



COMMUNITY DISASTER RISK MANAGEMENT PLAN

**For
Port Maria, St. Mary**



Facilitated through the

Building Disaster Resilient Communities Project,

An Office of Disaster Preparedness and Emergency Management (ODPEM) Project

Funded by the Canadian International Development Agency

in collaboration with the

St. Mary Parish Council

and other partners.

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GLOSSARY OF TERMS

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

TERM	MEANING
	including structural and non-structural measures to avoid (prevention) or to limit (mitigation and preparedness) adverse effects of hazards.
EARLY WARNING:	The provision of timely and effective information, through identified institutions, that allows individuals exposed to a hazard to take action to avoid or reduce their risk and prepare for effective response.
EMERGENCY MANAGEMENT:	The organization and management of resources and responsibilities for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation.
HAZARD:	A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.
HAZARD ANALYSIS:	Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour.
HURRICANE	<p>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.</p> <p>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.</p>

TERM	MEANING
MITIATION:	Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.
PREPAREDNESS:	Activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.
PREVENTION:	Activities to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters.
RECOVERY:	Decisions and actions taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk.
RELIEF/RESPONSE:	The provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.
RESILIENCE:	The capacity of a system, community or society potentially exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure. This is determined by the degree to which the social system is capable of organizing itself to increase its capacity for learning from past disasters for better future protection and to improve risk reduction measures.
RETROFITTING:	Reinforcement of structures to become more resistant and resilient to the forces of natural hazards

TERM	MEANING
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:	<p>Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure.</p> <p>Non-structural measures refer to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk and related impacts.</p>
VULNERABILITY:	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

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

ABBREVIATIONS

CBDRM	Community-Based Disaster Risk Management
CBO	Community Based Organization
CERT	Community Emergency Response Team
DRM	Disaster Risk Management
IDB	Inter-American Development Bank
MP	Member of Parliament
NEPA	National Environment Planning Agency
NGO	Non-Governmental Organisation
NSWMA	National Solid Waste Management Authority
NWA	National Works Agency
ODPEM	Office of Disaster Preparedness and Emergency Management
PDC	Parish Disaster Coordinator/Committee
RADA	Rural Agricultural Development Authority
MLSS	Ministry of Labour and Social Security

PREAMBLE

Name of the Plan

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

Purpose of the Plan

This plan provides:

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

Actors

The key actors involved in the development of the draft plan are the Port Maria Community Development Committee, the St Mary Parish Council and the Office of Disaster Preparedness and Emergency Management, Social Development Commission, the Utility Companies.

Scope of Plan

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

Authority

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

Responsibility

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

Special emphasis will be placed on updating the following information:

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

Assumptions

1. There will always be a CBO in place that will continue to assume the leadership role for disaster risk management in the community
2. In a disaster utility services may be unavailable for extended periods (i.e., electricity, water, and telephone)

3. Police and fire response services will be overrun within the first 3-5 days after a major disaster, do not expect help from them initially
4. The community will largely be on its own in the initial days following a disaster.
5. There will be serious problems with transportation. Road closures will occur and access to outside help will not be possible.
6. The community and the parish disaster committee will work together to identify and source resources to continue the development and maintenance of the plan.
7. The president of the Port Maria Community Disaster Risk Management Group will periodic meetings of the St. Mary Parish Disaster Committee

Relationship to Parish and National Plans/Structure

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

THE ZONAL PROGRAMME

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

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

The Zonal Programme

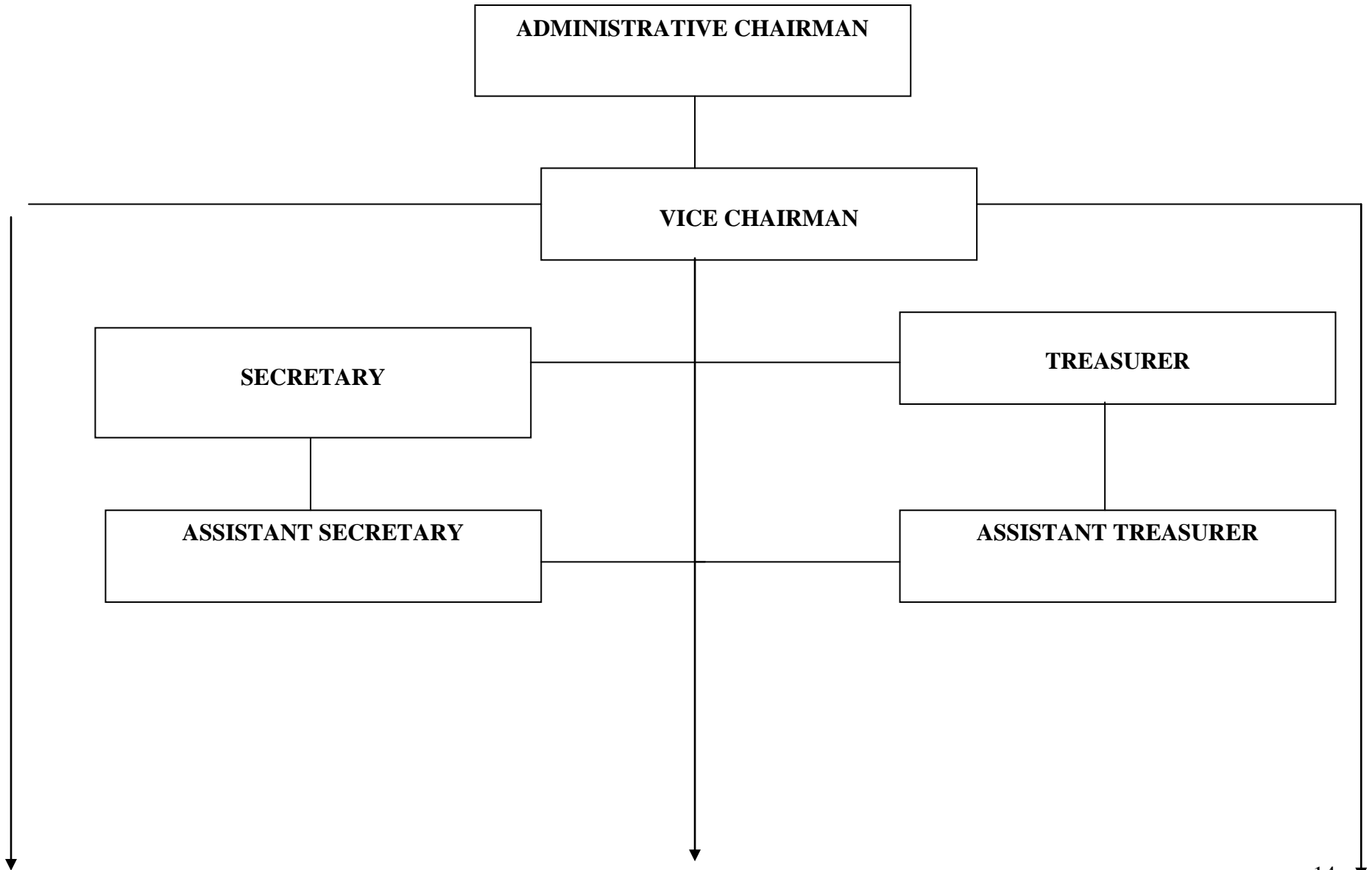
Within the National Disaster Management Framework, “The Zone” is envisaged as the smallest organized unit, outside of the family, that is empowered to prepare and respond to emergencies and disasters at the local level. The Zonal Programme conceptually represents the establishment of a formal organizational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

Objectives of the Zonal Committee Programme

The objectives of the Zonal programme include the following:

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

ZONAL COMMITTEE STRUCTURE



ZONAL COMMITTEE STRUCTURE CONT'D

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

Other members may include:

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

Chair: Public Education Coordinator

Other members may include:

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

Chair: Response & Recovery Coordinator

Other members may include:

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

COMMUNITY BACKGROUND

The community is a small, rural community the capital town of the parish of Saint Mary with a population of approximately 7,500 people. It centers around farming but there are other livelihoods that contribute to the economic development of the community. The structural background of the community is basically split 50/50 between concrete structures and wooden structures. Port Maria is a coastal town but is also surrounded by hills and valleys on its inner boundaries. There are gullies and rivers running through the area. Shrubs and trees over hang in many roadways. There are many improved roadways but there are still a few that need to be redone.

The areas covered in this plan include:

- Port Maria (inc. Cox Street)
- Paggee
- Frontier (behind KFC to above JPS)
- Frontier Heights
- Farmers Heights
- Wentworth
- Little Bay
- Llangley to Ballards Valley
- Brimmer Hall to Tryall (inc. Gray St.)
- Heywood Hall to Whitehall
- Albion Mountain (Top & Bottom)
- Sandside to Llangley

Economic Status

Presently the Port Maria community is home to persons who have means of earnings in different activities. These include;

- | | | |
|----------------------|-----------------|-------------------------|
| • Farming | Shop keepers | Factory workers |
| • Self employed | Carpentry | Funeral parlour workers |
| • Skilled labourers | Dressmakers | Service station workers |
| • Professionals | Entertainment | |
| • Mechanics | Fishing | |
| • Beauty technicians | Tourism workers | |

MAJOR INDUSTRIES IN PORT MARIA

- Agriculture
- Block Making
- Fishing
- Bakeries and Restaurants
- Banking and Finance (Credit Unions)
- Funeral Homes
- Service Stations

SUMMARY OF MAIN HAZARDS

The only major natural disaster that can be predicted is a hurricane.

- Hurricanes- Usually destroys livelihoods, property and livestock. It often disrupts the everyday routine of persons and makes it very challenging for them to return to normality.
- Land slippage- mostly from a result of flooding and improper agricultural practices such as the improper burning of garbage, deforestation which leads to soil erosion and earthquakes, etc. Usually, landslides come without warning.
- Flooding- Heavy rains would normally cause an accumulation of water which causes flooding because of the lack of a proper drainage system. This is caused by the improper disposal of garbage. The communities are also in need of river dredging and training programs.
- Earthquakes- The community is very susceptible to earthquakes being situated on an earthquake fault. It destroys all critical facilities and infrastructure. It disrupts livelihoods and creates deep fissures in the earth that may eventually lead to landslides. It can disrupt utilities that may lead to other disasters. For example, it can bring down utility poles which can cause fires. Tsunamis also usually follow after earthquakes.
- Fires- Careless handling of matches, lanterns, gasoline, generators and other equipment can lead to fires. Lightning and flint stones

Location Map of Community



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
President	Mr.Dennis Henry	994-2576	Sandside	
Vice President	Pastor Roland Vassell	367-2890	Trinity	
Secretary	Ms. Hazel Walker		Albion Mountain	
Asst. Secretary	Ms. Olga Williams		Brimmer Hall	
Treasurer	Pastor Roland Vassell	367-2890	Trinity	
Public Education & Fundraising Coordinator	Ms. Olga Williams		Brimmer Hall	
Asst. Public Education & Fundraising Coordinator	Pastor Roland Vassell	367-2890	Trinity	
Vulnerability & Risk Identification Coord.	Mrs. Kathleen Chambers	384-1721	5 King Street Port Maria	
Asst. Vulnerability & Risk Identification Coord.	Mrs Miriam Lewis		Trinity	
Prevention & Mitigation Coord.	Mr. Riley		Grants Town	
Asst. Prevention & Mitigation Coord.	Ms. Elaine Allen		Heywood Hall	

EXECUTIVE MEMBERSHIP POST	NAME/RESPONSIBILITY	TELEPHONE	ADDRESS	EMAIL
Response and Recovery Coordinator	Mr. Mario Cox		Llanrumney	
Asst. Response & Recovery Coordinator	Mr. Charles Jones Mr Philson Pryce		Heywood Hall Cambridge	
Preparedness Coordinator	Mr. Derrick Robinson	452-7478	Galina	tackyheritage@yahoo.com
Asst. Preparedness Coordinator	Ms. Tashanna Earl	467-7004	Oxford	ladytashanaearl@yahoo.com

CONTACT LIST

COMMUNITY BASED ORGANISATION:

CBO	CBO Leader	Contact
Heywood Hall Citizens Association	Barbara Brown	420-1146
Jamaica Agricultural Society	Denzil Ellis	396-0410
Heywood Hall H.E. Group	Arvelle Allen	873-2326
Tacky Heritage Group	D. Robinson aka. Black X	452-7478
Farquharson Work Team	Mark Williams	588-7723
Valley Christian Ministry	Barbara Beckford	417-0313
Shiloh Apostolic Church	Janice Lecky	854-8694
AME Zion Church		
Community Service Leader	Eutel Young	473-9718
Women Ministry	Gertude Farguharson	834-4793
Men Ministry	Winston Neil	420-1729
Brimmer Hall Neighbourhood Watch	Olga Williams	434-0285 or 829-2968
Church of God	Sister Vidal	
Emmanuel Faith Church of God	Pastor Brown	994-2256
Honey Making	Lloyd Thomas	350-9623

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.

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 PR 1: Historical Overview of Disasters

Hazard, Year	Impact	How did the Community Cope?
Hurricane Allen, 1988	Severe erosion of beaches, damage to structures and infrastructure, loss of life and property	Relocation, mourning loss of life, moral support from relatives and friends
Hurricane Gilbert, 1988	Loss of livelihoods and homes, structural and infrastructural damage	Communities helped each other to repair and rebuild
Hurricane Ivan, 2004	Severe damage to houses, agriculture, loss of livelihood	Persons helped each other to repair their homes. Farmers got minimal assistance.
Earthquake, 1993	Slight damage to houses. Earth opened up.	Made repairs to homes that were damaged
Hurricane Dean, 2007	Mild flooding and slight structural damage to some buildings.	Farms were revitalized
Flooding, 2006	Flooding in Port Maria, damage to buildings, vehicles, loss of livelihood/stock. Lots of mud and debris	Many were marooned, JDF and fire department did evacuation, civilians assisted in the evacuation. Fire trucks and water trucks assisted in cleaning the streets and buildings.

Hazard, Year	Impact	How did the Community Cope?
	on streets and in buildings.	
T.S. Gustav, 2008	Flooding, damage to agricultural sector	Persons left home and went to the shelters.
Landslide, 2009	House totally destroyed in Aleppo and Llangley. Whitehall main road completely destroyed. Section of Aleppo cut off to vehicles as road also collapsed.	Alternate routes had to be used.
Landslide, 2007	Whitehall main road collapsed	Alternate route had to be used.

Lesson Learned

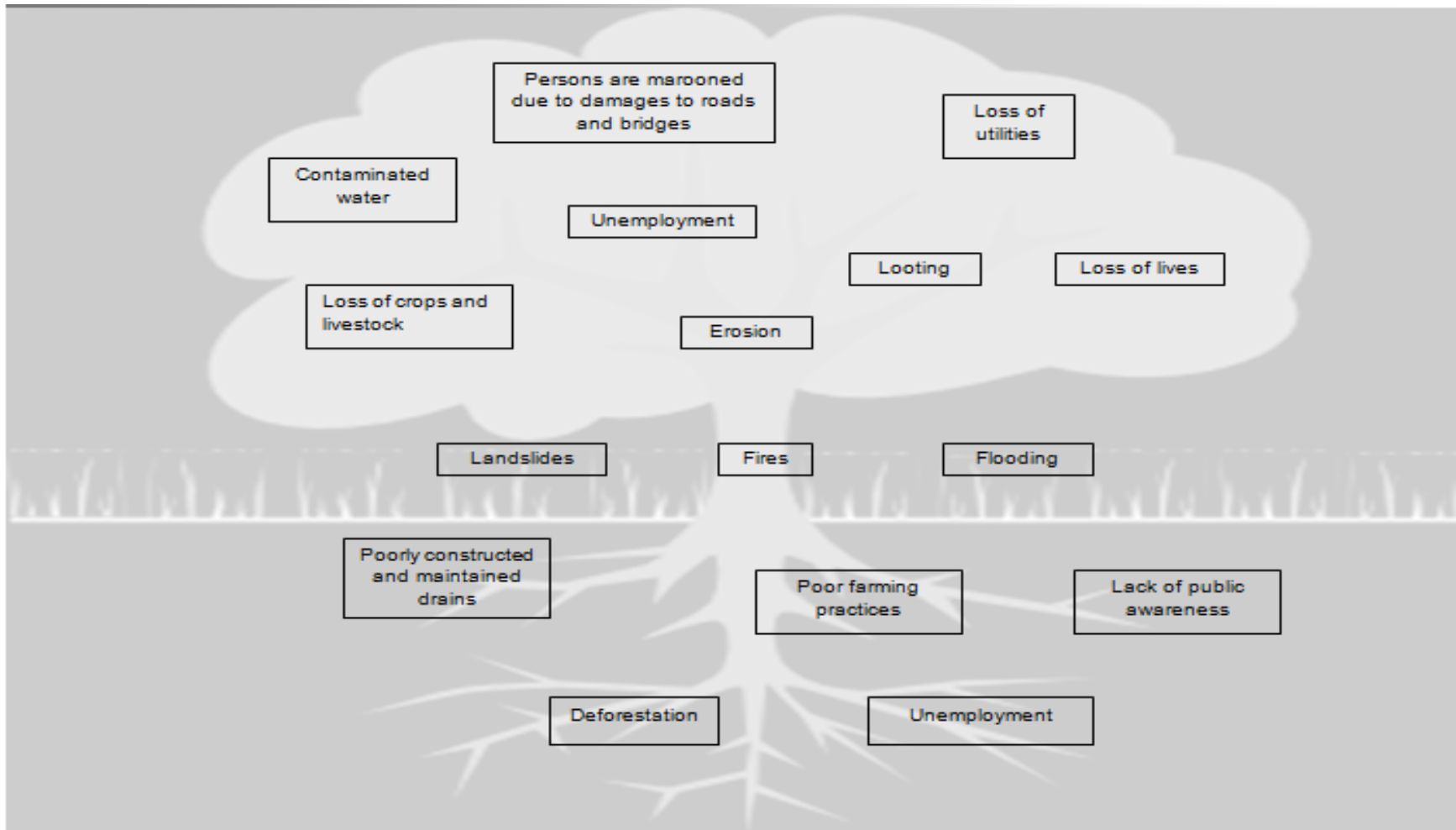
The community identified several key lessons learned from the occurrence of the events highlighted above. These were:

- Always adhere to evacuation orders
- Be prepared
- Be prepared. Better security of roof and livestock.
- One can only strengthen buildings and adhere to strict building codes.
- Keep drains clean and build proper gabion baskets.

HAZARD MAP

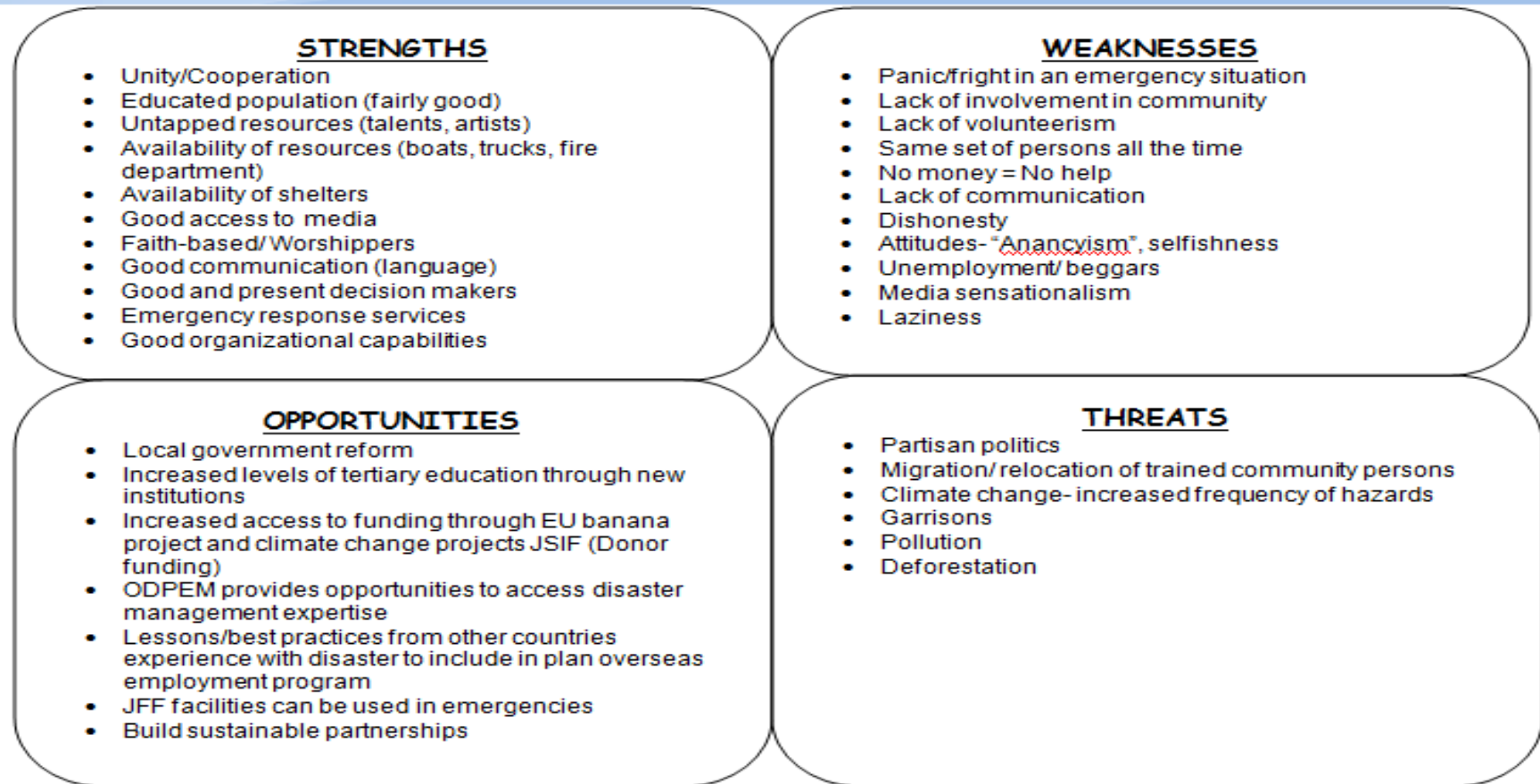
Community Problem Tree

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



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.



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 PR 2: Future Hazards

HAZARD	POSSIBLE IMPACT
Increase in the level of flooding if the river training are not done for the following rivers: <ul style="list-style-type: none">• Pages• Bailey's Vale• Heywood Hall	<ul style="list-style-type: none">▪ Destruction of property▪ Loss of lives
Increase in landslide activities in the Albion Mountains area	<ul style="list-style-type: none">▪ Loss of property▪ Destruction of property
Continuous stealing of stones in river training	<ul style="list-style-type: none">▪ Rivers will erode its back causing destruction of property and lives
Increase damages to houses and roofs due to poor infrastructural development.	<ul style="list-style-type: none">▪ Damage or loss of roofs▪ Damage structure of houses

HAZARD	POSSIBLE IMPACT
Increase in Human Diseases in Port Maria due to lack of proper toilets facilities and dumping of human waste in Pagee and Cock Street.	<ul style="list-style-type: none"> ▪ Pollution of drinking water ▪ Residents health in Pagee and Cock Street
With the development of the highway and housing the effect of flooding within Port Maria will worsen	<ul style="list-style-type: none"> ▪ Community will be marooned
Due to the lack of sea wall it will give the rise to sea surge	<ul style="list-style-type: none"> ▪ Damage to properties that are along the coastal areas ▪ Possible loss of life
Continuous dredging of the sea for development	<ul style="list-style-type: none"> ▪ Damage to property ▪ Beach Erosion
Chemical Leaks from company that are on shore lines or ships coming in to port	<ul style="list-style-type: none"> ▪ It would contaminate under ground water systems, seep toxic substances in to the soil which would affect crops, it would affect livestock. Could lead to respiratory diseases.

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 PR 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 swaying trees and light post in the cross roads to be on fire. NWC Pipe Line: Flooding will cause pipe lines to be damage and will also affects quality of water also which result in community been without water. When its turned on the water is contaminated for three days after. Cellular Network: Cell phones lose signals and land lines wires down.	To be determine
	Houses and other buildings – flooding of homes in the following areas: Pagee, Warner Street and Lane	To be determine
	Transport: damage road surface due to	To be determine

HAZARD	VULNERABLE ASSET AND POSSIBLE IMPACT	APPROXIMATE VALUE OF ELEMENT AT RISK (J\$)
	flooding	
Storm Surge	Damage to sea coast on Main Street, Examination Depo, Credit Union, Court House, Church.	To be determine
Landslide	Damage to property and road network in the Albion Mountain area	To be determine

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 PR 4: Corrective Actions to Reduce Community Vulnerability

HAZARD	VULNERABLE ASSETS	CORRECTIVE ACTIONS
Flooding	Destruction of property. Loss of lives.	<ul style="list-style-type: none">-Enforce building codes.-Keep keys and important documents in safe and easily accessible areas.
Hurricanes	Destruction of property. Loss of lives.	<ul style="list-style-type: none">-Enforce building codes-Heed early warnings-Evacuative if necessary-Stock up and secure emergency materials-Secure property and livestock-Generators- Keep keys and important documents in safe and easily accessible areas.
Landslides	Destruction of property. Loss of lives.	<ul style="list-style-type: none">-Enforce building codes

HAZARD	VULNERABLE ASSETS	CORRECTIVE ACTIONS
		<ul style="list-style-type: none"> -Build gabion baskets - Keep keys and important documents in safe and easily accessible areas.
Earthquake	Destruction of property. Loss of lives.	<ul style="list-style-type: none"> -Enforce building codes -Safely secure furniture and appliances around the household -Identify all exits and entrances -Keep keys and important documents in safe and easily accessible areas. -Know assembly points
Fire	Destruction of property. Loss of lives.	<ul style="list-style-type: none"> -Don't leave lamps, open flames, etc unattended -Keep an extinguisher at hand -Install and regularly check fire alarms -Place emergency numbers at strategic points around the household

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 PR 4.1: Reducing McNeils Land Vulnerability

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
A. Environmental		
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 community 	<ul style="list-style-type: none"> ▪ Responsibility of National Solid Waste Management Authority ▪ St. Mary Parish Council ▪ Residents
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"> ▪ National Works Agency (NWA) ▪ ODPEM ▪ Human Labor ▪ St. Mary Parish Council
Storm Surge	<ul style="list-style-type: none"> ▪ Building of Sea Wall ▪ Evacuation Plans 	<ul style="list-style-type: none"> ▪ National Works Agency ▪ St. Mary Parish Council ▪ ODPEM
Landslide	<ul style="list-style-type: none"> ▪ Public education on reforestation ▪ Evacuation Plan ▪ Building of retaining wall 	<ul style="list-style-type: none"> ▪ National Works Agency ▪ St. Mary Parish Council ▪ ODPEM

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
B. Social/Economic		
Damage to infrastructure (Road Network, Water/Electricity Supply)	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
Destruction of Homes and small Business	<ul style="list-style-type: none"> ▪ Relocation of buildings 	ODPEM Parish council
Community teamwork is sometimes weak	<ul style="list-style-type: none"> ▪ Intervention from Corporate Jamaica 	<ul style="list-style-type: none"> ▪ SDC
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
Disruption in productivity and employment as workers are unable to attend work	<ul style="list-style-type: none"> ▪ Responds time of MLSS to be more faster ▪ Relevant agencies working closely together so main areas can be cleared. 	<ul style="list-style-type: none"> ▪ MLSS ▪ St.Mary Parish Council ▪ ODPEM
High unemployment among youthful	<ul style="list-style-type: none"> ▪ Employment opportunities / Job 	<ul style="list-style-type: none"> ▪ Skills training from Heart Trust NTA

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
populations	Creation	▪ Course / training in entrepreneurship
C. Health Related		
Mosquito Infestation	<ul style="list-style-type: none"> ▪ Spray of community ▪ Get rid of anything that they can live in 	<ul style="list-style-type: none"> ▪ ODPEM ▪ St. Mary Parish Council ▪ Ministry of health
Gastroenteritis illness	<ul style="list-style-type: none"> ▪ Building of flush toilets ▪ Public Education on proper Hygiene ▪ Clean Drinking water 	<ul style="list-style-type: none"> ▪ Ministry of Health ▪ St. Mary Parish Council ▪ NWC
D. Political		
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"> ▪ Port Maria CDC

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 PR 5: Priority Listing of Hazards

Hazard	Probability of Occurrence	IMPACT ON COMMUNITY					
		People	Buildings	Infrastructure	Critical Facilities	Livelihoods	Total
Flooding	3	3	3	3	2	3	42
Fire	2	2	2	1	2	2	18
Earthquake	2	2	2	2	2	2	20
Landslide	2	2	2	2	1	2	18
Drought	2	3	0	0	3	3	18
Hurricane	3	3	3	3	3	3	45
Tsunami	2	2	2	3	3	2	24

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 Port Maria are as follows (in priority order):

1. Hurricane
2. Flooding
3. Tsunami
4. Earthquake
5. Landslide
6. Fire
7. Drought

Community Resources and Capacity Analysis

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

Table PR 6: Community Capacity

Capacity	Type of Resource	Task
Skills	Electrician, carpenter, plumber, drivers, masons	Assist with shelter electrical needs, assist with retrofitting of building, assist with the plumbing needs of shelters, assist with transporting shelterees, assist with the repairing needs
Knowledge	Teachers, police officers, fire men, Nurse, Health Aid, Doctor	Assist with educating persons about disaster mitigation and prevention, assist with security and rescue, and assist with administering first aid to the injured.
Networks	Parish Development Committees, ODPEM, NETCOM (Network Communicators Club of St. Mary), Parish Disaster Committee, Chamber of Commerce, Kiwanis Club, Red Cross and Salvation Army	Liaison with the community members on status of community.
Transportation	Trucks, cars, buses, motor bikes,	Assist with removal of shelter resources and also to transport the injured to medical facilities
Building/Structures		
Means of Care	Schools and Churches	To provide shelter during disasters and to help restore normality to everyday life
Medical Care	Medical centers, hospital, first aid nurse	Administer first aid/health care where needed
Means of communication	CB radios, telephones	Keep communication link alive before, during and after a disaster.
Commercial Enterprises	Entrepreneurs	Make available food and other necessities to the community.

PREVENTION

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

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

HAZARD & IMPACT	PREVENTATIVE ACTION	RESOURCE NEEDED AVAILABLE INTERNALLY/EXTERNALLY
Landslides		
Damage to buildings and property	<ul style="list-style-type: none"> Do not build in areas prone to landslide Construct proper retaining walls 	<ul style="list-style-type: none"> Planning authority to identify these zones. Money and labour
Lost of Life	<ul style="list-style-type: none"> Evacuate early Practice proper building techniques 	<ul style="list-style-type: none"> Have a evacuation plan in place NWA and or Parish Council Support
Fires		
Destruction of buildings and property	<ul style="list-style-type: none"> Always be mindful of how flammable materials are been used Always have a fire extinguisher present Install fire alarm system Have emergency numbers placed at strategic points 	<ul style="list-style-type: none"> Jamaica Fire Brigade to assist with educating persons about fire hazards. JFB to establish Fire post in close vicinity.
Hurricane		

HAZARD & IMPACT	PREVENTATIVE ACTION	RESOURCE NEEDED AVAILABLE INTERNALLY/EXTERNALLY
Damage to roofs and windows	<ul style="list-style-type: none"> ▪ Baton down windows and use hurricane straps on roofs ▪ 	<ul style="list-style-type: none"> ▪ Money and Labour ▪ Enforcement of building code by the Parish Council
Fatalities	<ul style="list-style-type: none"> ▪ Evacuate if necessary ▪ Store emergency materials ▪ Heed early warnings 	<ul style="list-style-type: none"> ▪ Transportation and shelter ▪ Money ▪ Establish early warning systems in the community
Flooding		
Damage to property	<ul style="list-style-type: none"> ▪ Keep important documents in a safe and easily accessible location for quick escape ▪ Ensure that garbage is disposed of in a proper manner to prevent blockage of drains 	<ul style="list-style-type: none"> ▪ Have a Safe to store documents ▪ NWA and Planning Authority to ensure that drains are properly constructed and maintained
Damage to livestock	<ul style="list-style-type: none"> ▪ Take live stocks to higher ground prior to hazard 	
Fatalities	<ul style="list-style-type: none"> ▪ Do not attempt to cross flooded areas ▪ Plan escape route prior to hazard 	<ul style="list-style-type: none"> ▪ Public education measures ▪ Establish community evacuation routes.

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 PR 8: Areas for No Development

AREA	REASON FOR NO DEVELOPMENT
Coastal areas	Susceptible to flooding and storm surges
Albion Mountain	Susceptible to landslides

Zoning

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

Table PR 8.1: Suitable Areas for Development

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
Pagee	Gabion basket, dredging, river training
Heywood Hall	Needs a bridge (fording)
Sandside	Needs a bridge (fording)
Tryall	Needs a bridge (fording)
Cox Street	River training and dredging, gabion basket, retaining wall
Brimmer (Bernside Road)	Repair bridge, gabion basket
Port Maria	River dredging

Areas Which Can Be Developed With Appropriate Mitigation Activities

These are “**special areas**” in the community which could be developed or could be made safer if certain mitigation activities were implemented.

Table PR8.2: Special Areas for Development

AREA	MITIGATION MEASURES NEEDED
Port Maria proper	There should be a continuation of the construction of sea wall from Port Maria to Pagee area to prevent sand from washing ashore and blocking drains that take flood water to sea.

Community Mitigation Activities

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

Table PR 8.3: Community Mitigation Activities

HAZARD	ACTIVITY	TIMEFRAME
▪ Flooding	▪ Drain Cleaning	▪ Ongoing
▪ Landslide	▪ Proper farming practice	▪ 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 PR 8.4: Mitigation Activities Requiring External Help

HAZARD	ACTIVITY	AGENCY
Flooding	<ul style="list-style-type: none">▪ Building of new drainage systems and the upgrading of others▪ Mapping of the flood boundaries or floodplain of the community▪ Construct culverts to allow run off of water	<ul style="list-style-type: none">▪ WRA▪ NWA▪ Local Government▪ ODPEM
Hurricane	Access to heavy duty equipment	NWA

Mitigation Action Plan

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

Table PR 8.5: Community Mitigation Action Plan

Hazard Impact	Mitigation Required	Areas for Improvement	Timeframe for Action Plan	Priority Ranking	Resource
<ul style="list-style-type: none"> Flooding 	<ul style="list-style-type: none"> Clean and widen drains, Elevate homes River training River dredging Drain cleaning Public awareness 	<ul style="list-style-type: none"> Proper disposal of damage Build a higher foundation 	<ul style="list-style-type: none"> March -April 2012 	<ul style="list-style-type: none"> 1 	<ul style="list-style-type: none"> Volunteers from Port Maria, building materials for homes, 12 machetes, 6 spade, 6 shovel
<ul style="list-style-type: none"> Hurricane 	<ul style="list-style-type: none"> Secure roofs from strong winds 	<ul style="list-style-type: none"> Ensure that roofs are properly secured using straps etc when construction is in progress 	<ul style="list-style-type: none"> Ongoing during building 	<ul style="list-style-type: none"> 2 	<ul style="list-style-type: none"> Hurricane Straps

Risk Transfer

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

Table PR 9

INFORMAL risk transfer options	
	Assistance from wider community
FORMAL risk transfer options	
	Insurance for housing and buildings
	NWA Responsibilities
	Parish Council Responsibilities

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.

Table PR 10

Community Member/ Team	Training Activity	Agency or Source	Who responsible to organize	Time Frame
Zonal Committee	First Aid	Red Cross/ ODPEM	Mrs. Jankie or Mrs. Gordon	End of July 2011, Yearly Revision
Zonal Committee	LSR	ODPEM	Mrs. Jankie or Mrs. Gordon	November 2011, Yearly Revision
Zonal Committee	Fire Warden Training	ODPEM	Mrs. Jankie or Mrs. Gordon	October 2011, Yearly Revision
Zonal Committee	Initial Damage Assessment	ODPEM	Mrs. Jankie or Mrs. Gordon	November 2011, Yearly Revision

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.

Table PR 11

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	January-March	Olga Williams
Earthquakes	Distribution of information leaflets	Target Principals of each school to roll out programme in fulfilling the needs of the plan	Ongoing, year round	Olga Williams
Fire	Training of Fire Wardens	Selection of able bodied male and female from each district in McNeils Land	July	Olga Williams

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility
Landslide	Circulate information on how to prevent soil erosion, plant cover as slope retention measure	Engage the Farmers Associations to	March	Olga Williams
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	Olga Williams

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 PR 12: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazardous or dangerous situations in the community	Merdelin Vassel-Miller
Listening to the radio for official information	Derrick Robinson
Monitoring marine weather forecasts	Charles Jones
Liaising with the Parish Disaster Committee and Coordinator and ODPEM	Georgina Thompson
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.

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

Table PR 13: Traditional Early Warning System

Hazard	Method of Delivery	Target Group	Responsibility
Flood	<ul style="list-style-type: none">▪ Gauge▪ Whistles▪ Pot covers▪ Shout out▪ Telephone	<ul style="list-style-type: none">▪ Community members	<ul style="list-style-type: none">▪ -Emergency Response Teams▪ -Volunteers▪ -Community members
Hurricane	<ul style="list-style-type: none">▪ Media (National)	<ul style="list-style-type: none">▪ Community members	<ul style="list-style-type: none">▪ Emergency Response Teams and volunteers
Fire	<ul style="list-style-type: none">▪ Shout to neighbor▪ Shout to agencies (fire department, police)	<ul style="list-style-type: none">▪ Community members▪ Fire Brigade	<ul style="list-style-type: none">▪ Emergency Response Teams and volunteers

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

Table PR 14: Early Warning Activity and Responsibility

HAZARD	ACTIVITY	RESPONSIBILITY	MEANS
Hurricane and Flooding	*Warn Special Needs residents	Ralston Gray	By using the contact list to reach the care givers
	Old and sick persons	Wayne Clarke	By using the contact list to reach the care givers
	Persons with disabilities	Wayne Clarke	By using the contact list to reach the care givers
	Mothers and babies and young children	Mrs Kathleen Chambers	Sending the information through the nurse aid
	The School	Julie Bennett	Having a texting system through the PTA
	Members of the community who are at sea	John James	Fisherman Corporation
	Evacuation Zone residents	Derrick Robinson	Through the usage of the evacuation team
	Rest of Community	Pastor Roland Vassell	Community meetings
	Update ODPEM	Dennis Henry	Internet and Telephone
	Update PDC	Dennis Henry	Internet Telephone

Evacuation

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

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

Table PR 15: Areas to be evacuated during an Emergency

Area for Evacuation	Priority <i>(low, medium, high)</i>	Reasons for Evacuating	Assembly Point
Pagee	High	Flooding	Main Street
Bailey's Vale	High	Flooding	
Heywood Hall	High	Flooding	Heywood Hall Basic School
Albion Mountain	High	Flooding	Albion Mountain Primary School, Albion Mountain SDA

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 precede to the designated shelters as outlined in the table below. It is not necessary to assemble at an assembly point

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

Assembly Point/s	Shelter	Evacuation Route	Transportation	Resources (people & equipment)
United Church (Pagee)	Kirk (unofficial)	Along the main road	none	Council vehicles
Frontier: RADA Office		Frontier Heights Road	none	Council vehicles
Port Maria Primary School	Port Maria High School, Assembly Baptist Church	(Not for flooding or hurricanes) Stennett Street	none	Council vehicles
Claude Stewart Park	Port Maria High School	Stennett Street	none	Council vehicles
Palmer's Park	Port Maria High School	Stennett Street	none	Council vehicles
Clemhards Park	Port Maria High School, Port Maria SD Baptist Church	(Not for flooding or hurricanes) Stennett Street	none	Council vehicles

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

Table PR 17: Evacuation Procedures

ACTIVITY	RESPONSIBILITY
Evaluate threat and liaise with PDC/ODPEM on need for evacuation	Dennis Henry
Alert residents on possible evacuation	Kathleen Chambers
Decide on timing	Derrick Robinson
Ensure special needs population is assisted	Ralston Gray
Organize transportation	Tashana Earl
Identify route to be used	Mario Cox
Ensure shelter is available	Monica Jackson
Start Evacuation	Pauline Neil
Check that all areas have been evacuated	Charles Jones
Inform PDC	Dennis Henry

Evacuation Team

Table PR 17.1

District/Area	Evacuation Team/Person	#of Households in Area	Vulnerable Group and #’s to Evacuate	Team Responsibility
Sand Side	Mr. Dennis Henry			
Heywood Hall	Ms. Elaine Allen			

NB: The evacuation team does not seem to be organized and as such none was presented at the time the plan was prepared.

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 PR 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)
New Testament Church, Sandside	Along North Coast Highway	Hurricane, Earthquake	Good	Sandside, Little Cambridge, Gray Street, Llanrumnay		
Rhema Open Bible Church	Along North Coast Highway	Hurricane, Earthquake		Tryall, Baileys Vale	Monica Jackson 353-5550	
Trinity Primary School, Sandside						
United Church, Port Maria						
Hampstead Primary and Jr. High						
Port Maria High School		Hurricane, Earthquake	Good	Frontier, Capture Land, Stennett Street, Cox Street	Winston Neil 420-1729; Pauline Neil 365-7129	

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)
Albion Mountain Primary		Hurricane, Earthquake	Good	Albion Mountain	Effie Thompson 464-4072; Anthony Thompson 464-4072	
Albion SDA Church						

Preparedness Action Plan

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

Table PR 19: Community Preparedness Action Plan

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	Mr. Riley	On an regular Basis
Train team members	Derrick Robinson	On an regular Basis
Replenish First aid/SAR kits	Charles Jones	On an regular Basis
Make arrangements for access to relief and emergency supplies*	Mario Cox	On an regular Basis
Start hurricane awareness	Olga Williams	Every June 1

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

RESPONSE AND RELIEF

TABLE PO1: Instructions for DRM Team

The Port Maria Command Centre will be located at the Parish Council Chambers. All Saints Mission 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. The Parish Council Chambers will also serve as a meeting place where residents will seek to reunite or locate family members or friends.

The Command Center will forward information to the Parish Emergency Operations Centre (PEOC). The Community Disaster Chairman will assume the lead at the Command Center. The Public Education Coordinator will serve as the sole public spokesperson in Port Maria. The Port Maria Disaster Risk Management Group will also develop an inventory and assess damage, and where feasible, secure the perimeter of dangerous areas. The Port Maria 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 PO1.1: Response Procedure – Search and Rescue/First Aid/Emergency Medical Care

Activity	Responsibility	Agency to Report to
Activation of Shelters	Monica Jackson	St Mary Parish Disaster Coordinator
Feeding of Shelterees	Monica Jackson	St Mary Parish Disaster Coordinator
Stocking of Shelters	Derrick Robinson	St Mary Parish Disaster Coordinator
Trucking of Water	Mario Cox	St Mary Parish Disaster Coordinator National Water Commission
Alternative Sources of Lighting	Mario Cox	St Mary Parish Disaster Coordinator Jamaica Public Service
Garbage Removal form shelters	Miriam Lewis	St Mary Parish Disaster Coordinator NSWMA
Search and Rescue	Charles Jones	Jamaica Fire Brigade ODPEM
Children Welfare and the Disabled	Pastor Roland Vassell	St Mary Parish Disaster ODPEM

Activity	Responsibility	Agency to Report to
		Ministry of Labour and Social Security
Initial Damage Assessment	Hugh Samuels	St. Mary Parish Disaster ODPEM Ministry of Labour and Social Security
Welfare Assessment	Tashana Earl	St. Mary Parish Disaster ODPEM Ministry of Labour and Social Security
Distribution of relief supplies	Philson Pryce	St. Mary Parish Disaster ODPEM Ministry of Labour and Social Security
First Aid	Miriam Lewis	Ministry of Health Red Cross
Activation of EOC	Dennis Henry	St. Mary Parish Disaster ODPEM
Distribution of Food to Shelterees	Elaine Allen	St. Mary Parish Disaster ODPEM Ministry of Labour and Social Security
Cleaning Up of Households	Kathleen Chambers	Parish Council

Initial Damage Assessment

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

PO2: Initial Damage Assessors

ACTIVITY	RESPONSIBILITY
Send out rapid assessment team	
Check on:	
Roads opened/closed	Kanhai Lumsden
Roads In need of urgent repair to provide access	Shereen Wilson-Bryan
Power:	
Fallen lines, poles transformers	Hazel Walker
Live wires	Dennis Henry
Water and Sewage	
Broken/missing water mains	Eugenie Thorpe
Water available	Pauline Neil
Sewage pipes broken/leaking	Shaniel Campbell
Describe State of:	
Community	Merdelin Vassel-Miller
Schools	Derrick Robinson
Clinic	Charles Jones
Church	Georgina Thompson

ACTIVITY	RESPONSIBILITY
Shops and businesses	Kathleen Johnson
Boats and fishing gear	Elaine Allen
Sea Wall and sea defense	N/A
Mangroves, environment	N/A

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.

PO2.1: 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	Derrick Robinson	Ministry of Labour and Social; Security	2 days after incident
Welfare	Olga Williams	Ministry of Labour and Social; Security Red Cross	2 days after incident
Agriculture	Kathleen Chambers	Ministry of Agriculture	2 days after incident
Preliminary assessment			
Buildings, utilities and infrastructure	Elaine Allen		
Welfare	Pastor Roland Williams		
Agriculture	Dennis Henry		

Response Action Plan

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

PO3: Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	AGENCY TO REPORT TO
Evacuation Route Management	Pauline Neil	Parish disaster Coordinator ODPEM
Evacuation	Philson Pryce	Parish disaster Coordinator ODPEM
Trucking of Water	Mario Cox	National Water Commission
Alternative Sources of Lighting	Mario Cox	Jamaica Public Services
Search and Rescue	Mariam Lewis	Jamaica Fire Bridge ODPEM Police
Children Welfare and the Disabled	Pastor Roland Vassell	Children Development Agency
Initial Damage Assessment	Tashana Earl	Parish Council ODPEM
Welfare Assessment	Pastor Roland Vassell	MLSS
Distribution of relief supplies	Olga Williams	MLSS RED Cross

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	AGENCY TO REPORT TO
		ADRA ODPEM
First Aid		Ministry of Health

Relief

PO4: Relief Assistance

ACTIVITY	RESPONSIBILITY
Identify members of community who have:	
Received damage	Miriam Lewis
Need shelter	Kathleen Chambers
Lost means of income	Hazel Walker
Need assistance	Pastor Roland Vassell
Identify members of the community in need of psycho-social support or counseling	Pastor Roland Vassell
Compile list and update PDC, ODPEM	Dennis Henry

RECOVERY

Recovery Action Plan

TABLE PO5: Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Initial clean up of roads	1	Pastor Roland Vassell Mr. Riley	Immediately after the event has passed and assessment are done	To be determined
Returning of shelterees to residences	2	Monica Jackson	when all clear is given	To be determined
Shutting down of shelters	2	Monica Jackson	Soon as shelterees are returned and it is ok to do so	To be determined
Coordination of relief assistance	1	Pastor Roland Vassell Ms. Olga Williams	As soon as possible	To be determined
Restoration of utilities	1	Relevant agencies	As soon as possible	To be determined

APPENDIX A: VULNERABLE POPULATION

Vulnerable Group/ Person & Contact Info	Type of Vulnerability (disability &/or hazard	Location of Vulnerable	Next of Kin/ Care Giver & Contact Info.	CDRT/CERT member Responsible	Responsibility (what to do)
Port Maria Infirmary 994-2889	Elderly and physically/ mentally challenged residents (84)	Port Maria	Matron Ashton 577- 8429	Ralston Gray 427-7207	Care and protection
Philbert Roach	Physically and mentally challenged	Albion Mountain		Ralston Gray 427-7207	To give information of where about status, etc.
Hill View Nursing Home	Elderly	Sandside District Cambridge	Simone Bryan	Dennis Henry 994-2576	To give information of resident and home
Jewels Nursing Home	Elderly and mentally challenged	Llanrumney District	T.B.D.	Elaine Allen	
J's Heartease Day Care Center	Infants and toddlers	Stennett Street	Joy Plumber	Wayne Clarke 999-2223, 457- 4186	
Shining Star Day Care Center			Ms. Byfield		
Street persons	Food, clothes, shelter, medication	Port Maria	Police Station 994- 2223, 725-0928		
Mr. Mac Grant	Shut-in	78A Cox Street	Vadney Grant		
Mr. Jengalee	Shut-in	Farguhaison Lane			
Josephine Vassel	Shut-in	66 Cox Street	Merdelin Miller 362- 0837		

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)
Annette Campbell	Shut-in	66 ½ Cox Street	Devon Chambers 583-5527		
Louis Mohammed	Shut-in	Farguhaison Lane	Juliet Mohammed 435-2982		
Melbourne Tulloch	Amputee, wheel chair	19 Cox Street	Joseph Wilks 567-5999		
Iris Laing	Shut-in	35 Cox Street	Barbara Beckford 417-0313		
Larkland Peart	Shut-in	1A Farguhaison Lane	Dexton Robinson 864-5402		
Steve Reid		2 Merchant Lane	Cariffe Reid		
Florence Cameron	Shut-in	44 C Cox Street	Nedelca Gordon 848-5177		
Aubrey Allen	Blind, Hurricane	Heywood Hall	Mavis Allen 846-2900		
Daisey McKenzie	Stroke	Heywood Hall	Tresh-Ann Gardener 285-6104		
Josephine Carty	Senile, Flood	Heywood Hall	Ena Dillion, 431-4868		
Gladys Francis	Arthritis, Hurricane	Heywood Hall	Angella Francis-Forbes 881-2470		
Gladys Rickets	Physically impaired, Flood	Heywood Hall	Beverly Thomas 375-7076		
Nathaniel Simmond	Physically impaired, Hurricane	Heywood Hall	J. Ballisigh 880-5452		
Sebert Davis	Elderly, Hurricane	Heywood Hall	Joyce McKenzie 421-2611		

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)
Mr. Dillion	Physically impaired, Hurricane	Heywood Hall	Ena Dillion, 431-4868		
Mr. Forbes	Physically impaired, Hurricane	Heywood Hall	Angella Francis- Forbes 881-2470		
Mavis Allen	Arthritis, Hurricane	Heywood Hall	Arvell Allen 873-2326		
Dudley Plunkett	Shut-in	Albion Mountain	Daughter, 880-5113		
Merita Plunkett	Shut-in	Albion Mountain	Daughter, 880-5113		
Herbert Hinds	Shut-in	Albion Mountain	Wife, 374-7162		
Omand Walker	Shut-in	Albion Mountain	Wife, 887-2531		
James Grant	Shut-in	Brimmer Hall	Elizabeth Grant, 384- 9476		
Neriss A Williams	Elderly	Brimmer Hall	Georgia Stewart		
Ina Codner	Blind and ill	Tracey Street	Delores Bent 288-4462		
Adursiah Shaw	Elderly and ill	Tracey Street	Sylvia Miller 508- 7606		
Hazel Harris	Senile	Tracey Street	Cassilda Irons 865- 1434		
60 Children	Aged 13 and under	Tracey Street, Brimmer Hall	Parents		
Mavis Neagle	Elderly and ill	Tracey Street, Brimmer Hall	Angella Neagle 868- 3265		

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)
Reginal Birch	Elderly and ill	Tracey Street, Brimmer Hall	Self Help 442-5576		
Louise Campbell	Elderly and ill	Tracey Street	Gladys Campbell 360- 4650		
92 Children	Aged 13 and under	Church Street	Parents		
Virona William	Elderly and ill, Hurricane	Church Street	Paulette Campbell 486-6519		
Paulette Campbell	Ill, Hurricane	Church Street	Virona William 486- 6519		
Veronica Nanco	Physically impaired, Hurricane	Church Street	Lorna Nanco 880-6290		
Winnifred Mitchell	Elderly	Church Street	Cynthia Guy		
Alzie Neath	Elderly, Hurricane and flooding	Bailey's Vale	Gwendelyn Tristan 569-3211		
Ephrain White	Blind, Flooding	Bailey's Vale	Lafern White 423- 3254, 546-8403		
10 Children	Aged 13 and under	Bailey's Vale	Parents		
Theodosia Lewis	Elderly, Flooding	Brown Street	Self Help 994-9802		
19 Children	Aged 13 and under	Brown Street	Parents		
Leon Kelly	Physically impaired	Bailey's Vale	Anthony Herst 331- 5534		
Everald Campbell	Physically impaired	Bailey's Vale	Olga Campbell 944- 9453		

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)
3 Children	Aged 13 and under	Bailey's Vale	Olga Campbell 944-9453		
Olga Campbell	Elderly, Flooding	Bailey's Vale	Self Help 944-9453		
Ralston Guy	Elderly, Flooding and hurricane	Bailey's Vale	Gwendelyn Tristan 569-3211		
Ruby Morrison	Elderly and ill, Hurricane	Lawrence Street	Joseph Gardner 994-9305		
Ezekiel Taylor	Elderly and ill, Hurricane	Lawrence Street	Monica Taylor 463-4189		
20 Children	Aged 13 and under	Lawrence Street	Parents		
Carmen Daley	Heart complications, Hurricane	Lawrence Street	Geneine Daley 427-2588		
Beryl Forrest	Elderly and ill, Hurricane	Grey Street (Bottom)	Laelette Stewart 424-5226		
Velma Brown	Physically impaired, Hurricane	Grey Street (Bottom)	Rodney Brown 994-2256 or 574-6090		
Rodney Brown	Elderly, Hurricane	Grey Street (Bottom)	Rodney Brown 994-2256 or 574-6090		
Wesley White	Elderly	Grey Street (Bottom)	Self Help		
Iris Davis	Elderly and bed ridden, Hurricane	Grey Street (Bottom)	Ivy Green 547-2050		
Steven Ottar	Bed ridden, Hurricane	Grey Street (Bottom)	Christopher Ottar 427-6663		

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)
Arnold Ingram	Elderly and physically impaired, Hurricane	Grey Street (Bottom)	Ann-Marie Tomlinson		
69 Children	Aged 13 and under	Grey Street (Bottom)	Parents		
Linnett Williams	Physically impaired, Hurricane and earthquake	Brimmer Hall	Self Help 530-3456		

Appendix B: Equipment/Assets/Resource List

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

PO6.1: *Items the community already has*

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

Appendix C: Items required externally

Items Required	Quantity	Source (Agency/ Business)	Responsibility
Container for storage	1 20ft	Digicel	Dennis Henry
Rain Coat	30	ODPEM/ Food for the Poor	Dennis Henry
Water Boots	30	ODPEM/ Food for the Poor	Dennis Henry
Flash Lights	30	ODPEM/ Food for the Poor	Dennis Henry
Lanterns	30	ODPEM/ Food for the Poor	Dennis Henry
Tarparlin	20	ODPEM/ Food for the Poor	Dennis Henry
First Aid Kit	4	Red Cross	Dennis Henry
1 Inch Rope	2 Roll	Funds from CIDA	Dennis Henry
Single Bed Mattresses	25	Funds from CIDA	Dennis Henry
Double Bed Mattresses	15	Funds from CIDA	Dennis Henry

APPENDIX D- EMERGENCY SUPPLIES TO BE TAKEN TO SHELTER

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

Appendix E: Stakeholder Partnerships

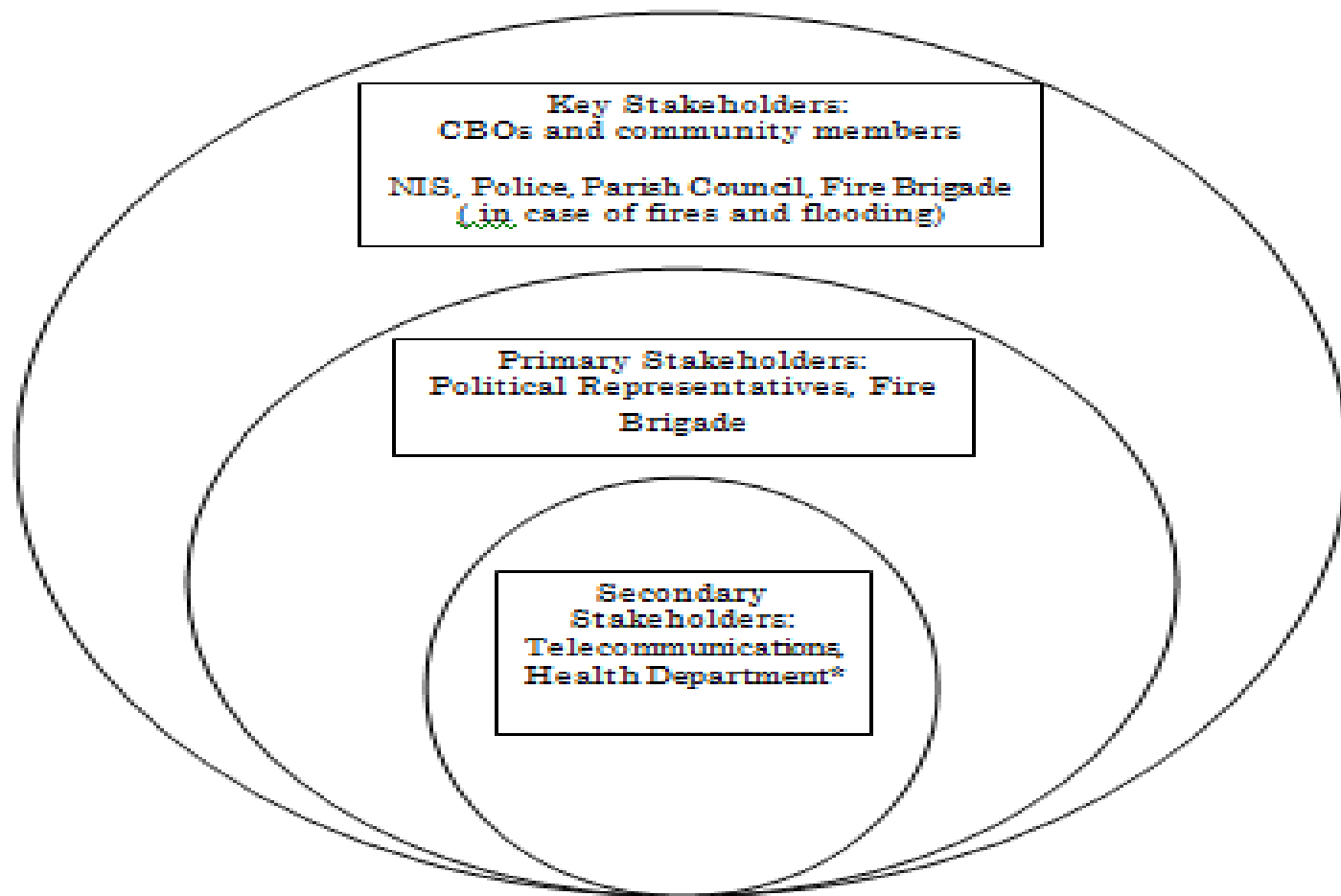
The stakeholder analysis represents the relationship between Port Maria and the different individual groups and organizations and their involvement in supporting the community's activities and programmes. These partnerships are important to assist the community in its drive to reduce the impact of hazards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

Stakeholder Partnerships

Agency/ Organization/ Representative	Contact Person	Contact Number
Parish Council	Yolande Jankie	577-8307
National Works Agencies	Mr. Edwin McKoy	446-8531
Utility companies (JPS Co., NWC,	NWC: A. Cornwall (area manager)	382-4461
ODPEM	Allison Gordon	350-4398
Police Officials	Mr. Devon Field	994-2362 994-2640
Fire Brigade	Mr. A. Hines	994-2771 994-2900
O.D.P.E.M.	Mrs. Allison Gordon	350-4398
R.A.D.A.	Mr. Bernard Tulloch	564-2660
Member of Parliament	Hon. Robert Montague	381-6398
Social Development Commission	Mr. Willard Hylton	

Agency/ Organization/ Representative	Contact Person	Contact Number
Councillor	Mr. Bruce Farrel	577-8316
Police Youth Club	Ms. Shirlette Tulloch	376-2546/726-0025
M.O.H. – Chief Public Health Inspector	Mr. A.P. Brown	
Chief Medical Officer of Health	Dr. San San Win	996-2481/
Fisherman Corp. & Oracabessa Found.	Mr. John Gossie	470-8139
Red Cross	Mrs. Angella Wellington	893-5307
Parish Council – Secretary/Manager	Ms. Kerry Chambers	577-8314
Parish Disaster Coordinator	Mrs. Yolande Jankie	577-8307/877-9548

Stakeholder Analysis continued



APPENDIX F – PHOTO GALLERY





INCIDENT LOG			
NO	TIME	INCIDENT	FOLLOW UP
18	1:52	CHILDREN IN VICE PITBULLS, KIDNAP IN VICE, PUBLIC INTERVIEW	M.O. II JUNIORED
19	2:10pm	FIRE COMES FROM A ROOM IN CAMP HALL FIRE HOUSE COMPLETED DISPATCHED FIRE UNIT FIRE UNIT FIRE UNIT	FIRE UNIT DISPATCHED FIRE UNIT DISPATCHED FIRE UNIT DISPATCHED
20		CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
21	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
22	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
23	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
24	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
25	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
26	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
27	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
28	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
29	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
30	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
31	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
32	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
33	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
34	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
35	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
36	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
37	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
38	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
39	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED
40	2:10pm	CHIEFS AT RISK NEED RESCUE TO RESCUE - STATION FIRE COLLAPSED	DISPATCHED DISPATCHED DISPATCHED



APPENDIX G – HURRICANE STANDARD OPERATING PROCEDURES (SOPS)

Purpose

The purpose of this Hurricane SOP is to establish the necessary action steps for an effective and safe response to hurricanes that could potentially affect the community of **Port Maria**. 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 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	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Ms. Olga Williams
2. Sensitize special needs population	Ms. Olga Williams
3. Organize how special needs population will be evacuated and transportation required.	Mr. Derrick Robinson
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Mr. Derrick Robinson
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Mr. Derrick Robinson

ACTIVITIES	RESPONSIBLE PERSON(S)
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Ms. Olga Williams
7. Identify areas in the community where high potential for infrastructure/property damages.	Mrs. Kathleen Chambers
8. Ensure DRM teams are aware of all high risk locations in the community. Marl hole, Water Lane,	Mrs. Kathleen Chambers
9. Prepare areas for sheltering persons in need	Mr. Derrick Robinson
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Mr. Derrick Robinson
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Mr. Riley
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Mr. Riley

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

ACTIVITIES	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
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.	Mr. Derrick Robinson
1. Pre-check and activate SOPs 2. Alert all trained community first aiders and search and rescue personnel. 3. Have first-aid kits prepared	Mr. Derrick Robinson
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, 	Mr. Derrick Robinson / Mr. Mario Cox - head of household

ACTIVITIES	RESPONSIBLE PERSON(S)
windows and doors. <ul style="list-style-type: none"> ▪ Have flashlight and extra batteries ▪ Have portable battery-operated radio and extra batteries ▪ Ensure provisions are put in place for emergency food and water. 	
Protecting the community: <ul style="list-style-type: none"> ▪ Trim dead or weak branches from trees ▪ Clear all drains that will cause flooding 	Mr. Riley / Mr. Derrick Robinson
Listen to all weather advisories and information from ODPEM, MET office, and communicate with PDC.	Mr.Dennis Henry / Mr. Derrick Robinson

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

ACTIVITIES	RESPONSIBLE PERSON(S)
DRM Team Advise the Community to listen to all weather advisories and remain alert	Mr. Derrick Robinson
Continue to listen to all weather advisories and reports.	Mr. Derrick Robinson

A. HURRICANE WATCH - 48 Hours before Impact

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none">1. Personal preparation food supplies2. Securing official documents3. Securing home and get rid of all thing around the yard that can be missile in a hurricane4. Check on neighbors that may need help	Mr. Mario Cox - Head of Household
Ensure the Elderly and Physical challenged are notified and assisted to prepare for event.	Mr. Mario Cox

B. HURRICANE WARNING - 36 Hours before impact

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none">1. Activate and brief all community teams and volunteers2. Test the systems of communication within the community.3. If cell phones are to be used ensure credit is bought4. Ensure phones can be charged	Mr. Mario Cox
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	Mr. Mario Cox
<ol style="list-style-type: none">1. Activate and prepare emergency shelters2. Deploy relief and welfare volunteers to emergency shelters	Mr. Mario Cox
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary.	Mr. Mario Cox
Contact PDC and prepare to Initiate evacuation procedures for the community	Mr. Mario Cox
<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:<ul style="list-style-type: none">▪ Food stocks/welfare items▪ Communications equipment	Mr. Derrick Robinson / Mr. Mario Cox

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ Manpower ▪ Power saws <p>3. Refuel vehicles</p>	
<p>1. Encourage residents to activate family plans</p> <p>2. Pre-position resources:</p> <p>List these resources</p> <ul style="list-style-type: none"> • equipment, ropes, etc • Food stocks/welfare items • Communications equipment • Manpower 	<p>Mr. Derrick Robinson / Mr. Mario Cox</p>

C. 24 Hours before impact

ACTIVITIES	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.	Mr. Mario Cox
Activate and test local communications links and report to PDC.	Mr. Mario Cox
Brief community of activation of evacuation and persons to be evacuated: <ul style="list-style-type: none"> ▪ Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate. ▪ Communicate assembly points and deploy marshals. ▪ 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 evacuees are safely evacuated. 	Mr. Mario Cox

ACTIVITIES	RESPONSIBLE PERSON(S)
Monitor radio for hurricane warnings and public information via news releases through ODPEM and Met office Monitor Radios for precautionary tips together with packaged information of the activities of responding agencies.	Mr. Mario Cox
Alert community Initial Damage Assessment Team(s).	Mr. Mario Cox
Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster	Mr. Mario Cox

D. 16 Hours before Impact to Landfall

ACTIVITIES	RESPONSIBLE PERSON(S)
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	Mr.Dennis Henry / Pastor Roland Vassell Mr. Mario Cox

E. THE BLOW

ACTIVITIES	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	Mr.Dennis Henry / Pastor Roland Vassell
Maintain contact with PEOC, Shelters and response personnel.	Mr. Mario Cox

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

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear	Mr. Mario Cox
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	Mr. Mario Cox

F (a) Up to 48 Hours after All Clear

ACTIVITIES	RESPONSIBLE PERSON(S)
Provide initial damage survey and needs of the community	Mr. Mario Cox
<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. 	Mr. Mario Cox
<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 see sparks or frayed 	Mr. Mario Cox

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>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. 	<p>Mr. Mario Cox</p>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Constantly advise the community :</p> <ul style="list-style-type: none"> • To conserve water and food • To stay living at their homes if it is safe to do so • To take particular care with hygiene and sanitary practices • Of measures being taken with respect to provision of food and water and restoration of public utilities 	<p>Mr. Mario Cox</p>
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of assistance through the PEOC. 2. Coordinate reconnaissance and damage assessment teams through the PEOC 3. Ascertain the early requirements for Government assistance in re-establishing the community. 	<p>Mr. Mario Cox</p>
<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>	<p>Mr. Mario Cox</p>
<p>Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC</p>	<p>Mr. Mario Cox</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
<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 	Mr. Mario Cox
Continue to provide feedback and assistance to the community through the PDC and PEOC.	Mr. Mario Cox

Phase 4: Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
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)	Ms. Olga Williams Mr. Mario Cox
1. Update PDC on recovery activities by external agencies/departments/organizations. 2. Monitor progress and ensure deficiencies are reported.	Mr. Mario Cox
Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Mr. Mario Cox
Identify and share Lessons Learnt to enhance future preparedness and response activities: <ul style="list-style-type: none"> ▪ Challenges in responding to incidents ▪ Which systems were overburdened? ▪ What resources were lacking (human and physical)? ▪ How did the community cope? 	Mr. Mario Cox

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ What areas of the SOPs need to be reconsidered? 	Mr.Dennis Henry
Revise SOPs as necessary	Mr.Dennis Henry and stakeholders

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

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

Objectives

The concepts and procedures in this SOP are set to:

Facilitate coordination among community members and the CDRM Group in preparing for and responding to earthquakes.

Ensure a logical and sequenced set of actions for community response.

Assign specific task to ensure collaboration and execution activities.

Threat Assessment

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

Basic Planning Assumptions

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

Concept of Operations

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

Procedures will be categorized into the following phases:

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

Phase 2: Event, Event Response, Damage Assessment

Phase 3: Recovery

ACRONYMS

AAR – After Action Report

CERT – Community Emergency Response Team

CDRMG – Community-based Disaster Risk Management Group

DRM – Disaster Risk Management

EOC – Emergency Operations Center

NEOC – National Emergency Operations Center

NGO – Non Government Organization

ODPEM – Office of Preparedness and Emergency Management

PDC – Parish Disaster Coordinator/Committee

PEOC – Parish Emergency Operations Center

DEFINITIONS

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

Emergency Operations Center (EOC)

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

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

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

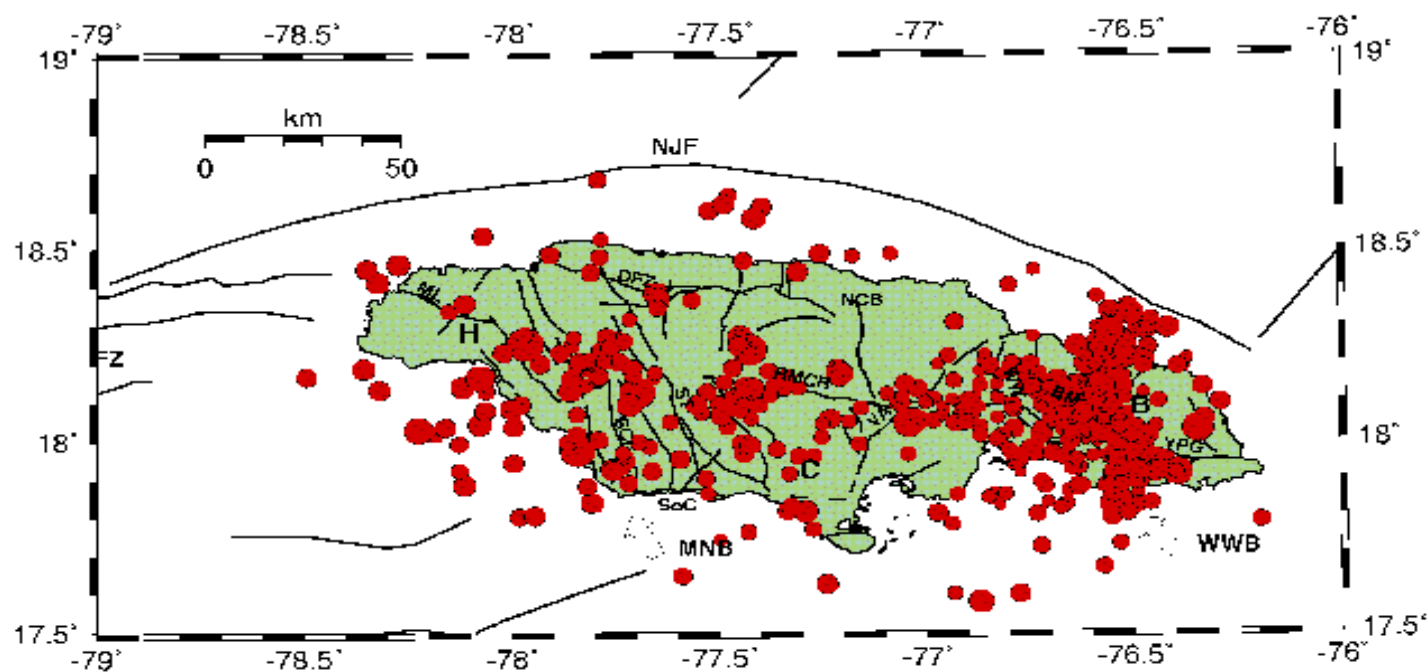
Epicentre: The position on the ground directly above where the slip under the earth's surface first occurs. The magnitude felt is likely to be greatest at this point. The damage is likely to be worst at this point.

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

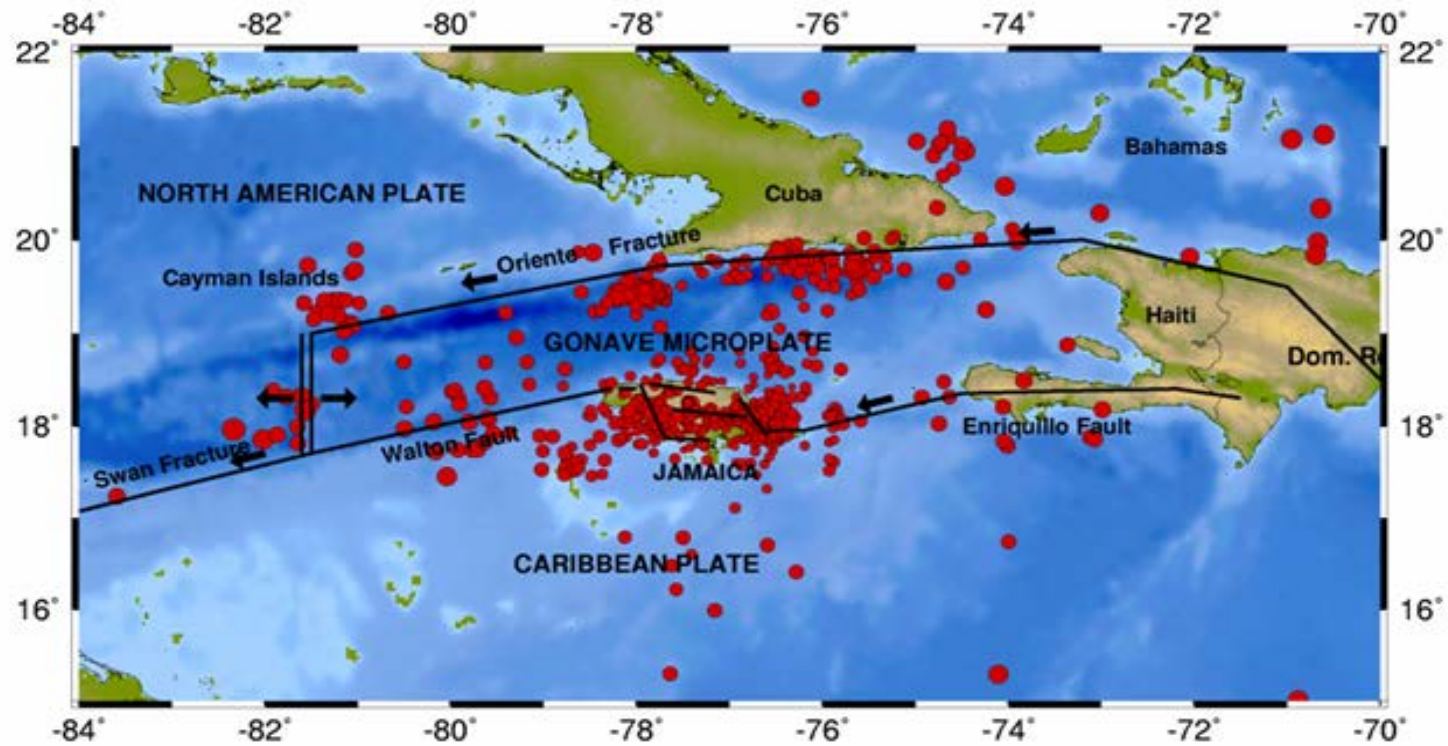
Tremor: The shaking or seismic waves felt or caused by an earthquake or explosion is called a *tremor*.

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

JAMAICA SEISMICITY 1997-2007



The Gonave Microplate



OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	RESPONSIBLE PERSON(S)
Continue to support and promote public information and awareness programmes.	Ms. Olga Williams
Sensitize special needs population	Ms. Olga Williams
Organize how special needs population will be evacuated and transportation required.	Mr. Derrick Robinson
Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Mr. Derrick Robinson
Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Mr. Derrick Robinson
Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Ms. Olga Williams
Identify areas in the community where high potential for infrastructure/property damages.	Mrs. Kathleen Chambers

ACTIVITIES	RESPONSIBLE PERSON(S)
Ensure DRM teams are aware of all high risk locations in the community.	Mrs. Kathleen Chambers
Prepare areas for sheltering persons in need	Mr. Derrick Robinson
Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Mr. Derrick Robinson
Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Shelter Manager
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.	Mr. Derrick Robinson
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
Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	Mr. Riley
Meet and assess the community's state of preparedness for an	DRM Team

ACTIVITIES	RESPONSIBLE PERSON(S)
earthquake	
Community inventory of building quality.	Mr. Riley (working with Supt. Of Works and Planning Director – Parish Council)
Community inventory of road networks and updating of community map.	Mr. Riley (working with Supt. Of Works and Planning Director – Parish Council)
Identify alternative sources of water, sources of alternative/temporary housing solutions	Mr. Riley
Put mutual aid agreements in place for emergencies such as earthquakes	Mr. Derrick Robinson To inform MLSS, Re-Welfare Needs
Ensure new developments are assessed and relevant measures put in place to safeguard community.	Mr. Riley
Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	Mr. Riley

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Organize or initiate & support Drills</p> <p>Trained community first aiders</p> <p>Search and rescue personnel.</p> <p>Have first-aid kits prepared</p> <p>Support for school and business community drills</p> <p>Make available all relevant information on the hazard to the general community.</p> <p>Have first-aid kits prepared</p>	<p>Mr. Derrick Robinson</p>
<p>Personal for families:</p> <p>Make sure your family goes over the family disaster plan.</p>	<p>Mr. Derrick Robinson / Mr. Mario Cox (Head of Household)</p>
<p>Protecting the community:</p> <p>Encourage residents to check and address building and roofing strength.</p> <p>Keep yards clear of debris</p> <p>Keep roads and open lots clear of solid waste and debris.</p>	<p>.</p> <p>Mr. Riley / Mr. Derrick Robinson</p>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team – Mr.Dennis Henry / Pastor Roland Vassell
Maintain contact with PEOC, Shelters and response personnel.	Mr. Mario Cox
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Mr. Mario Cox
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Mr. Derrick Robinson

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

ACTIVITIES	RESPONSIBLE PERSON(S)
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	Mr. Mario Cox
Deploy Community Response and Damage Assessment Teams:	Mr. Mario Cox

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Deploy community damage survey teams or assessors</p> <p>Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities.</p> <p>Check for deaths, injuries and persons needing emergency assistance</p> <p>Conduct first aid and search and rescue operations as necessary</p>	
<p>Communicate with Parish Emergency Operations Centre (P-EOC)</p> <p>Provide initial damage survey and needs of the community to PEOC</p> <p>Notify PEOC of critical/emergency cases</p> <p>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)</p>	Mr. Mario Cox
<p>Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .</p>	Mr. Mario Cox
<p>Assist with the establishment and staffing of registration centres.</p>	Mr. Mario Cox
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.</p>	Mr. Mario Cox
<p>Advise community members to enter their homes with caution and to check for:</p> <p>Sewage leaks in homes/yards. Cordon off area and report to NWC and</p>	

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Parish Disaster Coordinator/Parish Council/PEOC.</p> <p>Water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</p> <p>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.</p> <p>Electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box.</p> <p>If have to step in water to reach the electric box, call an electrician for advice.</p>	Mr. Mario Cox
<p>Check for general water/sewage leaks ion the community</p> <p>Check for general sewage and water-line damage in the community.</p> <p>If you suspect there is such damage, call the NWC company and or PDC.</p> <p>Advise community not to drink or prepare food with tap water until notified it is safe to do so.</p>	Mr. Mario Cox
<p>Constantly advise the community :</p> <p>To conserve water and food</p> <p>To stay living at their homes if it is safe to do so</p> <p>To take particular care with hygiene and sanitary practices</p> <p>Of measures being taken with respect to provision of food and water and restoration of public utilities</p>	Mr. Mario Cox

ACTIVITIES	RESPONSIBLE PERSON(S)
Coordinate requests for and offers of assistance through the PEOC.	Mr. Mario Cox
Coordinate reconnaissance and damage assessment teams through the PEOC	Mr. Mario Cox
Ascertain the early requirements for Government assistance in re-establishing the community	Mr. Mario Cox
Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Mr. Mario Cox
Encourage persons affected to stay with friends or family as first options	Mr. Derrick Robinson
15. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Mr. Mario Cox
Where Assist with the distribution of supplies d Assist with the tracing of missing persons Assist with needs assessments Assist in the provision of welfare information to persons affected.	Mr. Mario Cox

ACTIVITIES	RESPONSIBLE PERSON(S)
Begin to effect minor repairs to critical facilities and clear road ways and drains	
Continue to provide feedback and assistance to the community through the PDC and PEOC.	Mr. Mario Cox

Phase 3: Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	CDRM Team, Public Relations Officer
Encourage community members to rebuild bearing in mind mitigation measures (build back better).	CDRM Team, Mr. Mario Cox
Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)	

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>Update PDC on recovery activities by external agencies/departments/organizations.</p> <p>Monitor progress and ensure deficiencies are reported.</p>	Mr. Mario Cox
Mobilize CDRMG to seek assistance from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Mr. Mario Cox
<p>Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <p>Challenges in responding to incidents</p> <p>Which systems were overburdened?</p> <p>What resources were lacking (human and physical)?</p> <p>How did the community cope?</p> <p>What areas of the SOPs need to be reconsidered?</p>	Mr. Mario Cox & Mr.Dennis Henry
Revise SOPs as necessary	Mr.Dennis Henry

Acknowledgment

The Port Maria Disaster Preparedness Zonal Committee wishes to thank the Office of Disaster Preparedness (OD PEM) and the Canadian International Development Agency (CIDA) for partnering with us in developing this very important document. Disaster Risk Management at the Community Level Indeed needs to be properly organized and managed as the community members are the first responders in any emergency. This plan clearly outlines all the critical areas of disaster management – prevention, mitigation, preparedness, response and recovery. We are convinced that this document will greatly assist the residents of our community in not only preparing for disasters, but also enhancing our response capacity.

The Zonal Committee wishes to express our gratitude to the facilitators: Mrs. Allison Gordon, Regional Disaster Coordinator- ODPEM, Mrs. Yolande Jankie, Parish Disaster Coordinator – St. Mary Parish Council, Mr. Andre Walker, CDP Project Assistant and Mr. Horace Glaze, Senior Director, Preparedness and Emergency Operations Divisions – ODPEM for their support in developing this document.

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

Regards,

Dennis Henry

Chairman

Port Maria Disaster Preparedness Zonal Committee



ACKNOWLEDGEMENT

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

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

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

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

Thank you.

Allison Gordon, MSc
Regional Disaster Coordinator/Plan Development Facilitator
ODPEM
February 4, 2012