</b>	<p>Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure.</p> <p>Non-structural measures refer to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk and related impacts</p>
<b>Tropical Depression</b>	A cluster of storms organized around a central circulation with surface wind speeds of 38 mph or less.
<b>Tropical Disturbance</b>	A cluster of thunderstorms that are poorly organized.
<b>Tropical Storm</b>	A cluster of smaller storms with substantial rotation and sustained surface winds of 39-73 mph.
<b>Vulnerability</b>	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

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

## **Abbreviations**

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

## **PREAMBLE**

### **Name of the Plan**

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

### **Actors**

The key actors involved in the development of the draft plan are the New River Community Development Committee, the Parish Council and the Office of Disaster Preparedness and Emergency Management, Social Development Commission, the Utility Companies and other NGO's within Waterford.

### **Scope of Plan**

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



## **Authority**

This plan was developed with the guidance and assistance of the ODPEM and the Parish Council. Under the Disaster Preparedness and Emergency Management Act 1993, ODPEM has the responsibility for ensuring development of hazard management plans. The ODPEM also has the responsibility to collaborate with local government authorities and community based organizations in supporting disaster preparedness and mitigation.

## **Responsibility**

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

Special emphasis will be placed on updating the following information:

- The internal resources available in the community
- Assessment of emergency supplies available to the community’s disposal and some focus on storage.
- Updated contact list of heads of the CBOs and critical persons in the CERT.
- Re-Election of persons to be part of the CERT
- Capacity building for shelters in the community and shelter management.

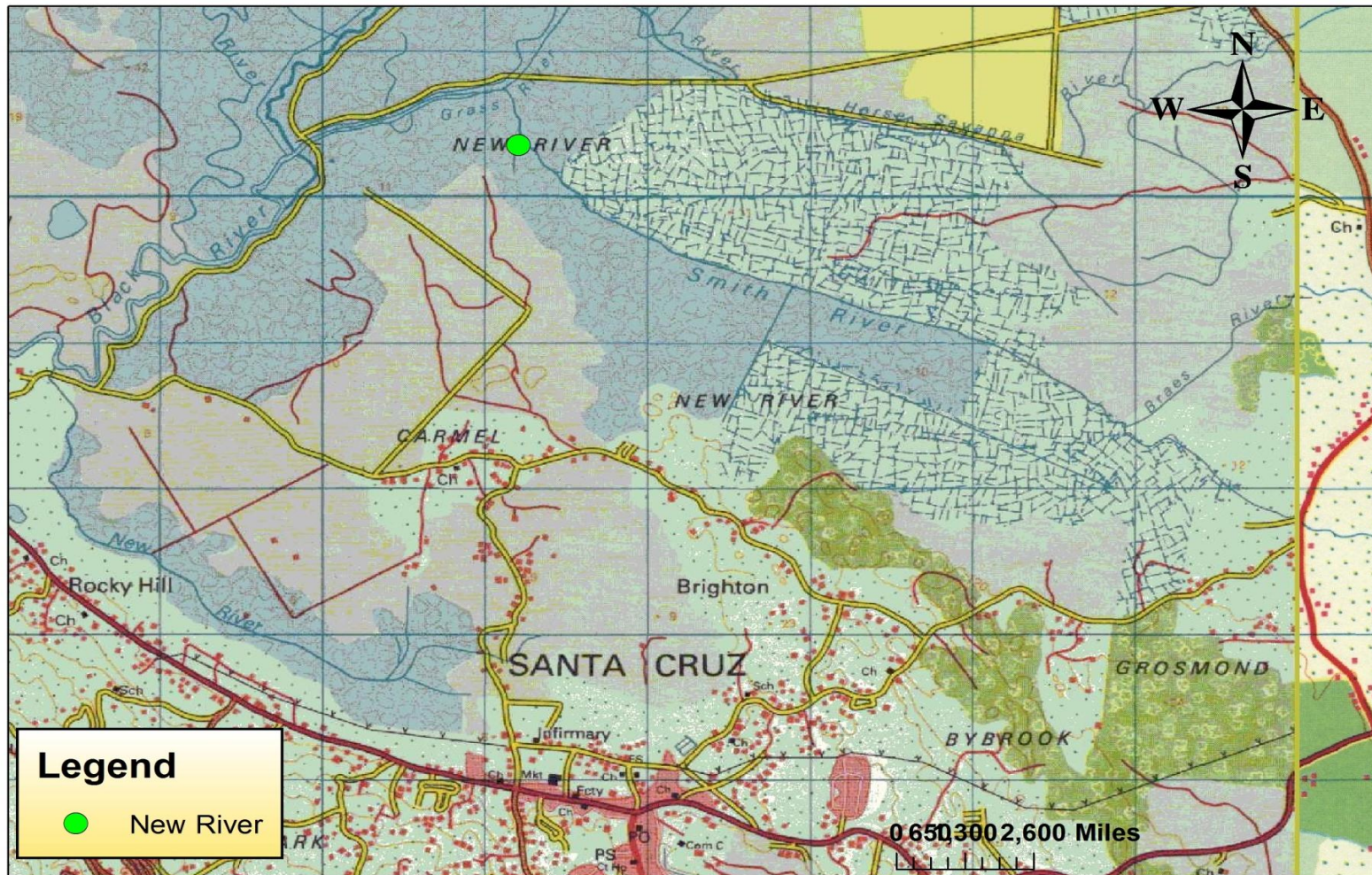
## **Assumptions**

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.
7. The president of the New River Community Disaster Risk Management Group will periodic attend meetings of the St Elizabeth Parish Disaster Committee

## **Relationship to Parish and National Plans/Structure**

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

## LOCATION MAP FOR THE COMMUNITY OF NEW RIVER, ST ELIZABETH



## **COMMUNITY BACKGROUND**

### **Description of the Community**

The community of New River is located in St Elizabeth and is bordered by the communities of Corn piece & Penayard to its north, Bryton, Byrook, Grasman & Wiltin to its East, the community of content is to its West and to the south is Santa Cruz Proper.

Physically, 85% of the community has utilities of water and electricity in their homes. The infrastructure however is very poor as roads have no asphalt and is mostly marl. Socially the community has two churches, a basic school and a small play field. Additionally the community has twenty (20) pit latrines, six (6) stand pipes and seven (7) street lights. Environmentally, the community is very swampy and mostly consists of wetlands with very thick vegetation.

**The areas covered under the New River Community Disaster Plan are:**

- Carmel,
- Wanstead,
- West End

## **Demographic Profile**

Age Distribution:

Children under 16:	50%
17-65 years:	30%
Seniors:	20%

The New River Community is populated by approximately 807 persons according to the 2009 SDC Survey. The labour force age cohort accounts for less than half of the population and less than 1% of the population is made up of disabled and Shut Ins.

## **Economic Profile:**

The main means of livelihood in New River is farming. Farming in the community includes: fish farming, farming of livestock and ground provision as well as egg farming.

Additionally some residents work outside of the community and others are involved in self employment as a main source of income. (shop keepers, carpenters, etc)

The agricultural industry is most lively in the community as farmers supply produce to exporters as well as local supermarkets in and around the vicinity. Additionally, the community sells a lot of thatch to outside buyers to use in the craft industry.

### **Summary of Main Hazards**

The main hazards experienced in New River are: Flooding and Hurricanes.

The community is mainly made up of wetlands and as a result floods easily. These floods affect the community as it erodes soil from crops, drowns animals and as a result livelihood is affected. Also, homes are flooded and property lost. Flooding is experienced mostly in Wanstead and West End.

\* N.B. New River is flooded mostly from heavy rainfall in Trelawney; within two days of rainfall in the parish flooding will start in the community.

Hurricanes are also experienced in New River and destroys economic prospects as fish pots are lost, ground provision are lost, livestock and roofs are also damaged.

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

The table outlines the membership of the committee and the roles and responsibility of each member is outlined in the DRM Group Terms of Reference in Appendix A.

EXECUTIVE TITLES	NAME	TELEPHONE
CDC President	Mrs Calmena Dunkley	859-4198
First Vice President	Ms Nakesha Wright	858-9177
Second Vice President	Moriah Rhoden	886- 8777
Assistant Secretary	Hirfa Dennis	362-6592
Secretary	Trecia Bailys	892-6427
Treasurer	Kay Cooper	859-9746
Assistant Treasurer	Euton Dunkley	853-7847
Youth Representative	Dave Dunkley	527-7478
<b>Roles</b>		
Coordinator for prevention and Mitigation	Euton Dunkley	
Coordinator for Response and Recovery	Calmena Dunkley	
Coordinator for Shelter	Trecia Bailys Calmena Dunkley	



## **CONTACT LIST**

<b>Agency/ Organization/ Representative</b>	<b>Contact Person</b>	<b>Contact Number</b>
Social Development Commission (SDC)	Mr. Michael Ebanks	576-5744
Rural Agricultural Development Agency (RADA)	Mr. Jermaine Wilson	871-6281
Church of God of Prophecy	Mr. Audley Facey	822-40851 870—2231
National Water Commission (NWC)		399-1887/965-2301
St. Elizabeth Parish Council		965-2256
Office of Disaster Preparedness & Emergency Management (ODPEM)	Camille Beckford	906-9674-5
Parish Disaster Coordinator	Mr. Shane Taylor	429-0202
Member of Parliament (MP)	Mr. Hugh Buchanan	
Red Cross	Mrs. Sheila Doctor	
New River Baptist Church	Mr Green & Ronica Johnston	325-1203



## **TERMS OF REFERENCE CDRM GROUP**

### **CDRM GROUP**

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

### **N.B**

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

### **Executive Membership**

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Assistant Secretary
- Coordinator – Public Education & Fundraising
- Coordinator – Vulnerability & Risk Identification

- Coordinator – Prevention & Mitigation
- Coordinator – Response & Recovery

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

### **Community Organization with responsibility for CDRM**

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

### **Naming the CDRM Group**

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

### **Leadership the CDRM Group**

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

### **Frequency of CDRM Meetings**

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

### **Funding of CDRM Group and Activities**

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

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

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

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

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

#### **ODPEM:**

- ODPEM to provide the CDRM Group with technical advice for the development and review of the CDRM Plan through the Parish Disaster Coordinator.
- ODPEM to provide the community with disaster related information through the Parish Disaster Coordinator
- Any request for assistance or information by the CDRM Group must be 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 channelled through the Parish Disaster Coordinator.
- The CDRM group after formal introduction through the Parish Disaster Committee may make direct contact with political representatives regarding issues of the community. It is recommended that formal (written) communication be made as far as possible.

### **Interaction with Private Sector and other NGOs/CBOs**

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

### **Recording keeping by CDRM Group**

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

### **Wider Community Involvement**

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

### **Roles & Functions of the Executive Membership for DRM**

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

### **Coordinator – Public Education & Fundraising**

- To develop DRM public education programmes for the schools, churches, and CBOs in the community
- To source and distribute Disaster Preparedness brochures and other education material
- To identify Community DRM Training needs and communicate them to the Parish Disaster Coordinator
- To work with the PDC and other partners in organizing training programmes in the community
- Identify sources of funding for educational and training programmes to be conducted

- Provide the Parish Disaster Coordinator (through the President) with updates and status reports on the effectiveness of training and public education and awareness programmes
- Conduct fundraising initiatives to support community DRM objectives.

### **Coordinator – Vulnerability & Risk Identification**

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

## **Coordinator – Prevention & Mitigation**

### Duties related to Mitigation

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

### **Duties related to Prevention**

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



### **Coordinator – Response & Recovery**

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

## **HAZARD HISTORY**

### **History of Hazards and Coping Mechanisms**

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

#### **PR 1 - Historical Overview of Disasters**

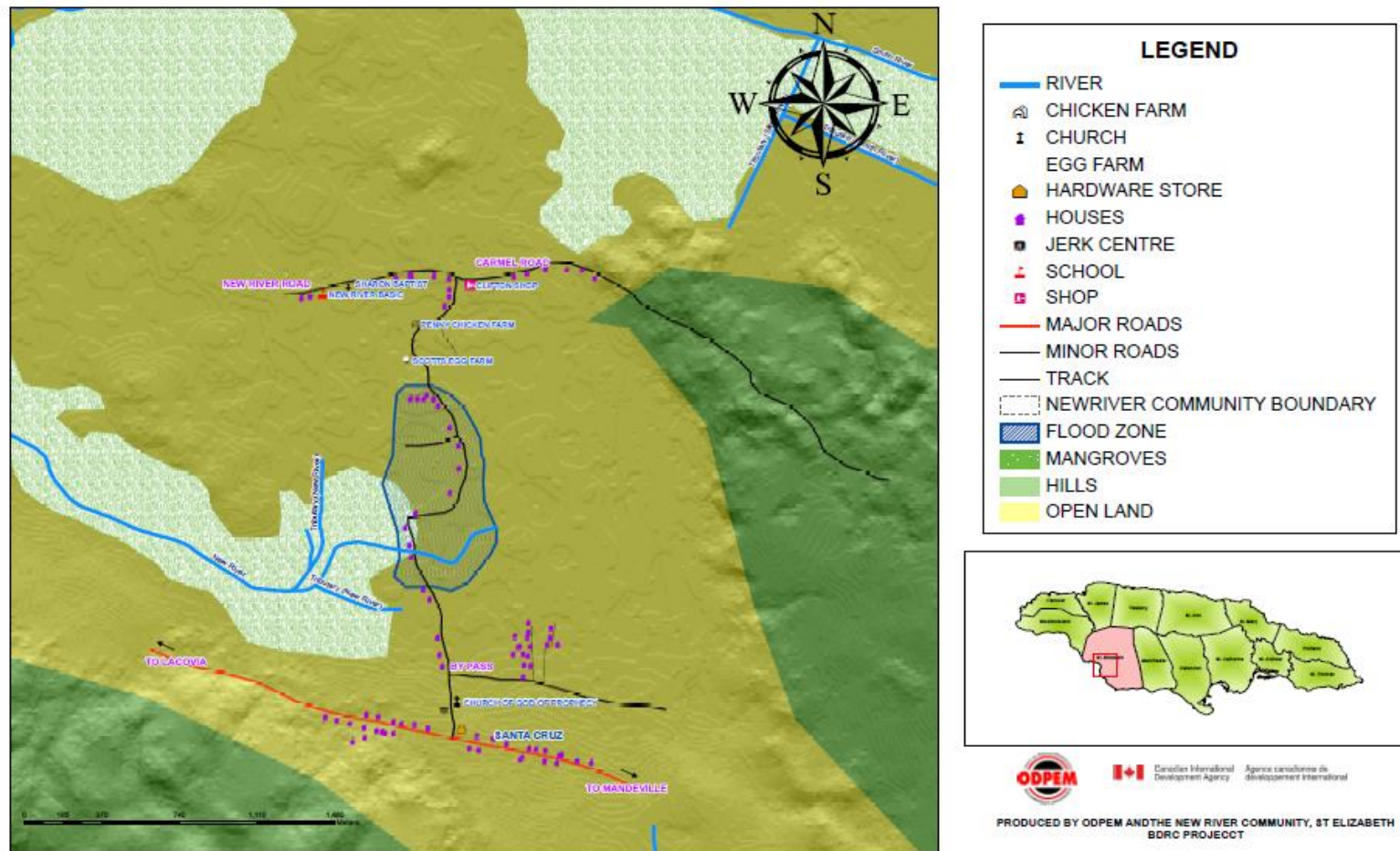
<b>Hazard, Year</b>	<b>Impact</b>	<b>How did the Community Cope?</b>
Hurricane 1933	Roofs were lost, provisions were lost	Affected persons moved to higher grounds or stayed with family or unaffected persons. Canoes were used to transport persons.
Charlie, 1951	Loss of roofs, animals, ground provisions	Community effort in rebuilding
Gilbert, 1988	Damaged houses, farming produce	Use of Chain Saws to cut fallen trees, Community effort in rebuilding
Flood 1986	Residents marooned in their homes	Donations ( Food, blankets etc),
Flood 2002	Residents marooned in their homes	Soldiers issued Donations (Food, blankets etc), tractors came to transport persons out, persons moved to shelters.
Ivan 2004	Some roofs were lost, farming produce lost eg. Fruit trees fallen,	Monetary grants to fix roofs from PATH, Zinc grants
Dean 2007	Minor effects	N/A

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

- Based on the housing material a number of damages can occur.
- The community is prone to trauma
- The drainage capacity is not adequate for storm water.
- To constantly keep the gully clean
- Evacuate early and to ensure that home are secured before leaving.
- A plan is needed for elderly persons who are very reluctant to evacuate the community

# NEW RIVER HAZARD MAP

# COMMUNITY HAZARD MAP - NEW RIVER ST ELIZABETH



## **Community Strengths Weaknesses Opportunities and Threats (SWOT) Analysis**

<p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>I. Church groups: provides counselling for persons with emotional and physical challenges.</li> <li>II. Fishing and farming provides economic benefits through the provision of income for members of the community.</li> <li>III. The availability of schools and churches for educational and social needs.</li> <li>IV. Access to telecomm technologies that aid in communication within the community, inter-parish and internationally if necessary.</li> <li>V. The environment – farm lands, rivers etc.</li> </ul>	<p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>I. Bad political representation</li> <li>II. The provision of shelters in the event of disasters.</li> <li>III. Unemployment</li> <li>IV. Lack of sponsorship to assist with farming practises.</li> <li>V. Bad roads</li> <li>VI. Lack of vocational training centres for educational development within the community.</li> <li>VII. No provision of telecom landlines.</li> <li>VIII. Poor internet connectivity</li> <li>IX. Tree felling</li> <li>X. Blocked drains</li> <li>XI. Murky rivers</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>I. The intervention of the Social Development Commission within the community.</li> <li>II. The provision of money to residents; this facilitated, the purchasing of livestock and cattle to aid in farming initiatives.</li> <li>III. Basic schools, churches, recreational facilities (playing field),shops.</li> <li>IV. Collection of garbage by service trucks</li> <li>V. Having access to mobile telephones and the internet.</li> <li>VI. The creation of egg farms</li> <li>VII. A market for the sale of fish and shrimp</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>I. Loss of farm produces</li> <li>II. Loss of livestock and cattle</li> <li>III. Risk in the outbreak of communicable diseases.</li> <li>IV. Damage and or loss to Physical Infrastructure (roof).</li> </ul>

## **Identification of Future Hazards**

PR – 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

HAZARD	POSSIBLE IMPACT
Worsening of floods in Wanstead and West End associated with block drains and poorly maintained canal.	<ul style="list-style-type: none"><li>• Houses located in these areas likely to be impacted by debris flow;</li><li>• Flooding/inundation along roadways.</li><li>• Environmental - Drowns crops</li><li>• Economic - Animals Drown, loss of fish pots</li><li>• Social – Loss of roofs</li><li>• Health - Fever ( as a result of water borne or atmospheric contamination)</li></ul>
Hurricane	<ul style="list-style-type: none"><li>• Rivers overflow their banks, trees fall</li><li>• Farmers suffering the loss of ground provision, livestock, Fish pots.</li><li>• Damages and or loss of roofs</li></ul>
Fire	<ul style="list-style-type: none"><li>• Total destabilization of lives and livelihood as a result of losses in property, lives, sources of income generation, livestock and crops.</li></ul>
Earthquake	<ul style="list-style-type: none"><li>• Damages to physical infrastructure (buildings, roads) and probable loss of lives, crops and means by which residents earn an income.</li></ul>

## Identification of Community Vulnerability

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

PR 3 - Vulnerability summary, Possible Impact & Corrective Actions to Reduce Community Vulnerability

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Flooding	<ul style="list-style-type: none"> <li>• Farm Lands</li> <li>• Roads</li> <li>• People</li> <li>• Animals</li> <li>• Homes</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of Crop</li> <li>• Loss of Animals</li> <li>• Displacement of Residents</li> <li>• Blocked Roads</li> <li>• Flooded homes</li> <li>• Settling and Stagnation of water</li> <li>• Overflowing of sewage on roads</li> </ul>	<ul style="list-style-type: none"> <li>• Improved agricultural farming practices</li> <li>• Improve drainage capacity</li> <li>• Frequent drainage maintenance</li> <li>• Individual household mitigation activities.</li> </ul>
Hurricanes	<ul style="list-style-type: none"> <li>• Homes</li> <li>• Farm lands</li> <li>• Important physical Infrastructures</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of roofs</li> <li>• Loss of Crops</li> <li>• Collapse of wooden structures</li> </ul>	<ul style="list-style-type: none"> <li>• The use of hurricane straps on homes.</li> <li>• Battening down of windows with ply.</li> <li>• Strengthening of building materials</li> </ul>
Earthquake	<ul style="list-style-type: none"> <li>• People</li> <li>• Homes</li> <li>• Damage to the general community (socially, economically and Physical Infrastructure)</li> </ul>	<ul style="list-style-type: none"> <li>• Items falling on residents</li> <li>• Loss of roads</li> <li>• Damage to infrastructure and housing</li> </ul>	<ul style="list-style-type: none"> <li>• Promoting public awareness and education within the community.</li> </ul>
Fire		<ul style="list-style-type: none"> <li>• Loss of valuable property</li> <li>• Loss of human life and livestock</li> <li>• Displacement of families</li> </ul>	<ul style="list-style-type: none"> <li>• If possible acquire fire extinguishers whether per household our selected persons within the community.</li> </ul>

## **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.

### **PR 4 - Corrective Actions to Reduce Community Vulnerability**

<b>VULNERABILITY</b>	<b>CORRECTIVE ACTIVITIES/ACTION</b>	<b>RESOURCES NEEDED</b>
<b>Environmental</b>		
Flooding	<ul style="list-style-type: none"><li>▪ Regular drain cleaning and bushing of vegetation in canals</li><li>▪ Proper disposal of garbage by residents</li><li>▪ Ensure houses are secure along with important documents</li></ul>	<ul style="list-style-type: none"><li>▪ Parish Council heavy duty equipment</li><li>▪ ODPEM</li><li>▪ Community Members</li><li>▪ Sensitization/ training sessions, PCV</li><li>▪ National Work Agency (NWA)</li></ul>
River overflows their banks	<ul style="list-style-type: none"><li>▪ Relocation</li><li>▪ Change of Land Use</li></ul>	Assistance from the St. Elizabeth Parish Council.
Increase in Mosquitoes Breeding in community	<ul style="list-style-type: none"><li>▪ Public education campaign on proper disposal of cans and garbage.</li><li>▪ Spray black oil in the pond around the school area.</li></ul>	<ul style="list-style-type: none"><li>▪ Ministry of Health</li><li>▪ Parish Council</li><li>▪ Community Members</li><li>▪ ODPEM</li></ul>



VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
Solid waste disposal	<ul style="list-style-type: none"> <li>Intensive ongoing public education about proper garbage disposal.</li> <li>Regularized garbage collection.</li> <li>Provisions of disposal sites or bins strategically placed in communities</li> </ul>	<ul style="list-style-type: none"> <li>Regularized collection from NSWMA</li> <li>Residents</li> </ul>
<b>Social/Economic</b>		
Lack of youth based programmes	<ul style="list-style-type: none"> <li>Get private &amp; public sector involve to construct community centre</li> </ul>	<ul style="list-style-type: none"> <li>Funding from CHASE,JSIF, Digicel Foundation</li> </ul>
Loss of livestock and crops	<ul style="list-style-type: none"> <li>Movement of animals to higher grounds</li> <li>Reaping of crops that can be reaped before flood waters.</li> <li>Digging of drainage around crops</li> </ul>	<ul style="list-style-type: none"> <li>RADA</li> <li>Community Members</li> </ul>
High unemployment / unattached youths	Employment opportunities/ job creation	Skills training from Heart Trust NTA Course/ training in entrepreneurship
Poor road condition	<ul style="list-style-type: none"> <li>Proper engineering construction practice been undertaken with road network.</li> <li>Maintenance of road network</li> </ul>	<ul style="list-style-type: none"> <li>Parish Council</li> <li>Member of Parliament</li> <li>NWA</li> </ul>
Poor development Practices / Roof	<ul style="list-style-type: none"> <li>Sensitization of where to construct buildings</li> <li>Sensitization and Roof Building Training</li> </ul>	<ul style="list-style-type: none"> <li>Parish Council</li> <li>Red Cross</li> <li>ODPEM</li> </ul>
<b>Health Related</b>		
Threat of epidemic outbreak of Gastrointestinal disease	<ul style="list-style-type: none"> <li>Repair all broken pipes, fogging, treatment of water sources for mosquito larva, proper disposal of</li> </ul>	<ul style="list-style-type: none"> <li>Ministry of health,</li> <li>Parish Council</li> <li></li> </ul>

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
	cans, tyres and other containers that can collect water.	
Garbage in drains breeding mosquitoes and rats	<ul style="list-style-type: none"> <li>▪ Cleaning and maintenance of drains and ponds.</li> <li>▪ Vector control</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parish Council</li> <li>▪ Ministry of Health</li> <li>▪ NSWMA</li> </ul>
<b>Political</b>		
Lack of political support from Member of Parliament and Councilor	<ul style="list-style-type: none"> <li>▪ Community members need to learn to pull together their own resources</li> </ul>	<ul style="list-style-type: none"> <li>▪ Community Spirit</li> <li>▪ Returning Residents</li> </ul>

## **Priority Listing of Hazards**

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

IMPACT	PROBABILITY OF OCCURRENCE
High - 3	Very Likely - 3
Medium - 2	Likely - 2
Low - 1	Unlikely - 1
None - 0	

***Formula to determine total: Total Impact x Probability of Occurrence***

#### PR 5 - Priority Listing of Hazards

Hazard	Probability of Occurrence	IMPACT ON COMMUNITY					
		People	Buildings	Infrastructure	Critical Facilities	Livelihoods	Total
Flooding	3	3	2	2	3	3	39
Hurricane	3	2	2	3	1	3	33

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

- Flooding
- Hurricane

Both Hazards are very likely to occur and equally will have a high negative impact on the community.

## **Community Resources and Capacity Analysis**

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

### **PR 6 - Community Capacity**

<b>Capacity</b>	<b>Type of Resource</b>	<b>Task</b>
Skills	Carpentry, Mason, Tiling , Plumbing, Electricians	Carpenters fix roofs, All assist in the rebuilding effort
Knowledge	Community history	Provides knowledge of type of land and where flooding can occur
Network	Savings program, New River All Star( Football Team) , New River Five Star ( Netball)	Partner – money comes in time for rebuilding
Transport	Trucks , Pick up, bicycles	Transport peoples who are marooned in
Communication	Phones (Lime, Claro, Digicel)	Check progress rising waters, communicate with families
Commercial Enterprises	Grocery Shops	Substitute with items when going elsewhere is not possible.

## **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.

### **PR 7 - Areas Which Should Not Be Developed**

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

<b>Area</b>	<b>Reason</b>
Wanstead	<ul style="list-style-type: none"><li>▪ Takes a lot of time for water to drain from the road, this results in flooding and only small patches would not be flooded</li></ul>
West End	<ul style="list-style-type: none"><li>▪ Lower end of West End Road is flooded most times after heavy rainfall or when water runs off from Trelawney</li></ul>

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

### PR 8 - Areas for Development

AREA	TYPE OF DEVELOPEMENT THAT IS SAFE
Carmel-	<ul style="list-style-type: none"><li>• Pig Rearing. cash crop, housing, schools, little commercial development</li></ul>
Upper West End	<ul style="list-style-type: none"><li>• A healthy centre because the area is not normally affected much by flood</li></ul>

\*No special areas for Development Has been identified; *PR 9*.

### Community Mitigation Activities

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

**PR 10 - Community Mitigation Activities**

HAZARD	ACTIVITY	TIMEFRAME
Flooding that are cause from block drains	<ul style="list-style-type: none"> <li>▪ Bushing</li> <li>▪ Public Education</li> <li>▪ Proper Disposal of garbage</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing activity</li> </ul>
Hurricane	<ul style="list-style-type: none"> <li>▪ Removal of debris from home after an event</li> <li>▪ Trimming of Trees</li> <li>▪ Evacuation Team established to assist the shut ins</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>

**Mitigation Activities Requiring External Assistance**

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

**PR 11 - Mitigation Activities Requiring External Assistance**

HAZARD	ACTIVITY	AGENCY
Flooding	Cleaning of drains	Parish council
Hurricanes	Removal of huge branches and trees that pose a threat	JPS

**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.

### **Community Mitigation Action Plan**

<b>Hazard Impact</b>	<b>Mitigation Required</b>	<b>Areas for Improvement</b>	<b>Timeframe for Action Plan</b>	<b>Priority Ranking</b>	<b>Resource</b>
Loss of Crops	Plant according to season , plant a crops that utilizes a lot of water	West Ends	Season	2	Farmers Group RADA
Loss Of Animals	Move to higher ground	West End Wanstead	Season	3	Community Members
Hurricane, Loss of roofs	Reinforce	Get hurricane straps	Ongoing	1	Hurricane Straps, Zinc, Nails
Flooding , damage of roads	Lift road	Wanstead Road	Ongoing	4	Asphalt , money, mall, stone, tar , grit,

### **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.

**PR 12**

<b>INFORMAL risk transfer options</b>	Fundraising activities where the proceeds would be placed in to an account for disaster/emergencies
<b>FORMAL risk transfer options</b>	Establish an Emergency fund for the community

**TRAINING**

It is necessary for members of the community to be trained in several areas of preparedness and response to help them better cope before in after an impact and to also better enable them to help themselves. The following trainings have been identified as being necessary for the community can be found in **PR 13**. A list of persons to participate in the trainings is to be confirmed.

<b>Community Member/ Team</b>	<b>Training Activity</b>	<b>Agency or Source</b>	<b>Who responsible to organize</b>	<b>Time Frame</b>
Euton Dunkley	Search and Rescue	Fire Department	ODPEM/Parish Council;	Duration 1 day (completed Mat 2012)
Trecia Baylis	First Aid	Red Cross	ODPEM/Parish Council;	2 Days May 2012
Calmena Dunkley	Damage Assessment	OFDA, P.C, Kareema Aikens Mitchell	ODPEM/Parish Council;	2 days March 2012
	Communication Strategy			

## **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. **PR 14** below, describes the strategies to be carried out.

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility
Flooding	Public Education Campaign to educate residents about the importance of maintaining their drains	Installation of no dumping signs, distribution of leaflets, flood awareness days in schools in Waterford	Annually in May	Trecia Baylis
Earthquake	"Drop cover and Hold"	Use Schools, churches to practice the earthquake procedure	Once every quarter	Calmena Dunkley
Fires	Fire Safety promotion	Ask teachers to deliver session on Fire Safety.	November	Trecia Baylis
Hurricane	Hurricane Awareness for all residents	Exhibition in the Waterford Library and Post Office	May -June	Calmena Dunkley

## **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.

### **PR 15 - Community Monitoring Programme**

<b>SITUATION</b>	<b>RESPONSIBILITY</b>
Hazardous or dangerous situations in the community	Mr. Euton Dunkley
Listening to the radio for official information	Ms.Trecia Baylis
Monitoring marine weather forecasts	Ms.Trecia Baylis
Liaising with the Parish Disaster Committee and Coordinator and ODPEM	Mrs. Calmena Dunkley Roberts
Other	See SOP

## **Warning**

The community must be alerted to the possibility of a threat or dangerous situation. Table 13 identifies the traditional warning systems to be used by residents to warn of impending disasters- hurricane/flooding, landslide, storm surge and fire for protection of the community.

**PR 16 - Community Early Warning System**

Hazard	Method of Delivery	Target Group	Responsibility
Flooding	Word of Mouth , Whistling , Phones	CERT, Vulnerable	Trecia Baylis, CERT Vulnerable
Hurricanes	Word of Mouth , Whistling , Phones	CERT, Vulnerable	CERT, Vulnerable

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

**PR 17 - Community Early Warning Activity and Responsibility**

HAZARD	ACTIVITY	RESPONSIBILITY	MEANS
<b>Hurricane and Flooding</b>	*Warn Special Needs residents	Trecia Baylis, Hirfa Dennis	Foot, tractor, cars, trucks
	Old and sick persons	Trecia Baylis, Hirfa Dennis	Foot, tractor, cars, trucks
	Persons with disabilities	Trecia Baylis, Hirfa Dennis	Foot, tractor, cars, trucks
	Mothers and babies and young children		Foot, tractor, cars, trucks
	The School	Mrs. Calmena Dunkley Roberts	Meetings with PTA, Telephone
	Members of the community who are at sea		
	Evacuation Zone residents	DRM Team	Foot, tractor, cars, trucks
	Rest of Community	Mrs. Calmena Dunkley Roberts	Phone
	Update ODPEM	Mrs. Calmena Dunkley Roberts	Phone
	Update PDC	Mrs. Calmena Dunkley Roberts	Phone

## **Evacuation**

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

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

### **PR 18 - Areas to be evacuated during an Emergency**

<b>Area for Evacuation</b>	<b>Priority (low, medium, high)</b>	<b>Reasons for Evacuating</b>	<b>Assembly Point</b>
Wanstead	High	Flooding of houses and roads, residents are marooned in their homes	Cashew Tree at the Cross Road
West End	Low	Flooding	Cashew Tree at the Cross Road



## **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.

**PR 19 - Evacuation Route and Mode of Transportation to Emergency Shelter**

<b>Assembly Point/s</b>	<b>Shelter</b>	<b>Evacuation Route</b>	<b>Transportation</b>	<b>Resources (people &amp; equipment)</b>
Cashew Tree Cross Road	Community Center ( MDMP) School / Church if needed before completion	Wanstaed road	By foot , tractor, trucks	Fuel

The evacuation procedure for the community is detailed below in Table 17.

**PR 20 - Evacuation Procedures**

ACTIVITY	RESPONSIBILITY
Evaluate threat and liaise with PDC/ODPEM on need for evacuation	Mrs.Calmena Dunkley Roberts
Alert residents on possible evacuation	DRM Team
Decide on timing	Mrs.Calmena Dunkley Roberts
Ensure special needs population is assisted	Ms. Trecia Baylis
Organize transportation	Mrs. Calmena Dunkley Roberts
Identify route to be used	Mr. Euton Dunkley
Ensure shelter is available	Calmena Dunkley Trecia Baylis
Start Evacuation	DRM Team
Check that all areas have been evacuated	Mrs.Calmena Dunkley Roberts
Inform PDC	DRM Team
	Mrs. Calmena Dunkley Roberts

**Shelter**

Table 18 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.

#### PR 21 List of Official and Unofficial Emergency Shelters

Shelter Name & Location	Access Route to Shelter	Type of Use	Condition of Shelter	Area Served	Shelter Manager & Team (Name, Contact)	Agency Liaison Officer (Name, Contact)
Community Shelter ( Mount Sinia Baptist Church	Road from Bryton	Shelter for persons	Poor( Outside bathroom latrine , zinc roof is reinforced , concrete without steel	Wanstead ,	Mary Green	Calmena Dunkley, Trecia Baylis
New River Basic School	Road from Bryton	Shelter for Persons	Poor	West End	Ronnica Johnson	same

#### Preparedness Action Plan

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

## PR 22 - Community Preparedness Action Plan

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

\* Appendix H indicates a list of emergency and relief supplies that the community will need.

## SIMULATIONS 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.

**PR 23 – Simulation and drills**

<b>Type of Exercise/ Drill</b>	<b># Drills per Year</b>	<b>Date of Next</b>	<b>Organizer (who responsible)</b>
Earthquake Drill	Once per year	January 2011	Zonal Committee and PDC
Fire Drill	Once per year	November 2011	Zonal Committee and PDc
Evacuation Desk Top	Once per year	May 2011	Zonal Committee and PDC

**RESPONSE AND RELIEF**

## **Instructions for DRM Team**

The New River DRM Team base will be located at the Sharon Baptist Church in New River. It will serve as an information centre for community members to access information regarding the effect of the disaster; or any other related status update; It is also where IDA team members will channel their status reports. The Johns Hall New Testament Church will also still serve as a shelter.

The DRM team will forward information to the Parish Emergency Operations Centre (PEOC) through team leader, Mrs. Calmena Dunkley Roberts. Mrs. Roberts along with Ms. Trecia Baylis will be responsible for communicating reliable and accurate public information to New River. The Disaster Risk management team will also develop an inventory of affected property and assess damage, and where possible as well secure the perimeter areas deemed unsafe.

The President shall be empowered to publicly declare an emergency upon advisement after reports are made to the Parish Emergency Operation Centre that reflect unbearable conditions, or if advised by the Office of Disaster Preparedness and Emergency Management (ODPEM). Operating procedures will be activated as set out in the relevant Standard Operating Procedures / Plans as outlined in the **APPENDICES A & B**.

## **Response**

Search and Rescue/First Aid/Emergency Medical Care Residents would need to be trained in the following response activities;

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

<b>Activity</b>	<b>Responsibility</b>	<b>Agency to Report to</b>
Activation of Shelters	Mrs. Calmena Dunkley Roberts	Parish Council Parish Disaster Coordinator ODPEM
Feeding of Shelters	Maria Rhoden	Parish Council Parish Disaster Coordinator
Stocking of Shelters	Maria Rhoden	Parish Council Parish Disaster Coordinator
Trucking of Water	Hirfa Dennis	NWC Parish Council
Alternative Sources of Lighting	Hirfa Dennis	JPS representative at Parish Council
Garbage Removal form shelters		Parish Council NSWMA
Search and Rescue	Ms. Trecia Baylis	Fire Bridge Police
Children Welfare and the Disabled	Ms. Maria Rhoden	Childs Agency Parish Council
<b>Activity</b>	<b>Responsibility</b>	<b>Agency to Report to</b>
Initial Damage Assessment	Mrs. Calmena Dunkley Roberts	Parish Council

Welfare Assessment	Ms. Maria Rhoden	Ministry of Labour and Social Security.
Distribution of relief supplies	Ms. Maria Rhoden	Ministry of Labour and Social Security.
First Aid	Ms. Kaye Cooper	Red Cross Ministry of Health
Activation of EOC	Mrs. Calmena Dunkley Roberts	Parish Disaster Coordinator
Distribution of Food to Shelters	Ms. Kaye Cooper	MLSS
Cleaning Up of Households	Ms. Kaye Cooper	MLSS

### **Initial Damage Assessment**

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

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



ACTIVITY	RESPONSIBILITY
Send out rapid assessment team	
<b>Check on:</b>	
Roads opened/closed	Mrs. Calmena Dunkley Roberts
Roads In need of urgent repair to provide access	Mr. Euton Dunkley
<b>Power:</b>	
Fallen lines, poles transformers	Mrs. Calmena Dunkley Roberts
Live wires	Mr. Euton Dunkley
<b>Water and Sewage:</b>	
Broken/missing water mains	Euton Dunkley
Water available	Euton Dunkley
Sewage pipes broken/leaking	Euton Dunkley
<b>Describe State of:</b>	
Community	Ms. Kaye Cooper
Schools	Ms. Kaye Cooper

ACTIVITY	RESPONSIBILITY
Clinic	Ms. Maria Rhoden
Church	Hirfa Dennis
Shops and businesses	Hirfa Dennis
Boats and fishing gear	Hirfa Dennis
Sea Wall and sea defense	Hirfa Dennis
Mangroves, environment	Hirfa Dennis

### **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

Type of Assessment ( Buildings, Agriculture, Welfare etc)	Team Leader (Name, Contact)	Agency Report is to be Submitted to	Time Frame
<b>Initial Assessment</b>			
Buildings, utilities and infrastructure	Ms. Trecia Baylis	<ul style="list-style-type: none"> <li>▪ Ministry of Labour and Social Security</li> <li>▪ Portmore Municipal</li> <li>▪ JPS</li> <li>▪ NWC</li> </ul>	2 days after all clear is given
Welfare	Ms. Maria Rhoden	<ul style="list-style-type: none"> <li>▪ Ministry of Labour and Social Security</li> <li>▪ Portmore Municipal</li> </ul>	2 days after all clear is given
Agriculture	Mrs. Calmena Dunkley Roberts	RADA	2 days after all clear is given
<b>Preliminary assessment</b>			
Buildings, utilities and infrastructure	Ms. Trecia Baylis	Ministry of Labour and Social Security Portmore Municipal	
Welfare	Ms. Maria Rhoden		
Agriculture	Mrs. Calmena Dunkley Roberts	RADA	

### **Response Action Plan**

**PO3** : Based on the initial damage assessments, the following priorities for response in the Action Plan were identified.

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	AGENCY TO REPORT TO
Evacuation Route Management	Mrs. Calmena Dunkley Roberts	Fire Department
Evacuation	Mrs. Calmena Dunkley Roberts	Parish Council/ODPEM
Trucking of Water	Mrs. Calmena Dunkley Roberts	Councilor/Parish Council
Alternative Sources of Lighting	Community	
Search and Rescue	Ms. Trecia Baylis	Fire Department
Children Welfare and the Disabled	Ms. Maria Rhoden	MLSS
Initial Damage Assessment	Mrs. Calmena Dunkley Roberts	Parish Council
Welfare Assessment	Ms. Maria Rhoden	Ministry of Labour and Social Security.
Distribution of relief supplies	Ms. Maria Rhoden	Ministry of Labour and Social Security.
First Aid	Ms. Kaye Cooper	Red Cross Ministry of Health

## **Relief**

### **PO4 : Relief Assistance**

ACTIVITY	RESPONSIBILITY
----------	----------------

Identify members of community who have:	
Received damage	IDA Team (Maria Rhoden , Kaye Cooper, Euton Dunkley, Trecia Baylis, Hirfa Dennis)
Need shelter	Mrs. Calmena Dunkley Roberts
Lost means of income	Maria Rhoden
Need assistance	Maria Rhoden
Identify members of the community in need of psycho-social support or counseling	Mrs. Calmena Dunkley Roberts
Compile list and update PDC, ODPEM	Mrs. Calmena Dunkley Roberts

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

Activity	Priority	Responsibility	Time frame	Cost
Clearing roadways	1	<ul style="list-style-type: none"> <li>• Calmena Dunkley Roberts -<i>CERT</i></li> <li>• Parish Council</li> <li>• New River Community</li> </ul>	>= One month	Estimate required
Repairing of roofs and damaged housing	2	<ul style="list-style-type: none"> <li>• Calmena Dunkley Roberts -<i>CERT</i></li> <li>• New River Community</li> </ul>	>= Two weeks	Estimate Required
Replanting of crops & replenishing animal stock	3	<ul style="list-style-type: none"> <li>• Calmena Dunkley Roberts -<i>CERT</i></li> <li>• Community farmers</li> </ul>	Unknown due to length of time taken for water to recede	Dependent on level of damage And access to seedlings

## APPENDIX 1 - VULNERABLE POPULATION

<b>Vulnerable Group/ Person &amp; Contact Info</b>	<b>Type of Vulnerability (disability &amp;/or hazard</b>	<b>Location of Vulnerable</b>	<b>Next of Kin/ Care Giver &amp; Contact Info.</b>	<b>CDRT/CERT member Responsible</b>	<b>Responsibility (what to do)</b>
Trevor Clarke ( Onnie)	Physical disability , Flooding and Hurricane	Wanstead Road	Sherika Clarke 892-8561	Kaye Cooper	
Ivan Brown( Buzzy)	Physical Disability, Hurricane	West End	Stanley Brown 374-8873	Trecia Baylis	
Eli Brown	Physical Disability, Flooding and Hurricane	West End	Tylda Dennis	Trecia Baylis	
Peter Grant	Physical Disability , Hurricane	Wanstead Road	Sandra McLeish	Kaye Cooper	

## **APPENIIX 2**

## EMERGENCY SUPPLIES AVAILABLE IN THE COMMUNITY

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

Items (Quantity per Item)	Contact Person (s) for Storage	Contact Number
Machetes	Euton Dunkley	853-7847
Tipper Trucks		
Back Hoes		
Bush Wacker		

## APPENDIX 3 - EMERGENCY SUPPLIES REQUIRED EXTERNALLY



<b>Items Required</b>	<b>Quantity</b>	<b>Source (Agency/ Business)</b>	<b>Responsibility</b>
Cots	20	Parish Council	Euton Dunkley Storage
Blankets	10	Parish Council	Euton Dunkley , Dave Dunkley , Orlando Bailey ( Distribution )
Mattresses	20	Parish Council	Euton Dunkley Storage
Bottled Water	200 cases	Parish Council	Euton Dunkley , Dave Dunkley , Orlando Bailey ( Distribution )
Rain Coats	20	Parish Council	Euton Dunkley Storage
Machetes	50	Parish Council	Euton Dunkley , Dave Dunkley , Orlando Bailey ( Distribution )
Power Saws	14	Parish Council	Euton Dunkley Storage
Water Boots	20	Parish Council	Euton Dunkley , Dave Dunkley , Orlando Bailey ( Distribution )
First Aid Kit	14	Parish Council	Euton Dunkley Storage
Flashlights	30	Parish Council	Euton Dunkley , Dave Dunkley , Orlando Bailey ( Distribution )
Ropes	14 x 50 ft	Parish Council	Euton Dunkley Storage
Tarpaulin	500	Parish Council	Euton Dunkley , Dave Dunkley , Orlando Bailey ( Distribution )
Fire Extinguisher	14	Parish Council	Euton Dunkley Storage
Lanterns	50	Parish Council	Euton Dunkley , Dave Dunkley , Orlando Bailey ( Distribution )

#### **APPENDIX 4 - Stakeholder Partnerships**

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

Agency/ Organization/ Representative	Nature of Relationship to community	Contact Person	Contact Number
Social Development Commission (SDC)	Capacity Building, leadership, group organization and training	Ms. Natalie Bradford-Remekie	547-0957
Rural Agricultural Development Agency (RADA)	Disseminate information, seeds irrigation systems, tools and other farm related equipment.	Mr. Jermaine Wilson	871-6281
Church of God of Prophecy	Community Outreach	Mr. Audley Facey	822-40851 870-2231
National Water Commission (NWC)	Provides trucked domestic water		
Jamaica Public Service Company(JPS)	Provides Electricity		
St. Elizabeth Parish Council	Road, Water, Street light, drains		
Office of Disaster Preparedness & Emergency Management (ODPEM)	Disaster Management		
Parish Disaster Coordinator	Attend community workshops and provision of relief supplies	Ms. Renee` Bradford-Britton	416-2096
Member of Parliament (MP)	Provide representation on behalf of community	Mr. Hugh Buchanan	579- 4390

## **APPENDIX 5**

### **CDRM GROUP**

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

### **Purpose**

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

### **Objectives**

The concepts and procedures in this SOP are set to:

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

### **Threat Assessment**

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

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

## **Basic Planning Assumptions**

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

## **Concept of Operations**

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

Procedures will be categorized into the following phases:

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

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

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

**Phase 4:** Recovery

## **ACRONYMS**

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

## **DEFINITIONS**

### **All Clear**

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

### **Emergency Operations Center (EOC)**

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

### **Incident**

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

### **Tropical Disturbance**

A tropical disturbance is a cluster of thunderstorms poorly organized.

### **Tropical Depression**

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

### **Tropical Storm**

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

### **Hurricane**

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

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

## **Hurricane Categories**

### **Category One Hurricane**

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

### **Category Two Hurricane**

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

### **Category Three Hurricane**

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

### **Category Four Hurricane**

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

### **Category Five Hurricane**

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

## **Warnings and Watches**

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

### **Tropical Storm Watch**

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

### **Tropical Storm Warning**

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

### **Hurricane Watch**

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

### **Hurricane Warning**

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

### **Flash Flood Watch**

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

### **Flash Flood Warning**

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



## **OPERATING PROCEDURES**

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

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

<b>ACTIVITIES</b>	<b>POSITON</b>	<b>RESPONSIBLE PERSON(S)</b>
1. Continue to support and promote public information and awareness programmes.	CDRT Coordinator – Public Education & Fundraising	N/A
2. Sensitize special needs population	CDRT Coordinator – Public Education & Fundraising	N/A
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Mr. Derick Scott- Chicken farmer
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	Renee Britton
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	Hirfa Dennis Renee Britton
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	CDRT Coordinator – Public Education & Fundraising	N/A

ACTIVITIES	POSITON	RESPONSIBLE PERSON(S)
7. Identify areas in the community where high potential for infrastructure/property damages.	CDRT Coordinator – Vulnerability & Risk Identification	N/A
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	Mrs. Calmena Dunkley Roberts
9. Prepare areas for sheltering persons in need	CDRT Coordinator - Preparedness	Trecia Baylis
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness	Trecia Baylis Maria Rhoden Mrs. Calmena Dunkley Roberts Ms. Irvine Findley
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Renee Britton
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	CDRT Coordinator – Prevention & Mitigation	Mrs. Calmena Dunkley Roberts

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Meet and assess the community's state of preparedness for a hurricane</li> <li>2. Advise community to listen to all weather advisories</li> </ol>	<p>DRM Team <i>CDRT</i></p>	<p>N/A</p>
<ol style="list-style-type: none"> <li>1. Issue warning of threat</li> <li>2. Alert and notify:               <ul style="list-style-type: none"> <li>• PDC that community DRM teams are activated</li> <li>• Other CBOs</li> <li>• Shelter Managers</li> <li>• Response personnel</li> </ul> </li> <li>3. Make available all relevant information on the hazard to the general community.</li> </ol>	<p>Coordinator - Preparedness</p>	<p><i>Renee Britton</i></p>
<ol style="list-style-type: none"> <li>1. Pre-check and activate SOPs</li> <li>2. Alert all trained community first aiders and search and rescue personnel.</li> <li>3. Have first-aid kits prepared</li> </ol>	<p>Coordinator - Preparedness</p>	<p><i>Mrs. Calmena Dunkley Roberts</i> <i>Trecia Baylis</i></p>

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

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

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

### **A. HURRICANE WATCH - 48 Hours before Impact**

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Personal preparation food supplies 2. Securing official documents 3. Securing home and get rid of all thing around the yard that can be missile in a hurricane 4. Check on neighbours that may need help	<i>CDRT</i> Coordinator Response & Recovery
Ensure the Elderly and Physical challenged are notified and assisted to prepare for event.	<i>CDRT</i> Coordinator Response & Recovery

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Activate and brief all community teams and volunteers</li> <li>2. Test the systems of communication within the community.</li> <li>3. If cell phones are to be used ensure credit is bought</li> <li>4. Ensure phones can be charged</li> </ol>	Coordinator - Response & Recovery
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	Coordinator - Response & Recovery
<ol style="list-style-type: none"> <li>1. Activate and prepare emergency shelters</li> <li>2. Deploy relief and welfare volunteers to emergency shelters</li> </ol>	Coordinator - Response & Recovery <i>CDRT</i>
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
<ol style="list-style-type: none"> <li>1. Re-check arrangements and MOUs with private bus owners and other volunteers in the community.</li> <li>2. Pre-position the following resources to areas which will potentially be cut off: <ul style="list-style-type: none"> <li>▪ Food stocks/welfare items</li> </ul> </li> </ol>	Coordinator – Preparedness/ Coordinator - Response & Recovery

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

### **C. 24 Hours before impact**

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"><li>1. Notify PDC of activation of evacuation plan</li><li>2. Consult PDC on all matters relating to the activation of any or all evacuation systems.</li></ol>	Coordinator - Response & Recovery
Activate and test local communications links and report to PDC.	<i>CDRT</i> Coordinator - Response & Recovery
<p>Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"><li>▪ Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate.</li><li>▪ Communicate assembly points and deploy marshals.</li><li>▪ Make contact with shelter managers to receive evacuees.</li><li>▪ Inform PDC of actions to be taken.</li><li>▪ All electricity and gas supplies should be shut-down when closing businesses or evacuating homes</li><li>▪ Ensure the Elderly and Physically challenged to be evacuated</li><li>▪ Ensure registration of all evacuated</li><li>▪ Check that all needing assistance are safely evacuated.</li></ul>	<i>CDRT</i>  Coordinator - Response & Recovery



ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>▪ Monitor radio for hurricane warnings and public information via news releases through ODPEM and Met office</li> <li>▪ Monitor Radios for precautionary tips together with packaged information of the activities of responding agencies.</li> </ul>	<i>CDRT</i> Coordinator - Response & Recovery
Alert community Initial Damage Assessment Team(s).	<i>Coordinator - Response &amp; Recovery</i>
Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster	Coordinator - Response & Recovery <i>Parish Manager -MLSS/ Secretary/manager -Parish Council</i>

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

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
<ol style="list-style-type: none"><li>1. Maintain contact with PEOC</li><li>2. Advise PEOC of weather conditions and state of preparedness</li><li>3. Confirm arrival and status of evacuees in shelters</li><li>4. Check in with standby teams and community response personnel</li><li>5. Maintain contact with PEOC</li><li>6. Advise PEOC of weather conditions and state of preparedness</li><li>7. Confirm arrival and status of evacuees in shelters</li><li>8. Check in with standby teams and community response personnel</li></ol>	<p><i>CDRM TEAM – President/V.P</i> Coordinator - Response &amp; Recovery</p>

#### **E. THE BLOW**

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear	Coordinator - Response & Recovery
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 <i>CDRT</i> <i>Parish Council(Poor Relief)</i> <i>MLSS</i>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
Provide initial damage survey and needs of the community	<i>CDRT</i> Coordinator - Response & Recovery
<ol style="list-style-type: none"><li>1. Provide ground reconnaissance intelligence to the PDC.</li><li>2. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .</li><li>3. Assist with the establishment and staffing of registration centres.</li></ol>	<i>CDRT</i> Coordinator - Response & Recovery
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.</p> <p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"><li>▪ Open windows and doors to ventilate or dry your home. Do not use candles or open flames in doors. Use a flashlight to inspect for damage.</li><li>▪ Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors</li></ul>	<i>CDRT</i> Coordinator - Response & Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>open. Call the gas company.</p> <ul style="list-style-type: none"> <li>▪ Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box.</li> <li>▪ If they have to step in water to reach the electric box, call an electrician for advice.</li> </ul>	
<ol style="list-style-type: none"> <li>1. Check for sewage and water-line damage.</li> <li>2. If you suspect there is such damage, call the NWC company and or PDC.</li> <li>3. Advise community not to drink or prepare food with tap water until notified it is safe to do so.</li> </ol>	<p>Coordinator - Response &amp; Recovery <i>CDRT</i></p>

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
4. Assist in the provision of welfare information to persons affected.  5. Begin to effect minor repairs to critical facilities and clear road ways and drains	
Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery

#### Phase 4: Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.</li> <li>2. Encourage community members to rebuild bearing in mind mitigation measures (build back better).</li> <li>3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)</li> </ol>	CDRT
<ol style="list-style-type: none"> <li>1. Update PDC on recovery activities by external agencies/departments/organizations.</li> <li>2. Monitor progress and ensure deficiencies are reported.</li> </ol>	Mrs. Calmena Dunkley Roberts
Mobilize CDRMG to seek assist. from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Mrs. Calmena Dunkley Roberts
<p>Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> <li>▪ Challenges in responding to incidents</li> <li>▪ Which systems were overburdened?</li> <li>▪ What resources were lacking (human and physical)?</li> <li>▪ How did the community cope?</li> <li>▪ What areas of the SOPs need to be reconsidered?</li> </ul>	CDRT
Revise SOPs as necessary	CDRT



## **APPENDIX 6**

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

#### **Purpose**

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

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

#### **Objectives**

The concepts and procedures in this SOP are set to:

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

#### **Threat Assessment**

The community of New River has no history of earthquakes. The anticipated threat for the purpose of this plan includes at least one event in the next ten years (at any time) that will have a moderate to major effect on most buildings and critical infrastructure.

## **Basic Planning Assumptions**

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

## **Concept of Operations**

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

Procedures will be categorized into the following phases:

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

**Phase 2:** Event, Event Response, Damage Assessment

**Phase 3:** Recovery

## **ACRONYMS**

<b>AAR</b>	After Action Report
<b>CERT</b>	Community Emergency Response Team
<b>CDRMG</b>	Community-based Disaster Risk Management Group
<b>CDRT</b>	Community Disaster Reduction Team
<b>DRM</b>	Disaster Risk Management
<b>EOC</b>	Emergency Operations Center
<b>NEOC</b>	National Emergency Operations Center
<b>NGO</b>	Non Government Organization
<b>ODPEM</b>	Office of Disaster Preparedness and Emergency Management
<b>PDC</b>	Parish Disaster Coordinator/Committee
<b>PEOC</b>	Parish Emergency Operations 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 are smaller earthquakes that occur after the main shock is felt. *After-shocks* can occur over a period of a few hours to months after the main shock.

### **Tremor**

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

### **Magnitude**

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

## OPERATING PROCEDURES

### Phase 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	<i>CDRT</i> Coordinator – Public Education & Fundraising
2. Sensitize special needs population	<i>CDRT</i> Coordinator – Public Education & Fundraising
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness <i>Derrick Scott- Chicken Farmer</i>
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness <i>Renee Britton</i>
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness <i>Renee Britton</i> <i>Hirfa Dennis</i>
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	<i>CDRT</i> Coordinator – Public Education & Fundraising
7. Identify areas in the community where high potential for infrastructure/property damages.	<i>CDRT</i> Coordinator – Vulnerability & Risk Identification

ACTIVITIES	RESPONSIBLE PERSON(S)
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification Mrs. Calmena Dunkley Roberts
9. Prepare areas for sheltering persons in need	Coordinator - Preparedness Trecia Baylis
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness Trecia Baylis Hirfa Dennis Maria Rhoden Mrs. Calmena Dunkley Roberts Ms. Findley
11. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Shelter Manager Euton Dunkley Dave Dunkley Mrs. Calmena Dunkley Roberts
12. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets.	Coordinator – Preparedness Euton Dunkley Dave Dunkley Mrs. Calmena Dunkley Roberts
13. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Coordinator – Damage Assessment Trecia Baylis
14. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	CDRT Coordinator – prevention & mitigation (primary) Sector/Evacuation leaders (secondary)

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

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



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

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
2. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear	Coordinator - Response & Recovery Shelter Manager - Mrs. Calmena Dunkley Roberts
3. Deploy Community Response and Damage Assessment Teams: <ul style="list-style-type: none"><li>• Deploy community damage survey teams or assessors</li><li>• Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities.</li></ul>	CDRT/ Parish Council Coordinator - Response & Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>• Check for deaths, injuries and persons needing emergency assistance</li> <li>• Conduct first aid and search and rescue operations as necessary</li> </ul>	
<ol style="list-style-type: none"> <li>4. Communicate with Parish Emergency Operations Centre (P-EOC) <ul style="list-style-type: none"> <li>• Provide <b>initial damage survey and needs</b> of the community to PEOC</li> <li>• Notify PEOC of <b>critical/emergency cases</b></li> <li>• Provide PEOC with <b>status report – general reconnaissance information</b> on power lines, water/sewage mains, condition of critical infrastructure and facilities (roads, bridges, communication, hospitals, etc)</li> </ul> </li> </ol>	<p><i>CDRT</i> Coordinator - Response &amp; Recovery</p>
<ol style="list-style-type: none"> <li>5. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .</li> </ol>	<p>Coordinator - Response &amp; Recovery <i>CDRT</i></p>
<ol style="list-style-type: none"> <li>6. Assist with the establishment and staffing of registration centres.</li> </ol>	<p>Coordinator - Response &amp; Recovery <i>CDRT- Trecia Baylis, Calmena Dunkley Roberts</i></p>
<ol style="list-style-type: none"> <li>7. Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.</li> </ol>	<p><i>CDRT</i> Coordinator - Response &amp; Recovery <i>Hirfa Dennis</i></p>
<ol style="list-style-type: none"> <li>8. Advise community members to enter their homes with caution and to check for: <ul style="list-style-type: none"> <li>▪ Sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</li> <li>▪ Water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</li> <li>▪ Gas leaks. If they smell gas or hear a blowing or hissing noise,</li> </ul> </li> </ol>	<p><i>CDRT</i> Coordinator - Response &amp; Recovery</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>quickly leave the building and leave the doors open. Call the gas company.</p> <ul style="list-style-type: none"> <li>▪ Electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box.</li> <li>▪ If have to step in water to reach the electric box, call an electrician for advice.</li> </ul>	
<p>9. Check for general water/sewage leaks ion the community</p> <ul style="list-style-type: none"> <li>• Check for general sewage and water-line damage in the community.</li> <li>• If you suspect there is such damage, call the NWC Company and or PDC.</li> <li>• Advise community not to drink or prepare food with tap water until notified it is safe to do so.</li> </ul>	<p>Coordinator - Response &amp; Recovery <i>Euton Dunkley</i></p>
<p>10. Constantly advise the community :</p> <ul style="list-style-type: none"> <li>• To conserve water and food</li> <li>• To stay living at their homes if it is safe to do so</li> <li>• To take particular care with hygiene and sanitary practices</li> <li>• Of measures being taken with respect to provision of food and water and restoration of public utilities</li> </ul>	<p><i>CDRT</i> Coordinator - Response &amp; Recovery</p>
<p>11. Coordinate requests for and offers of assistance through the PEOC.</p>	<p>Coordinator - Response &amp; Recovery Calmena Dunkley Roberts</p>
<p>12. Coordinate reconnaissance and damage assessment teams through the PEOC</p>	<p>Coordinator - Response &amp; Recovery Calmena Dunkley Roberts</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
13. Ascertain the early requirements for Government assistance in re-establishing the community	Coordinator - Response & Recovery Calmena Dunkley Roberts
14. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator - Response & Recovery Calmena Dunkley Roberts
15. Encourage persons affected to stay with friends or family as first options	CDRT Coordinator - Preparedness
15. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator - Response & Recovery Calmena Dunkley Roberts
<p>Where</p> <p>6. Assist with the distribution of supplies d</p> <p>7. Assist with the tracing of missing persons</p> <p>8. Assist with needs assessments</p> <p>9. Assist in the provision of welfare information to persons affected.</p> <p>10. Begin to effect minor repairs to critical facilities and clear road ways and drains</p>	CDRT Coordinator - Response & Recovery
Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery Calmena Dunkley Roberts

### **Phase 3: Recovery**

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

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

## **APPENDIX 7**

### **FIRE**

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

##### **Purpose**

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

##### **Objectives**

The concepts and procedures in this SOP are set to:

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

##### **Basic Planning Assumptions**

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

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

### **Concept of Operations**

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

Procedures will be categorized into the following phases:

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

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

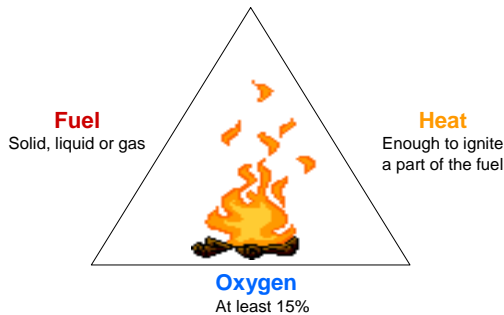
**Phase 2 (b):** Event and Event Response – Bush Fires

**Phase 3:** Recovery



## GLOSSARY OF TERMS

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

TEAM	MEANING															
Fuel	<p>Fuels are found all three stages of matter some examples of fuels are:</p> <table><tr><th>Solids</th><th>Liquids</th><th>Gases</th></tr><tr><td>Cloth</td><td>Gasoline</td><td>Methane</td></tr><tr><td>Paper</td><td>Kerosene</td><td>Butane</td></tr><tr><td>Wood</td><td>Alcohol</td><td>Propane</td></tr><tr><td>Coal</td><td>Paint</td><td>Acetylene</td></tr></table>	Solids	Liquids	Gases	Cloth	Gasoline	Methane	Paper	Kerosene	Butane	Wood	Alcohol	Propane	Coal	Paint	Acetylene
Solids	Liquids	Gases														
Cloth	Gasoline	Methane														
Paper	Kerosene	Butane														
Wood	Alcohol	Propane														
Coal	Paint	Acetylene														
Oxygen	<p>21.2% of the earth's atmosphere is oxygen but only 15% is needed for combustion</p> <p><b>Triangle of Combustion</b></p>  <p>The diagram illustrates the Triangle of Combustion, a concept in fire science. It features a large triangle with a fire at its center. The three vertices of the triangle are labeled with the components necessary for combustion: <b>Fuel</b> (Solid, liquid or gas) at the bottom-left, <b>Heat</b> (Enough to ignite a part of the fuel) at the bottom-right, and <b>Oxygen</b> (At least 15%) at the top. The fire itself is depicted as a bright orange and yellow flame rising from a dark base, symbolizing the process of combustion.</p>															

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

## **OPERATING PROCEDURES**

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

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

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
13. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising Mrs. Calmena Dunkley Roberts
14. Sensitize special needs population	Coordinator – Public Education & Fundraising Mrs. Hirfa Dennis
15. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness Mrs. Calmena Dunkley Roberts
16. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness Parish Disaster Coordinator
17. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness Trecia Baylis
18. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Coordinator – Response and Recovery. Mr. Euton Dunkley Mrs. Calmena Dunkley Roberts
19. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness Trecia Baylis

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<p><b>Personal for families and businesses:</b></p> <ul style="list-style-type: none"> <li>▪ Make sure your family goes over the family disaster plan.</li> <li>▪ All family members should know their evacuation plan.</li> <li>▪ Store important documents in fireproof box (where possible) or safe.</li> <li>▪ Houses should be safely wired. An electrical inspection should be conducted: <ul style="list-style-type: none"> <li>○ For new buildings or building extensions,</li> <li>○ For older buildings every 2-3 years; annually where rodents and termites are prevalent or where houses are located by the sea or where corrosion can take place</li> </ul> </li> <li>▪ Actively practice fire safety when cooking and in use of matches or flammable material, in monitoring children, when smoking, use of electrics and the wiring of buildings, etc.</li> <li>▪ Insure house/building, contents and other assets, where possible.</li> <li>▪ Have a business continuity plan (businesses).</li> <li>▪ Employees / Family members should know exit routes and what to do in case there is a fire. (Have regular drills).</li> </ul>	<p>Coordinator – Preparedness/Coordinator Response &amp; Recovery/Public Education</p> <p><i>DRM team</i></p> <p><i>Mrs. Calmena Dunkley Roberts</i></p>
<p><b>Protecting the community (from bush fires):</b></p> <ul style="list-style-type: none"> <li>▪ Trim dead or weak branches from trees</li> <li>▪ Keep yards free of debris</li> </ul>	<p>Coordinator – Mitigation and Prevention/Coordinator - Preparedness</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>▪ Avoid open burning, especially dry season</li> <li>▪ Remove all dead limbs , needles and debris from gutters</li> <li>▪ Build fires away from nearby trees or bushes, always have a way to extinguish this fire.</li> <li>▪ Monitor all fires while they are burning.</li> <li>▪ Prune all branches around to a height of 8-10 feet.</li> <li>▪ Ensure trees adjacent to buildings are free of dead or dying wood and moss.</li> </ul>	<p>DRM team Mrs. Calmena Dunkley Robert</p>
<p>Protecting the community (businesses):</p> <ul style="list-style-type: none"> <li>▪ Install smoke detectors within Business and institutions</li> <li>▪ Exit signs must be fitted to all exit doors. Signs must be written in bold red and white background.</li> <li>▪ All buildings must have proper exits, evacuation routes and emergency assembly areas.</li> <li>▪ Encourage the usage of fire-resistant materials when building, renovating, or retrofitting structures.</li> <li>▪ Encourage the storage of combustible/ flammable materials in approved safety containers and keep away from home.</li> </ul>	<p>Coordinator – Mitigation and Prevention/Coordinator - Preparedness</p> <p>DRM team</p> <p>Mrs. Calmena Dunkley Roberts Fire Department Parish Disaster Coordinator</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
<p><b>Ensure each response team are equipped with the following:</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge and drills for recognizing types of fire and assessment for response</li> <li>▪ Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary)</li> <li>▪ Sand box and shovels</li> <li>▪ Pails and water source (drum)</li> <li>▪ Fire Extinguisher (if possible)</li> <li>▪ First Aid kit</li> </ul>	<p>Mrs. Calmena Dunkley Roberts</p>
<p>Obtain local building codes and weed abatement ordinances for buildings near wooded areas.</p>	<p>DRM Team President/Coordinator – Preparedness Mrs. Calmena Dunkley Roberts</p>
<p><b>Brief community of activation of evacuation and persons to be evacuated:</b></p> <ul style="list-style-type: none"> <li>▪ Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate.</li> <li>▪ Communicate assembly points and deploy marshals.</li> <li>▪ Make contact with shelter managers to receive evacuees.</li> </ul>	<p>Coordinator - Response &amp; Recovery</p> <p><i>DRM Team</i> Mrs. Calmena Dunkley Roberts</p>



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

## DURING A FIRE

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

### DRILLS SAVE LIVES

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

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

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

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

ACTIVITIES	RESPONSIBLE PERSON (S)
Call out <b>ALARM</b> - If trapped in a fire you cannot out run it. Once a fire is detected immediately call the JPS, Police and Fire Department.	Persons on or nearby the scene; Coordinator – Response
Once an <b>ALARM</b> is activated:  <b><i>At location of fire (buildings):</i></b> <ul style="list-style-type: none"><li>▪ Building should be immediately evacuated. Do not enter a burning building.</li><li>▪ Ensure that persons who need assistance while evacuating are assisted ( Elderly, Physically Challenge, Children)</li><li>▪ Assess the situation.</li><li>▪ Establish safety zone.</li><li>▪ If a fire is small and its safe attempt to extinguish with a fire extinguisher.</li><li>▪ Never allow fire to come between you and the exit path</li><li>▪ While evacuating touch closed doors with back of hand before opening. If door</li></ul>	DRM team  <i>Mrs. Calmena Dunkley Roberts</i>

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

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

## AFTER A FIRE

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
	Parish Disaster Coordinator
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Coordinator - Response & Recovery <i>CDRT/ Parish Council/ JPS/NWC/NWA/NIC</i>
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator - Response & Recovery <i>CDRT – Calmena Dunkley Roberts/ Trecia Baylis</i>
14. Monitor progress and ensure deficiencies are reported.	Coordinator - Response & Recovery  <i>CDRT Trecia Baylis</i>
15. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives, as required.	Coordinator – Response & Recovery <i>CDRT Trecia Baylis</i>
16. After Action Assessment (Community & community/agency) – to identify and share <b>lessons learnt</b> to improve future preparedness and response activities (de-briefing of incident): <ul style="list-style-type: none"> <li>▪ Challenges in responding to incidents</li> <li>▪ Which systems were overburdened?</li> <li>▪ What resources were lacking (human and physical)?</li> <li>▪ How did the community cope?</li> <li>▪ What areas of the SOPs need to be reconsidered?</li> </ul>	CDRM Team Leader / Coordinator – Response & Recovery <i>CDRT  Mrs. Calmena Dunkley Roberts</i>
17. Revise SOPs as necessary	CDRM Team – President/V.P to lead <i>Mrs. Calmena Dunkley Roberts</i>

## **SPECIAL NEEDS LIST**

<b>Vulnerable Group/ Person &amp; Contact Info</b>	<b>Type of Vulnerability (disability &amp;/or hazard</b>	<b>Location of Vulnerable</b>	<b>Next of Kin/ Care Giver &amp; Contact Info.</b>	<b>CDRT/CERT member Responsible</b>	<b>Responsibility (what to do)</b>
Trevor Clarke ( Onnie)	Physical disability , Flooding and Hurricane	Wanstead Road	Sherika Clarke 892-8561	Kaye Cooper	
Ivan Brown( Buzzy)	Physical Disability, Hurricane	West End	Statley Brown 374-8873	Trecia Baylis	
Eli Brown	Physical Disability, Flooding and Hurricane	West End	Tylda Dennis	Trecia Baylis	
Peter Grant	Physical Disability , Hurricane	Wanstead Road	Sandra McLeish	Kaye Cooper	



## **Acknowledgement**

The New River Committee wishes to thank the Office of Disaster Preparedness and Emergency Management (ODPEM), the Canadian International Development Agency (CIDA), the St. Elizabeth 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 Community wishes to express special gratitude to the Red Cross, The Ministry of Labour and Social Security, The Scotts family of our community, Mr. Shane Taylor - Parish Disaster Coordinator; and all stakeholders who have placed an interest in the development of our community.

We anticipate a continued working relationship and trust that you will continue to support disaster risk management activities in this community.

Regards

Calmena Dunkley (Mrs.)  
President  
New River Committee

## **Acknowledgement**



The Office of Disaster 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 New River Community Organisation and the Parish Disaster Coordinator, Mr Shane Taylor for contributing so ably to this Community Disaster Risk Management Plan.

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

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

Thank you.

Camille Beckford – Palmer (Mrs)

Regional Coordinator

Office of Disaster Preparedness and Emergency Management