



*The Office of Disaster Preparedness and Emergency
Management*

National Emergency welfare & SHELTER plan



**DISASTER RELIEF POLICY
DISASTER CLEARANCE POLICY**

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BRIEF ON WELFARE MANAGEMENT DISASTER RELIEF POLICY

Overview

Following Hurricane Gilbert in 1988 it became evident that the whole question of Welfare Management would have to be addressed and a specific Disaster Relief Policy put in place. The first step in this process was the National Disaster Committee approving the engagement of Red Cross, Adventist Development and Relief Agency (ADRA) and Salvation Army as the official Relief Distributors of the island in 1990.

There upon we began to pursue the concept of the production of “One List” for Relief Distribution purposes and it was agreed that in all incidents the Parish Welfare Sub Committee would ensure that Relief Distributors would distribute on “One List” produced by the Parish. This would be achieved by multi-agency approach in the garnering of victim information, which would be duly vetted by the parish Welfare Committee thus being declared the official list of victims for the Parish.

It was further conceived that establishing zones at community level would enhance the Welfare Management Programme because the Zonal Welfare Committee would actually be charged with the responsibility at that level to garner the names of victims. The concept was actually tested in the 1993 Earthquake in Kingston and St. Andrew where distributions to persons were made within 21 days.

Then in 1994 there was a portfolio shift of Emergency Relief from poor Relief (MLGW) to MLSS. With this shift came some amount of dislocation with Poor Relief not being clear as to their role in the process.

ODPEM met with MLSS and MLGW and the following agreement was forged:-

- ❑ MLSS personnel would **assume co-ordination** of the Parish Welfare Sub Committee from the Poor Relief
- ❑ **Designated members of the Welfare Sub Committee which would include Red Cross, Salvation Army, ADRA Churches**
- ❑ The Welfare Sub Committee is to maintain local incident stores for Parish emergencies
- ❑ ODPEM would maintain a National Disaster Stores for major incidents.
- ❑ MLSS to gear its Parish Managers for response to emergency incidents having capability to make immediate purchase up to the tune of \$10,000.00 per incident.

- ❑ MLSS/Parish Welfare Sub Committee to ensure multi agency approach to garnering victim information to achieve “One List” concept.
- ❑ Utilize the summary list from Parishes with affixed signatures from MLSS/Poor Relief Parish Disaster Coordinator, Relief Distributors (Red Cross/ADRA/Salvation Army) This document would be recognized by MLSS for approved payment to victims of Emergency Relief/Rehabilitation Grants of Local incidents of 20 families and below and by ODPEM for National incidents of 20 families and over.
- ❑ Developing a Disaster Relief Policy that would clearly define the role of functionaries in Welfare Management and the distribution of benefits to victims.

The National Welfare/Shelter Sub Committee from as far back as 1995 developed such a document intended to respond to the need of fire victims but then it was agreed that victims of other incidents such as minor floods, earthquakes, landslides, should be captured in such a document hence the present “Disaster Relief Policy” being laid on the table for adoption. The adoption of the “Policy” should therefore motivate appropriate action by all the players and act to sensitize the public on the systems in place to access aid after emergencies/ disasters.

This document will therefore detail:

1. Emergency Shelter/Welfare Action Plan
2. Disaster Relief policy
- 3. Relief Clearance Policy**

DISASTER RELIEF POLICY

BACKGROUND

"Disaster Relief" is an activity aimed at assisting persons who have suffered in disasters.

This activity for one reason or another has been carried out by many departments over the years, the primary agency being then the Poor Relief Department attached to local authorities' island wide.

In 1993 when the country was devastated by a series of events beginning with that of an earthquake, followed by many floods, the Office of Disaster Preparedness and Emergency Management (ODPEM) in order to test its Emergency/Shelter Welfare Action Plan gave leadership to the Relief Programme and found itself actually delivering benefits by way of cheques to victims.

The result of which has been the clamoring from all sectors that ODPEM continues this role, since it was able to deliver to victims' benefits within twenty - one (21) days of the actual event, which was a first in Jamaica.

The Relief role of the ODPEM is to ensure assistance to victims during the Emergency and Recovery Phase, and to do this it appears feasible that ODPEM should be relied on for quick inhibited response during these times, thus a Policy on its operation in Disaster Relief was developed.

OVERVIEW

Disasters are many and varied, categorized in tow types - natural and Man - Made causing serious dislocation and suffering and making it obligatory on displaced persons to seek shelter and welfare assistance in most instances form Government and Non - Government Agencies.

As a consequence the ODPEM in 1990, out of its experience with Hurricane Gilbert developed an Emergency Shelter/Welfare Action Plan for Jamaica, which addresses the Operational Procedure, to be taken by Government and other sectors to deal with victims of disasters.

OBJECTIVE OF THIS DISASER RELIEF POLICY

- To determine the agency responsible for dispensing Emergency Relief, Welfare, Response/Recovery and Rehabilitation to impacted persons
- Determine type and range of assistance to be given to impacted persons.
- Develop guidelines on how the impacted will access short and long term assistance
- Develop guidelines for the production of the " One list" for assessment purposes
- Develop guidelines for needs assessment of victims.

SOME AGENCIES AND THEIR ROLE IN DISPENSING ASSISTANCE TO VICTIMS

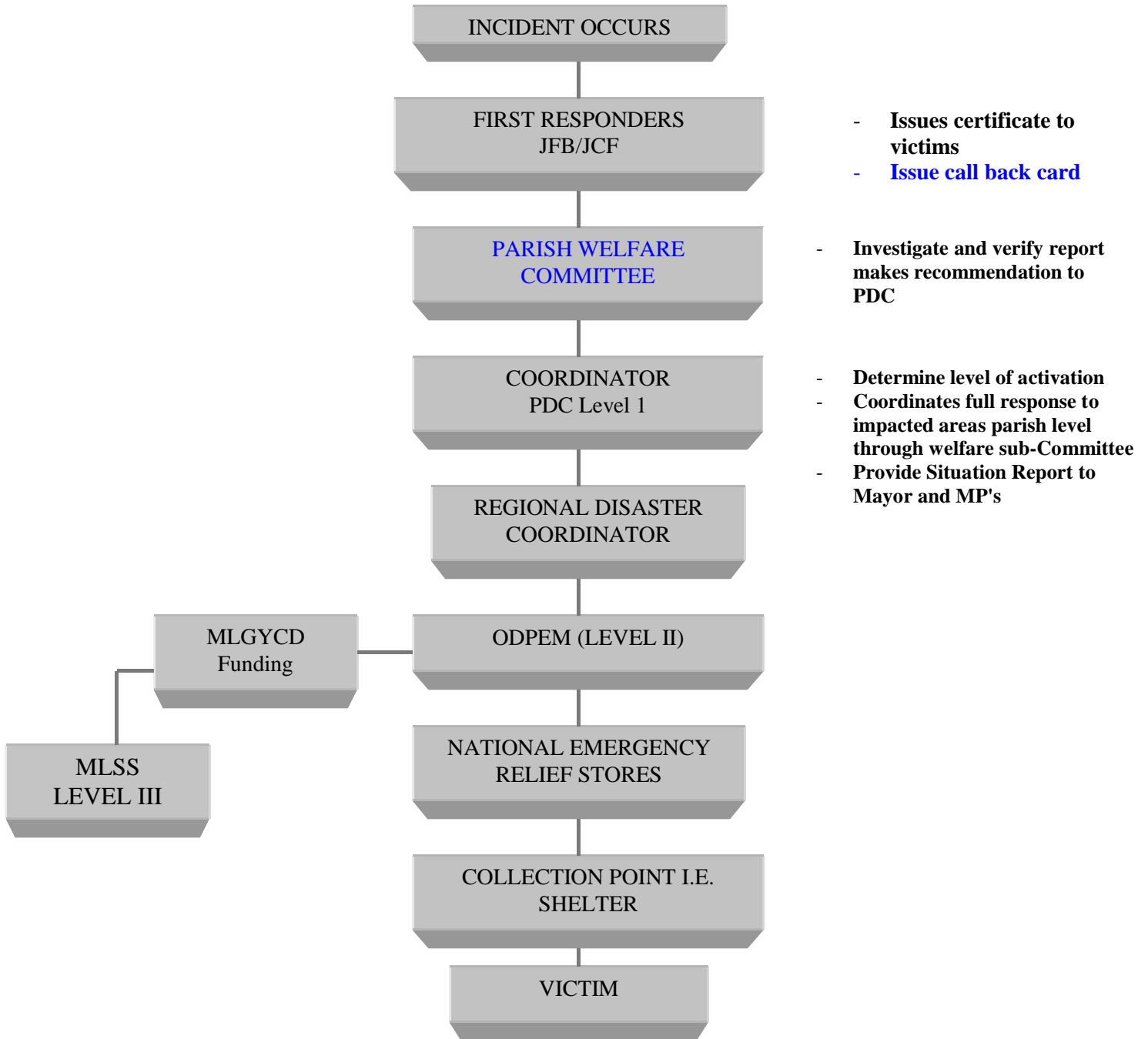
AGENCIES	ROLE
FIRE BRIGADE	<ul style="list-style-type: none"> ➤ Respond to disaster (fire, floods) ➤ Alert Police/PDC/Poor Relief/PAD ➤ Combat Fire/Rescue etc ➤ Provides PDC/Poor Relief, PAD with preliminary list of victims ➤ Rescue and evacuate victims to shelters ➤ Part of shelter inspection team
POLICE	<ul style="list-style-type: none"> ➤ Alert PDC(Fire, Floods etc) ➤ Respond to disaster (fire, floods etc) ➤ Alert Fire Brigade ➤ Assist with Traffic Control ➤ Rescue and evacuation of victims ➤ Investigate Incident and verify victims ➤ Provide security for shelters/Relief Centres
MLSS	<ul style="list-style-type: none"> ➤ Convene National /Parish Welfare Sub - Committee ➤ Submit completed investigated claims to coordinator PDC ➤ Responsible to budget for Emergency ➤ Relief and rehabilitation of victims ➤ Investigate claims of victims ➤ Staff Relief/Registration Centres ➤ Provide \$10,000 for emergency relief to victims ➤ Rehabilitation of all victims
REGIONAL DISASTER COORDINATOR	<ul style="list-style-type: none"> ➤ Activate Regional Emergency Welfare Plans ➤ Direct and coordinate response and recovery at the Regional level though Parish Disaster Committees ➤ Where incidents exceed 20 families Regional Co-ordinators should co-ordinate recovery initiatives on behalf of ODPEM ➤ Co-ordinate & approve list from

	<p>ODPEM store</p> <ul style="list-style-type: none"> ➤ Provide ODPEM with needs list for regions. ➤ Keep accurate and timely records of distribution for ODPEM ➤ Co-ordinate establishment of relief regional distribution site throughout the parish
<p>PARISH DISASTER COORDINATOR</p>	<ul style="list-style-type: none"> ➤ Activate Parish Emergency Welfare System ➤ Call meeting with Welfare Sub - Committee ➤ Allocate Resources of Relief Distributors (Red Cross/Salvation Army, ADRA) ➤ Advise ODPEM of needs list ➤ Dispensing relief in conjunction with Regional Co-ordinators & Welfare Committee ➤ Provide Final Report ➤ Direct and Coordinate Response and Recovery at Parish level through the Welfare Sub Committee ➤ Identify local Resources ➤ Ensure distribution "One List"
<p>Relief Distributors</p> <ul style="list-style-type: none"> ➤ Red Cross ➤ Salvation Army ➤ ADRA 	<ul style="list-style-type: none"> ➤ Distribute material resources to victims based on investigated cases. (List from PDC assisted by PWD/JDF/NGO's for a major events)
<p>ODPEM</p>	<ul style="list-style-type: none"> ➤ Responsible to Budget for funds to assist disaster victims ➤ Provide material and resources (beds; stoves, etc) to the Parish Welfare Sub Committee through the PDC ➤ Provide assistance through Coordinator PDC ➤ Ensure the conformity of the Welfare/Shelter and Disaster Relief Policy in disbursing assistance to the victims

	<ul style="list-style-type: none"> ➤ Relief Tracking System from Ports to distribution relief centres ➤ Access assistance from overseas countries (USAID, UNDP, CDERA, etc) ➤ Relief tracking system for goods to be returned
FOREIGN MISSIONS	<ul style="list-style-type: none"> ➤ Coordinated by UNDP Foreign Missions will respond to disaster victims through representation by the ODPEM ➤ ODPEM will liase with foreign missions
RELIEF DISTRIBUTION a) NERS (National Emergency Relief Stores - Marcus Garvey Drive) managed by MLSSS b) Parish/Regional/Community, Relief Sites c) Disaster Survival Collection Point	<ul style="list-style-type: none"> ➤ Responsible for storage of goods by ODPEM for disaster victims ➤ Provide man - power to issue stores ➤ Provide recording and insurance Statements ➤ Provide 24 hours access to stores ➤ PDC through zonal committee establish relief sites regionally and at community levels to respond to needs of victims ➤ PDC selects a Parish Collection Point e.g. (Community Centres) to receive donations for disaster victims on an on going basis ➤ PDC through Welfare Committee ensure disbursement of goods to needy victims form this point.
Ministry of Local Government Youth and Community Development	<ul style="list-style-type: none"> ➤ Responsible for accessing funding and Material through PDC to deal with Emergency and Recovery Phase
Ministry of Water (HQ - ODPEM)	<ul style="list-style-type: none"> ➤ Responsible to fund Disaster Relief activities at national level (over 20 families) ➤ To provide water

<p>Poor Relief Department</p>	<ul style="list-style-type: none"> ➤ Designate the Chairmanship Parish Welfare Sub Committee ➤ Investigate claims of victims ➤ Staff Relief/Registration Centres ➤ Verify with Police/ Fire Brigade claims of victims ➤ Provide immediate assistance to victims
<p>Ministry of Transport and Works</p>	<ul style="list-style-type: none"> ➤ Assist with the provision of transportation for relief work.

DISASTER RELIEF POLICY FLOW CHART



KEY	
MLGCD	- MINISTRY OF LOCAL GOVERNMENT & COMMUNITY DEVELOPMENTS
PDC	- PARISH DISASTER COMMITTEE
ODPEM	- OFFICE OF DISASTER PREPAREDNESS & EMERGENCY MANAGEMENT & MGMT.
NERS	- NATIONAL EMERGENCY RELIEF STORES
JFB	- JAMAICA FIRE BRIGADE
JCF	- JAMAICA CONSTABULARY FORCE
PAD	- PUBLIC ASSISTANCE DEPARTMENT – MLSSS
RDC	- REGIONAL DISASTER COORDINATOR
ADRA	- ADVENTIST DEVELOPMENT & RELIEF AGENCY

LEVEL I	PDC
LEVEL II	ODPEM
LEVEL III	MINISTRY OF LABOUR & SOCIAL SECURITY

PROCEDURES FOR DISPENSING RELIEF

20 Families and Over

- PDC through PEOD or Welfare Committee delineate Centres in parish. Registration Centres are activated within 24 hours of an event for no longer than 5 days
- Registration Centres can be public places e.g. school, church hall, Poor Relief Offices etc and are staffed by Zonal Committee Personnel Welfare Committee personnel (i.e MLSSS, Poor Relief, Red Cross, Salvation Army, ADRA, NGO, etc)
- Victims report to registration Centres within the specified period and are registered and given "**CALL BACK**" cards
- "**CALL BACK CARDS**" entitle victims to access emergency aid i.e. food, clothing, bedding even before Registration Forms are fully processed, but after initial assessment is done. The distribution takes place from one list presented to the EOC.
- Registration Forms are then processed by the Welfare Sub Committee of the PDC and Verification Teams" made up of Relief Distributors, MLSSS, Poor Relief Personnel, NGO etc verify claims by checking the damage and losses of each household.
- Then the Summary Claim Forms are filled out by the Welfare Sub - Committee led by MLSSS Chairperson of said committee.
- The Summary forms duly authorized by the PDC, MLSSS, Relief Distributors are sent to ODPEM for assistance.
- ODPEM based on resources available provides assistance by the following means.

CHEQUE	- Rehabilitation Grant
MATTRESS	- Medium Term Assistance Comfort items
FOOD	- Usually by authorizing PDC on level of Expenditure for this commodity) in Emergency phase
- The Welfare Team through the EOC at the Parish level distributes aid to victims as specified by Welfare Sub Committee
- Recommendation: distribution of aid should be conducted at the Registration Centres. With victims required to bring their " Call Back Cards"
- PDC through Welfare Sub Committee send Final Report to ODPEM

PROCEDURES FOR DISPENSING RELIEF

20 Families and below

Incidents involving 20 families and below are usually minor floods and fires.

- Fire Brigade would respond
- Fire Brigade would advise PDC of incident
- PDC would call out MLSSS/Poor Relief Personnel and identify local resources.
- MLSSS lead Agency for this response would provide \$10,000.00 to Relief Personnel to purchase needed emergency Relief Items
- Emergency Relief items (food, toilet articles etc) would be distributed to victims by Relief Distributors, MLSSS or Poor Relief Personnel.
- Victims would then be registered and processed for a rehabilitation grant which would then be paid by MLSSS
- PDC through Welfare Sub Committee would provide ODPEM with final report

RECOMMENDATIONS:

LEVEL OF DISASTER/LEVEL OF RESPONSE	RESPONSE/FUNDING SOURCE	
LEVEL 1	Natural/Man-made Disasters affecting less than < 20 families	Parish Disaster Committee MLSS, VOLAGS, Food for the Poor, Regional Coordinator
LEVEL 2	Natural/Man made Disaster affecting 20 - 499 families	PDC/ODPEM/VOLAGS, Food For the Poor Ministry of Finance MLSS
Level 3	500 Families and over	MLSSS/ODPEM/PDC/VOLAGS, Food For the Poor International Agencies/ Ministry of Finance

PROPOSED EMERGENCY RECOVERY PACKAGE FOR DISASTER VICTIMS

LEVEL 1

EMERGENCY PHASE	PACKAGE	RESPONSE AGENCY
Food, Comfort items	\$600 - \$1000PF	MLSS, PDC. Volags, Food For the Poor
RECOVERY PHASE		
Bedding/Temp Shelter	\$3000 - \$5000 PF	MLSS, PDC, VOLAGS
Rehabilitation	\$5000 - \$10,000	MLSS

LEVELS 2 & 3

EMERGENCY PHASE	PACKAGE	RESPONSE AGENCY
Food, Comfort items	\$600 - \$1000 PF	ODPEM. PDC.VOLAGS, Food For Poor
RECOVERY PHASE Bedding/Temporary Shelter	\$5000 - \$30,000 PF	ODPEM.PDC, VOLAGS international
Rehabilitation	Housing/material etc.	MLSS

BENEFICIARIES

- All persons for emergency Relief
- Persons earning below the prescribed line of approximately \$126,000.00 per annum for all forms of relief
- Persons deemed eligible by way of assessment

HOW VICTIMS ACCESS ASSISTANCE

- Register at designated Registration Centre
- Present acceptable means of identification i.e.
 - ✓ Voters Card
 - ✓ NIS Number (CARD)
 - ✓ Passport
 - ✓ Drivers Licence
 - ✓ Call Back Cards
 - ✓ Assessment done by Welfare Team

- **Await result of assessment**
- **Receive assistance prescribe by Assessment Team**

WELFARE/SHELTER/RELIEF CLEARANCE SUB-COMMITTEE OF THE NATIONAL DISASTER COMMITTEE

Terms of Reference

- To develop, review and update the National Emergency Welfare and Shelter/Relief Clearance plan as necessary;
- To develop a national policy on emergency shelter/relief to maintain current listing of needed and available resources, human and material;
- To oversee and ensure coordination of all organizations, public and private involved in post-disaster shelter and Welfare/Relief Clearance.

PARISH LEVEL WELFARE RESPONSE TEAM

1. Health & Welfare Sub-Committee of the Parish Disaster Committee

- Chaired by PAD (MLSSS)
- Inspector of Poor (MLG)
- Ministry of Health
- VOLAGS
- Churches
- Service Club
- Jamaica Chamber of Commerce/PSOJ
- Pharmacists
- Relief Distributors, Red Cross
- Salvation Army
- ADRA

Terms of Reference

- a. Identify location of Shelters
- b. Training of Shelters Managers
- c. Health Surveillance of Vulnerable communities
- d. Coordinate Health & Welfare Plan for Parish
- e. Prepare Health & Welfare Plan for Parish
- f. Develop Plan to address Emergencies

EMERGENCY SHELTER/WELFARE ACTION PLAN FOR JAMAICA

Disasters when they do occur usually cause serious social dislocation in communities making it obligatory on displaced persons to seek shelter and welfare assistance outside their immediate environment in places considered to be safe.

The Government has therefore designated schools and community centers as shelters to be utilized for the purpose of assisting these persons with accommodation in times of emergencies. The government has also entered into agreement with Red Cross ADRA and Salvation Army to be the main distributors of Relief Supplies to these displaced persons in disaster.

PURPOSE

This plan is an annex to the National Disaster Plan and seek to address the operational procedures to be taken by the Government, Private Sector organizations and voluntary Agencies in the event of a disaster and will clearly identify the National and Parish Welfare Response Teams.

It will also look at emergencies with warning periods such as Hurricanes/Flash Floods as well as emergencies without such as earthquake.

Before a Disaster (Preparedness)

Activity	Agency Responsibility	Follow Up
Identify suitable buildings for use as shelters such as Schools, community Centres/Churches Halls	PDC/ Zonal Committee/poor Relief Health	Coordinator PDC/ODP
Inspects shelters and declare suitability	PDC (Roads and Works) MOH (Public Health) Fire Dept.	Coordinator PDC/ODP
Mark shelter	PDC/Zonal Committee	Coordinator (ODP/PDC)
Develop Mutual Aids Agreement with owners of the buildings identified with respect to its use and access in the event of a disaster	PDC Coordinator	ODP
Determining Relief Items and making listing available to foreign missions	Shelters/Welfare Sub Committee, NDC (Red Cross, Salvation Army)	ODP
Submission of list of shelters to the following: <ul style="list-style-type: none"> <input type="checkbox"/> ODP for GIS Entry <input type="checkbox"/> Police for security <input type="checkbox"/> Fire for evacuation 	PDC Coordinator	ODP

<p>purposes</p> <ul style="list-style-type: none"> ❑ Red Cross/Salvation Army/ADRA for relief purposes ❑ Poor Relief/Volags-for Relief purposes ❑ Public (Display in Public places) 		
Identification of persons to be trained as shelters Managers by enlisting assistance from owners of shelters	PDC (Welfare sub committee Zonal Committees)	ODP
Organize District Zonal Committee and develop mutual aid agreements with owners	PDC Zonal	ODP
Organize trainers Programme, first aid, rescue, welfare simulation	Parish Disaster Coordinator	ODP
Identify funds to purchases supplies and develop mutual aid agreements	<p>PDC-Local Suppliers</p> <p>Non Government Organizations (Red Cross, Salvation Army and ADRA</p> <p>Zonal Committee Salvation Army, ADRA, ODP, MLG, parish Coordinators, MP, fund raising efforts</p>	ODP
Determination of numbers of persons in vulnerable communities.	PDC	ODP
Training and assignment to selected Shelters/ Shelter Managers	ODP/PDC/Zonal Committee	I&T/ PEOD (ODP)
Identification of Relief Distributors	Shelter/ Welfare Sub Committee of NDC named Red Cross, ADRA and the Salvation Army in 1990	ODP/NDC
Printing and distribution of unified victims registration cards/call back cards	MLSS	PDC/ODP
Formulation of agreement	Shelter/Welfare committee	ODP

of Relief distributors (Red cross/Salvation Army/ADRA and Government of Jamaica	of NDC	
Formulation of agreement with Grace and Facey Commodity re delivery of foods and emergency items immediately following disasters to ODP	Shelter/Welfare Committee of NDC	ODP
Formulation of agreement with food and emergency items. Distributors at Parish level for delivery of these items immediately following disasters	PDC/MLG	ODP

72 – 48 Hours

Before hurricane (or events with warning)

Activity	Agency Responsible	Follow up
Initiate meeting with the Welfare/Shelters Sub Committee of NDC to formulate strategy on accessing funding for Relief Distribution. Thereafter alert food/emergency items distributors – Grace Kennedy and Facey Commodity Limited	ODPEM	Ministry of Land and Environment
Call up PDC to ensure:- <ul style="list-style-type: none"> ❑ Prepositioning of Resources ❑ Vehicles ❑ Foods ❑ Volunteers ❑ Meeting of PDC to lay strategies ❑ Opening of shelters 	ODPEM	Ministry of Land and Environment (NDC)
Advise parish on approved expenditure levels for event	ODPEM	Min. of Land and Environment (NDC)

48 – 24 hours Before an Hurricane

Activity	Agency responsible	Follow up
Alert residents of high risk area of possible evacuation	PDC) Fire Brigade) Police	ODP
Alert Shelter Managers	PDC – Coordinator/ Zonal Committee shelter managers	ODP
Dispatch of relief food/emergency items to PDC by Grace and Facey/ VOLAGS or permissions given to PDC on level of expenditure	ODP Senior Director Preparedness	Ministry of Land and Environment
Coordinate welfare/Relief Activities at Parish and community level	PDC/Zonal committee Shelter Managers	ODP

24 hours Onset Before Hurricane

Activity	Agency	Follow up
Evacuation of victims from high risk areas to shelters	PDC (Fire Brigade, Police, JDF) PWD JUTC	ODP
Call out of emergency workers inclusive of shelter managers	PDC – Coordinator	ODP
Establish registration Centres	PDC – Coordinator	ODP
Begin victim registration at Parish and Community Level. (See guidelines on registration on attached)	PDC, Zonal Committee	ODP

AFTER EVENT

Activity	Agency Responsible	Follow up
Submission of status reports at Parish and Community levels	PDC/Zonal Committee	ODP
Submission of status report to NDC	ODP	Ministry of Land and Environment
Access overseas relief if necessary	ODP	NDC / Ministry of Water
Shelter/Welfare Sub Committee (NDC) meet to evaluate extent of impact of disaster and deciding on Recovery efforts	Ministry of Water and Housing, Ministry Land and Environment, MLSS/ODP	MLGYCD/MLSS/NDC
Determining listing of victims between 5 – 10 days (7 days working days)	PDC/Zonal Committee Poor Relief/MLSS	ODP
Verification of victims (121 days)	MLSS/Poor Relief	ODP
Provision of Psychological/ counseling	Relief Welfare Sub Committee	
Dispensing of medium term assistance to victims such as (food/ mattresses/utensils	PDC/Zonal Committee/ Poor Relief/ Volags/ MLSS/Food For the Poor	MLSS/ Ministry of Land and Environment
Determination of Rehabilitative Grants to victims within 30 – 60 days	ODP/MLSS	NDC
Dispensing of rehabilitative grants to victims within 30 – 60 days	MLSS/ Relief/Welfare Sub Committee	ODP/NDC

Disaster Without Warning Such As Earthquake

Activity	Agency Responsible	Follow up
Activation of Shelter/Welfare Sub Committee	ODP	Ministry of Land and Environment/NDC
Shelter/Welfare Sub Committee determining social dislocation and deciding on expenditure for sheltering and relief activities	ODP/MLSS/Ministry of Land and Environment	NDC
Establishing shelter where necessary and possible	PDC/ Zonal Committee	ODP
Ordering Relief Supplies for short and medium term relief	ODP/PDC	ODP
Determination of long term needs	Shelters and Welfare Sub Committee of NDC	NDC/ODP
Dispensing of Recovery and Rehabilitative Grants 30 – 60 days	ODP/MLSS/VOLAGS	NDC/Min. of Land and Environment
Accessing overseas assistance	ODP/UNDP Donor Group	NDC
Submission of status reports at parish and community levels	PDC/Zonal Committee	ODP
Preparation of final report	All agencies/ODP	Ministry of Land and Environment

RELIEF CLEARANCE POLICY

1.0 BACKGROUND

Relief Clearance is the act of receiving assistance normally from overseas, for persons displaced by emergencies or disasters. This activity has proven to be tedious requiring co-ordination and control at the national level. Following Hurricane Gilbert, the Office of Disaster Preparedness and Emergency Management (ODPEM), found itself tasked with the responsibility of receiving goods on behalf of National Non Government/Private Sector Organization and it became apparent that a procedure needed to be established which would determine how relief goods were received in the future.

What surfaced as very crucial was the determination and/or designation of a central site for the receipt of goods at points of entry into the island. Hence, ODPEM, through the Welfare/Shelter/Relief Clearance Sub Committee, has given consideration in consultation with relevant agencies to the procedure as set out below:

1.1 DEFINITION OF TERMS

Relief items are those goods or services that **provide essential** assistance to displaced **and affected** persons of disaster/emergencies

1.2 TYPES OF RELIEF

There are four (4) types of relief related to the importer

1. Private Individual
2. Government (ODPEM)
3. NGO (e.g. R.C., S.A. Food for the Poor)
4. Church and Community

1.3 GENERAL LISTING OF RELIEF ITEMS

Following is a list of items usually received post disaster as relief items. **This list is not final and is amended as necessary!**

Food	Bottled, grains, bagged Tinned/Canned
Clothing	New Tropical
Bedding	<ul style="list-style-type: none"> • Mattresses/covers • Cots • Blankets • Bed Rolls • Sleeping Bags • Pillows • Rubber Mats <p>Sponge/foam sheets</p>
Utensils	<ul style="list-style-type: none"> • Pots/Pans • Knives, forks, spoons, (Plastic or Metal) • Plates (plastic, porcelain etc) • Sheets Mugs/cups (all types) • Basins (washing) • Plastic Goblets • Containers (plastic/metal, varying sizes for water and fuel)
Equipment	<ul style="list-style-type: none"> • Tents • Tarpaulins • Plastic Sheetings • Lanterns (Kerosene/Battery) • Flash Lights • Batteries (All Types) • Ropes • Portable Toilets • Stand By Generator • Chain Saws • Candles • Matches • Stoves (Kerosene, LPG) • Cooking Gas • Pumps (water, drainage, irrigation) • Pipe fittings
Medical Supplies (MOH)	<ul style="list-style-type: none"> • Drugs • Purification Tablets • Insect Repellant
Building and Agriculture Supplies (Ministry of Water and Ministry of Agriculture)	<ul style="list-style-type: none"> • Roofing Material – lumber, shingles, felt zinc, sheeting.

	<ul style="list-style-type: none"> • Flooring Material – lumber, nail, tiles, cement. • Walls • Hammer, forks, spades • Saw • Cutlass/files • Hoes • Pick Axe • Shovels • Seeds/Agriculture Supplies
Housing Units	
Miscellaneous	<ul style="list-style-type: none"> • Bleach • Detergent • Household Chemical • Disinfectant

- Supplies/equipment brought in by emergency response agencies to use in operations is also included. E.g. communication equipment and vehicles.

1.4 PROCEDURE FOR INLAND RECEIPT OF GOODS

After the disaster a Relief Clearance Committee will meet on occasions deemed necessary to discuss and review the clearance procedure and related problems. The venue for the meeting will be Shipping Association of Jamaica or Kingston Terminal Operators or The Salvation Army Headquarters Waterloo Road. The team is to be made up of ODPEM, Wharf Co. Ministry of Finance, Ministry of Labour, Social Security and Sports, Custom, Port Authority, Custom Brokers Association, Airport Authority.

All items to be cleared must arise out of needs as identified by the National Emergency Operations Centre (NEOC) ODPEM

1.5 COORDINATION OF RELIEF

Jamaica/ODPEM will ensure that certified listing of relief be posted at strategic foreign and local missions concerned with relief distribution. ODPEM will recommend that strategic collection points be utilized to determine the suitability of relief items.

1.6 DETERMINATION OF “ONE STOP” (LOCAL) CLEARANCE STATION

A “One Stop” Local Clearance Station to be determined by ODPEM/MLSSS and will be established with the relevant agencies for clearance to include:

- Ministry of Agriculture
- Ministry of Health

- ODPEM/MLSSS
- Bureau of Standards
- JDF
- Port Authority/Airport Authority
- Wharf Company
- Custom Brokers
- Ministry of Finance
- Trade Board
- Post Master General
- Custom (expedite clearance at all points)
- Relief Supply Tracking Team

Lead agency for Relief Clearance will be ODPEM/MLSSS who will ensure that the Relief Clearance Team would efficiently accomplish the Clearance activities out of the “One Stop Station” which could be out of “Bonded Warehouses”.

1.7 DOCKING AND STEVEDORING ACTIVITIES

Docking and stevedoring charges will be met by the agency to which the goods are consigned e.g. Red Cross, Salvation Army, ADRA, Government of Jamaica (ODPEM). Shipping costs are also to be paid for by the consignee.

1.8 DETERMINATION OF WAIVER OF DUTIES

ODPEM will seek waiver of duty from the Minister of Finance and issue authorization/certification to agencies for goods being imported as relief items. This is to be done in consultation with the agencies at the “One Stop” Clearance Station.

1.9 TRACKING OF RELIEF SUPPLIES

The Supply Management (SUMA) software of PAHO and the Relief Supplies Tracking System will be utilized in tracking pledges/request made and the documentation of all incoming supplies through the ports of entry. The SUMA Team will be in the “One Stop” station and will be allowed access to entry points and shipping information to accurately log all arrivals and their subsequent destinations. RSTS will be used at the NEOC to log all pledges, status and eventual arrival.

The Relief Tracking System will be utilized to:-

- Identify needs
- Record pledges
- Track donations from points of entry to recipient

1.10 MOVEMENT OF SUPPLIES

Custom Brokers will affect clearance where necessary. Consignee to pay the brokerage fee.

Items not listed will be subject to detention by Custom with the proviso that certified Cargo within Containers can be released even if unauthorized goods are detained.

1.11 SIMULATION EXERCISE

This policy will be tested and revised annually by way of a simulation exercise.

NB: This policy is an annex to the Emergency Shelter/Welfare Action Plan for Jamaica and addresses Relief Clearance Procedures to be undertaken by Government, Private Sector Organizations and voluntary agencies immediately following a disaster.

KEY

ODPEM-	Office of Disaster Preparedness and Emergency Management
MLGCD-	Ministry of Local Government and Community Development
NGO-	Non Governmental Organization
RC-	Red Cross
SA-	Salvation Army
MLSSS-	Ministry of Labour, Social Security and Sports
NEOC-	National Emergency Operation Centre
ADRA -	Adventist Development and Relief Agency