



COMMUNITY DISASTER RISK MANAGEMENT PLAN

**For
Porus, Manchester**



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
Manchester **Parish Council**
and other partners.
Prepared October 2011



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GLOSSARY OF TERMS

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

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

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

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

* Not from source quoted above

ABBREVIATIONS

CBDRM	Community-Based Disaster Risk Management
DRM	Disaster Risk Management
IDB	Inter-American Development Bank
MP	Member of Parliament
MLSS	Ministry of Labour and Social Security
NGO	Non-Governmental Organisation
ODPEM	Office of Disaster Preparedness and Emergency Management
PDC	Parish Disaster Coordinator/Committee
PEOC	Parish Emergency Operations Centre
CBO	Community Based Organizations

PREAMBLE

Name of the Plan

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

Actors:

1. Members of the **Porus Development Area Committee**
2. Manchester Parish Council
3. Office of Disaster Preparedness and Emergency Management (ODPEM)
4. Ministry of Labour and Social Security (MLSS)
5. Social Development Commission (SDC)
6. Jamaica Fire Brigade (JFB)
7. Rural Agricultural Development Authority (RADA)
8. Other stakeholders and Government agencies
9. Manchester Parish Disaster Committee

Disaster Risk Management in **Porus** will be taken on by the **Porus Development Area Committee**. The table outlines the membership of the committee and the roles and responsibility of each member is outlines in the DRM Group Terms of Reference in Appendix 11.

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 Manchester 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 **Porus Development Area Committee**. It is recommended that the Porus Development Area Committee review and test elements of the plan at least once per year and after every major event.

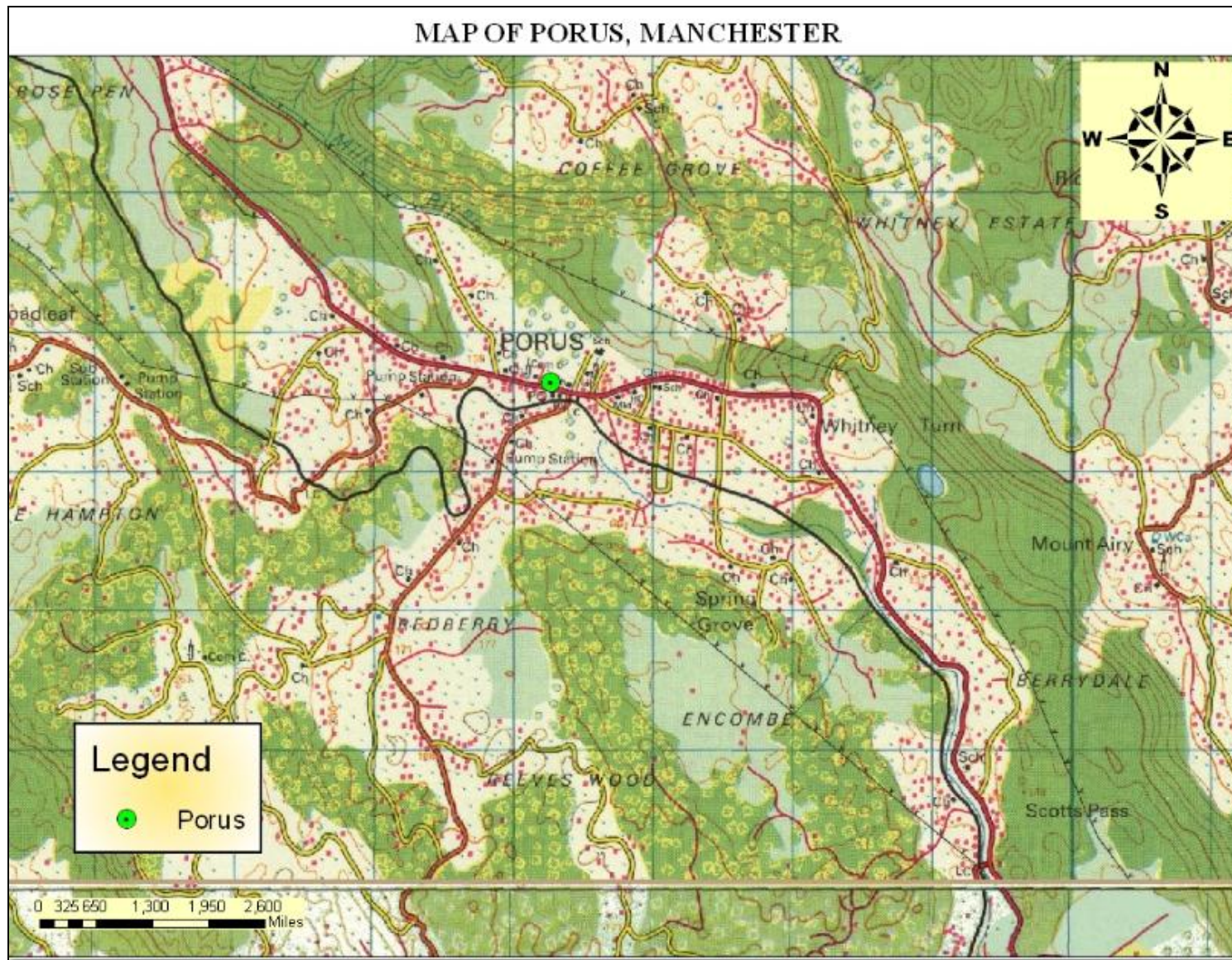
Assumptions

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

Relationship to Parish and National Plans/Structure

The ***Porus Community Disaster Risk Management Plan*** represents the operational procedures and strategies to be employed at community level in response to, recovery from and preparing for a number of hazards. The community will be supported by and will work through Manchester Parish Disaster Committee and will be closely integrated with the Parish Emergency Operations Centre. 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 Manchester Parish Council on Disaster Risk Management matters through the Parish Disaster Committee and the Parish Disaster Coordinator.

LOCATION MAP



COMMUNITY PROFILE

The community of Porus is recognized as a major town due to the wide range of social, economic facilities that are situated there. Socially the community accounts for several schools other institutions and critical facilities. Additionally there are vibrant economic activities through different commercial enterprises as well as the self employment state of many residents. Regardless of this there is much unemployment in the area.

Physically, the community has a wide dispersion of houses and there is much vegetation. The area is located in a valley and as a result experiences much flooding due to natural and manmade causes. The soil type in the community is that which contains ore and as a result bauxite mining is done in some areas.

There are twenty seven districts in the community of Porus, some of which are:

- | | | |
|--------------------|-----------------------|-----------------------|
| - <i>Trinity</i> | - <i>Hampton</i> | - <i>Broad Lees</i> |
| - <i>Redberry</i> | - <i>Reeveshood</i> | - <i>Berrydale</i> |
| - <i>Compass</i> | - <i>Clarks Town</i> | - <i>Spring Grove</i> |
| - <i>Old Porus</i> | - <i>Melrose</i> | - <i>Whitney Turn</i> |
| - <i>St Toolis</i> | - <i>Coffee Grove</i> | - <i>Watermouth</i> |
| - <i>Good Hope</i> | - <i>Bittersea</i> | - <i>Porus Proper</i> |

Economic Status

A majority of persons living in Porus venture beyond its borders for employment. Within the community however the major sector for earnings is agriculture, both arable and pastoral farming are practiced by the residents. Farming is done on a large scale as there is a factory in the community that exports Yam and Sweet Peppers this factory employs persons as well. Also, Cassava is produced on a large scale for export by The Craft and Agriculture Association however there is no factory to support this.

Aside from agriculture other residents use trade skills and other self employment avenues such as tailoring, dressmaking, carpentry etc to earn income.

The major industry in the community is the Agriculture industry. As stated above much surplus farming is done for local and international markets.

Summary of Main Hazards

The community experiences several hazards namely flooding, drought, Bush Fires, Hurricanes, and Freak Storms. Overall however , flooding is the main hazard of the Porus community.

These floods normally cause disturbances to residents lives in that there is damage to infrastructure, economic loss to farmers in the loss of crops and livestock, debris transported in the flood also clog drains, the pumping station at Hampton Road is affected and unable to give service and as a spin off effect this leads to shortage of water. (This affects Mandeville as Porus is the source of water)

Hurricanes cause damage to the community as the roofs of homes and other buildings are blown off and fields are damaged from wind erosion as well as the stated effects of flooding that may occur from the rains that these storms bring.

Droughts occur in long period of no or low rainfall. This affects the livelihoods of farmers as water has to be purchased to irrigate produce as well as the excess heat affects the general growth and quality of the produce. Additionally, the water shortage also poses a health risk as it relates to proper sanitation practices. Due to the excess heat, Bush Fires also result from the drought conditions.

Bush Fires in Pores causes damage to natural vegetation and agricultural crops. These fires are started from the burning of garbage as well as naturally due to the intense heat.

Finally, the community experiences what is termed 'Freak Storms' that are characterized by sudden intense strong winds that damage houses and other facilities.

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

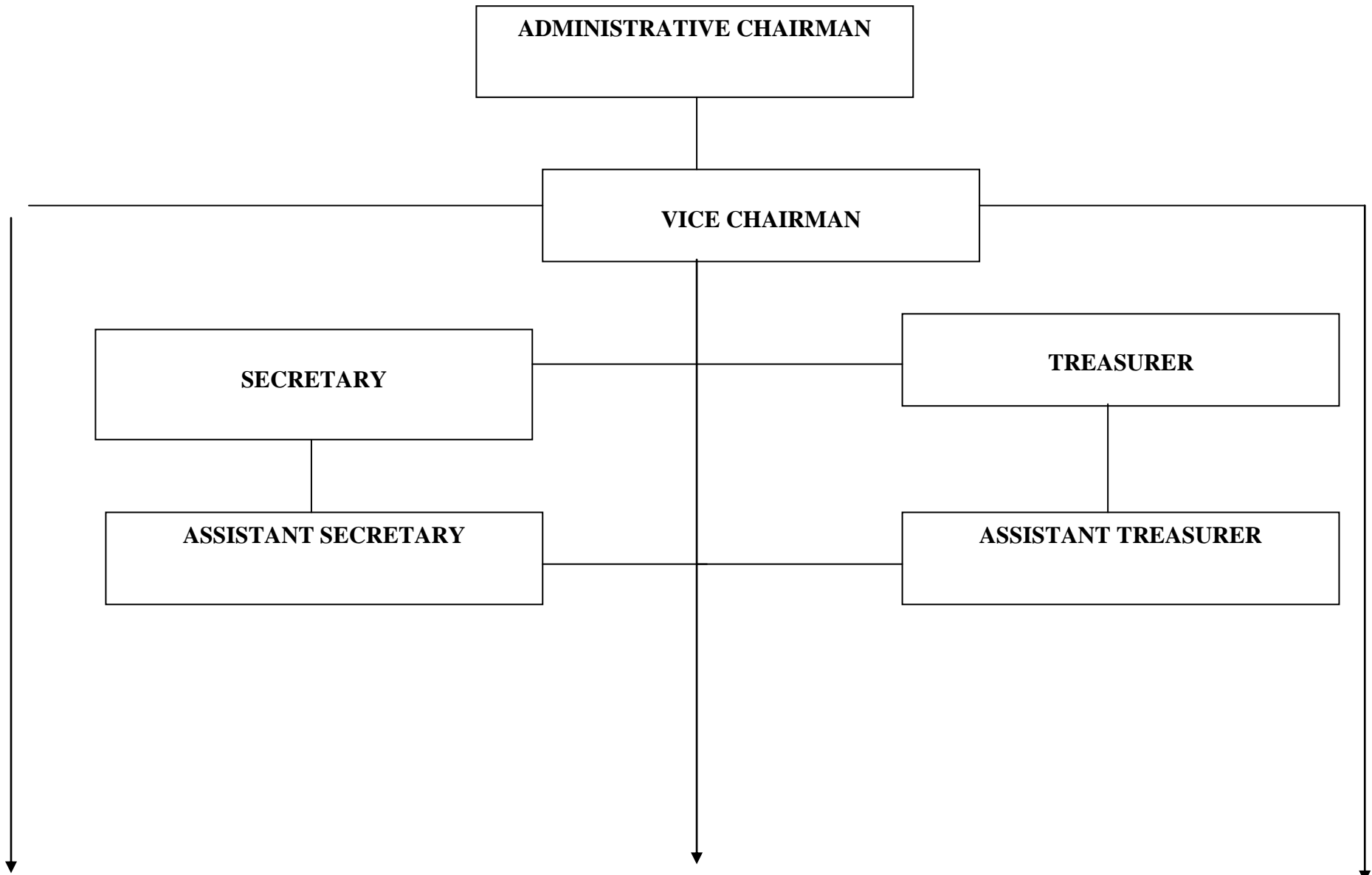
Within the National Disaster Management Framework, "The Zone" is envisaged as the smallest organized unit, outside of the family, that is empowered to prepare and respond to emergencies and disasters at the local level. The Zonal Programme conceptually represents the establishment of a formal organizational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

Disaster Risk Management (DRM) Organizational Structure

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

Porus Area Development Committee - Disaster Risk Management Sub-committee Group Structure

Titles	Name/Responsibility	Telephone
Marcia Thompson	President	416-6352
Sandra D. Morris Barnse	Vice President	
Grita Myrie	Head of Disaster Committee	904-0323

***The full committee has not been selected as the group is in the process of selecting their new body. The listed persons are at the moment responsible for the activities of the committee on behalf of the Community of Porus. Following the pending elections, the updated list will be made available to the Regional Coordinator.**

TERMS OF REFERENCE CDRM GROUP CONCEPT

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 (***background found on page*** as that local/community level body with responsibilities for Disaster Management. CDRM teams are being postulated as a re-visioning of zonal groups in keeping with current Disaster Risk Reduction (DRR) initiatives. Therefore, for all intent and purposes the groups are interchangeable in name and function. Management and reduction of disaster risk being the major difference/improvement.

Executive Membership

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

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

Community Organization with responsibility for CDRM

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

Naming the CDRM Group

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

Leadership the CDRM Group

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

Frequency of CDRM Meetings

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

Funding of CDRM Group and Activities

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

- Fundraising activities
- Proposal writing to private sector and donor agencies
- Donations or Grants
- Parish Disaster Committee

- ODPEM
- Government entities with specific mandates

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

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

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

ODPEM:

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

Other Technical Agencies

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

Interaction with Councillors, 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.
- Advise 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 of Porus and includes the impact as well as the coping strategy and/or mechanism.

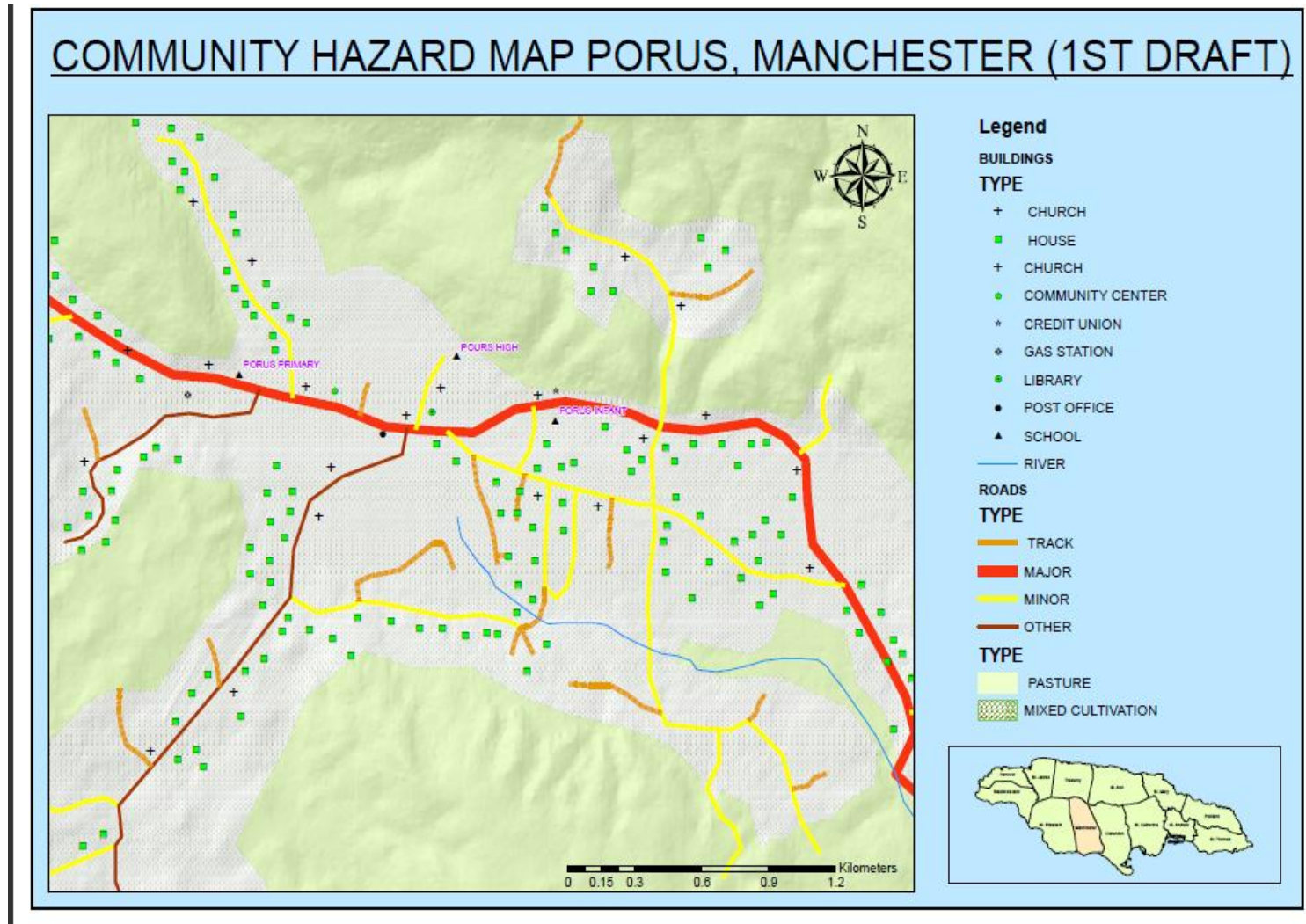
Table PR1: Historical Overview of Disasters

HAZARD, YEAR	IMPACT	HOW DID THEY COPE?
Hurricane Charlie, 1951	Damage to homes, trees,	
Hurricane Gilbert, 1988	Loss of roofs, damage to forestry and farming produce, damage to business places, loss of livestock, loss of utility,	Aid from each other in the community in rebuilding roofs, agencies such as red cross issued small packs of food, , RADA- gave chickens and seeds to start over, MLSS provided aid as well.
Flood May 2002	Loss of life, persons were marooned, unable to attend work or school, damage to houses, roads(water covered houses in Harmons), economic impact damage to crops, Health impact as persons were having rashes, water born diseases	Rerouting to travel in and out of community although very costly, affected persons resided with relatives, economic benefits through selling and boating done in the disaster, area was very publicized.
Hurricane Ivan 2004	Loss of crops, loss of livestock, flooding in all parts of the communities, loss of utilities	Mobilized, resources came to the community from RADA, Red Cross & Food for the Poor, Coarts aided 2 persons in the community with furniture
Hurricane Dean, 2007	Loss of roofs, flooding, damage to farms, houses, Food security concern as crops were damaged and prices rose: residents relied mostly on flour etc, loss of life	Aiding each other in the community in rebuilding roofs, resources came to the community from outside agencies.

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

1. Ensure roofs are properly fitted, listen to news bulleting and take them seriously.
2. Move to higher ground if you reside in a low lying area.

PORUS COMMUNITY HAZARD MAP



SWOT ANALYSIS

STRENGTHS <ol style="list-style-type: none"> 1. Good working and cooperating spirit 2. Community is well organized into different groups 3. Community is self sufficient , they help themselves 4. Much social capacity as there are many social institutions 	WEAKNESSES <ol style="list-style-type: none"> 1. Lack of resources 2. Many illiterate persons 3. High Unemployment
OPPORTUNITIES <ol style="list-style-type: none"> 1. Capacity to educate parents and students as there are many schools in the community 	THREATS <ol style="list-style-type: none"> 1. Development of crime 2. Geographical location of community puts the community at risk of sinking

Identification of Future Hazards

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

Table PR2: Future Hazards

HAZARD	POSSIBLE IMPACT
Hurricanes	Houses: Wattle & Daub, Board , Utilities
Flooding	Utilities: Pumping Station is vulnerable, Health Center, Library and school

Identification of Community Vulnerability, Possible Impact and Corrective Actions to Reduce 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.

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

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Flooding	Livelihood	<ul style="list-style-type: none">• Damage to crops in fields• loss of livestock(drowning)	<ul style="list-style-type: none">• Improve drainage capacity• Cleaning and de-silting of blocked culverts• Improved design of drainage system• Proper drainage in some areas
Earthquake	Buildings and institution, Entire population because the community is located on a water table	Damaged buildings Sinking of the community	Carry out frequent earthquakes drills
The drawing of water from the pumping station by the NWC	Infrastructure	Damage to roads	Fixing the road

Reducing Community Vulnerability

The vulnerabilities identified above can be addressed and the impact of the hazards reduced if the appropriate 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.

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

Table PR4: Reducing Vulnerability

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
A. Environmental		
Living by the riverside	Carry out structural mitigation measures to prevent flooding	Parish Council Intervention
	Public Education on Building codes	Parish Council
	Reinforce sustainable farming Practices	RADA
B. Social/Economic		
Building proper Infrastructure	<ul style="list-style-type: none"> Public Education Financial assistance 	Government Intervention The Inclusion of Non- Governmental Organisations

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

Formula to determine total: Total Impact x Probability of Occurrence

Table PR5: Priority Listing of Hazards

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Flooding	2	3	2	3	1	3	24
Hurricane	3	2	3	2	2	3	36

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

- Hurricane – Is very likely to occur and have a high negative impact on the community.
- Flooding – Is likely to occur and will have a negative impact on the community but not as high as the chances of a hurricane.

Community Resources and Capacity Analysis

Having prioritized the hazards above, an analysis of capacities the community's to cope and manage disasters was assessed and a listing of the resources and capacities of **Porus** are provided below.

PR 6: Capacity and Resource Analysis

CAPACITY	TYPE OF RESOURCES	TASK
Skills	Carpentry , masonry, plumbing, dressmaking, tailoring, cosmetology, steel fixing, tin smith,	Repairing of houses, making clothes, plumber repairs pipes, electricians work on lines on houses
Knowledge	Elderly Folks : Mr. Pierre Morris	Provide information on trends
Networks	Football& Cricket club, Police Youth club, Porus development committee, Porus PTA	Porus Development Committee- has resource workers who are first aiders with red cross, Police youth club works with the Shut Ins, Porus PTA- voluntary service ,
	The Optimist club of Porus	Assist needy children and do community service
	Porus churches	Have a feeding program for the elderly every last Thursday
Mean of care	Rights Basic school, Dan's Day Care	
Medical Centre	A type three health centre :Porus Health centre : Porus Health committee action group	Filed workers, organize health fair where the ministry of health comes in, goes out after disasters
Means of communication	Phones: All networks (LIME, Digicel) , landlines	
Commercial enterprises	Super markets, small grocery \shops, gas station, car enterprises, pharmacies, recreational spots, public market	

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 these areas are vulnerability to natural hazards.

Table PR7: Areas for No Development

AREA	REASON FOR NO DEVELOPMENT
River Bottom	No residential development in terms of building of homes as the river rises and destroys already existing ones
Section of Harmonds	Flood prone area due to mining
Spring Grove	No development in the low lying areas because the area has flat bedded rocks
Hampton Road	Flooding . road gets damaged from trucks and water settles in the pot holes.
Sections of main street (Arcadia Pond)	Whenever flooded business places are affected

PR 8: Identify what type of development will be permitted where in the community

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE

*No development was identified as suitable for development within the community. A recommendation for further research has been made to the possibility of making such Recommendations..

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 PR 9: Special Areas for Development

AREA	MITIGATION MEASURES NEEDED
None	The entire area is a valley and the water drains into the area.

Community Mitigation Activities

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

Table PR 10: Community Mitigation Activities

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none">• Drain/gully cleaning• Better farming and land use practices• Construct and improve drains	February – April Ongoing
Hurricane	<ul style="list-style-type: none">• Public awareness exercise –Shelter inspection and update• Secure storage items and emergency supplies• Conduct training workshops	January - May
Earthquake	<ul style="list-style-type: none">• Public Awareness exercises• Conduct drill	January - February

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 11: Mitigation Activities Requiring External Help

HAZARD	ACTIVITY	TIMEFRAME
Flooding	Level the road, and build drains	4-6 months
Hurricane	Trimming of trees	2 months
All hazards	Public Awareness	

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 12: Risk Transfer

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

INFORMAL risk transfer options	
	▪ Voluntary labour from community persons
FORMAL risk transfer options	
	▪ Life Insurance

TABLE PR: 13 TRAINING

Community Member/Team	Area of Training	Provided by	Who responsible to Organize	Time Frame
CERT	Land Search and Rescue	Fire Department	ODPEM/PC	June 15&16 2011
CERT	Advocacy	SDC	PDC/SDC	To be determined
CERT	First Aid	Red Cross	PDC	To be determined

TABLE PR 14: PUBLIC AWARENESS AND EDUCATION

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility/ Coordinator
Flooding	Sensitization about causes, effects and preventative measures	Use groups in community to Present to members	2 weeks	Each CERT member in diff groups
	Sensitization of schools about safety tips	Fliers with pictures and instructions	1 week	
Hurricane	Sensitization of community on what to do before, during and after	Notice Board and Charts placed in strategic parts in the community with information , Town cry with speakers		
Earthquake	Earthquake safety: Dos & Don'ts	Fliers with pictures and instructions, Meeting at church		

PREPAREDNESS AND INITIAL RESPONSE

Monitoring

Table PR 15: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	Marcia Wright-Miller
Listening to the radio for official information	Claire Spencer
Monitoring marine weather forecasts	Simone Hyde
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Oren Osbourne
Other	Pamela Williams

Warning

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

Table PR 16: Community Early Warning System

Currently, there is no formal early warning system in the community. However, the community seeks funding in acquiring any of or a combination of the following in order to set up an effective early warning system:

- Pot Cover
- Whistles

HAZARD	TRADITIONAL WARNING	RESPONSIBILITY (for alerting DRM Team)
Flood	Ring the church bell	Marcia Thompson
Fire		
Hurricane		

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

Table PR17: Early Warning Activity and Responsibility

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:		
Old and sick Persons	Marcia Wright- Miller	Word of mouth, telephone and house visits
Mothers with babies and young children		Word of mouth, telephone and house visits
The Schools	Pamella Williams	Telephone, word of mouth, visits
Evacuation zones residents	Marcia Thompson	Telephone, word of mouth, visits
Rest of community	IDA Team	Telephone, word of mouth, visits
Update PDC and ODPEM	Marcia Thompson	Telephone, e-mail

Evacuation

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

The following areas or districts should be evacuated during an emergency.

Table PR18: Areas to be evacuated during an Emergency

AREA	REASON FOR EVACUATING
Green pond Harmond	Flooding, community is easily marooned
Hampton Road	Homes are flooded and pumping station is affected
Red Berry river bottom	Flooding and river water rising

In the event that sections of the community identified above needs to be evacuated, the following assembly points are to be used. The assembly point coordinators will be in charge to organize and direct the evacuation process as well as manage the movement of residents, especially the vulnerable.

Evacuation Route

The following evacuation route(s) are to be used as outline in the table below. Community members should proceed from the assembly point identified above and bold in Table to the designated shelters.

Table PR19: Evacuation Route and Mode of Transportation to Emergency Shelter

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION	ASSEMBLY POINT & COORD.
Green pond Harmond	Reeveshood	St Jago All Age School	Large vehicle	Harmond square (Tyre)
Hampton Road	Main Road	Porus Primary	Large unit	Porus new testament church
Red Berry river bottom	Main road	Porus high/ Primary	Large unit	Church of God of Prophecy

The evacuation procedure for the community is detailed below in **Table PR 20**.

Table PR20: Evacuation Procedures

ACTIVITY	RESPONSIBILITY
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	Marcia Thompson
Alert residents on possible evacuation	Marcia Thompson
Decide on timing	Marcia Thompson
Ensure special needs populations assisted	Search and Rescue Team
Organize transportation	Grita Myrie
Identify route to be used	Parish Council
Ensure shelter available	Parish Council
Register all persons who are evacuating and their destination	Marcia Thompson
Start evacuation	Marcia Thompson
Check that all areas safely evacuated	CDRT
Inform Parish Disaster Committee/ODPEM	Marcia Thompson

Shelter

The evacuated community members should be transported to the designated shelters listed in **Table 18** below.

Table PR21: List of Official and Unofficial Emergency Shelters

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER Name and Contact Number	AGENCY/LIASION OFFICER
Porus Primary	Main Street	House persons temporarily during the hurricane	Good	Porus Proper	Cecelia Francis	Parish Disaster Coordinator
Porus High School	Main Street (a dead end that becomes flooded sometimes)	House persons temporarily during the hurricane	Good however	Porus Proper	Everton Patterson	Parish Disaster Coordinator
Ramble All Age	Red Berry	House persons temporarily during the hurricane	Fair	Red berry, Reeveshood, good hope,		Parish Disaster Coordinator
St. Jago All Age School	Through Reeveshood	House persons temporarily during the hurricane	Fair	Harmonds, Top St. Toolies,		Parish Disaster Coordinator

Preparedness Action Plan

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

Table PR22: Community Preparedness Action Plan

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	Parish Council	April – May
Train team members	ODPEM and the Parish Disaster Coordinator	January – June
Secure first aid and search and rescue kits	CDRT Team	January – March
Make arrangements for access to relief supplies	Parish Coordinator	May – June
Start hurricane awareness	CDRT Team	January - March

Simulation and Drills

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

Table PR23: Simulation and Drills

TYPE OF EXERCISE/DRILL	NUMBER PER YEAR	DATES	WHO WILL ORGANIZE
Earthquake	1	January	CDRT
Evacuation	1	July	CDRT/PDC

Response

Search and Rescue/First Aid/Emergency Medical Care

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

ACTIVITY	RESPONSIBILITY	SHORT REPORT
Send out Search and Rescue and First Aid Team to check on:		
Elderly	Search and Rescue Team	Parish Disaster Coordinator
Persons with Disabilities		
Single Mothers		
Damaged buildings and houses for occupants		
Persons stranded by floodwater		
Deaths, Injuries		
Persons in need of emergency assistance		
Call for any external assistance	Marcia Thompson	
Update PDC, ODPEM	Marcia Thompson	
Update Community	CDRT	

Initial Damage Assessment

The following persons will conduct damage assessment and report damages and needs to relevant agencies:

Table PO2: Community Damage Assessors

ACTIVITY	RESPONSIBILITY	REPORT RECEIVED
Send out Rapid Damage Assessment Team to check on:		
Roads : Open Closed In need of urgent repair to provide access:	Damage Assessors	Parish Disaster Coordinator to ODPEM
Power: Fallen lines, poles, transformers: Any dangerous situation e.g. live wires, raw sewage, leaking gas etc	Damage Assessors	Parish Disaster Coordinator to ODPEM
Water lines: Broken, missing sections, availability	Damage Assessors	Parish Disaster Coordinator to ODPEM
Describe state of:		
Community Centre	Mr. Patterson and Damage Assessors	
Schools		
Clinic		
Churches		
Shops, other businesses	Damage Assessors	

Response Action Plan

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

Table PO3: Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	TIMEFRAME
Evacuate vulnerable persons	CDRT	As the need arise
Clearing of blocked roads	Parish Council and CDRT	As the need arise – immediately after the disaster – when it is safe
Feeding persons in shelters	Shelter Coordinators	During the activation of the shelter
Attending to medical needs/emergencies	First Aiders	As the need arise
Provide counseling	Pastors and Red Cross	AS the need arise

Relief

Table PO4: Welfare and Relief

ACTIVITY	RESPONSIBILITY
Identify members of community who:	
Received damage	Damage Assessors
Need shelter	
Lost means of income	
Need assistance	
Identify members of the community in need of psycho-social support or counseling	Marcia Thompson
Compile list and update PDC, ODPEM	Marcia Thompson

RECOVERY

Recovery Action Plan

Table PO5: Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Clearing of Roads	1	Parish Council	As soon as possible	To be determined
Repairing of damaged roofs	1	CDRT	Immediately after the event has passed and assessments are done	To be determined
Restoration of public utilities	1	Parish Council	As soon as possible	To be determined
Evacuation of shelters for resumption of normal use	2	Shelter Managers	As soon as all clear is given and it is safe to do so.	To be determined

APPENDIX 1 – VULNERABLE POPULATION

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBILITY (WHAT TO DO)
					Take to shelter if necessary, check on health status
					Take to shelter if necessary, check on health status
					Take to shelter if necessary, check on health status

*The community does not have a compiled list of vulnerable residents at the moment. However, one will be compiled and it will be the responsibility of the CDRT to identify who these persons are; in an effort to effectively assist in time of emergency events.

APPENDIX 2 - EQUIPMENT/ASSETS/RESOURCE LIST

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

EMERGENCY SUPPLIES AVAILABLE IN COMMUNITY

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage
Mattress	Red Cross Container	Mr. Myrie, Mr. Coleman	904-0323
Water Boots			
Tarpaulin			
Blankets			
Tin food			

APPENDIX 3 - Emergency Supplies Required

EQUIPMENT/ASSETS/RESOURCE LIST

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

Items Required	Quantity	Source Agency/ Business	Responsibility
Backhoes	2	Construction company	Elain Spencer, Hampton Road
Power saws	2	Parish Council	Pamella Williams
Bus			Elain Spencer to contact big rats auto about using their bus.
Water Pump	1	ODPEM/ Hardware	ODPEM/ Hardware
Power Saw	1	ODPEM	Sandradee Williams
Machete	12	ODPEM	Sandradee Williams
Shovel	12	ODPEM	Sandradee Williams
Weed Wacker	3	ODPEM	Sandradee Williams
Cleaning Agents	3 Types	ODPEM	Sandradee Williams
First Aid Kits	15	Red Cross	Sandradee Williams
Rain Coats	15	ODPEM	Sandradee Williams
Flashlights	15	ODPEM	Sandradee Williams
Batteries		ODPEM	Sandradee Williams

Items Required	Quantity	Source Agency/ Business	Responsibility
Rakes	15	ODPEM	Sandradee Williams
Gloves	50	ODPEM	Sandradee Williams
Push Broom	5	ODPEM	Sandradee Williams
File	12	ODPEM	Sandradee Williams
Tarp	3	ODPEM	Sandradee Williams
Water boots	15	ODPEM	Sandradee Williams
Hard Hats	15	ODPEM	Sandradee Williams
Wheel barrow	3	ODPEM	Sandradee Williams
Rope	1 Roll	ODPEM	Sandradee Williams
Crowbar	3	ODPEM	Sandradee Williams
Axe	3	ODPEM	Sandradee Williams
Generator (small)	1	ODPEM	Sandradee Williams
		ODPEM	Sandradee Williams

APPENDIX 4 - Stakeholder Partnerships

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

Agency/Organization/Representative	Nature of Relationship	Contact Person	Contact Number
Red Cross	Help in disaster , or when a need arise	Mrs. Gritta Myrie	904-0323
RADA	Agricultural aid with livestock and crops		
Food for the Poor	Provides house, food	Ms Eda Mc Laren	964- 9862
Won by One	Built houses, support children, provide health services, counseling		
Peace Corps	Provide housing & latrines	Marcia Thompson	416-6352
The Consultative Committees	Advocating for the community who have grouses	Peter Morris	
NWA	Assistance with clean up after disasters		
ODPEM	Provides assistance after disaster with mattresses, roofs etc.	Camille Beckford - Palmer	

APPENDIX 5
CDRT GROUP
HURRICANE - STANDARD OPERATING PROCEDURES (SOP)
PORUS

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 **Porus**. 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, Atlantic Basin Hurricane Forecast for 2010*:

- 14-23 Named Storms
- 8-14 Hurricanes
- 3-7 Major Hurricanes (Category 3 or greater)

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: Prevent, 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 and Mitigation

ACRONYMS

This list is not designed to be an authoritative source nor is it designed to be all-inclusive. This listing is merely a reference.

AAR – After Action Report

CERT – Community Emergency Response Team

DRM – Disaster Risk Management

CDRMG – Community Disaster Risk Management Group

EOC – Emergency Operations Center

PEOC – Parish Emergency Operations Center

NEOC – National Emergency Operations Center

DEFINITIONS

All Clear

State of emergency has been lifted. Disaster is finished; discontinue disaster plan activities and/or assignments. Return to normal operating procedures.

Emergency Operations Center (EOC)

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

Incident

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

Tropical Disturbance

A tropical disturbance is a cluster of thunderstorms poorly organized.

Tropical Depression

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

Tropical Storm

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

Hurricane

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

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

HURRICANE CATEGORIES

Category One Hurricane

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

Category Two Hurricane

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

Category Three Hurricane

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

Category Four Hurricane

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

Category Five Hurricane

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

WARNINGS AND WATCHES

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

Tropical Storm Watch

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

Tropical Storm Warning

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

Hurricane Watch

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

Hurricane Warning

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

Flash Flood Watch

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

Flash Flood Warning

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

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 committee members and should utilize other information and measures highlighted in the CDRM Plan to use as guide for other actions.

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

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

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

ACTIVITIES	RESPONSIBLE PERSON
<ol style="list-style-type: none"> 1. Meet and assess the community's state of preparedness for a hurricane 2. Advise community to listen to all weather advisories 	DRM Team
<ol style="list-style-type: none"> 1. Issue warning of threat 2. Alert and notify: PDC that community DRM teams are activated, other community-based Organizations, shelter managers and response personnel 3. Make available all relevant information of the hazard to the general community 	Coordinator - Preparedness
<ol style="list-style-type: none"> 1. Pre-check and activate SOPs 2. Alert all trained community first aiders and search and rescue personnel 3. Have first-aid kits prepared 	
Personal activities for families: <ul style="list-style-type: none"> • Make sure your family goes over the family disaster plan • Make plans for protecting your house, especially the roof, windows and doors • Have flashlight and extra batteries • Have portable battery-operated radio and extra batteries 	Coordinator – Preparedness & Coordinator – Response and Recovery

ACTIVITIES	RESPONSIBLE PERSON
<ul style="list-style-type: none"> 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 	Coordinator – Mitigation & Prevention & Coordinator – Preparedness
Listen to all weather advisories and information from ODPEM, MET Office and Communicate with PDC	DRM Team President and Coordinator - Preparedness

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

ACTIVITIES	RESPONSIBLE PERSON
DRM Team advise the community to listen to all weather advisories and remain alert	Coordinator – Preparedness
Continue to listen to all weather advisories and reports	
<ol style="list-style-type: none"> 1. Personal preparation food supplies 2. Securing official documents 3. Securing home and get rid of all things around the yard that can be missile in a hurricane 4. Check on neighbours that may need help 	Coordinator – Response & Recovery
Ensure the elderly and physically challenged are notified and assisted to prepare for event	
<ol style="list-style-type: none"> 1. Activate and brief all community teams and volunteers 2. Test the systems of communication within the community 3. If cell phones are the means to be used, ensure credit is bought 4. Ensure phones can be charged 	Coordinator – Response & Recovery
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	
<ol style="list-style-type: none"> 1. Activate and prepare emergency shelters 2. Deploy relief and welfare volunteers to emergency shelters 	Coordinator – Response & Recovery
Ensure contacts are made with the PDC and other stakeholders for assessment of	

ACTIVITIES	RESPONSIBLE PERSON
shelter facilities if necessary	
Contact PDC and prepare to initiate evacuation procedures for the community	
<ol style="list-style-type: none"> 1. Re-check arrangements and MOUs with private bus/transportation owners and other volunteers in the community 2. Pre-position the following resources to areas which will potentially be cut off: Food stock/welfare items, communications equipment, manpower, power saws 3. Refuel vehicles 	Coordinator – Preparedness/ Coordinator – Response & Recovery
<ol style="list-style-type: none"> 1. Encourage residents to activate family plans 2. Pre-position resources: List these resources: equipment, ropes, etc, food stocks/welfare items, communications equipment, manpower 	
<ol style="list-style-type: none"> 1. Notify PDC of activation of evacuation plan 2. Consult PDC on all matters relating to the activation of any or all evacuation systems 	Coordinator – Response & Recovery
Activate and test local communications links and report to PDC	Coordinator – Response & Recovery
<ol style="list-style-type: none"> 1. Brief community of activation of evacuation and persons to be evacuated: <ul style="list-style-type: none"> • Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate • Communicate assembly points and deploy marshals/coordinators • Make contact with shelter managers to receive evacuees • Inform PDC of actions to be taken • All electricity and gas supplies should be shut-down when closing businesses or evacuating homes • Ensure the elderly and physically challenged to be evacuated • Ensure registration of all evacuated • Check that all needing evacuation are safely evacuated 2. Monitor radio for hurricane warnings and public information via news releases through ODPEM AND Met office. 3. Monitor radios for precautionary tips together with packaged information of the activities of responding agencies 4. Alert community Initial Damage Assessment Team(s) 	

ACTIVITIES	RESPONSIBLE PERSON
5. Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster	
<ol style="list-style-type: none"> 1. Maintain contact with PDC 2. Advise PEOC of weather conditions and state of preparedness 3. Confirm arrival and status of evacuees in shelters 4. Check with the standby teams and community response personnel 	CDRM Team President and Vice President and Coordinator – Response and Recovery
Monitor and report events as far as possible	CDRM Team President / Vice President
Maintain contact with PEOC, shelters and response personnel	Coordinator – Response & Recovery
<ol style="list-style-type: none"> 1. Check with PDC for persons to return home, but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm 'All Clear' 2. Deploy community damage survey teams or assessors 3. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities 4. Check for deaths, injuries and persons needing emergency assistance 5. Conduct first aid and search and rescue operations as necessary 6. Notify PEOC of critical/emergency cases 7. Provide PEOC with status report 	Coordinator – Response & Recovery
Provide initial damage survey/assessment and needs of the community	Coordinator – Response and Recovery
<ol style="list-style-type: none"> 1. Provide ground reconnaissance intelligence to the PDC 2. Assist the Fire Brigade and National Works Agency with road clearing, and search and rescue activities through the PEOC 3. Assist with the establishment and staffing of registration centres. 	
<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 indoors. Use a flashlight to inspect for damage. • Check for gas leaks. If they smell gas or hear a blowing or hissing noise, 	Coordinator – Response and Recovery

ACTIVITIES	RESPONSIBLE PERSON
<p>quickly leave the building and leave the doors open. Call the gas company</p> <ul style="list-style-type: none"> • Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. • If they have to step in water to reach the electric box, call an electrician for advice. 	
<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 and or the PDC 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	Coordinator – Response and Recovery
<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 	Coordinator – Response and Recovery
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of assistance through the PEOC 2. Coordinate reconnaissance and damage assessment teams through the PEOC 3. Ascertain the early requirements for Government assistance in re-establishing the community 4. Coordinate the establishment, staffing and management of emergency shelters for sustained use in the community 5. Encourage persons affected to stay with friends or family as first options 6. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC 	Coordinator – Response and Recovery
<ol style="list-style-type: none"> 1. Assist with the distribution of supplies 2. Assist with the tracing of missing persons 3. Assist with needs assessments 4. Assist in the provision of welfare information to persons affected 5. Begin to effect minor repairs to critical facilities and clear roadways and drains 6. Continue to provide feed back and assistance to the community through the PDC and PEOC 	<p>Coordinator – Response and Recovery</p> <p>CDRM Team President</p>

ACTIVITIES	RESPONSIBLE PERSON
Phase 4: Recovery	CDRM Team V/ President
<ol style="list-style-type: none"> 1. Mobilize community members to assist each other with rehabilitation and reconstruction activities 2. Encourage community members to rebuild bearing in mind mitigation measures (build back better) 3. Mobilize and conduct repairs to critical facilities and infrastructure (schools, clinic, water supplies and others) 	<p>Coordinator – Response and Recovery/</p> <p>Coordinator – Prevention & Mitigation</p>
<ol style="list-style-type: none"> 1. Update PDC on recovery activities by external agencies/departments/ organizations 2. Monitor progress and ensure deficiencies are reported 	<p>CDRM Team President</p> <p>CDRM Team V/President</p>
Mobilize CDRM Team to seek assistance from NGOs (eg: Red Cross, Food for the Poor, ADRA) to assist in community recovery initiatives	CDRM Team President
<p>Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> • Challenges in responding to incidents • Which systems were overburdened? • What resources were lacking (human and physical)? • How did the community cope? • What areas of the SOPs need to be reconsidered? 	CDRM Team President and Vice President and all other stakeholders
Revise SOPs as necessary	CDRM Team President and Vice President and all other stakeholders

APPENDIX 6

CDRM GROUP – PORUS **EARTHQUAKES - STANDARD OPERATING PROCEDURES (SOP)**

Purpose

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

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

Basic Planning Assumptions

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

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

Concept of Operations

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

Procedures will be categorized into the following phases:

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

Phase 2: Event, Event Response, Damage Assessment

Phase 3: Recovery

ACRONYMS

AAR – After Action Report

CERT – Community Emergency Response Team

CDRMG – Community-based Disaster Risk Management Group

DRM – Disaster Risk Management

EOC – Emergency Operations Center

NEOC – National Emergency Operations Center

NGO – Non Government Organization

ODPEM – Office of Preparedness and Emergency Management

PDC – Parish Disaster Coordinator/Committee

PEOC – Parish Emergency Operations Center

DEFINITIONS

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

Emergency Operations Center (EOC)

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

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

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

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

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

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

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

OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Marcia Thompson
2. Sensitize special needs population	Charmlyn Lewis
3. Organize how special needs population will be evacuated and transportation required.	Pamela Williams
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Marcia Wright-Miller
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Marcia Thompson
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Marcia Thompson
7. Identify areas in the community where high potential for infrastructure/property damages.	Marcia Wright-Miller
8. Ensure DRM teams are aware of all high risk locations in the community.	Tricia Reid

ACTIVITIES	RESPONSIBLE PERSON(S)
9. Prepare areas for sheltering persons in need	Marcia Wright-Miller
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Marcia Wright-Miller
11. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Pamela Williams
12. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets.	Marcia Wright-Miller
13. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Oren Osbourne
14. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	Marcia Thompson
15. Meet and assess the community's state of preparedness for an earthquake	Charmlyn Lewis
15.1. Community inventory of building quality.	Pamela Williams
15.2. Community inventory of road networks and updating of community map.	Marcia Wright-Miller

ACTIVITIES	RESPONSIBLE PERSON(S)
15.3. Identify alternative sources of water, sources of alternative/temporary housing solutions	Marcia Thompson
15.4. Put mutual aid agreements in place for emergencies such as earthquakes	Marcia Thompson
15.5. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Marcia Wright-Miller
15.6. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	Tricia Reid
16. Organize or initiate & support Drills <ul style="list-style-type: none"> ▪ Trained community first aiders ▪ Search and rescue personnel. ▪ Have first-aid kits prepared, pre-positioned and accessible under emergency conditions by trained leaders/response team members ▪ Support for school and business community drills 17. Make available all relevant information on the hazard to the general community.	Marcia Wright-Miller
18. Personal for families <ul style="list-style-type: none"> ▪ Make sure your family goes over the family disaster plan. 	Marcia Wright-Miller

ACTIVITIES	RESPONSIBLE PERSON(S)
19. Protecting the community: <ul style="list-style-type: none"> Encourage residents to check and address building and roofing strength. Keep yards clear of debris Keep roads and open lots clear of solid waste and debris. 	Pamela Williams

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.	Marcia Thompson
Activate Search and Rescue Operations	Charmlyn Lewis
Maintain contact with PEOC, Shelters and response personnel.	Pamela Williams
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Marcia Wright-Miller
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Marcia Thompson
Activate Sheltering and Evacuation arrangements, as necessary	Marcia Thompson
Establish community response command post, if necessary.	Marcia Wright-Miller

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

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.	Marcia Thompson
2. Deploy Community Response and Search and Rescue Teams, as necessary: <ul style="list-style-type: none">• Deploy community response teams to check on vulnerable (elderly and physically challenged)• Deploy Search and Rescue Team, initially to check for the missing – following up any information from the first 3-6 hours.• Check for deaths, injuries and persons needing emergency assistance• Conduct first aid and search and rescue operations as necessary• Check on adequacy of sheltering and relief arrangements; seek assistance through PEOC and other sources as needed.	Charmlyn Lewis
3. Deploy Community Response and Damage Assessment Teams and commence coordination of relief and response actions, as necessary: <ul style="list-style-type: none">• Collate community damage survey information and send/upload to PEOC and national agencies through the PEOC• Formulate initial needs assessment and response action plan• Activate and carry out response• Document needs and actions	Pamela Williams
4. Communicate with Parish Emergency Operations Centre (P-EOC) <ul style="list-style-type: none">• Provide initial damage survey and needs of the community to PEOC• Notify PEOC of critical/emergency cases	Marcia Wright-Miller

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> 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) 	
5. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .	Marcia Thompson
6. Assist with the establishment and staffing of registration centres.	Marcia Thompson
7. Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.	Marcia Wright-Miller
8. Advise community members to enter their homes with caution and to check for: <ul style="list-style-type: none"> Sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. Water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. Gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. Electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. If have to step in water to reach the electric box, call an electrician for advice. 	Tricia Reid
9. Check for general water/sewage leaks ion the community <ul style="list-style-type: none"> Check for general sewage and water-line damage in the community. If you suspect there is such damage, call the NWC company and or PDC. 	Marcia Wright-Miller

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	
<p>10. 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 	Marcia Wright-Miller
11. Coordinate requests for and offers of assistance through the PEOC.	Pamela Williams
12. Coordinate reconnaissance and damage assessment teams through the PEOC	Marcia Wright-Miller
13. Ascertain the early requirements for Government assistance in re-establishing the community	Oren Osbourne
14. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator – Prevention & Mitigation
15. Encourage persons affected to stay with friends or family as first options	DRM Team
16. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Marcia Thompson
<p>17. Where required:</p> <ul style="list-style-type: none"> Assist with the distribution of supplies Assist with the tracing of missing persons Assist with needs assessments Assist in the provision of welfare information to persons affected. Begin to effect minor repairs to critical facilities and clear road ways and drains 	Charmlyn Lewis

ACTIVITIES	RESPONSIBLE PERSON(S)
18. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Pamela Williams

Phase 3: Recovery

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

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

APPENDIX 7

CDRM GROUP **FIRE - STANDARD OPERATING PROCEDURES (SOP)**

Purpose

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

Objectives

The concepts and procedures in this SOP are set to:

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

Basic Planning Assumptions

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

- CDRM actively ensure members of their community are aware of possible hazards and how to prevent, mitigate and prepare in the event of likely hazards, including fires.
- The Jamaica Fire Brigade is recognized as the formal First Responder to fires as part of the National Emergency Response Matrix.

Concept of Operations

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

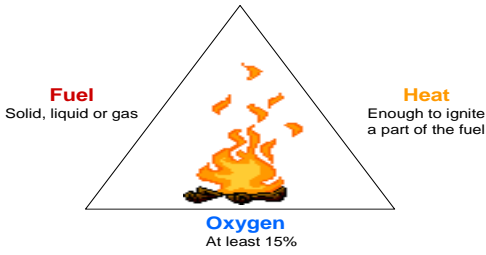
Procedures will be categorized into the following phases:

Phase 1: Prevention, Mitigation and Preparedness

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

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

Phase 3: Recovery

TERM	MEANING
ALL CLEAR	An All Clear is a statement issued by the pertinent authority (Fire Department, Police – if the fire department is not present) when a threat has passed. The All Clear , for Fire – is when the fire has been fully extinguished and buildings and property are no longer threatened.
EMERGENCY OPERATIONS CENTRE (EOC)	A multi-agency coordination centre that provides support and coordination to the on-scene responders.
INCIDENT	Natural or man-made event that requires the action of emergency services to protect lives, goods and environment.
FIRE	Combustion or Fire is a chemical reaction or series of reactions in which heat and light are evolved.
FACTORS NECESSARY FOR COMBUSTION HEAT, FUEL AND OXYGEN	
WAYS IN WHICH HEAT CAN BE CREATED	OPEN FLAME, SPARKS, ARCS, FRICTION, CHEMICAL REACTION, ELECTRICAL
FUEL	Fuels are found in all three (3) stages of matter. SOLIDS: Cloth, Paper, Wood, Coal LIQUIDS: Gasoline, Kerosene, Alcohol, Paint GASES: Methane, Butane, Propane, Acetylene
OXYGEN	21.2 percent of the earth's atmosphere is oxygen, but only 15 percent is needed for combustion <div style="text-align: center;"> <p>Triangle of Combustion</p>  <p>The diagram illustrates the Triangle of Combustion, a concept where three elements—Fuel, Heat, and Oxygen—must be present in a specific configuration for combustion to occur. It is represented by a triangle with a fire at its base. The top vertex is labeled 'Fuel' in red, with the subtext 'Solid, liquid or gas'. The bottom-left vertex is labeled 'Heat' in orange, with the subtext 'Enough to ignite a part of the fuel'. The bottom-right vertex is labeled 'Oxygen' in blue, with the subtext 'At least 15%'.</p> </div>
BUSH FIRE	A fire in the bush or in a forest area that spreads quickly and goes out of control easily.
EMERGENCY EVACUATION	The immediate and rapid movement of people away from the threat or actual occurrence of a hazard.

TERM	MEANING
EXTINGUISH	To put out a flame or fire; to cause a flame or fire to cease to burn or shine.
R.A.C.E	Acronym for R escue, A lert, C ontain (confine fire and smoke) and E vacuate or E xtinguish.
P.A.S.S.	Acronym for P ull, A im, S queeze, S weep (at base of fire). Use to remind users of fire extinguishers how to properly use a C0 ₂ , Dry Powder or Water fire extinguisher

OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

Prevention, Mitigation and Preparedness activities as mentioned in these SOPs are specific actions to be taken by respective CDRM Coordinators and their teams (drafted support persons) to ensure proper planning and coordination for 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)
13. Continue to support and promote public information and awareness programmes.	Marcia Thompson
14. Sensitize special needs population	Charmlyn Lewis
15. Organize how special needs population will be evacuated and transportation required.	Pamela Williams
16. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Marcia Wright-Miller
17. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Marcia Thompson
18. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Marcia Thompson
19. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Marcia Wright-Miller
20. Sensitization of residents on fire safety to be conducted on a yearly basis.	Tricia Reid
21. Identify areas in the community where high potential for	Marcia Wright-Miller

ACTIVITIES	RESPONSIBLE PERSON(S)
infrastructure/property damages.	
22. Ensure DRM teams are aware of all high risk locations in the community.	Marcia Wright-Miller
23. Prepare areas for sheltering persons in need	Pamela Williams
24. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC and Fire Department for facilitating training or refresher courses.	Marcia Wright-Miller
25. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Oren Osbourne
26. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC and Fire Departments.	Coordinator – Prevention & Mitigation
27. Meet and assess the community's state of preparedness for a fire 28. Conduct Fire Drills at least once yearly.	DRM Team

ACTIVITIES	RESPONSIBLE PERSON(S)
Personal for families and businesses: <ul style="list-style-type: none"> Make sure your family goes over the family disaster plan. 	Claire Spencer

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ Knowledge and drills for recognizing types of fire and assessment for response ▪ Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary) ▪ Sand box and shovels ▪ Pails and water source (drum) ▪ Fire Extinguisher (if possible) ▪ First Aid kit 	
Obtain local building codes and weed abatement ordinances for buildings near wooded areas.	DRM Team Marcia Thompson
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. 	Claire Spencer

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

DURING A FIRE

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

DRILLS SAVE LIVES

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

A – ALARM/ASSESS (simultaneous to immediate rescue)

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

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

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ Ensure persons do not enter a burning building. ▪ Keep the scene calm. Ensure the comfort/safety of the distraught. <p><i>On exit of the building, at the assembly point or safety zone:</i></p> <ul style="list-style-type: none"> ▪ Check for deaths, injuries and persons needing emergency assistance. ▪ Attend to injured persons. Seek assistance for those who require serious medical intervention. ▪ Conduct first aid and search and rescue operations as necessary ▪ Conduct a roll call when students/ staff are assembled (institutions & businesses). ▪ Have information on the missing and injured available for emergency personnel (fire, EMS or police) 	
<p>Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.</p>	<p>Marcia Thompson</p>

AFTER A FIRE

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<p>6. Coordinate requests for and offers of assistance through the Parish Council.</p> <ul style="list-style-type: none"> ▪ Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC ▪ Assist with the distribution of supplies ▪ Assist with needs assessments ▪ Assist in the provision of welfare information to persons affected. 	Coordinator - Response & Recovery
7. Assist with the tracing of missing persons	Kenesha Hollingsworth
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Coordinator - Response & Recovery
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Marcia Wright-Miller
10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Kerry-Ann Morrison
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Tricia Reid
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Marcia Wright
13. Update PDC on recovery activities by external agencies/departments/organizations.	Marcia Wright
14. Monitor progress and ensure deficiencies are reported.	Kenesha Hollingsworth
15. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community	Tricia Reid

ACTIVITIES	RESPONSIBLE PERSON(S)
recovery initiatives, as required.	
<p>16. After Action Assessment (Community & community/agency) – to identify and share <i>lessons learnt</i> to improve future preparedness and response activities (de-briefing of incident):</p> <ul style="list-style-type: none"> ▪ Challenges in responding to incidents ▪ Which systems were overburdened? ▪ What resources were lacking (human and physical)? ▪ How did the community cope? ▪ What areas of the SOPs need to be reconsidered? 	Marcia Wright-Miller
17. Revise SOPs as necessary	CDRM Team – President/V.P to lead

ACKNOWLEDGEMENT

The Porus Development Area Committee wishes to thank the Office of Disaster Preparedness and Emergency Management (ODPEM), the Canadian International Development Agency (CIDA), Manchester Parish Disaster Committee and the Social Development Commission for partnering with us in developing this very important document.

Disaster risk management at the community level indeed needs to be properly organized and managed as the community members are the first responders to any emergency. This plan clearly outline all critical areas of disaster management – prevention, mitigation, preparedness, response and recovery. We are convinced that this document will greatly assist the residents of our community in not only preparing for disasters, but our response capacity will be enhanced.

The Area Committee wishes to express our gratitude to the facilitators, Mrs. Camille Beckford-Palmer, Regional Disaster Coordinator- ODPEM, Ms La Jean Powell - Parish Disaster Coordinator – Manchester Parish Council and all other stakeholders that have played an active role in the safety of our community.

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

Regards

Marcia Thompson (Mrs.)
President
Porus Development Area 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 Porus Development Area Committee and the Parish Disaster Coordinator, Ms La Jean Powell 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.

Camille Beckford-Palmer (Mrs.)
Regional Disaster Coordinator
ODPEM