



Office of Disaster Preparedness and Emergency Management (ODPEM)

In collaboration with the

KINGSTON AND ST ANDREW COOPERATION (KSAC)

And the

SOCIAL DEVELOPMENT COMMISSION

NEW HAVEN COMMUNITY DISASTER RISK MANAGEMENT PLAN

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TABLE OF CONTENTS

CONTENTS

CONTACT LIST.....	IV
HAZARD MAP.....	V
PREAMBLE.....	1
NAME OF THE PLAN	1
PURPOSE OF THE PLAN.....	1
ACTORS	1
SCOPE OF PLAN	2
AUTHORITY.....	2
RESPONSIBILITY	2
ASSUMPTIONS	3
RELATIONSHIP TO PARISH AND NATIONAL PLANS/STRUCTURE.....	3
DISASTER RISK MANAGEMENT (DRM) ORGANIZATIONAL STRUCTURE	4
HAZARD HISTORY	5
HISTORY OF HAZARDS AND COPING MECHANISMS	5
IDENTIFICATION OF FUTURE HAZARDS	7
IDENTIFICATION OF COMMUNITY VULNERABILITY.....	9
REDUCING COMMUNITY VULNERABILITY.....	11
PRIORITY LISTING OF HAZARDS	15
COMMUNITY RESOURCES AND CAPACITY ANALYSIS	16
COMMUNITY CAPACITY	16
MITIGATION.....	18
AREAS WHICH SHOULD NOT BE DEVELOPED	18
ZONING.....	18
COMMUNITY MITIGATION ACTIVITIES.....	19
MITIGATION ACTIVITIES REQUIRING EXTERNAL HELP.....	20
MITIGATION ACTION PLAN	21
RISK TRANSFER.....	23
PREPAREDNESS AND INITIAL RESPONSE	24
MONITORING.....	24
WARNING	25

EVACUATION	27
EVACUATION TEAM.....	30
SHELTER	31
PREPAREDNESS ACTION PLAN.....	32
INSTRUCTIONS FOR DRM TEAM.....	33
RESPONSE	34
<i>Search and Rescue/First Aid/Emergency Medical Care.....</i>	34
<i>Initial Damage Assessment.....</i>	35
DAMAGE ASSESSMENT PROCEDURE	36
<i>Response Action Plan.....</i>	38
RELIEF	39
APPENDIX A – HURRICANE STANDARD OPERATING PROCEDURES (SOPS)	40
PHASE 1: PREVENTION, PREPAREDNESS AND MITIGATION (JANUARY THROUGH TO 144 HOURS BEFORE IMPACT).....	41
PHASE 2: ALERT (144 HOURS UP TO 72 HOURS BEFORE IMPACT)	41
PHASE 3: EVENT AND EVENT RESPONSE (72 HOURS BEFORE IMPACT THROUGH TO 120 HOURS AFTER LANDFALL/ALL CLEAR).....	41
PHASE 4: RECOVERY	41
HURRICANE	42
<i>Hurricane Categories.....</i>	42
<i>Category One Hurricane.....</i>	42
<i>Category Two Hurricane.....</i>	42
<i>Category Three Hurricane.....</i>	42
<i>Category Four Hurricane.....</i>	42
<i>Category Five Hurricane.....</i>	43
<i>Warnings and Watches.....</i>	43
<i>Tropical Storm Watch.....</i>	43
<i>Tropical Storm Warning.....</i>	43
<i>Hurricane Watch.....</i>	43
<i>Flash Flood Warning</i>	44
PHASE 1: PREVENTION, MITIGATION AND PREPAREDNESS (JANUARY THROUGH TO 5 DAYS BEFORE IMPACT).	45
PHASE 2: ALERT (5 DAYS UP TO 72 HOURS BEFORE IMPACT).....	46
PHASE 3: EVENT AND EVENT RESPONSE (72 HOURS BEFORE IMPACT THROUGH TO 5 DAYS AFTER LANDFALL/ALL CLEAR)	48
PHASE 4: RECOVERY	57
APPENDIX A2- EARTHQUAKE STANDARD OPERATING PROCEDURES (SOPS).....	59
PHASE 1: PREPAREDNESS AND MITIGATION (YEAR ROUND).	60
PHASE 2: EVENT, EVENT RESPONSE, DAMAGE ASSESSMENT	60
PHASE 3: RECOVERY	60
PHASE 1: MITIGATION AND PREPAREDNESS	61
PHASE 2: THE EARTHQUAKE – THE FIRST 3-6 HOURS IMMEDIATELY FOLLOWING THE EVENT	63

PHASE 3: RECOVERY	70
APPENDIX A3- FIRE STANDARD OPERATING PROCEDURES (SOPS)	72
PHASE 1: PREVENTION, MITIGATION AND PREPAREDNESS	73
PHASE 2 (A): EVENT AND EVENT RESPONSE – BUILDING FIRES (HOMES, SMALL BUSINESSES).....	73
PHASE 2 (B): EVENT AND EVENT RESPONSE – BUSH FIRES	73
PHASE 3: RECOVERY	73
APPENDIX B - TERMS OF REFERENCE CDRM GROUP.....	87
APPENDIX C - SPECIAL NEEDS LIST	95
APPENDIX D- EMERGENCY SUPPLIES TO BE TAKEN TO SHELTER.....	96
APPENDIX E - TRAINING.....	97
APPENDIX F - SIMULATION AND DRILLS	98
APPENDIX G - PUBLIC EDUCATION AND AWARENESS	99
APPENDIX H - EQUIPMENT/ASSETS/RESOURCE LIST	101
ITEMS THE COMMUNITY ALREADY HAS	101
ITEMS REQUIRED EXTERNALLY	101
APPENDIX I – COMMUNITY BACKGROUND.....	103
STAKEHOLDER PARTNERSHIPS	106
APPENDIX J- ACROYNMS	108
APPENDIX K- DEFINIITONS.....	109

CONTACT LIST

NAME	SKILL/ORGANIZATION	ADDRESS	TELEPHONE NUMBER
LAW AND ORDER			
DSP Aaron Fletcher	Duhaney Park Police Station		933-2871
MEDICAL CARE			
	Duhaney Park Health Centre	122 A Baldwin Crescent, Kingston 20	
SCHOOLS			
Ms Richards	Duhaney Park Primary School	1 Bronte Way, Kingston 20	933-4519
Mrs Veronica Wynter	George Headley Primary School	61a Baldwin Crescent, Kingston 20	933-7322
Mr Ray Howell	Edith Dalton James High School	40 Herrick Avenue, Kingston 20	765-1709
AGENCIES/ KEY STAKEHOLDERS			
Terry Forrester	Parish Disaster Coordinator, KSAC	65 Hanover Street, Kingston	967-3329/ 848-5009
Sophia Mitchell	Regional Coordinator, ODPEM	2-4 Haining Avenue, Kingston 5	906-9674-5/ 430-5585
Coleen Bogle	Ministry of Labour and Social Security	108 Harbour Street	967-0890/ 0889
Anthony Hylton	Member of Parliament		
Kevin Taylor	Councillor		
Shana-Lee Archibald	Social Development Commission		247-2498
	Jamaica Fire Brigade (Half-Way-Tree Station)		926-8165-6
Lorna Fowler	ADRA		

HAZARD MAP

PREAMBLE

Name of the Plan

The name of the plan is the “**NEW HAVEN / DUHANEY PARK Community Disaster Risk Management Plan**”.

Purpose of the Plan

This plan provides:

- The residents with a workable emergency system to minimize loss of life and property to prevent disasters from occurring.
- 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.
- Provide an emergency contact list and identification of vulnerable populations living in New Haven / Duhaney Park.
- 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.
- 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 Haven / Duhaney Park Community Development Committee, the KSAC and the Office of Disaster Preparedness and Emergency Management, Social Development Commission, the Utility Companies and other NGO's within New Haven / Duhaney Park.

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 KSAC. 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 Haven / Duhaney Park Disaster Risk Management 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; for the first 72 hours at best.
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 Haven /Duhaney Park Community Disaster Risk Management Group will hold periodic meetings and attend the KSAC Disaster Committee meetings.

Relationship to Parish and National Plans/Structure

The New Haven /Duhaney Park 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 KSAC 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.

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 MEMBERSHIP POST	NAME/RESPONSIBILITY	TELEPHONE	ADDRESS	EMAIL
Chairman	Carolyn Evans	933-7400 389-2897		
Vice Chairman	Karleen Pennant	356-8651		
Secretary	Kerry-Ann King	384-2879		
Treasurer	Delroy Green	431-4937		
Coordinator- Public Education	Annette Richards	569-6678		
Coordinator- Vulnerability & Risk Identification	Craig Williams	387-8982		
Coordinator- Prevention & Mitigation	Delean Green	431-4937		
Coordinator- Preparedness	Lydia Simpson	845-0445		
Coordinator- Response and Recovery	Peter Bryce			

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.

Table 1: Historical Overview of Disasters

Hazard, Year	Impact	How did the Community Cope?
Hurricane Gilbert 1988	Damage to homes and fruit trees	Residents stayed in shelter for weeks where food was provided by local welfare agencies.
Hurricane Ivan 2004	Major flooding. Roofs were blown off Livestock, clothes and appliances were also lost	Residents affected stayed at the shelter. Received assistance from PDC (Parish Council) and ODPEM.
Hurricane Dean 2006	Flooding at Riverside Drive	Affected residents stayed in shelter
Hurricane Wilma 2005	Flooding at Riverside Drive	Affected residents stayed in shelter
Tropical Storm Nicole 2010	Flooding at Riverside Drive	Affected residents stayed in shelter

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

Hurricane Gilbert 1988

- Be more prepared before a hurricane: identify the emergency shelters before a hurricane.
- Build proper houses that are able to withstand the effects of strong winds.

Hurricane Ivan 2004

Residents in areas prone to be affected should evacuate before the hurricane. Secure emergency supply items such as food.

Flooding / Hurricane

There is a need for the maintenance of infrastructure e.g. gullies, drains, roads, buildings. It also taught us the importance of networking with partners of the community.

Identification of Future Hazards

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

Table 2: Future Hazards

HAZARD	POSSIBLE IMPACT
<ul style="list-style-type: none">• Lack of maintenance of the drainage system in New Haven, Dawn Avenue, Queensborough, Boulevard Close, Emerson, Marlborough, Frass Lane along with the persons who continue to build in swampy areas of the community.	<ul style="list-style-type: none">• Loss of homes and furniture in these areas that are affected• Loss of corner shops , Garages, Churches• Loss of economic livelihood• Increase in the level of flooding
<ul style="list-style-type: none">• Poor road network in New Haven will impede access of emergency vehicle to community.	<ul style="list-style-type: none">• The impediment of fire trucks to help fight the fires in the community.• May worsen emergency assistance needed for the residents.
<ul style="list-style-type: none">• Fires at the Riverton City land fill which is in close proximity to the community	<ul style="list-style-type: none">• An increase in the number of asthma and respiratory complaints from the residents of New Haven and Duhaney Park
<ul style="list-style-type: none">• The stagnation of water settling in the community	<ul style="list-style-type: none">• Increase in mosquito infestation.• Residents of New Haven become expose to malaria and dengue illness
<ul style="list-style-type: none">• The malfunction of the NWC Sewage plant.	<ul style="list-style-type: none">• Raw sewage flowing into the drains on Riverside Drive• Residents of New Haven become expose to sickness

HAZARD	POSSIBLE IMPACT
<ul style="list-style-type: none"> • Increase in Squatter settlements on the hillsides of Duhaney Park and New Haven 	<ul style="list-style-type: none"> • Dumping of garbage in gully and illegal dumping • Rise in criminal activities • Loss of lives and houses
<ul style="list-style-type: none"> • Lack of maintenance of the retaining wall along the gully which runs along the Washington Boulevard 	<ul style="list-style-type: none"> • Erosion of the gully bank • Properties that are along the side of the gully may break away
<ul style="list-style-type: none"> • Increase in crime rate within community 	<ul style="list-style-type: none"> • Community will see a decrease in persons wanting to conduct business in area. • Community members will move

Identification of Community Vulnerability

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

Table 3: Vulnerability Summary and Approximate Value of Elements at Risk

HAZARD	VULNERABLE ASSET AND POSSIBLE IMPACT	APPROXIMATE VALUE OF ELEMENT AT RISK (J\$)
Hurricane (Wind Damage and Flooding)	Infrastructural Damage: wind damage to JPS electrical wires that will cause power outage due to the swaying of trees and the damage of light poles. NWC Pipe Line: Flooding may cause damage to the pipe lines which may in turn also affect the quality of water and the supply to the community. Telephone Network: Cellular phones may lose signals because of damage to cell sites and land lines wires damaged.	To be determined
	Houses and other buildings – flooding of homes in the following areas: New Haven, Dawn Avenue, Queens Borough, Boulevard Close, Emerson, Marlborough, Frass Lane. Loss of homes.	To be determined
	Transport: The road surface may be damaged due to flooding in the community.	To be determined
Air pollution from Riverton City land fill	Residents: Residents of the New Haven and Duhaney Park communities may become susceptible to respiratory disorders.	To be determined

HAZARD	VULNERABLE ASSET AND POSSIBLE IMPACT	APPROXIMATE VALUE OF ELEMENT AT RISK (J\$)
Flowing of Raw Sewage in Drains	Residents will see an increase in asthma and sinus disorders.	To be determined
Destructions of the gully retaining wall	Damage to the New Haven SDA, the garage and houses along the gully sides.	To be determined

Reducing Community Vulnerability

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

Table 4: Corrective Actions to Reduce Community Vulnerability

HAZARD	VULNERABLE ASSETS	CORRECTIVE ACTIONS
Flooding	<ul style="list-style-type: none"> Homes 	<ul style="list-style-type: none"> Raising the level of houses Relocation of Homes in flood prone area. Engagement of agencies to assist in the shelter and the community Dredging of the river and river training of the Duhaney River
	<ul style="list-style-type: none"> Infrastructural Damage (Roads) 	<ul style="list-style-type: none"> Have scheduled drain maintenance. Building of new drainage systems.
Mosquito Infestation	<ul style="list-style-type: none"> Residents 	<ul style="list-style-type: none"> Bushing of open lots Proper garbage disposal practices Public education Networking with NSWMA re garbage disposal
Improper building practices	<ul style="list-style-type: none"> Human life Building structure Furniture/ valuables 	<ul style="list-style-type: none"> Hazard map of communities showing vulnerable areas Setting up of “No Building” signs

HAZARD	VULNERABLE ASSETS	CORRECTIVE ACTIONS
Flowing of Raw Sewage in Drains	<ul style="list-style-type: none"> Residents 	<ul style="list-style-type: none"> Regular maintenance of the sewage plant.
Damage to retaining walls of gully that runs along Washington Boulevard	<ul style="list-style-type: none"> Personal property 	<ul style="list-style-type: none"> Improvement to the retaining wall and gully banks Regular bushing of the gully

As most hazards cannot be controlled, the following corrective activities/actions were identified to reduce the environmental, social/economic, health related and political vulnerability of the community and the resources needed to achieve this objective.

Table 5: Reducing New Haven / Duhaney Park Vulnerability

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
A. Environmental		
Siltation and erosion of river bed	<ul style="list-style-type: none"> • River training and de-silting of the Duhaney River 	<ul style="list-style-type: none"> • KSAC • NWA • ODPEM • New Haven Community Members
Flooding of community	<ul style="list-style-type: none"> • Maintenance of drainage systems • Dredging of the river • Education of community 	<ul style="list-style-type: none"> • NWA • ODPEM • Human Labour • KSAC
Flooding of community due to land owners blocking drains because it flows through their land	<ul style="list-style-type: none"> • Education of residents • Parish council inspecting building drainage 	<ul style="list-style-type: none"> • NWA • Parish Council
Solid waste disposal	<ul style="list-style-type: none"> • Intensive ongoing public education about proper garbage disposal • Regularized garbage collection • Provision of disposal sites or bins strategically placed in the communities 	<ul style="list-style-type: none"> • National Solid Waste Management Authority. • Residents
B. Social/Economic		
<ul style="list-style-type: none"> • Damage to infrastructure (Road Network, Water/Electricity Supply) 	<ul style="list-style-type: none"> • Improvement of Engineer standards • Regular maintenance of infrastructure 	<ul style="list-style-type: none"> • ODPEM • National Water commission • Jamaica Public Service • Parish Council • National Work Agency

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
<ul style="list-style-type: none"> • Destruction of Homes that are located along the river bed 	<ul style="list-style-type: none"> • Relocation of buildings • Designation of “no build” zones in the community 	<ul style="list-style-type: none"> • ODPEM • KSAC • NEPA
<ul style="list-style-type: none"> • Community teamwork is sometimes weak 	<ul style="list-style-type: none"> • Intervention from Corporate Jamaica 	<ul style="list-style-type: none"> • SDC
<ul style="list-style-type: none"> • Persons (squatters) live in a natural depression that was allocated for drainage 	<ul style="list-style-type: none"> • Relocation of settlements • Education of residents • Enforcement of the building code policy • Establishment of no build zone 	<ul style="list-style-type: none"> • Parish Council • ODPEM • Ministry of Housing and Environment • National Land Agency
<ul style="list-style-type: none"> • Unemployment among residents and crime rate among youths. 	<ul style="list-style-type: none"> • Employment opportunities / Job Creation • Neighbourhood Watch Groups 	<ul style="list-style-type: none"> • Skill training from Heart Trust NTA • Course/training in entrepreneurship
C. Health Related		
<ul style="list-style-type: none"> • Mosquito Infestation 	<ul style="list-style-type: none"> • Fogging of community • Removal of items that the mosquitoes can breed in. 	<ul style="list-style-type: none"> • ODPEM • Parish Council • Ministry of health
<ul style="list-style-type: none"> • Flowing of Raw sewage in community 	<ul style="list-style-type: none"> • Repairing and maintenance of the sewage plant. 	<ul style="list-style-type: none"> • Ministry of Health • Parish Council • NWC
<ul style="list-style-type: none"> • Sinus and asthma disorders 	<ul style="list-style-type: none"> • Regular monitoring of the king Pepper Factory to ensure that toxic emissions are done in good practice 	<ul style="list-style-type: none"> • Parish Council • Ministry of Health
D. Political		
<ul style="list-style-type: none"> • Lack of communication between residents and the member of Parliament 	<ul style="list-style-type: none"> • Invite to community meetings 	<ul style="list-style-type: none"> • New Haven / Duhaney Park Risk Management Group, Duhaney Park Citizens Association, Duhaney Park AF, NHCA.

Priority Listing of Hazards

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

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

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

Table 6: Priority Listing of Hazards

Hazard	Probability of Occurrence	IMPACT ON COMMUNITY					
		People	Buildings	Infrastructure	Critical Facilities	Livelihoods	Total
Hurricane	3	3	3	3	1	2	30
Flood	3	3	2	3	1	2	33
Earthquake	1	0	1	1	0	0	2
Smoke from the dump	2	2	0	0	0	0	4

The priority listing of hazards shows hazards that have affected the community and future hazards likely to affect the community. Based on the matrix the priority ranking of hazards that currently affects New Haven / Duhaney Park are as follows (in priority order):

Hurricane
Flooding

The causes and effects of flooding are included in the problem tree in **Appendix I**.

Community Resources and Capacity Analysis

New Haven / Duhaney Park communities have 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, and input from organized groups within the community among other things.

Community Capacity

Capacity	Type of Resource	Task
skills	Welding, Block making, Masonry, Tailoring, Dressmaking, Musicians, Artists, Mechanics, Technicians, Electricians	Building, repairs and rehabilitation of community facilities. The beautification of the community.
knowledge	Teachers, Nurses, Doctors, Justice of the Peace (J.P), Police, Soldiers, Media Personnel, university students	Providing training and services for the needy persons in the community. Assist with offering employment opportunities for the unemployed
networks	Citizens' Association, youth clubs, churches, PTA's, MP's, councilor, pester, principals, tank weld, asphalt providing, food for the poor, ODPEM, SDC, red cross, MCSS, NSWMA, fire brigade	Private and public sector collaboration to lobby on behalf of the community. The mobilization of the community. Providing assistance to residents.
transportation	Private vehicles, taxi, Duhaney Park-JUTC, route taxi, coaster, motor bike, motor cycle	Assist with the transport of persons in need, where possible
buildings/shelters	Community centre, churches, schools, Duhaney park gas station, police station, clinic, sports complex, cell sites	Provide gas for vehicles, provide space for public meeting and training, protection for residents, and victims of disasters
Means of care	Health centre, provide doctors, Duhaney park mid wife-Duhaney park golden age home	Provide medical care for the residents, care for the elderly, provide home delivery

Medical care	Duhaney park private doctor and nurses, mid wives, health aid workers working at shelters with doctors	Provide medical assistance and public education and respond to emergencies
Means of communication	Cell phones, land lines, internet, TVs. Two way radio's word of mouth, send letters.	Communicate and send text messages to fellow residents, complete and write project, seek and research info. And send emails, social networking
Commercial enterprises	New haven bakery, shops, tailors, dress makers, hair dressers, garage owners, block makers, bar/restaurants, -Duhaney Park gas station, shopping centre, pharmacy, supermarket, book store, race track, whole sale, remittance, bill express, internet cafe'	provide food, provide gas, provide employment, provide medication, fix broken vehicles and machinery, provide educational material, provide internet access

MITIGATION

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

Areas Which Should Not Be Developed

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

Table 7: Areas for No Development

AREA	REASON FOR NO DEVELOPMENT
Riverside Drive and Edgeway	Flood prone areas

Zoning

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

Table 8: Suitable Areas for Development

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
All other areas of Duhaney Park and New Haven outside of Riverside Drive and Edgeway.	<ul style="list-style-type: none">• Raise the land by dumping it• River training• Retaining walls

Community Mitigation Activities

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

Table 9: Community Mitigation Activities

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none">• Drain cleaning/ maintenance - keeping drains clear from debris and shrubs	<ul style="list-style-type: none">• Twice per year
	<ul style="list-style-type: none">• Conduct fund raising activities to assist with the mitigation activities and purchase welfare supplies.	<ul style="list-style-type: none">• Ongoing

Mitigation Activities Requiring External Help

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

Table 10: Mitigation Activities Requiring External Help

HAZARD	ACTIVITY	AGENCY
Flooding / Hurricane	<ul style="list-style-type: none"> • Shelter: <ul style="list-style-type: none"> ○ 20000g Water Tank to supply water to shelter victims ○ Generator ○ 40ft storage container ○ Upgrade overall condition of the shelter 	<ul style="list-style-type: none"> • MLSS • KSAC • ODPEM
Mosquito Infestation / Water borne diseases	<ul style="list-style-type: none"> ○ Bushing empty lots ○ Repair broken NWC water pipes on Riverside drive and Columbus Drive ○ Sewage canal on Riverside Drives needs urgent attention. Dredge the 6 miles ANCO pipes and area. 	<ul style="list-style-type: none"> • Ministry of Health • NWC • MP • Councillor • ODPEM

Mitigation Action Plan

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

Table 11: Community Mitigation Action Plan

Hazard Impact	Mitigation Required	Areas for Improvement	Timeframe for Action Plan	Priority Ranking	Resource
Flooding –causes damage to infrastructure	Public education in vulnerable areas to sensitize them about the effects of dumping in gullies as well how to mitigate and respond to disaster	Shelter- 20000 g Water Tank to Supply shelter victims, generator for lighting, 40 ft. container to store shelter supplies e.g. toiletries, mattress, non-perishable foods, foam packs, medical supplies, portable toilettes Upgrade shelter e.g. windows in classroom leaks	# 1-Container for storage 4mths.Prior to next hurricane season April 2011, #2- Tank & generator 6 months prior to hurricane season-June 2011 #3-supplies 6 months June 2011	High Medium High	ODPEM Ministry of Labour and Social Security KSAC
Water borne diseases	Network with external agencies e.g. Min. Of Health, Water & Housing, NWA, SDC. Public Education to improve sanitation.	Community- bushing of empty lots and along river bank, weed whacker needed, completion of north side gully boundary wall, cleaning of north side gully	Quarterly	High	ODPEM Ministry of Labour and Social Security KSAC
Mosquito Infestation	Ministry of Health, bushing empty lots, cleaning mosquito breeding sites along the	Repair broken NWC water pipes on Riverside drive and Columbus drive,	3 months to be discussed at citizens Association meeting	High	Ministry of Health KSAC NWC

	Duhaney River	sewage on Riverside Dr. Needs fixing, dredge 6 miles ANCO pipes and Area			
Damage to road surface	drain cleaning, river training	Roads throughout community	1-3 years	High	NWA KSAC

Risk Transfer

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

INFORMAL risk transfer options	Collection of dues for community welfare
	Formation of a community emergency partner/ fund
FORMAL risk transfer options	Community Insurance

PREPAREDNESS AND INITIAL RESPONSE

Monitoring

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

Table 12: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazardous or dangerous situations in the community	Craig Williams
Listening to the radio for official information	Carlene Pennant
Monitoring marine weather forecasts	Carlene Pennant
Liaising with the Parish Disaster Committee and Coordinator and ODPEM	Carolyn Evans
Other	See Hurricane and Earthquake SOP'S

Warning

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

Table 13: Traditional Early Warning System

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

Hazard	Method of Delivery	Target Group	Responsibility
Flood	Word of mouth	Community	Duhaney Park/ New Haven Disaster Risk Management team
Fire	Loud Speakers	Community	Duhaney Park/ New Haven Disaster Risk Management team
Hurricane	Media Word of Mouth Community meetings Flyers	Community	Duhaney Park/ New Haven Disaster Risk Management team

Table 14: Early Warning Activity and Responsibility

HAZARD	ACTIVITY	RESPONSIBILITY	MEANS
Hurricane and Flooding	<ul style="list-style-type: none"> Warning special needs (elderly, sick, disabled) residents, mothers with babies and young children Alerting the entire community about the impending threat. 	Peter Bryce	<ul style="list-style-type: none"> Cell phone Word of mouth Megaphone/Town crier texting system through the PTA
Earthquake	<ul style="list-style-type: none"> Warning special needs (elderly, sick, disabled) residents, mothers with babies and young children Alerting the entire community about the earthquake. 	Carolyn Evans	<ul style="list-style-type: none"> Cell phone Word of mouth Megaphone/Town crier texting system through the PTA
Fire	<ul style="list-style-type: none"> Warning special needs (elderly, sick, disabled) residents, mothers with babies and young children Alerting the affected household and the ones being threatened by the fire. 	Delean Green	<ul style="list-style-type: none"> Cell phone Word of mouth Megaphone/Town crier texting system through the PTA

Evacuation

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

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

Table 15: Areas to be evacuated during an Emergency

HAZARD	Area for Evacuation	Reasons for Evacuating
Hurricane / Flooding	Dawn Avenue	Flooding on and around the properties
	Queensborough	River tends to overflow
	Riverside Drive	Flooding on and around the properties
	Boulevard Close	Residents marooned
	Emerson	Area tends to flood
	Marlborough	Area tends to flood
	Frass Lane	Area tends to flood

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 necessary to assemble at an assembly point which has been designated the New Haven SDA Church.

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

Area for Evacuation	Priority (High, Medium, Low)	Shelter	Evacuation Route	Transportation Mode	Resources
Dawn Avenue Queens Borough Riverside Drive Boulevard Close Emerson Marlborough Frass Lane	High	Edith Dalton James High School	Riverside, Edgeway, Allamanda, Ebenezer, Buchan, Herrick, Queens Borough.	JUTC, foot, make shift boat.	Water boot, flash light, lantern, rain coats, umbrella, power saw, and private vehicle, make shift boat.
	High	Edith Dalton James High School	Riverside Drive, Allamanda Terrace, Sherington, Garden Terrace, Frass Lane, Blvd Close, Emmerson, Edgewhere, Marl Borough.		Medical assistance equipment

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

Table 17: Evacuation Procedures

ACTIVITY	RESPONSIBILITY
Evaluate threat and liaise with PDC/ODPEM on need for evacuation	Peter Bryce
Alert residents on possible evacuation	Peter Bryce
Decide on timing	Karlene Pennant
Ensure special needs population is assisted	Annette Richards
Organize transportation	Karlene Pennant
Identify route to be used	Peter Bryce
Ensure shelter is available	Carolyn Evans
Start Evacuation	Peter Bryce
Check that all areas have been evacuated	Peter Bryce
Inform PDC	Carolyn Evans

Evacuation Team

District/Area	Evacuation Team/Person	#of Households in Area	Vulnerable Group and #’s to Evacuate	Team Responsibility
New Haven/ Duhaney Park	Delean Green Delroy Green Kerry Ann King			Help evacuate persons from flood prone areas to shelters

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.

Table 18: 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)
Edith Dalton James High School	Riverside, Edgeway, Allamanda, Ebenezer, Buchan, Herrick, Queen's Borough.	Hurricane / Flood , Fire, Earthquake	Good	Duhaney Park and New Haven	Carolyn Evans 389-2897	Sophia Mitchell 430-5585 Terry Forrester 848-5009
	Sherington, Garden Terrace, Frass Lane, Blvd Closs, Emmerson, Edgewhere, Marl borough.					

Preparedness Action Plan

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

Table 19: Community Preparedness Action Plan

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	Delean Green	On an regular Basis
Train team members	Annette Richards	On an regular Basis
Replenish First aid/SAR kits	Karlene Pennant	On an regular Basis
Make arrangements for access to relief and emergency supplies*	Peter Hilton	On an regular Basis
Start hurricane awareness	Annette Richards	Every June 1

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

RESPONSE AND RELIEF

Instructions for DRM Team

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

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

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

Response

Search and Rescue/First Aid/Emergency Medical Care

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

Table 20: Response Procedure – Search and Rescue/First Aid/Emergency Medical Care

Activity	Responsibility	Agency to Report to
Activation of Shelters	Carolyn Evans	KSAC
Feeding of Shelterees	Carolyn Evans	KSAC Ministry of Labour and Social Security (MLSS)
Stocking of Shelters	Carolyn Evans	KSAC Ministry of Labour and Social Security (MLSS)
Trucking of Water	Karlene Pennant	KSAC NWC
Alternative Sources of Lighting	Delroy Green	KSAC- Parish Disaster Coordinator
Garbage Removal form shelters	Craig Williams	NSWMA KSAC- Parish Disaster Coordinator
Search and Rescue	Peter Bryce	KSAC- Parish Disaster Coordinator Fire Department
Children Welfare and the Disabled	Annette Richards	KSAC- Parish Disaster Coordinator KSAC-Poor Relief Department Ministry of Labour and Social Security (MLSS)
Initial Damage Assessment	Peter Bryce	KSAC- Parish Disaster Coordinator Ministry of Labour and Social

		Security (MLSS) KSAC-Poor Relief Department
Distribution of relief supplies	Peter Bryce	KSAC- Parish Disaster Coordinator Ministry of Labour and Social Security KSAC-Poor Relief Department
First Aid	Peter Bryce	Ministry of Health
Activation of EOC	Carolyn Evans	KSAC- Parish Disaster Coordinator
Distribution of Food to Shelterees	Carolyn Evans	KSAC- Parish Disaster Coordinator
Cleaning Up of Households	Carolyn Evans	KSAC- Parish Disaster Coordinator

Initial Damage Assessment

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

Table 21: Initial Damage Assessors

ACTIVITY	RESPONSIBILITY
Send out rapid assessment team	
Check on:	
Roads opened/closed	Peter Bryce
Roads In need of urgent repair to provide access	Peter Bryce
Power:	
Fallen lines, poles and transformers	Karlene Pennant
Live wires	Karlene Pennant
Water and Sewage	

Broken/missing water mains	Peter Bryce
Water available	Peter Bryce
Sewage pipes broken/leaking	Peter Bryce
Describe State of:	
Community	Carolyn Evans
Schools	Respective Principals / Ministry of Education and School Boards and give it to Zonal Committee Chair
Clinic	Public Health Inspector and deliverer report to Zonal Committe
Church	Respective Church Pastors and give it to Zonal Committee Chair
Shops and businesses	Karlene Pennant

Damage Assessment Procedure

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

Table 22: Community Damage Assessors

Type of Assessment (Buildings, Agriculture, Welfare etc)	Team Leader (Name, Contact)	Agency Report is to be Submitted to	Time Frame
Initial Assessment			
Buildings, utilities and infrastructure	Peter Bryce	Ministry of Labour and Social; Security	2 days after incident
Welfare	Peter Bryce	Ministry of Labour and Social; Security Red Cross	2 days after incident
Agriculture	Peter Bryce	Ministry of Agriculture	2 days after incident
Preliminary assessment			
Buildings, utilities and infrastructure			
Welfare			

Response Action Plan

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

Table 23: Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	AGENCY TO REPORT TO
Evacuation Route Management	Karlene Pennant	Parish disaster Coordinator ODPEM
Evacuation	Delroy Green	Parish disaster Coordinator ODPEM
Trucking of Water	Craig Williams	National Water Commission
Alternative Sources of Lighting	Peter Bryce	Jamaica Public Services
Search and Rescue	Annette Richards	Jamaica Fire Bridge ODPEM Police
Children Welfare and the Disabled	Peter Bryce	Children Development Agency
Initial Damage Assessment	Kerry-Ann King	Parish Council ODPEM
Welfare Assessment	Peter Bryce	MLSS
Distribution of relief supplies	Peter Bryce	MLSS RED Cross ADRA ODPEM
First Aid	Carolyn Evans	Ministry of Health

Relief

Table 24: Relief Assistance

ACTIVITY	RESPONSIBILITY
Identify members of community who have:	
Received damage	Peter Bryce
Need shelter	Delean Green
Lost means of income	Annette Richards
Need assistance	Karlene Pennant
Identify members of the community in need of psycho-social support or counseling	Carolyn Evans
Compile list and update PDC, ODPEM	Carolyn Evans

APPENDIX A – HURRICANE STANDARD OPERATING PROCEDURES (SOPS)

Purpose

The purpose of this Hurricane SOP is to establish the necessary action steps for an effective and safe response to hurricanes that could potentially affect the community of Duhaney Park / New Haven. 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

Hurricane

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

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

Hurricane Categories

Category One Hurricane

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

Category Two Hurricane

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

Category Three Hurricane

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

Category Four Hurricane

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

Category Five Hurricane

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

Warnings and Watches

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

Tropical Storm Watch

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

Tropical Storm Warning

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

Hurricane Watch

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

Hurricane Warning

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

Flash Flood Watch

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

Flash Flood Warning

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

OPERATING PROCEDURES

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

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

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

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.		
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Delean Green Delroy Green
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention & Mitigation	

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

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
1. Meet and assess the community's state of preparedness for a hurricane 2. Advise community to listen to all weather advisories	DRM Team	Carolyn Evans and Team
1. Issue warning of threat 2. Alert and notify: <ul style="list-style-type: none"> • PDC that community DRM teams are activated • Other CBOs • Shelter Managers • Response personnel 3. Make available all relevant information on the hazard to the general community.	Coordinator - Preparedness	Lydia Simpson

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Pre-check and activate SOPs 2. Alert all trained community first aiders and search and rescue personnel. 3. Have first-aid kits prepared 	Coordinator - Preparedness	Lydia Simpson
Personal for families: <ul style="list-style-type: none"> ▪ Make sure your family goes over the family disaster plan. ▪ Make plans for protecting your house, especially the roof, windows and doors. ▪ Have flashlight and extra batteries ▪ Have portable battery-operated radio and extra batteries ▪ Ensure provisions are put in place for emergency food and water. 	Coordinator – Preparedness/Coordinator Response & Recovery	Lydia Simpson Peter Bryce
Protecting the community: <ul style="list-style-type: none"> ▪ Trim dead or weak branches from trees ▪ Clear all drains that will cause flooding 	Coordinator – Mitigation and Prevention/Coordinator – Preparedness	Delean Green Delroy Green Lydia Simpson
Listen to all weather advisories and information from ODPEM, MET office, and communicate with PDC.	DRM Team President/Coordinator - Preparedness	Carolyn Evans Lydia Simpson

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

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
DRM Team Advise the Community to listen to all weather advisories and remain alert	Coordinator - Preparedness	Lydia Simpson
Continue to listen to all weather advisories and reports.	Coordinator - Preparedness	

A. HURRICANE WATCH - 48 Hours before Impact

ACTIVITIES	POSITIONS	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	Coordinator Response & Recovery	Peter Bryce
Ensure the Elderly and Physical challenged are notified and assisted to prepare for event.	Coordinator Response & Recovery	

B. HURRICANE WARNING - 36 Hours before impact

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Activate and brief all community teams and volunteers 2. Test the systems of communication within the community. 3. If cell phones are to be used ensure credit is bought 4. Ensure phones can be charged 	Coordinator - Response & Recovery	Peter Bryce
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"> 1. Activate and prepare emergency shelters 2. Deploy relief and welfare volunteers to emergency shelters 	Coordinator - Response & Recovery	
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"> 1. Re-check arrangements and MOUs with private bus owners and other volunteers in the community. 2. Pre-position the following resources to areas which will potentially be cut off: 	Coordinator – Preparedness/ Coordinator - Response & Recovery	Lydia Simpson Peter Bryce

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

C. 24 Hours before impact

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

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
<p>Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> ▪ Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate. ▪ Communicate assembly points and deploy marshals. ▪ Make contact with shelter managers to receive evacuees. ▪ Inform PDC of actions to be taken. ▪ All electricity and gas supplies should be shut-down when closing businesses or evacuating homes ▪ Ensure the Elderly and Physically challenged to be evacuated ▪ Ensure registration of all evacuated ▪ Check that all needing evac are safely evacuated. 	Coordinator - Response & Recovery	Peter Bryce
<p>Monitor radio for hurricane warnings and public information via news releases through ODPEM and Met office</p> <p>Monitor Radios for precautionary tips together with packaged information of the activities of responding agencies.</p>	Coordinator - Response & Recovery	
Alert community Initial Damage Assessment Team(s).	Coordinator - Response & Recovery	

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster	Coordinator - Response & Recovery	Peter Bryce

D. 16 Hours before Impact to Landfall

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> 1. Maintain contact with PEOC 2. Advise PEOC of weather conditions and state of preparedness 3. Confirm arrival and status of evacuees in shelters 4. Check in with standby teams and community response personnel 	CDRM TEAM – President/V.P Coordinator - Response & Recovery	Carolyn Evans/ Karlene Pennant Peter Bryce

E. THE BLOW

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team – President/V.P	Carolyn Evans Karlene Pennant
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery	Peter Bryce

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

ACTIVITIES	POSITIONS	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	Peter Bryce
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	

F (a) Up to 48 Hours after All Clear

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

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

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

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
<p>Constantly advise the community :</p> <ul style="list-style-type: none"> • To conserve water and food • To stay living at their homes if it is safe to do so • To take particular care with hygiene and sanitary practices • Of measures being taken with respect to provision of food and water and restoration of public 	Coordinator - Response & Recovery	Peter Bryce

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
utilities		
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of assistance through the PEOC. 2. Coordinate reconnaissance and damage assessment teams through the PEOC 3. Ascertain the early requirements for Government assistance in re-establishing the community. 	Coordinator - Response & Recovery	Peter Bryce
<p>Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.</p> <p>Encourage persons affected to stay with friends or family as first options.</p>	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"> 1. Assist with the distribution of supplies 2. Assist with the tracing of missing persons 3. Assist with needs assessments 4. Assist in the provision of welfare information to persons affected. 5. Begin to effect minor repairs to critical facilities and clear road ways and drains 	Coordinator - Response & Recovery	
Continue to provide feedback and assistance to the community through the PDC and	Coordinator - Response & Recovery	

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
PEOC.		

Phase 4: Recovery

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

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

APPENDIX A2- EARTHQUAKE STANDARD OPERATING PROCEDURES (SOPS)

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

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

Basic Planning Assumptions

- At least one moderate earthquake will probably affect the country/community in the next 5-100 years.
- CDRM Group will remain active and functional

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

Concept of Operations

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

Procedures will be categorized into the following phases:

Phase 1: Preparedness and Mitigation (year round).

Phase 2: Event, Event Response, Damage Assessment

Phase 3: Recovery

OPERATING PROCEDURES

Phase 1: Mitigation and Preparedness

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

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Annette Richards
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Lydia Simpson
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education & Fundraising	Annette Richards
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Craig Williams
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	
9. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Lydia Simpson
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness	
11. Procurement and placement of necessary response	Shelter Manager	Carolyn Evans

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
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.		
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	Lydia Simpson
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	Claudette Berry
14. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	Coordinator – prevention & mitigation (primary) Sector/Evacuation leaders (secondary)	Delean Green
15. Meet and assess the community's state of preparedness for an earthquake	DRM Team	Carolyn Evans and team
15.1. Community inventory of building quality.	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)	Delean Green Andrine McLaren Norman Shand
15.2. Community inventory of road networks and updating of community map.	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)	Delean Green Andrine McLaren Norman Shand
15.3. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator – Mitigation and Prevention	Delean Green
15.4. Put mutual aid agreements in place for	Coordination – Preparedness	Lydia Simpson

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
emergencies such as earthquakes		
15.5. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Delean Green
15.6. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	Coordinator – Prevention & Mitigation	
16. Organize or initiate & support Drills <ul style="list-style-type: none"> ▪ Trained community first aiders ▪ Search and rescue personnel. ▪ Have first-aid kits prepared, pre-positioned and accessible under emergency conditions by trained leaders/response team members ▪ Support for school and business community drills 17. Make available all relevant information on the hazard to the general community.	Coordinator - Preparedness	Lydia Simpson
18. Personal for families <ul style="list-style-type: none"> ▪ Make sure your family goes over the family disaster plan. 	Coordinators – Preparedness/ Response & Recovery	Lydia Simpson Peter Bryce
19. Protecting the community: <ul style="list-style-type: none"> ▪ Encourage residents to check and address building and roofing strength. Keep yards clear of debris ▪ Keep roads and open lots clear of solid waste and debris. 	Coordinator – Mitigation and Prevention/Coordinator - Preparedness	Delean Green Lydia Simpson

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

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team – President/V.P	Carolyn Evans Carlene Pennant
Activate Search and Rescue Operations	Coordinator - Response & Recovery; Search and Rescue Team Leaders	Peter Bryce Earl Jones
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery	Peter Bryce
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator – Response and Recovery; Search and Rescue Team Leaders	Peter Bryce Earl Jones
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator - Preparedness	Lydia Simpson
Activate Sheltering and Evacuation arrangements, as necessary	Coordinator - Response & Recovery	Peter Bryce
Establish community response command post, if necessary.	Coordinator - Response & Recovery	

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

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

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
<p>3. Deploy Community Response and Search and Rescue Teams, as necessary:</p> <ul style="list-style-type: none"> • Deploy community response teams to check on vulnerable (elderly and physically challenged) • Deploy Search and Rescue Team, initially to check for the missing – following up any information from the first 3-6 hours. • Check for deaths, injuries and persons needing emergency assistance • Conduct first aid and search and rescue operations as necessary • Check on adequacy of sheltering and relief arrangements; seek assistance through PEOC and other sources as needed. 	<p>Coordinator - Response & Recovery</p>	
<p>4. Deploy Community Response and Damage Assessment Teams and commence coordination of relief and response actions, as necessary:</p> <ul style="list-style-type: none"> • Collate community damage survey information and send/upload to PEOC and national agencies through the PEOC • Formulate initial needs assessment and response action plan • Activate and carry out response • Document needs and actions 	<p>Coordinator - Response & Recovery</p>	<p>Peter Bryce</p>

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
<p>5. Communicate with Parish Emergency Operations Centre (P-EOC)</p> <ul style="list-style-type: none"> • Provide initial damage survey and needs of the community to PEOC • Notify PEOC of critical/emergency cases • Provide PEOC with status report – general reconnaissance information on power lines, water/sewage mains, condition of critical infrastructure and facilities (roads, bridges, communication, hospitals, etc) 	Coordinator - Response & Recovery	Peter Bryce
6. Assist the Fire Brigade and NWA with road clearing and search and rescue activities through the PEOC.	Coordinator - Response & Recovery	Peter Bryce Peter Bryce
7. Assist with the establishment and staffing of registration centres.	Coordinator - Response & Recovery	
8. Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.	Coordinator - Response & Recovery	
<p>9. Advise community members to enter their homes with caution and to check for:</p> <ul style="list-style-type: none"> ▪ Sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Water leaks in homes/yards. Report to 	Coordinator - Response & Recovery	

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
<p>NWC and Parish Disaster Coordinator/Parish Council/PEOC.</p> <ul style="list-style-type: none"> ▪ Gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. ▪ Electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. ▪ If have to step in water to reach the electric box, call an electrician for advice. 		
<p>10. Check for general water/sewage leaks ion the community</p> <ul style="list-style-type: none"> • Check for general sewage and water-line damage in the community. • If you suspect there is such damage, call the NWC company and or PDC. • Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	<p>Coordinator - Response & Recovery</p>	<p>Peter Bryce</p>
<p>11. Constantly advise the community :</p> <ul style="list-style-type: none"> • To conserve water and food • To stay living at their homes if it is safe to do so • To take particular care with hygiene and sanitary practices 	<p>Coordinator - Response & Recovery</p>	

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> Of measures being taken with respect to provision of food and water and restoration of public utilities 		
12. Coordinate requests for and offers of assistance through the PEOC.	Coordinator - Response & Recovery	Peter Bryce
13. Coordinate reconnaissance and damage assessment teams through the PEOC	Coordinator - Response & Recovery	
14. Ascertain the early requirements for Government assistance in re-establishing the community	Coordinator - Response & Recovery	
15. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator - Response & Recovery	
16. Encourage persons affected to stay with friends or family as first options	Coordinator - Preparedness	Lydia Simpson
17. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator - Response & Recovery	Peter Bryce
18. Where required: <ul style="list-style-type: none"> Assist with the distribution of supplies Assist with the tracing of missing persons Assist with needs assessments Assist in the provision of welfare information to persons affected. Begin to effect minor repairs to critical 	Coordinator - Response & Recovery	

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
facilities and clear road ways and drains		
19. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery	Peter Bryce

Phase 3: Recovery

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

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

APPENDIX A3- FIRE STANDARD OPERATING PROCEDURES (SOPS)

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

DEFINITIONS

All Clear

An All Clear is a statement issued by the pertinent authority (Fire Department, Police – if the fire department is not present) when a threat has passed. The ***All Clear***, for Fire – is when the fire has been fully extinguished and buildings and property are no longer threatened.

Emergency Operations Center (EOC)

This is a multi-agency coordination centre that provides support and coordination to the on-scene responders.

Incident

An Incident is a natural or man-made event that requires the action of emergency services to protect lives, goods and environment.

Fire

- Combustion or Fire is a chemical reaction or series of reactions in which heat and light are evolved.

The Factors Necessary for Combustion

HEAT, FUEL and OXYGEN

Heat

- Heat can be created in many ways, some are listed below;

Open Flame

Sparks

Arcs

Friction

Chemical Reaction

Electrical

Fuel

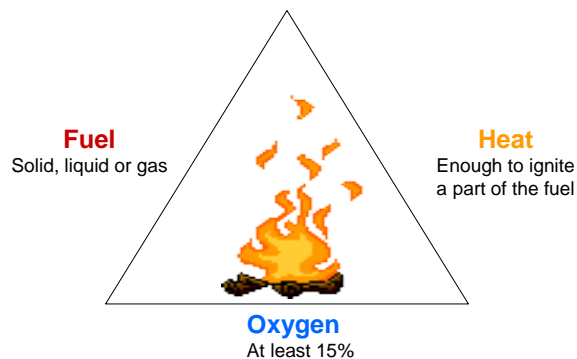
- Fuels are found all three stages of matter some examples of fuels are:

Solids	Liquids	Gases
Cloth	Gasoline	Methane
Paper	Kerosene	Butane
Wood	Alcohol	Propane
Coal	Paint	Acetylene

Oxygen

- 21.2% of the earth's atmosphere is oxygen but only 15% is needed for combustion.

Triangle of Combustion



Bush Fire

Is a fire in the bush or in a forest area that spreads quickly and goes out of control easily.

Emergency Evacuation

This is the immediate and rapid movement of people away from the threat or actual occurrence of a hazard.

Extinguish

Extinguish is to put out a flame or fire; to cause a flame or fire to cease to burn or shine.

R.A.C.E

Is an acronym for **R**escue, **A**lert, **C**ontain (confine fire and smoke) and **E**vacuate or **E**xtinguish.

P.A.S.S.

Is an acronym for **P**ull, **A**im, **S**queeze, **S**weep (at base of fire). Use to remind users of fire extinguishers how to properly use a CO₂, Dry Powder or Water fire extinguisher.

OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
13. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Annette Richards
14. Sensitize special needs population	Coordinator – Public Education & Fundraising	
15. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Lydia Simpson
16. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
17. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness	
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.	Peter Bryce
19. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	Lydia Simpson
20. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education & Fundraising	Annette Richards
21. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Craig Williams
22. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
23. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Lydia Simpson
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	
25. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Delean Green
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	
27. Meet and assess the community's state of preparedness for a fire	DRM Team	Carolyn Evans and Team
28. Conduct Fire Drills at least once yearly.		

<p>Personal for families and businesses:</p> <ul style="list-style-type: none"> ▪ Make sure your family goes over the family disaster plan. ▪ All family members should know their evacuation plan. ▪ Store important documents in fireproof box (where possible) or safe. ▪ Houses should be safely wired. An electrical inspection should be conducted: <ul style="list-style-type: none"> ○ For new buildings or building extensions, ○ For older buildings every 2-3 years; annually where rodents and termites are prevalent or where houses are located by the sea or where corrosion can take place ▪ Actively practice fire safety when cooking and in use of matches or flammable material, in monitoring children, when smoking, use of electrics and the wiring of buildings, etc. ▪ Insure house/building, contents and other assets, where 	<p>Coordinator – Preparedness/Coordinator Response & Recovery/Public Education</p>	<p>Lydia Simpson Peter Bryce Annette Richards</p>
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<p>possible.</p> <ul style="list-style-type: none"> ▪ Have a business continuity plan (businesses). ▪ Employees / Family members should know exit routes and what to do in case there is a fire. (Have regular drills). 		
<p>Protecting the community (from bush fires):</p> <ul style="list-style-type: none"> ▪ Trim dead or weak branches from trees ▪ Keep yards free of debris ▪ Avoid open burning, especially dry season ▪ Remove all dead limbs , needles and debris from gutters ▪ Build fires away from nearby trees or bushes, always have a way to extinguish this fire. ▪ Monitor all fires while they are burning. ▪ Prune all branches around to a height of 8-10 feet. ▪ Ensure trees adjacent to buildings are free of dead or dying wood and moss. 	<p>Coordinator – Mitigation and Prevention/Coordinator - Preparedness</p>	<p>Delean Green Lydia Simpson</p>
<p>Protecting the community (businesses):</p> <ul style="list-style-type: none"> ▪ Install smoke detectors within Business and institutions ▪ Exit signs must be fitted to all exit doors. Signs must be written in bold red and white background. ▪ All buildings must have proper exits, evacuation routes and emergency assembly areas. ▪ Encourage the usage of fire-resistant materials when building, renovating, or retrofitting structures. ▪ Encourage the storage of combustible/ flammable materials in approved safety containers and keep away from home. 	<p>Coordinator – Mitigation and Prevention/Coordinator - Preparedness</p>	
<p>Ensure each response team are equipped with the following:</p> <ul style="list-style-type: none"> ▪ Knowledge and drills for recognizing types of fire and assessment for response ▪ Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary) 		

<ul style="list-style-type: none"> ▪ Sand box and shovels ▪ Pails and water source (drum) ▪ Fire Extinguisher (if possible) ▪ First Aid kit 		
Obtain local building codes and weed abatement ordinances for buildings near wooded areas.	DRM President/Coordinator Preparedness Team –	Carolyn Evans Annette Richards
<p>Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> ▪ Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate. ▪ Communicate assembly points and deploy marshals. ▪ Make contact with shelter managers to receive evacuees. ▪ Inform PDC of actions to be taken. ▪ All electricity and gas supplies should be shut-down when closing businesses or evacuating homes ▪ Ensure the Elderly and physically challenged to be evacuated and make special arrangement for them. 	Coordinator - Response & Recovery	Peter Bryce

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)

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

- While evacuating touch closed doors with back of hand before opening. If door is hot or if smoke is visible do not attempt to open.
- Close gas valves and turn off electricity at the main fuse box.
- Remove combustible items (outdoor furniture, umbrellas, tarp coverings, and firewood) from around the home.
- Place valuables that will not be damaged by water, in a pool or pond – if necessary.

At location of fire (bush):

- Quickly assess the situation – wind direction & speed, likely path & combustion, risks involved
- Ensure that persons who need assistance while evacuating is assisted (Elderly, Physically Challenge, Children).
- If a fire is small and its safe attempt to extinguish with a fire extinguisher, water or sand. May consider beating the fire, if safe.
- Never allow fire to come between you and the exit path
- Cut off path of fire to homes and farms, if safe to do so
- Remove animals and items that can be moved to safety, if necessary.

Around the perimeter of the fire:

- Cordon the area and keep persons at a safe distance.
- Ensure persons do not enter a burning building.

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

AFTER A FIRE

ACTIVITIES	POSITIONS	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	Peter Bryce
2. Conduct Damage & Needs Assessment <ol style="list-style-type: none">Deploy community damage survey teams or assessors (with Parish Council if more than 3 homes/properties are affected)Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities.Check for associated deaths, injuries and persons needing emergency or psychosocial assistanceConduct first aid and search and rescue operations as necessaryNotify emergency personnel of additional critical/emergency cases	Damage Assessment Coordinator: (a) Coordinator – Response & Recovery: (b-e)	Claudette Berry Peter Bryce
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	Claudette Berry
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator - Response & Recovery	

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator - Response & Recovery	Peter Bryce
6. Coordinate requests for and offers of assistance through the Parish Council. <ul style="list-style-type: none"> ▪ Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC ▪ Assist with the distribution of supplies ▪ Assist with needs assessments ▪ Assist in the provision of welfare information to persons affected. 	Coordinator - Response & Recovery	
7. Assist with the tracing of missing persons	Coordinator - Response & Recovery	
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Coordinator - Response & Recovery	
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery	
10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Coordinator - Response & Recovery	
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator - Response & Recovery	
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Coordinator - Response & Recovery	
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator - Response & Recovery	
14. Monitor progress and ensure deficiencies are reported.	Coordinator - Response & Recovery	

ACTIVITIES	POSITIONS	RESPONSIBLE PERSON(S)
15. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives, as required.	Coordinator – Response & Recovery	
16. After Action Assessment (Community & community/agency) – to identify and share <i>lessons learnt</i> to improve future preparedness and response activities (de-briefing of incident): <ul style="list-style-type: none"> ▪ Challenges in responding to incidents ▪ Which systems were overburdened? ▪ What resources were lacking (human and physical)? ▪ How did the community cope? ▪ What areas of the SOPs need to be reconsidered? 	CDRM Team Leader / Coordinator – Response & Recovery	Carolyn Evans Peter Bryce
17. Revise SOPs as necessary	CDRM Team – President/V.P to lead	Carolyn Evans Karlene Pennant

APPENDIX B - 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 channeled through the Parish Disaster Coordinator.
- The CDRM group after formal introduction through the Parish Disaster Committee may make direct contact with political representatives regarding issues of the community. It is recommended that formal (written) communication be made as far as possible.

Interaction with Private Sector and other NGOs/CBOs

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

Recording keeping by CDRM Group

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

Wider Community Involvement

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

- CDRM should establish creative initiatives for garnering community support and involvement.

Roles & Functions of the Executive Membership for DRM

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

Coordinator – Public Education & Fundraising

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

Coordinator – Vulnerability & Risk Identification

- Identify and Assess historical hazard impacts
- Conduct research on changing hazard risk trends in the community
- Calculate the probability of occurrence of hazard events
- Develop and maintain list of critical facilities at risk
- Conduct vulnerability capacity Assessments
- Prepare vulnerability and risk identification reports to be submitted to the Parish Disaster Coordinator

- Provide the Prevention and Mitigation Coordinator with information on vulnerability and risks in the community.
- Evaluate risk assessments, risk management plans, and risk monitoring results as directed and recommend appropriate actions.
- Ongoing, systematic and consistent observation of hazard-related parameters.
- Ensuring that the data can be located and retrieved by users.
- Takes lead in vulnerability assessment tasks.
- Notifying residents of vulnerable areas to disasters via the DRM Group meetings.
- Estimate expected damage in the event of a disaster.
- Identify the vulnerable assets of the community and the associated risks
- Solicit support of key community members for execution of responsibilities; especially elderly and trained professionals.

Coordinator – Prevention & Mitigation

Duties related to Mitigation

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

Duties related to Prevention

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

Coordinator – Response & Recovery

- The Response Coordinator has primary responsibility for the coordination and contractual management of the emergency response projects/initiatives.
- Ensure that adequate needs assessments are carried out in accordance with good DRM practice.
- 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.

APPENDIX C - SPECIAL NEEDS LIST

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

APPENDIX D- EMERGENCY SUPPLIES TO BE TAKEN TO SHELTER

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

APPENDIX E - 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. A list of persons to participate in the trainings is to be confirmed.

Community Member/ Team	Training Activity	Agency or Source	Who responsible to organize	Time Frame
Duhaney Park Zonal Committee	Damage Assessment	ODPEM	Duhaney Park/ New Haven Disaster Risk Management team KSAC	May 2011
Duhaney Park Zonal Committee	Damage Assessment	ODPEM	Duhaney Park New Haven Disaster Risk Management team	May 2011
Duhaney Park Zonal Committee	Shelter Management	Jamaica Red Cross	KSAC	May 2011
Duhaney Park Zonal Committee	Shelter Management	Jamaica Red Cross	Duhaney Park New Haven Disaster Risk Management team	May 2011

APPENDIX F - SIMULATION AND DRILLS

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

Type of Exercise/ Drill	# Drills per Year	Date of Next	Organizer (who responsible)
Fire	One (1)	July 2012	The Community and the PDC
Earthquake Drill	One (1)	July 2012	The Community and the PDC
Table top Exercise on Flooding	One (1)	June 2012	The Community and the PDC
Light search and Rescue Training	One (1)	July 2012	The Community and the PDC
First Aid	One (1)	June 2012	The Community and the PDC

APPENDIX G - 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.

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility
Flooding	Distribution of flyers Sensitization of informal Flood Warning system	Targeting schools, clubs, CBOs, and churches in the community Create public awareness around the use of the Bull Horn as a warning device used	Quarterly	Duhaney Park New Haven Disaster Risk Management team
Earthquakes	Distribution of information leaflets	Target Principals of each school to roll out programme in fulfilling the needs of the plan	Ongoing, year round	Duhaney Park New Haven Disaster Risk Management team
Fire	Training of Fire Wardens	Selection of able bodied male and female from each	Next three months	Duhaney Park New Haven Disaster Risk Management

		district in Zion		team
Landslide	Circulate information on how to prevent soil erosion, plant cover as slope retention measure	Engage the Farmers Associations to	Quarterly	Duhaney Park New Haven Disaster Risk Management team
Health and Sanitation	Flyers Improper Disposal of Garbage and How to make water safe for drinking, proper health practices	Targeting schools, clubs, CBOs, and churches in the community	Quarterly	Duhaney Park New Haven Disaster Risk Management team

APPENDIX H - EQUIPMENT/ASSETS/RESOURCE LIST

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

Items the community already has

Table :

Items (Quantity per Item)	Storage Location	Contact Person (s) for Storage	Contact Number
Personal Water Boots	homes		
Personal Machetes	Homes		

Items required externally

Table :

Items Required	Quantity	Source (Agency/ Business)	Responsibility
Container for storage	1 20ft	Digicel	Carolyn Evans
Rain Coat	30	ODPEM/ Food for the Poor	Carolyn Evans
Water Boots	30	ODPEM/ Food for the Poor	Carolyn Evans
Flash Lights	30	ODPEM/ Food for the Poor	Carolyn Evans
Lanterns	30	ODPEM/ Food for the Poor	Carolyn Evans

Tarpaulin	20	ODPEM/ Food for the Poor	Carolyn Evans
First Aid Kit	4	Red Cross	Carolyn Evans
1 Inch Rope	2 Roll	Hardware (Greenwood, Better Price, Fishes and Divers)	Carolyn Evans
Single Bed Mattresses	25	Iberostar / Breezes Trelawny/ Pebbles	Carolyn Evans
Double Bed Mattresses	15	Iberostar / Breezes Trelawny/ Pebbles	Carolyn Evans

APPENDIX I – COMMUNITY BACKGROUND

The Community of Duhaney Park and New Haven has a unique geographical location which makes it prone to flooding. This puts approximately 1700 residents and their property at risk.

Duhaney Park comprises mostly of middle income persons while New Haven comprises of low income working persons. Tank Weld Metals is located close to New Haven and provides employment to a few persons in the area.

Most activities in Duhaney Park centre on the Duhaney Park Shopping Centre. The police station is also located right beside it. The Duhaney Park / New Haven area has three (3) schools including a high school and two (2) primary schools. Plans for a library in the area are under way and it would be beneficial to persons of all neighbouring communities including Cooreville and Ferry. It will be located in the Municipal Park and the inclusion of a cyber centre would help make persons safer while conducting business in the area.

Location and Boundaries for Community

North: Plantation Hills / Heights

East: Duhaney Park

South: Washington Blvd (6 miles)

West: Ferry

SIZE OF COMMUNITY

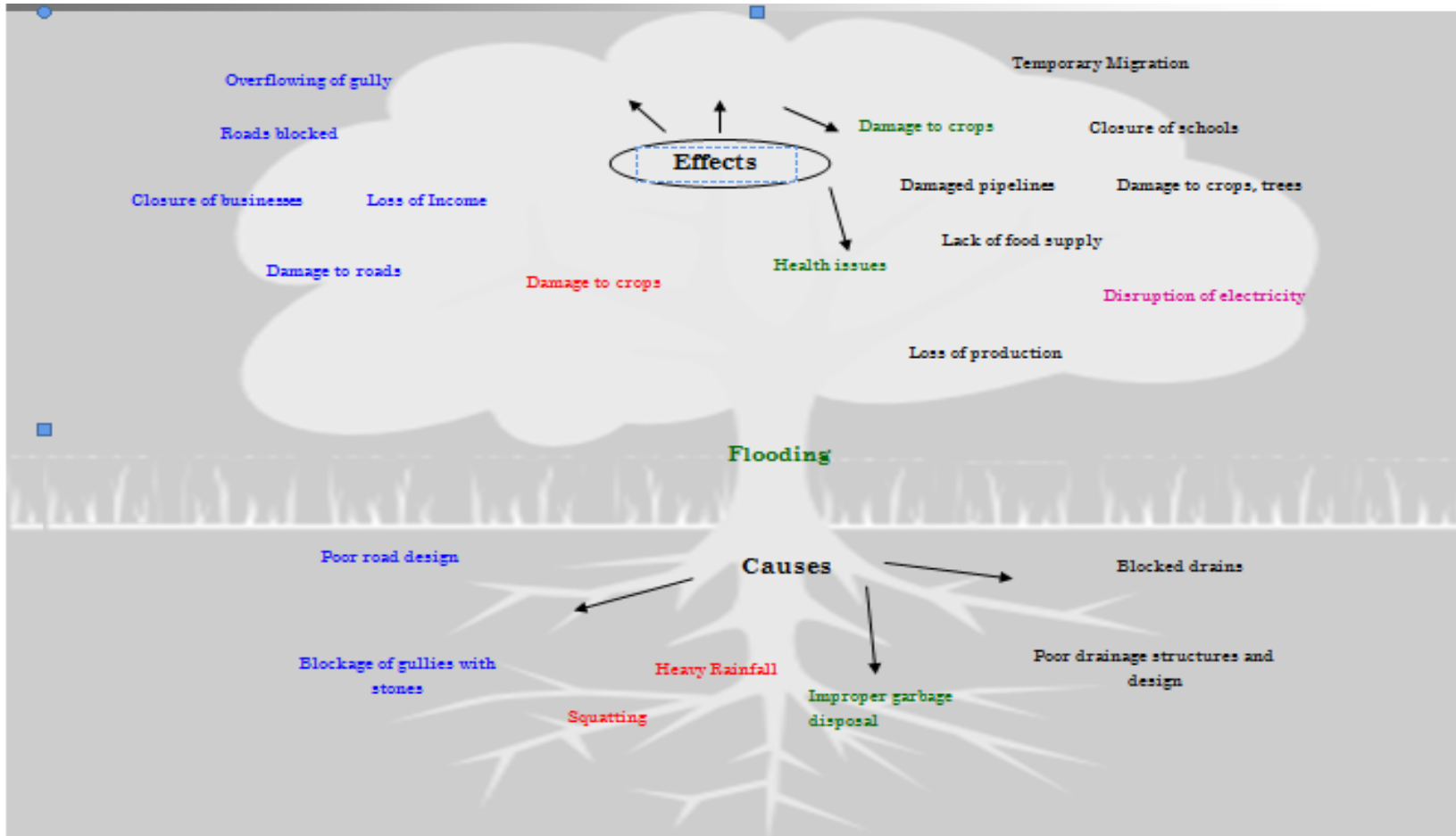
Population:	<u>4854</u>
Men	<u>46%</u>
Women:	<u>54%</u>
Children under 16:	<u>10%</u>
17-65 years	<u>65%</u>
Seniors	<u>10%</u>

ECONOMIC STATUS

- Agricultural Farmers
- Animal rearing e.g.- pigs, chickens, goats, ducks, cows
- Tailors
- Dress Makers
- Bakers
- Cosmetology services

Community Problem Tree

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

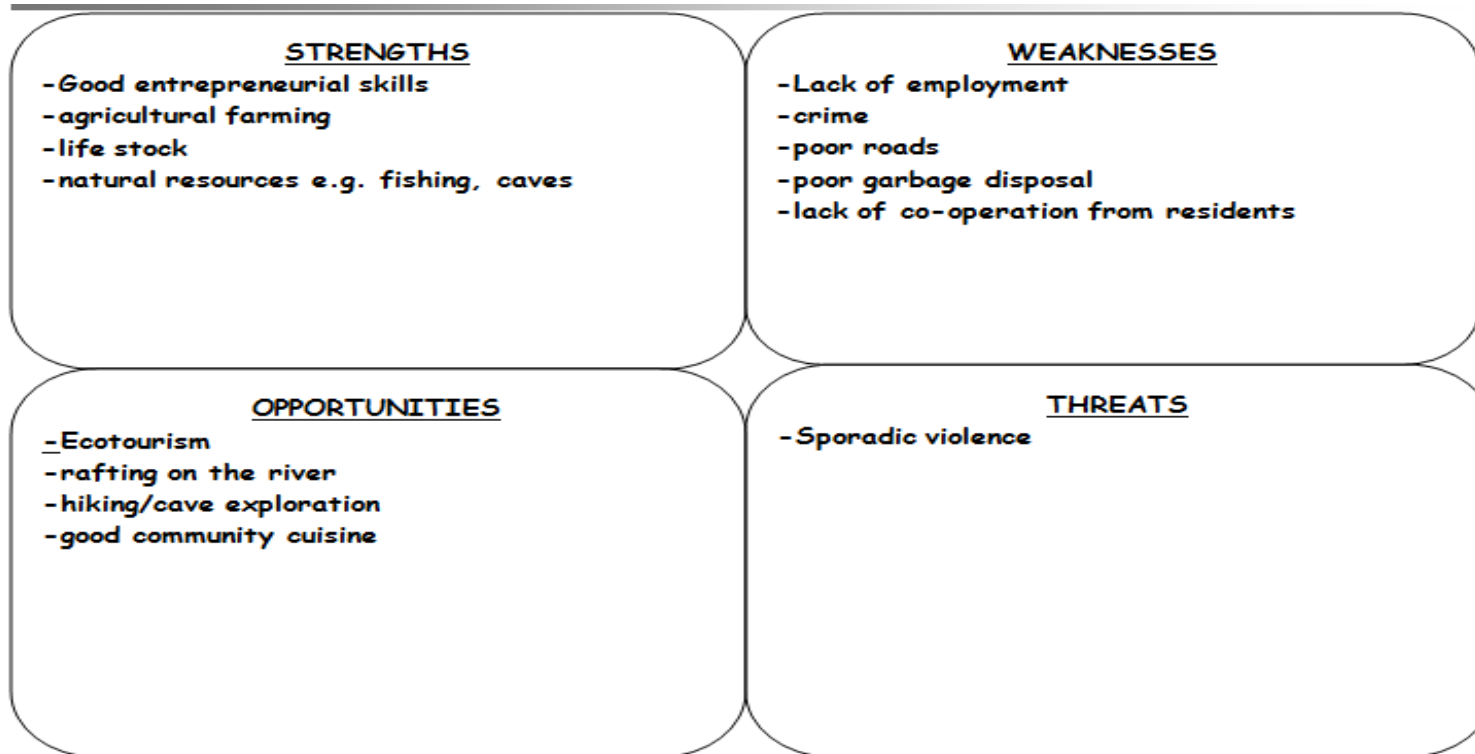


Stakeholder Partnerships

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.

Community Strengths Weaknesses Opportunities and Threats (SWOT) Analysis

An assessment of the community's strengths, weaknesses, opportunities and threats is vital to identify the internal capacities and the issues or problems which endanger the ability of the community to effectively reduce the vulnerabilities faced. The strengths and weaknesses are internal factors to the community, whilst the opportunities and threats are external forces that can be positive or negative for the community, respectively.



APPENDIX J- ACROYNMS

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

APPENDIX K- DEFINITIONS

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.

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 Centre (EOC)

Is a multi-agency coordination centre 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.

Capacity

Is a combination of all the strengths and resources available within a community, society or organization that can reduce the level of risk, or the effects of a disaster. Capacity may include physical, institutional, social or economic means as well as skilled personal or collective attributes such as leadership and management. Capacity may also be described as capability

Capacity Building

Efforts aimed to develop human skills or societal infrastructures within a community or organization needed to reduce the level of risk.

Climate Change

The climate of a place or region is changed if over an extended period (typically decades or longer) there is a statistically significant change in measurements of either the mean state or variability of the climate for that place or region.

Coping Capacity

The means by which people or organizations use available resources and abilities to face adverse consequences that could lead to a disaster.

Disaster

A serious disruption of the functioning of a community or a society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources.

Disaster Risk Management

The systematic process of using administrative decisions, organization, operational skills and capacities to implement policies, strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental and technological disasters. This comprises all forms of activities, including structural and non-structural measures to avoid (prevention) or to limit (mitigation and preparedness) adverse effects of hazards.

Early Warning

The provision of timely and effective information, through identified institutions, that allows individuals exposed to a hazard to take action to avoid or reduce their risk and prepare for effective response.

Emergency Management

Is the organization and management of resources and responsibilities for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation.

Hazard

A Hazard is a potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Hazard Analysis

Hazard Analysis is identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour.

Mitigation

Is any structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.

Preparedness

Activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.

Prevention

Is an activity to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters.

Recovery

Decisions and actions taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk.

Relief/Response

The provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.

Resilience

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

Retrofitting

Retrofitting is the reinforcement of structures to become more resistant and resilient to the forces of natural hazards.

Risk

The probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between natural or human-induced hazards and vulnerable conditions.

Structural/Non-Structural Measures

Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure.

Non-structural measures refer to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk and related impacts.

Vulnerability

The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

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>