



PRIORY COMMUNITY DISASTER RISK MANAGEMENT PLAN



PRIORY, ST. ANN

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

in collaboration with the
St. Ann Parish Council
and other partners.

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GLOSSARY OF TERMS

TERM	MEANING
CAPACITY:	A combination of all the strengths and resources available within a community, society or organization that can reduce the level of risk, or the effects of a disaster. Capacity may include physical, institutional, social or economic means as well as <i>skilled personal</i> or collective attributes such as leadership and management. Capacity may also be described as capability.
CAPACITY BUILDING:	Efforts aimed to develop human skills or societal infrastructures within a community or organization needed to reduce the level of risk.
CLIMATE CHANGE:	The climate of a place or region is changed if over an extended period (typically decades or longer) there is a statistically significant change in measurements of either the mean state or variability of the climate for that place or region.
COPING CAPACITY:	The means by which people or organizations use available resources and abilities to face adverse consequences that could lead to a disaster
DISASTER:	A serious disruption of the functioning of a community or a society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources.
DISASTER RISK MANAGEMENT:	The systematic process of using administrative decisions, organization, operational skills and capacities to implement policies, strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental and technological disasters. This comprises all forms of activities, 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.
HURRICANE	<p>A hurricane is a large tropical storm with winds of 74 mph or greater, moving counterclockwise. In addition to intense winds, hurricanes are accompanied by heavy rains, flooding along the coast, flooding inland and tornadoes.</p> <p>The Saffir-Simpson Hurricane Scale is a one to five rating based on the hurricane's present intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall. Wind speed is the determining factor of this scale.</p>
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.

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

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

ABBREVIATIONS

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

PREAMBLE

Name of the Plan

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

Purpose of the Plan

This plan provides:

1. The residents with a workable emergency system to minimize loss of life and property to prevent disasters from occurring.
2. A basic outline of shelters, welfare and relief system as well as some focus on evacuation planning that will make preparation, response and recovery from a disaster more effective.
3. Provide an emergency contact list and identification of vulnerable populations living in **Priory**.
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 **Priory Zonal Committee**
2. St. Ann 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. Jamaica Constabulary Force (JCF)
8. Other stakeholders and Government agencies

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 St. Ann 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 **Priory Zonal Committee**. It is recommended that the Priory Zonal 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 Priory Community Based 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 the St. Ann Parish Disaster Committee and will be closely integrated with the Parish Emergency Operations Centre (PEOC). Therefore the community disaster plan will draw on other existing parish plans and national plans where necessary for the mounting of an efficient response and preparedness programme. The ODPEM collaborates with the St. Ann Parish Council on Disaster Risk Management matters through the Parish Disaster Committee and the Coordinator.

THE ZONAL PROGRAMME

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

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

The Zonal Programme

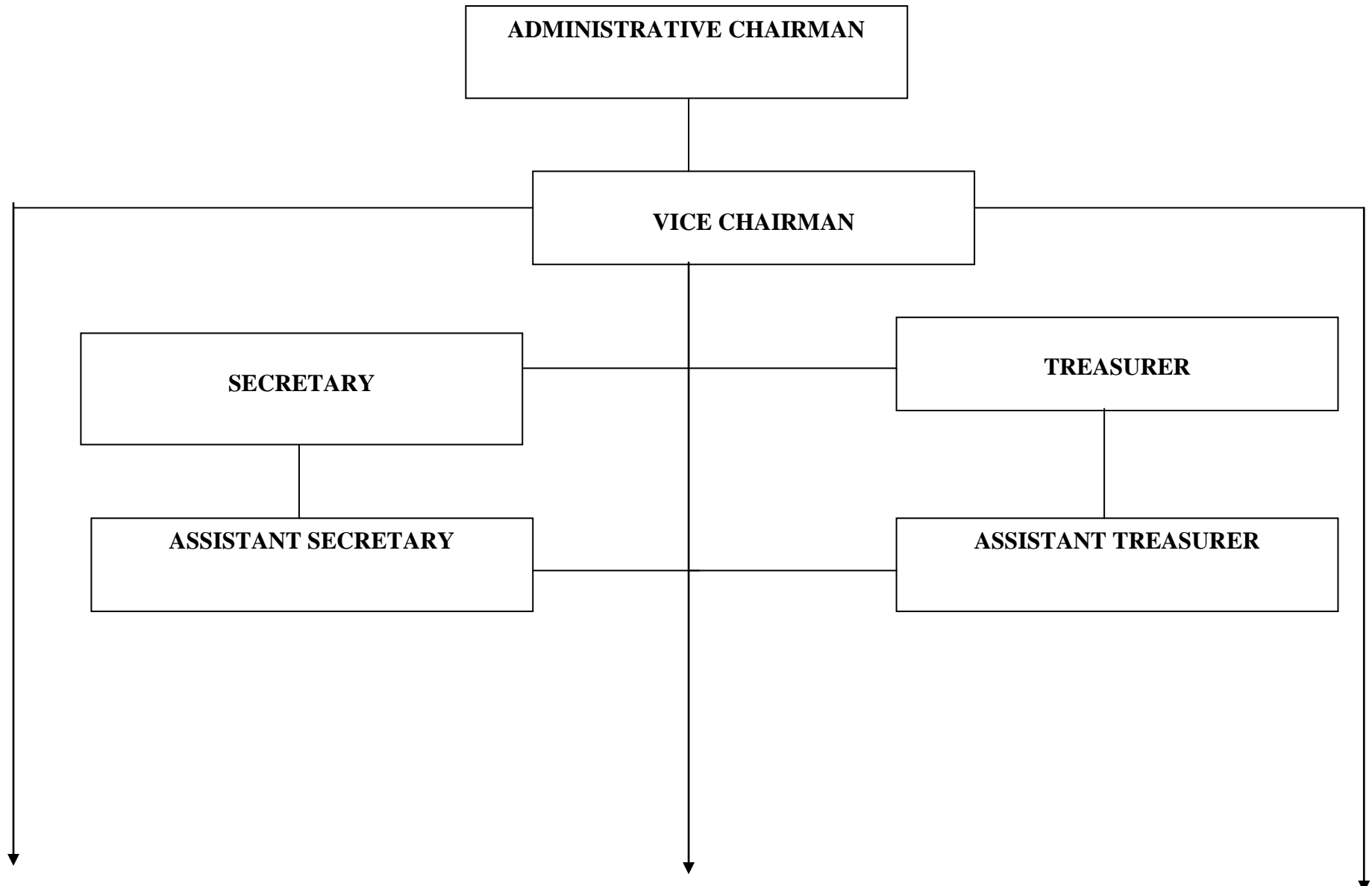
Within the National Disaster Management Framework, “The Zone” is envisaged as the smallest organized unit, outside of the family, that is empowered to prepare and respond to emergencies and disasters at the local level. The Zonal Programme conceptually represents the establishment of a formal organizational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

Objectives of the Zonal Committee Programme

The objectives of the Zonal programme include the following:

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

ZONAL COMMITTEE STRUCTURE



ZONAL COMMITTEE STRUCTURE CONT'D

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

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

Chair: Public Education Coordinator
Other members may include:

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

Chair: Response & Recovery Coordinator
Other members may include:

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

COMMUNITY PROFILE

Background

The community of Priory lies between Runaway Bay and St. Ann's Bay on the North Coast of Central Jamaica within the Rio Bueno-White River Watershed Area. The physical environment is characterized by natural white sand beaches. The topography is generally flat lands with undulating slopes in some areas rising to approximately 280m to 300m (above mean sea level).

The community centre's on farming, fishing and a small percentage of residents work within the tourist industry. There are others who survive by other means which also contributes to the economic development of the community.

Communities Included in Plan

- Tanglewood
- Rock Top
- Middle Street
- Common/Seville Heights/New Seville
- Richmond/Richmond Estate
- Smithfield
- Cross Road
- Hartlands
- Compound/Norman Washington Drive

Economic Status

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

Farming	Shop keepers	Self-employed
Carpentry	Skilled labourers	Professionals
Entertainment	Fishing	Tourism
Real estate	Taxi drivers	Engineers
Hairdressers	Life guards	Mechanics

SUMMARY OF MAIN HAZARDS

The community of Priory has historically recorded a number of disasters such as; hurricanes, storm, motor vehicle accident and oil spill as hazards which have had significant impact on their environment as well as their lives. The most significant of these is hurricane, this has occurred more regularly than most other disasters. Hurricanes such as Allan, Gilbert and Ivan are a few of the hurricanes which have threatened the community in many different ways. With high intensity winds and rain fall these have caused severe damages to residents' homes and other property. Significant damages done to the physical infrastructure of the community such as light poles, roads and drains have all compromise the safety of residents when these events occur.

Disaster Risk Management (DRM) Organizational Structure

The table outlines the membership of the committee and the roles and responsibility of each member.

Priory Zone Core Group

EXECUTIVE MEMBERSHIP POST	NAME/ RESPONSIBILITY	ADDRESS	TELEPHONE #	EMAIL
President	Mrs. Linnette Hemmings	Priory P.A., St. Ann	447-4731	
Vice President	Mrs. Elaine Trench	Tanglewood, Priory P.A.	880-8543	
Secretary	Ms. Althea Thomas	Priory P.A.	872-6026	
Assistant Secretary	Ms. Tashanda Campbell	Priory P.A.	365-9073	
Treasurer	Ms. Patsy Walters	Priory P.A.	413-3302	
Assistant Treasurer	Ms. Tesonia Grant	Priory P.A.	359-9074	tgrant-21@hotmail.com
Public Education & Fund Raising Coordinator	Ms. Taniele Henry	Priory P.A.	506-0725	
Assistant Public Education Coordinator	Ms. Pauline Williams	Priory P.A.	426-4954	
Vulnerability & Risk Identification Coordinator	Mrs. Venceita Clarke	Tanglewood, Priory P.A.	889-5444	
Assistant Vulnerability & Risk Identification Coordinator	Mr. Delroy Barnett	Cross Road Priory P.A.	541-6624/ (Lime) 288-8742 (Digi)	
Prevention & Mitigation Coordinator	Ms. Nadine McKnight	Priory P.A.	460-3671	
Assistant Prevention & Mitigation Coordinator	Mr. George Henry	Middle Street Priory P.A.	384-1175	
Response & Recovery Coordinator	Ms. Jacinth "Tracey" Williams	Priory P.A.	451-3913 337-9155	

EXECUTIVE MEMBERSHIP POST	NAME/ RESPONSIBILITY	ADDRESS	TELEPHONE #	EMAIL
Assistant Response & Recovery Coordinator	Mr. Raymond Thompson	Priory P.A.	420-6333	
Assistant Response & Recovery Coordinator	Mrs. Venceita Clarke	Tanglewood, Priory P.A	889-5444	
Preparedness Coordinator	Mrs. Linnette Hemmings	Priory P.A.	447-4731	
Assistant Preparedness Coordinator	Ms. Corine Dallas	Priory P.A.	898-0911	
Assistant Preparedness Coordinator	Ms. Althea Thomas	Priory P.A.	872-6026	
Shelter Coordinator	Ms. Jacinth "Tracey" Williams	Priory P.A.	451-3913 337-9155	
Asst. Shelter Coordinator	Ms. Patsy Walters	Priory P.A.	413-3302	
Damage Assessment Coordinator	Ms. Elaine Trench	Tanglewood, Priory P.A.	880-8543	
Assistant Damage Assessment Coordinator	Mr. Owen Dickenson	Priory P.A.		

PRIORY DISTRICTS/AREAS CONTACT LIST

AREA	NAME	CONTACT #	EMAIL
Tanglewood	Ms. Nola Clarke Mrs. Elaine Trench Mrs. Joan Richards	880-8543 772-8256	
Common/Seville Heights/New Seville Norman Washington Drive/Compound Cross Road	Mrs. Linnett Hemmings Mrs. Valeta Williams-McKenzie	447-4731 399-2466	
Rock Top Main Street	Ms. Ronice Johnson Mr. Delroy Barnett	899-5585 288-8742	
Richmond Estate	Ms. Devene Graham Ms. Jacinth "Tracey" Williams	289-9603 451-3413/337-9155	
Hartlands	Mr. Raymond Thompson	420-6333	
Middle Street Smithfield	Ms. Althea Thomas Ms. Tashanda Campbell Mr. Owen Dickenson	872-6026 365-9073 377-5167	

TERMS OF REFERENCE CDRM GROUP

CDRM Group

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

N.B

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

Executive Membership

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

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

Community Organization with responsibility for CDRM

- Any existing Community Based Organization (CBO) that is active should be made part of the DRM Group.
- Where there is no existing CBO, the community should form the executive membership of the DRM Group from reliable individuals with leadership qualities in the community.

- Individuals who are not members of an existing CBO may be made part of the DRM Group. These individuals may be:
 - Assigned/ appointed as coordinators only, where there is an active CBO
 - Assigned/ appointed as any part of the executive membership where there is no active CBO.

Naming the CDRM Group

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

Leadership the CDRM Group

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

Frequency of CDRM Meetings

- The group should meet officially on an average bi-monthly (every 2 months).
- However, for existing groups they should include DRM as an agenda item at the regular CBO (E.g. Citizens Association) or Zonal Meetings.
- Special meetings, briefings, and workshop sessions may be called by the 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 Councilors, Members of Parliament and other political representatives

- Political representatives must be seen as a significant resource to the CDRM Groups and Communities.
- Sharing of issues, concerns and needs of the community or CDRM group may be facilitated through representation at the Parish Disaster Committee level.
- Initial engagement of political representatives may also be channeled through the Parish Disaster Coordinator.
- The CDRM group after formal introduction through the Parish Disaster Committee may make direct contact with political representatives regarding issues of the community. It is recommended that formal (written) communication be made as far as possible.

Interaction with Private Sector and other NGOs/CBOs

- CDRM Group should recognize existing private sector organizations and NGOs/CBOs within the community as critical stakeholders.
- Parish Disaster Coordinators should be approached to make initial contacts with these groupings on behalf of the CDRM group.

- CDRM group may maintain contact (formally and informally), however, it is encourage 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 integral for community involvement.
- CDRM should establish creative initiatives for garnering community support and involvement.

Roles & Functions of the Executive Membership for DRM

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

Coordinator – Public Education & Fundraising

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

Coordinator – Vulnerability & Risk Identification

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

Coordinator – Prevention & Mitigation

Duties related to Mitigation

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

- Review and evaluate existing hazard mitigation plans and other pertinent information, such as, urban renewal, rehabilitation, or master plans.

Duties related to Prevention

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

Coordinator – Response & Recovery

- The Response Coordinator has primary responsibility for the coordination and contractual management of the emergency response projects/initiatives.
- Ensure that adequate needs assessments are carried out in accordance with good DRM practice.
- Advice and support where necessary and to monitor the response.
- Recommend relevant and appropriate training where necessary in minimum standards in emergency response.
- Ensure systems are in place for monitoring and evaluating the impact of the disaster.
- Takes lead in damage assessment and disaster recovery tasks.
- Plan and organize disaster recovery activities along with the aid of the Parish Disaster Coordinator
- Report the status of the disaster recovery activity.
- Identifies acceptable recovery time periods.
- Establishes disaster recovery testing methodologies.
- Recommend disaster recovery planning and training activities.
- Provides instructional and informational materials on how to respond during an emergency.
- Develops and maintains SOPs for emergency/disaster response and recovery with the aid of the PDC.
- Plan regular exercises to test community plans

- Monitors the effectiveness of procedures during evacuation drills and revises the procedures as necessary.
- Maintains contact with outside sources participating in reciprocal agreements.
- Ensures that as new equipment, facilities, services, and systems are installed that the disaster response and recovery issues are highlighted and addressed.
- Maintains contact with outside contingency planning professional organizations and local or regional emergency response groups.
- Ensure and recommends establishment of CERTs as appropriate.

HAZARD HISTORY

History of Hazards and Coping Mechanisms

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

Table PR1: Historical Overview of Disasters

HAZARD, YEAR	IMPACT	HOW DID COMMUNITY COPE?
Hurricane Allan, 1980	Flooding, loss of electricity, roof damage, severe damage to houses, gullies overflowed their banks	Neighbours assisted the affected persons, persons sheltered at Priory Primary School
Storm, 1951	Trees destroyed, houses damaged, power outage, utility poles fell	Neighbours assisted each other
Hurricane Gilbert, 1988	Lots of trees were blown down, beach erosion occurred, roof damaged, loss of electricity	Community members assisted each other
Hurricane Ivan, 2004	Gully banks eroded, threatened nearby houses, beach erosion occurred, patients at the St. Ann's Bay Infirmary were evacuated, bridge damaged, mosquito infestation due to the settlement of stagnant water in gullies	Patients at infirmary were evacuated to Priory Primary School and then to Marcus Garvey Technical High School, community members assisted each other
Hurricane	Severe road damage, loss of electricity, loss of trees, bridge damaged, light poles fell	Community members assisted each other
Oil Spill	Road block,	Emergency services responded
Motor Vehicle Accident, 2010	Three (3) persons died	Community persons and emergency services assisted

Lesson Learned

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

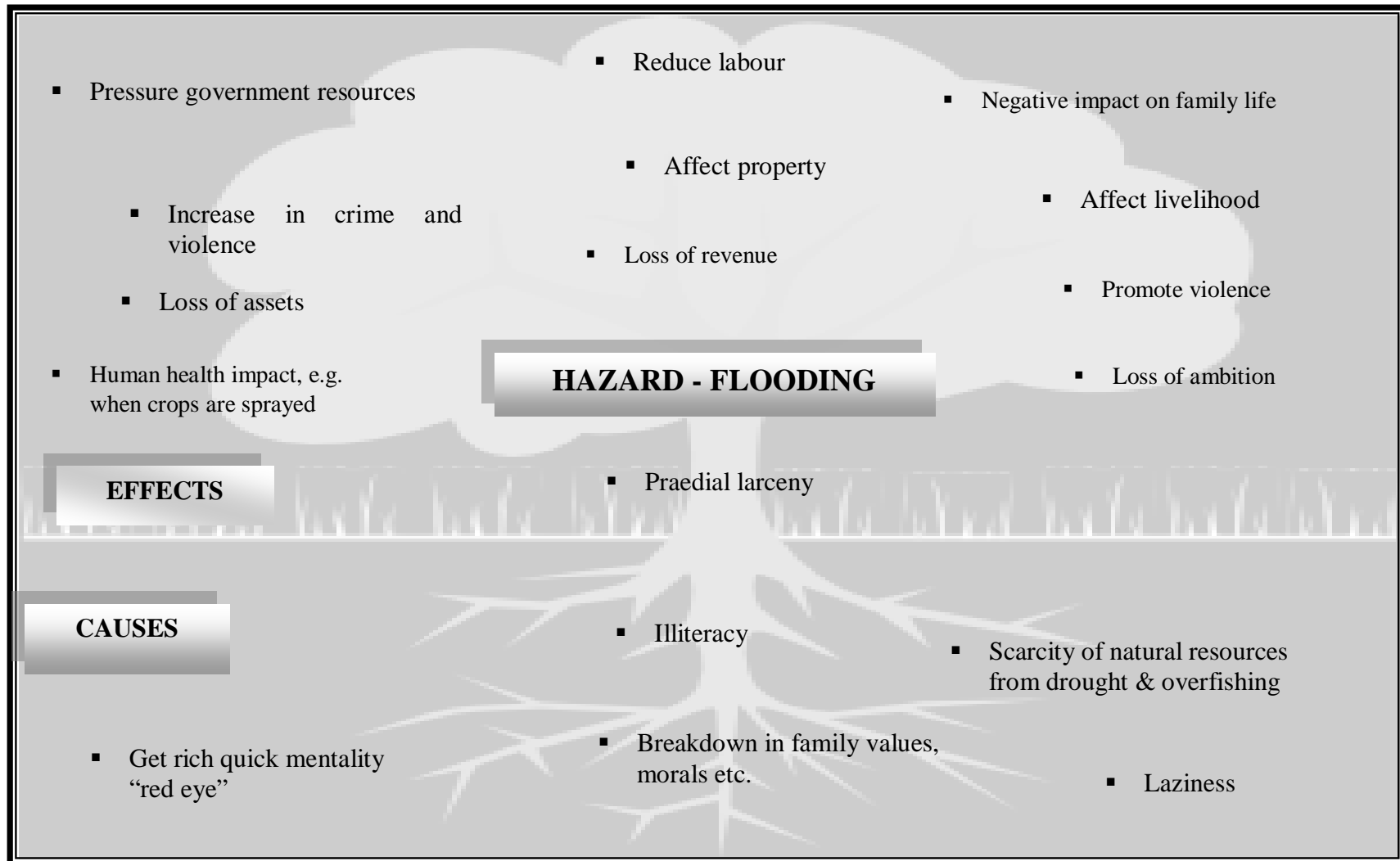
- Adhere to local building regulations
- Be prepared and obey warning messages
- Trim overhanging branches of trees to prevent limbs from falling on houses
- Use hurricane straps on roofs
- Practice proper garbage disposal methods
- Proper usage of the roads

HAZARD MAP

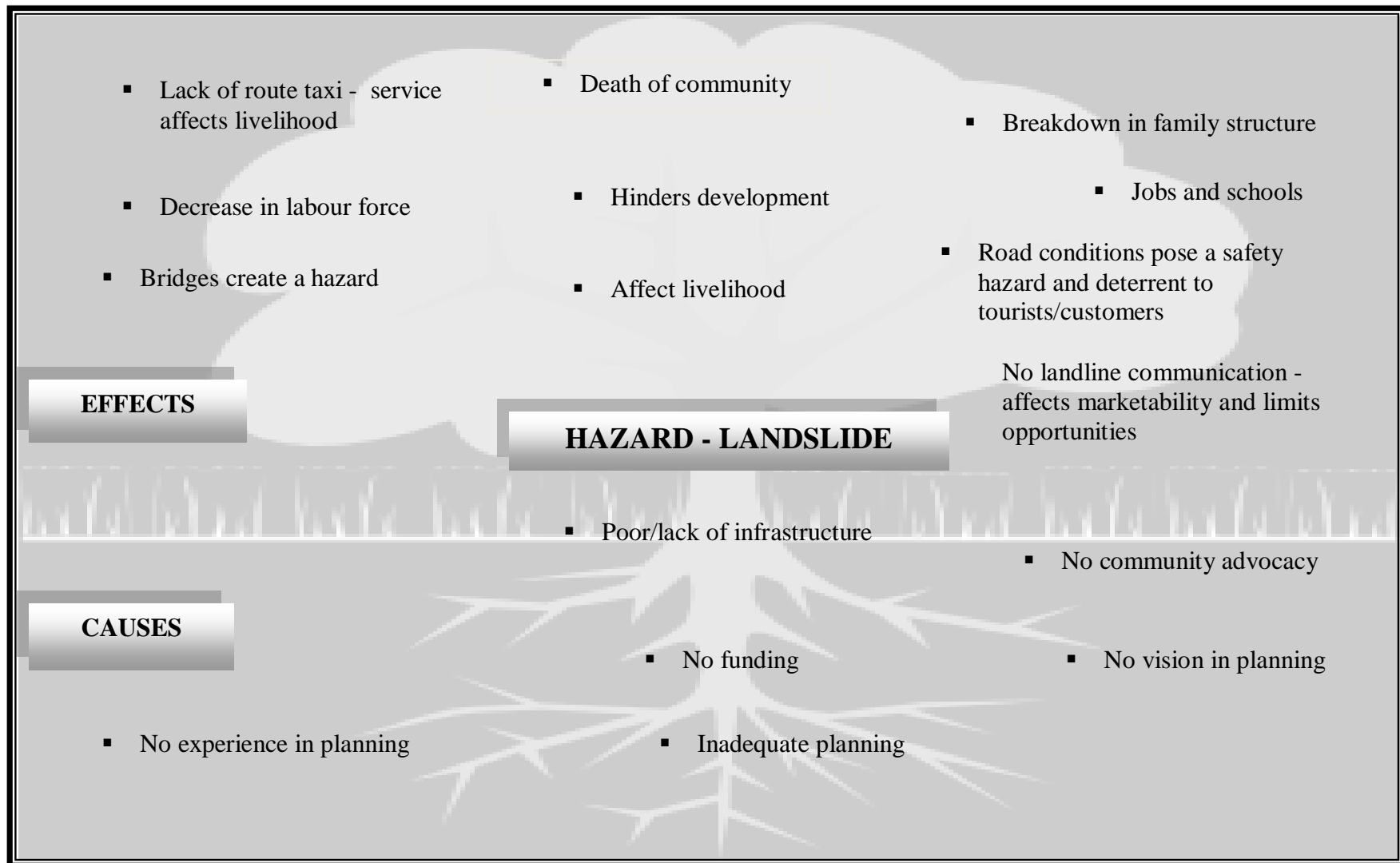
Community Problem Tree

The problem tree visualizes and identifies the hazards that are problematic to the community and the associated causes and effects.

The causes are placed at the root of the tree and the effects on the branches.



Community Problem Tree – CONT'D



Community Strengths Weaknesses Opportunities and Threats (SWOT) Analysis

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

STRENGTHS

- Low crime rate
- Natural beauty
- Provides economic livelihoods
- Active Citizens Association, Youth Club & Parent Teachers Association
- Community is closely knitted
- Infrastructure (fair)
- Communication with political representatives

WEAKNESSES

- High unemployment rate
- Geographic isolation
- Movement - expensive in the case of emergencies
- No route taxis
- Official shelter inadequate
- Shelter team needs to be organized
- No landlines nor cable TV
- Breakdown in the relationship between elders and youths (unity needs to be rebuilt)
- No street lights at the entrance to the community
- Deplorable state of community centre
- Limited recreational facilities
- Health Centre poorly equipped
- Bad condition of roads (thieves use this as an opportunity)

OPPORTUNITIES

- Eco tourism
- Resorts
- Land available for housing development

THREATS

- Poor response from Government agencies (Brackish Water Bridge, Marley Bridge and Shear's Corner break away)
- Influences of sea
- Praedial larceny

Identification of Future Hazards

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

Table PR2: Future Hazards

HAZARD	POSSIBLE IMPACT
Flooding	<ul style="list-style-type: none">▪ Damage to houses, loss personal property, businesses flooded,
Storm Surge	<ul style="list-style-type: none">▪ Damage to businesses and property▪ Damage to boats and fish pots – loss of income/livelihood
Hurricane	<ul style="list-style-type: none">▪ Damage to houses, loss of personal property, damage to businesses, loss of lives
Earthquake	<ul style="list-style-type: none">▪ Damage to buildings, loss of life, loss of income, loss of animals and crops
Tsunami	<ul style="list-style-type: none">▪ Damage to building and infrastructure, loss of life, damage marine life
Lightning	<ul style="list-style-type: none">▪ Loss of life, loss of property, electrical fire, damage to appliances
Fire	<ul style="list-style-type: none">▪ Loss of life and property
Landslide	<ul style="list-style-type: none">▪ Damages to houses, block roads, loss of life, affect utility poles

Identification of Community Vulnerability

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

Table PR3: Vulnerability Summary and Approximate Value of Elements at Risk

HAZARD	VULNERABLE ASSET AND POSSIBLE IMPACT	APPROXIMATE VALUE OF ELEMENT AT RISK
Flooding	Houses and personal belongings - Destruction of houses and loss of belongings	To be determined
	Roadways – Damaged and/or blocked	“Ditto”
	Businesses - Loss of income, destruction of buildings	“Ditto”
	School (Priory Primary) - Flooding, destruction of building	“Ditto”
	Church - Destroy church and contents, flooding	“Ditto”
	Infirmity - Loss of life and property	“Ditto”
Earthquake	Road – damage to road network	“Ditto”
	Utility Pole - Fallen	
	Buildings - Damaged and/or destroyed	
Hurricane	Buildings - Destruction of buildings	“Ditto”
	Electricity poles - Loss of electricity, loss of life and damage to property	

	People- Outbreak of diseases	
	Health facilities - Overcrowding, inadequate amount of medicine and other supplies	
Traffic accident	Schools - Loss of life, damage to business places	“Ditto”

Reducing Community Vulnerability

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

Table PR3: Corrective Actions to Reduce Community Vulnerability

HAZARD	VULNERABLE ASSETS	CORRECTIVE ACTIONS
Flooding	School (Priory Primary), Church (Anglican and Pentecostal church), Infirmary, Businesses, Houses and personal belongings	Clean gullies and drains Erect retaining wall. Construction of retaining wall, proper garbage disposal. Early evacuation of patients. Construction of sea wall behind premises. Elevate food items, keep gullies clean, and build retaining wall. Elevate furniture; build houses away from gullies and drains.
Hurricane	Electricity poles People Health facilities Buildings	Batten down doors and windows; build according to required standard, retrofit buildings. Strengthen or replace damaged poles. Maintenance of gullies and drains. Trained in CPR/First Aid and have supplies at hand.
Fires	Buildings Lives	Public education: Fire drills.

HAZARD	VULNERABLE ASSETS	CORRECTIVE ACTIONS
Earthquake	Houses and other infrastructures	Public education: earthquake awareness. Retrofits weaken structures, build according to required standard. Identify poles that need to be reinforced or replaced and have relevant authority fix them
Storm Surge	Businesses	Close businesses
Lightning	People, houses, personal belongings	Cut over hang branches that might attract lightening strike
Traffic Accidents	Schools,	Public education on safe driving, setting up of speed bumps
Oil Spill	Loss of marine life	
Tsunami	Roadway destroyed or damaged (can occur from other hazards as well)	Clean up the beach Construction of sea wall

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 Priory Vulnerability

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
A. Environmental		
Tsunamis result in the destruction of corals and the depletion of fish and other marine life	Early warning systems, public education about tsunamis	Meteorological Office, ODPEM, Parish Disaster Coordinator
B. Social/Economical		
Unemployment	Establishment of skills training centre in community	HEART/NTA
Lack of certification of skilled youth	Training and certification/ skills training	Skills training centre, Heart Trust NTA
Education of the citizens	A Basic school in community Adult Lifelong Learning and Skills training centre	Lifelong Learning Centre, Church Groups, Venue, Retired teachers from community
C. Health Related		
Disease outbreak	Identification and destruction of breeding sites for mosquitoes and rodents, Community clean up days	Ministry of Health, Community personnel and resources
	Proper disposal of garbage	More drums from NEPM and Parish Council, More frequent collection of garbage
	Public Education (posters, fliers, public forum)	Ministry of Health Personnel, community personnel, Parish Council
Disease outbreak cont'd	Community Work Days	Community personnel and resources
	Bushing overgrown vegetation	Community personnel and resources, NEPM, Parish Council

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
D. Political		
Change in political parties may affect development and parties as visions may differ.	Collective decision making and community focused and not politically driven projects.	Leaders of government, citizens partnership
Disunity caused by diversity of religious beliefs	Public Education Forum/ /Encourage members of churches to become involved in committee and plan activities together	Community determination

Priority Listing of Hazards

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

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

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

Table PR5: Priority Listing of Hazards

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Hurricane	3	2	3	3	3	3	42
Storm surges	2	2	1	2	2	2	18
Flooding	3	2	2	2	2	2	30
Landslide	3	2	2	2	2	2	30

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Pollution/Debris	3	3	1	1	1	2	24
Earthquake	2	3	3	3	3	3	30
Traffic Accident	3	3	2	2	3	1	33
Tsunami	2	3	3	3	3	3	30
Oil Spill	2	2	2	2	2	2	20
Lightning	3	2	1	1	1	1	18

Community Resources and Capacity Analysis

In order for the community to implement its Community Based Disaster Risk Management Plan, an analysis of the community's resources and capacities to cope and manage disasters was assessed and a listing of these is provided below.

Table PR6: Community Capacity

Capacity (Skills)	Type of Resource	Task
Skills:	Masons, Carpenter, Plumbers, Electricians, Engineers, Hairdressers, life guards, fishermen, mechanics, chefs, business owners	Batten down, re-build houses, fix pipelines that may have been damaged, check electrical wiring, assessment and design of buildings, search and rescue, assist in fixing vehicles, provision of food and other emergency supplies
Networks	Lions Club, Kiwanis,	Provide volunteers; provide emergency relief (Clothing etc.)
Transportation	Boats, buses, cars, trucks, bikes, mini-vans, horses, donkey, bicycles	Transporting of food items and other emergency supplies, transport the injured, effecting rescue, evacuate persons to shelter, hospital, etc., delivery of messages
Buildings	Schools, churches, factory, guest houses, community centre, hotel	Emergency shelter, contribute food supplies, manpower
Means of Communication	Cell phone, land phones, word of mouth, bikes, bicycles, CB Radio, notice boards (bill boards)	Assist in emergency communication,
Medical Care	Doctors, nurses, community health aids, trained first aiders	Medical care to injured, public education, counseling
Means Of Care	Infirmary (close proximity to the St. Ann's Bay Health facilities)	(Special care residents) basic first aid treatment, testing of blood pressure and blood sugar

Capacity (Skills)	Type of Resource	Task
Electricity	Standby generators	Emergency storage of medication, etc. (where possible), back up power to shelters
Commercial Enterprise	Hotels, restaurants, shops, bars, factory, barbers, hairdressing parlor,	Food and clothes to shelter, food supplies, transportation and manpower, communication, radio service

PREVENTION

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

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

HAZARD & IMPACT	PREVENTATIVE ACTION	RESOURCE NEEDED AVAILABLE INTERNALLY/EXTERNALLY
Fires		
Damage to house and property	<ul style="list-style-type: none"> Always be mindful of how flammable materials are been used 	<ul style="list-style-type: none"> Individuals and also Jamaica Fire Brigade to help to educate persons about fire hazards.
Threat to human lives	<ul style="list-style-type: none"> Early evacuation 	<ul style="list-style-type: none"> Fire Extinguisher Fire hydrants in community to ensure quick response
Hurricane/ Flooding		
Damage to Houses	<ul style="list-style-type: none"> Build houses away from gullies and drains Do not build in areas prone to flooding Ensure houses are protected and windows and doors baton down. Maintenance of gullies and drains Regular garbage collection to prevent blockage of drains and gullies. 	<ul style="list-style-type: none"> Money and Labour Planning authority to identify no built zones. Board and nails NWA and or Parish Council Support
Damage to business places	<ul style="list-style-type: none"> Elevate goods to prevent lost of income 	<ul style="list-style-type: none"> Use blocks and board to heist goods
Fatalities	<ul style="list-style-type: none"> Evacuation 	<ul style="list-style-type: none"> Transportation and shelter

HAZARD & IMPACT	PREVENTATIVE ACTION	RESOURCE NEEDED AVAILABLE INTERNALLY/EXTERNALLY
Damage to roads	<ul style="list-style-type: none"> Construct proper retaining walls 	<ul style="list-style-type: none"> NWA and or Parish Council Support
Storm Surge		
Damage to Houses and other property	<ul style="list-style-type: none"> Construction of sea wall Clean up the beach 	<ul style="list-style-type: none"> NWA Parish Council, ODPEM, and other personnel to organize event.
Damage to boats and fish pots	<ul style="list-style-type: none"> Secure gears to prevent damage. 	<ul style="list-style-type: none">
Damage to roads	<ul style="list-style-type: none"> Construct proper retaining walls 	<ul style="list-style-type: none"> NWA and or Parish Council Support

MITIGATION

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

Areas Which Should Not Be Developed

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

Table PR7: Areas for No Development

AREA	REASON FOR NO DEVELOPMENT
Along Parson Gully	▪ Landslide and flood prone area
Forbes Town (Beside Infirmary)	▪ Storm surge area/ area too flat
Richmond Estate	▪ Swamp area, easily flooded

Zoning

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

Table PR8: Suitable Areas for Development

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
Seville Heritage Trust Property (Along highway)	<ul style="list-style-type: none">▪ Residential and Commercial Development
Hartlands (beside Mr. Warmington)	<ul style="list-style-type: none">▪ Park/Recreation area
Seville Heights Community Centre	<ul style="list-style-type: none">▪ Fencing of compound
Fantasy Beach	<ul style="list-style-type: none">▪ Improvement to sanitary areas, installation of sheds, improvement to restaurant facility

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 PR9: Special Areas for Development

AREA	MITIGATION MEASURES NEEDED
Richmond Estate (along the beach strip)	<ul style="list-style-type: none">▪ Groin/wave breaker,▪ Gabion Basket (along gully to bridge)

Community Mitigation Activities

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

Table PR10: Community Mitigation Activities

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none">• Drain cleaning (Beach gate)• Parson Gully (Beside Save-a-lot Supermarket)	May (Labour Day)
Fire	<ul style="list-style-type: none">• Public awareness exercise	July & October
Hurricane	<ul style="list-style-type: none">• Public awareness exercise• Strap-it-down programme (Hurricane straps)• Shelter inspection and update• Secure and store emergency supplies• Conduct training workshops	April – June January - June
Earthquake	<ul style="list-style-type: none">• Public Awareness exercises• Conduct hazard hunt	January – February & August

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 PR11: Mitigation Activities Requiring External Help

HAZARD	ACTIVITY	TIMEFRAME	AGENCY
Flooding	<ul style="list-style-type: none"> Cleaning and stabilizing Parson Gully Wall 	March	NWA and Parish Council
Landslide	<ul style="list-style-type: none"> Stabilization of banks of Parson Gully, NWA and Parish Council 	March	NWA and Parish Council
Fire	<ul style="list-style-type: none"> Public awareness exercise – Jamaica Fire Brigade Fire Drill 	July & October	NWA and Parish Council
Hurricane	<ul style="list-style-type: none"> Public awareness exercise – Parish Disaster Committee, ODPEM Strap-it-down programme (Hurricane straps) – Political representatives, ODPEM Shelter inspection and update – Parish Disaster Committee, Priory Zonal Committee Secure storage items and emergency supplies Conduct training workshops 	January - March	NWA and Parish Council
Earthquake	<ul style="list-style-type: none"> Public Awareness exercises Conduct drill Conduct hazard hunt (Parish Disaster Committee, ODPEM, Fire Brigade) 	August	NWA and Parish Council

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 PR12: Community Mitigation Action Plan

Hazard Impact	Mitigation Required	Areas for Improvement	Timeframe for Action Plan	Priority Ranking	Resource
Flooding	<ul style="list-style-type: none"> ▪ Community awareness about proper garbage disposal ▪ Regular cleaning of drains ▪ River training activities 	Entire Community Priority	January - December	High	<ul style="list-style-type: none"> ➤ Money ➤ Machinery ➤ Man Power ➤ Private sector involvement
Landslide	<ul style="list-style-type: none"> ▪ Construction of proper retaining walls in areas where landslides are common (Parson Gully & Rock Top). 	Entire Community Priority	April	High	<ul style="list-style-type: none"> ➤ NWA ➤ Parish Council
Hurricane	<ul style="list-style-type: none"> ▪ Proper building practices ▪ Regular drain cleaning and maintenance ▪ River training 	Entire Community Priority	January - December	High	<ul style="list-style-type: none"> ➤ Money ➤ Machinery ➤ Man Power ➤ NWA ➤ Parish Council

Risk Transfer

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

TABLE PR13: TRAINING

INFORMAL risk transfer options	▪ Formation of a community emergency fund suggested that this could be managed through the churches
	▪ Community Partner Scheme
	▪ Funding through citizens associations/youth clubs dues and contributions
	▪ Income from fundraising events
	▪ Formation of Fishermen's Cooperation and acquire insurance
FORMAL risk transfer options	▪ Insurance attached to mortgage
	▪ Insurance of personal property
	▪ Insurance through Credit Unions

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

TABLE PR14: TRAINING

Community Member/Team	Area of Training	Provided by	Who responsible to Organize	Time Frame	COST
Response Team	▪ Initial Damage Assessment	Parish Council/ ODPEM	Mrs. Linnette Hemmings, Ms. Corine Dallas, Ms. Althea Thomas	January	To be determined
All shelter managers, Shelter Coordinators and other interested persons	▪ Shelters and Shelter Management	Parish Council and ODPEM	Ms. Tracey Williams Ms. Patsy Walters	March	To be determined
Response team and all interested persons (limited to 15)	▪ CPR/First Aid	Red Cross St. John Brigade	Ms. Venecita Clarke	February	To be determined
Committee executive members and other interested persons	▪ Public Speaking	Social Development Commission	Mrs. Linnette Hemmings Mrs. Elaine Trench	July	To be determined
Committee executive and other interested persons	▪ Proposal Writing	Social Development Commission	Mrs. Linnette Hemmings Mrs. Elaine Trench	June	To be determined
Committee executive and other interested persons	▪ Managing meetings/ Note taking	Social Development Commission	Mrs. Linnette Hemmings Mrs. Elaine Trench	April	

PR15 : PUBLIC EDUCATION AND AWARENESS

The public education and awareness strategy seeks to increase awareness, provide the community with current information on protective measures for all threats facing the community.

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility
Hurricane /Storm Surge	Alert system (Town Crier)	Target Youth with pamphlets, posters, sensitization	May	Ms. Teniele Henry Ms. Pauline Williams
Tsunami/Earthquake	General Information on their nature	Pamphlets, posters, sensitization	January	Ms. Teniele Henry Ms. Pauline Williams
Lightning & Flooding	Literature Distribution	Schools, business places, churches	March	Ms. Tashanda Campbell Ms. Althea Thomas
Fire	Community Meeting Drill Fire Hazard Inspection	Presentation by Fire Prevention unit at Zonal Committee meeting	October	Mrs. Linnette Hemmings Mrs. Elaine Trench
Traffic Accident	Appropriate signage and pedestrian crossing at Priory Primary School	Sensitize residents on proper use of the road ways	September	Ms. Teniele Henry Ms. Pauline Williams

PREPAREDNESS AND INITIAL RESPONSE

Monitoring

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

Table PR16: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	Ms. Venceita Clarke, Mr. Delroy Barnett
Listening to the radio for official information	Mrs. Linnette Hemmings, Ms. Corine Dallas, Ms. Althea Thomas
Monitoring marine weather forecasts	Mrs. Pauline Williams, Ms. Taniel Henry
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Mrs. Linnette Hemmings, Mrs. Elaine Trench
Monitoring of Electrical power lines (dangling wires, light poles)	Ms. Nadine McKnight, Mr. George Henry

Warning

The community must be alerted to the possibility of a threat or dangerous situation. Table 14 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 PR17: Traditional Early Warning System

HAZARD	TRADITIONAL WARNING	RESPONSIBILITY (for alerting DRM Team)
Hurricane	Media Monitoring of the sea, animals, formation around the sun	Ms. Taniel Henry, Ms. Pauline Williams
Earthquake	Media, Shaking itself Silence – rolling of hills	Ms. Nadine McKnight, Mr. George Henry
Drought	Media, monitoring of formation around the sun	Ms. Taniel Henry, Ms. Pauline Williams Ms. Venceita Clarke, Mr. Delroy Barnett
Tsunami	None (Public Education)	Ms. Taniel Henry, Ms. Pauline Williams
Lightning	Public Education	Ms. Taniel Henry, Ms. Pauline Williams
Pollution	Observation / Public Education	Ms. Nadine McKnight, Mr. George Henry
Traffic Accident	Road signs / Public Education	Ms. Nadine McKnight, Mr. George Henry
Oil Spill	Public Education	Ms. Taniel Henry, Ms. Pauline Williams
Landslide	Word of mouth, use of telephone to inform relevant persons	Ms. Venceita Clarke, Mr. Delroy Barnett

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

Table PR18: Early Warning Activity and Responsibility

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:		
<p>Old and sick persons</p> <p>Names: Ms. E. Forbes, Ms. C. Duhaney, Ms. L. Boswell, Ms. Daphnie Patten, Ms. Talsie, Mr. Hubert Taylor, Ms. Annie Powell, Ms. Daisy Walters,</p>	<ul style="list-style-type: none"> ▪ Tanglewood: Ms. V. Clarke, Mrs. E. Trench ▪ Middle Street & Smithfield: Ms. P. Williams, Ms. C. Dallas ▪ Rock Top & Main Street: Ms. J. Williams, Ms. P. Walters ▪ Seville Heights, Compound: Mrs. L. Hemmings <p>(Mrs. Hemmings to get assistance)</p>	Word of mouth, telephone, visits
<p>Persons with Disabilities</p> <p>Names: Mr. Sonny Boswell (Blind), Ms. Sylvia Rose</p> <p><u>Mentally Ill:</u></p> <p>Mr. Bruce Darby & Angella Robinson</p>	<ul style="list-style-type: none"> ▪ Tanglewood: Ms. V. Clarke, Mrs. E. Trench ▪ Middle Street & Smithfield: Ms. P. Williams, Ms. C. Dallas, Ms. T. Grant ▪ Rock Top & Main Street: Ms. J. Williams, Ms. P. Walters ▪ Seville Heights, Compound: Mrs. L. Hemmings <p>(Mrs. Hemmings to get assistance)</p>	Word of mouth, telephone, visits
Mothers with babies and young children	<ul style="list-style-type: none"> ▪ Tanglewood: Ms. V. Clarke, Mrs. E. Trench ▪ Middle Street & Smithfield: Ms. P. Williams, Ms. C. Dallas, Ms. T. Grant 	

ACTIVITY	RESPONSIBILITY	MEANS
	<ul style="list-style-type: none"> Rock Top & Main Street: Ms. J. Williams, Ms. P. Walters Seville Heights, Compound: Mrs. L. Hemmings 	
<i>The School:</i> Priory Primary	<ul style="list-style-type: none"> Mr. D. Barnett, Ms. Marcia Barnett, Ms. Sherice Brown 	Word of mouth, telephone, visits
Members of the community who are at sea Names:	<ul style="list-style-type: none"> Mr. Edgar Christie, Mr. Albert Thomas 	Telephone, boats
Evacuation zones residents: <ul style="list-style-type: none"> Infirmery: 	<ul style="list-style-type: none"> Ms. Patsy Walters Forbes Town: Ms. Sharon Simpson Parsons Gully: Mr. D. Barnett, Ms. Patsy Walters 	Telephone, visit Telephone, word of mouth, visit Telephone, word of mouth, visit
Rest of community	<ul style="list-style-type: none"> Ms. Jacinth Williams, Mr. Raymond Thompson, Ms. Venceita Clarke 	Telephone, word of mouth, visit
Update ODPEM	<ul style="list-style-type: none"> Mrs. Linette Hemmings, Mrs. Elaine Trench 	Telephone
Update PDC	<ul style="list-style-type: none"> Mrs. Linette Hemmings, Mrs. Elaine Trench 	Telephone

Evacuation

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

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

Table PR19: Areas to be evacuated during an Emergency

AREA	REASON FOR EVACUATING
Infirmery	Flooding, fire, hurricane, earthquake, storm surge, tsunami
Forbes Town	Flooding, fire, hurricane, earthquake, storm surge, tsunami
Along Parsons Gully	Flooding, gully erosion

Evacuation Route

In that the event that the sections of the community identified above needs to be evacuated, the following evacuation route and transportation route are to be used. Community members should proceed to the designated shelters as outlined in the table below. It is not necessary to assemble at an assembly point

Table PR 20: Evacuation Route and Mode of Transportation to Emergency Shelter

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION MODE
Infirmery	Main Street - east towards St. Ann's Bay	▪ Marcus Garvey Technical High School	Bus (arranged)
Forbes Town	Off Main Street at stop light, south towards Bamboo to Priory Primary School	• Priory Primary School	Walk, private transportation
Along Parson Gully	Up Cross Road to Priory Primary School	• Priory Primary • Seville Heights Community Centre	Walk, private transportation

Table PR21: Evacuation Procedures

ACTIVITY	RESPONSIBILITY
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	Ms. Nadine McKnight, Mr. George Henry
Alert residents on possible evacuation (Priority areas)	Infirmary: Ms. Patsy Walters Forbes Town: Ms. Sharon Simpson Parsons Gully: Mr. D. Barnett, Ms. Patsy Walters
Alert residents on possible evacuation (rest of community)	Ms. Taniele Henry, Ms. Pauline Williams
Decide on timing	Mrs. L. Hemmings, Ms. C. Dallas, Ms. A. Thomas
Ensure special needs populations assisted	Ms. V. Clarke, Ms. E. Trench
Organize transportation	Mr. J. Williams, Mr. R. Thompson
Identify route to be used	Mr. J. Williams, Mr. R. Thompson
Ensure shelter available	Ms. J. Williams, Ms. P. Walters
Register all persons who are evacuating and their destination	Infirmary: Ms. Patsy Walters Forbes Town: Ms. Sharon Simpson Parsons Gully: Mr. D. Barnett, Ms. Patsy Walters
Start evacuation	Ms. Jacinth Williams, Mr. Raymond Thompson, Ms. Venceita Clarke
Check that all areas safely evacuated	Seville Heights/Compound: (Mrs. Hemmings to identify) Middle Street & Smithfield: Mr. George Henry Tanglewood: (Mrs. Trench to identify) Rock Top & Main Street: Mr. Ian Thomas
Inform Parish Disaster Committee/Coordinator	Mrs. Linnette Hemmings, Ms. Elaine Trench

Evacuation Team

District/Area	Evacuation Team/Person	# of Households in Area	Vulnerable Group and #'s to Evacuate	Team Responsibility
Top Road	Mr. Nadian Laing, Mr. Lenford Deans	40	Elderly, Physically Challenged 10	Check up on and evacuate the disabled
Bottom Road	Ms. Shernette Hayden Mr. Eyon Palmer Mr. Dwayne Swaby	70	Elderly, Physically, mentally Challenged 10	Check up on and evacuate the disabled
Middle Road/Pan Piece	Sadeka 'Simone' Edwards, Rashad Spragg	25	Physically challenged 5	Check up on and evacuate the disabled
Strawberry Fields	Rachael Neil	60 Zinc, ply, thatch, wood, stick structures	Physically challenged 40	Check up on

Shelter

Table 19 below highlights the designated shelters for the community. All persons are encouraged to carry food to last them for three days. See Appendix D for list of items needed.

Table PR22: 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	AGENCY/LIASION OFFICER
Official Shelter						
Priory Primary School	Main Street to Cross Road then left towards Bamboo to Priory Primary School	Good	School	Cross Road, Forbes Town,	Ms. Patsy Walters	Ministry of Labour and Social Security (MLSS)
Seville Heights Community Centre	Main Street (before Priory Beach) up Seville Heights Road	Good	Community events	Seville Heights, Rock Top, Washington Drive (Compound)	Mrs. Linnett Hemmings	Ministry of Labour and Social Security (MLSS)
Unofficial Shelter						
First Holiness Church of God	Off Main Street to Middle Street	Good	Church	Middle Street	Ms. Sharon Simpson 297-1556	Ministry of Labour and Social Security (MLSS)
Seville Golden Pre School	Off Main Road up Seville Heights (pass community centre)	Good	School	Seville Heights		

Preparedness Action Plan

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

Table PR23: Community Preparedness Action Plan

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	Mrs. Venceita Clarke, Mr. Delroy Barnett, Ms. Nadine McKnight, Mr. George Henry	May & June
Train team members	Mrs. Linnette Hemmings, Mrs. Elaine Trench, Ms. Althea Thomas and Ms. Tashanda Campbell	January - March
Replenish first aid and search and rescue kits	None available	Not Applicable
Make arrangements for access to relief supplies	Ms. Jacinth "Tracey" Williams, Ms. Patsy Walters	As required/available
Start hurricane awareness	Ms. Taniele Henry, Ms. Pauline Williams	April - May
Trimming of trees and individual preparedness activities	Ms. Nadine McKnight and Mr. George Henry	April, May, June

SIMULATION AND DRILLS

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

Table PR24

TYPE OF EXERCISE/DRILL	NUMBER PER YEAR	DATE OF NEXT	WHO WILL ORGANIZE
Earthquake	1	February	Mrs. Linnette Hemmings <u>Support Agencies</u> St. Ann Parish Council -Mr. Alvin Clarke St. Ann's Bay Fire Department
Hurricane	1	June	Ms. Althea Thomas St. Ann Parish Council – Mr. Alvin Clarke ODPEM – Mrs. Allison Gordon
Fire	1	October	St. Ann Parish Council -Mr. Alvin Clarke St. Ann's Bay Fire Department
Traffic Accident	1	August	

RESPONSE AND RELIEF

TABLE PO1: Instructions for DRM Team

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

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

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

Response

Search and Rescue/First Aid/Emergency Medical Care

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

ACTIVITY	RESPONSIBILITY	SHORT REPORT
Send out Search and Rescue and First Aid Team to check on:		
Elderly	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Persons with Disabilities	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Single Mothers	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Damaged buildings and houses for occupants	Ms. Elaine Trench and Mr. Owen Dickenson	Zonal Chairman and Parish Disaster Coordinator
Persons stranded by floodwater	Mrs. Venceita Clarke, Mr. Raymond Thompson and Ms. Jacinth "Tracey" Williams	Zonal Chairman and Parish Disaster Coordinator
Check for:		
Deaths, Injuries	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
		Zonal Chairman and Parish Disaster Coordinator
Persons in need of emergency assistance	Mrs. Venceita Clarke, Mr. Raymond Thompson and Ms. Jacinth "Tracey" Williams	Zonal Chairman and Parish Disaster Coordinator
Check if any members of the community thought to be missing at sea	Mrs. Venceita Clarke, Mr. Raymond Thompson and Ms. Jacinth "Tracey" Williams	Not applicable
Call for any external assistance	Mrs. Linnette Hemmings Mrs. Elaine Trench	Zonal Chairman and Parish Disaster Coordinator

ACTIVITY	RESPONSIBILITY	SHORT REPORT
Update PDC, ODPEM	Mrs. Linnette Hemmings Mrs. Elaine Trench	Zonal Chairman and Parish Disaster Coordinator
Update Community	CDRM Team	Zonal Chairman and Parish Disaster Coordinator

Table 21: Response Procedure – Search and Rescue/First Aid/Emergency Medical Care

Initial Damage Assessment

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

Table PO2: Initial Damage Assessors

ACTIVITY	RESPONSIBILITY
Send out rapid assessment team	
Check on:	
Roads opened/closed	Ms. Trench, Owen Dickenson
Roads In need of urgent repair to provide access	Ms. Trench, Owen Dickenson
Power:	
Fallen lines, poles transformers	Tracey Williams, Raymond Thompson, Venceita Clarke (Lola)
Live wires	Tracey Williams, Raymond Thompson, Venceita Clarke (Lola)
Water and Sewage	
Broken/missing water mains	Tracey Williams, Raymond Thompson, Venceita Clarke (Lola)
Water available	Tracey Williams, Raymond Thompson, Venceita Clarke (Lola)
Sewage pipes broken/leaking	Tracey Williams, Raymond Thompson, Venceita Clarke (Lola)
Describe State of:	
Community	Tracey Williams
Schools	Tracey Williams
Clinic	Tracey Williams
Church	Tracey Williams
Shops and businesses	Tracey Williams

ACTIVITY	RESPONSIBILITY
Boats and fishing gear	Not Applicable
Sea Wall and sea defense	Not Applicable
Mangroves, environment	Not Applicable

Damage Assessment Procedure

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

Table PO3: Community Damage Assessors

Type of Assessment (Buildings, Agriculture, Welfare etc)	Team Leader (Name, Contact)	Agency Report is to be Submitted to	Time Frame
<i>Initial Assessment</i>	Ms. Elaine Trench	Parish council, PDC, ODPEM	momentarily
Buildings, utilities and infrastructure	Ms. Elaine Trench	Parish council, PDC, ODPEM	momentarily
Welfare	Ms. Elaine Trench	Parish council, PDC, ODPEM	momentarily
Agriculture	Ms. Elaine Trench	Parish council, PDC, ODPEM	momentarily
<i>Preliminary assessment</i>			
Buildings, utilities and infrastructure	Jacinth Tracey Williams, Raymond Thompson	Parish council, PDC, ODPEM	momentarily
Welfare	Jacinth Tracey Williams, Raymond Thompson	Parish council, PDC, ODPEM	momentarily
Agriculture	Jacinth Tracey Williams, Raymond Thompson	Parish council, PDC, ODPEM	momentarily

Response Action Plan

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

TABLE PO4: Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	AGENCY TO REPORT TO
Evacuation Route Management	Jacinth Tracey Williams, Raymond Thompson	NWA, Parish Council
Evacuation	Jacinth Tracey Williams, Raymond Thompson	NWA, Parish Council
Trucking of Water	Jacinth Tracey Williams, Raymond Thompson	NWA, Parish Council
Alternative Sources of Lighting	Jacinth Tracey Williams, Raymond Thompson	NWA, Parish Council
Search and Rescue	Jacinth Tracey Williams, Raymond Thompson	NWA, Parish Council
Children Welfare and the Disabled	Jacinth Tracey Williams, Raymond Thompson	NWA, Parish Council
Initial Damage Assessment	Ms. Elaine Trench, Owen Dickenson	NWA, Parish Council
Welfare Assessment	Jacinth Williams, Patsy Walters	NWA, Parish Council
Distribution of relief supplies	Jacinth Williams, Patsy Walters	NWA, Parish Council
First Aid	Venceita Clarke, Velita Williams	NWA, Parish Council

Relief

TABLE PO5: Relief Assistance

ACTIVITY	RESPONSIBILITY
Identify members of community who have:	
Received damage	Elaine Trench, Owen Dickenson
Need shelter	Patsy Walters, Jacinth Williams
Lost means of income	Patsy Walters, Jacinth Williams, Elaine Trench, Owen Dickenson
Need assistance	Patsy Walters, Jacinth Williams
Identify members of the community in need of psycho-social support or counseling	Mrs. Cherrilyn Henry, Tesonia Grant
Compile list and update PDC, ODPEM	Linnette Hemmings, Elaine Trench

RECOVERY

Recovery Action Plan

TABLE PO6: Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Initial clean up of roads	1	Jacinth Williams, Raymond Thompson	Immediately after the event has passed and assessment are done	To be determined
Returning of shelterees to residences	2	Jacinth Williams, Patsy Walters	As soon as all clear is given	To be determined
Shutting down of shelters	2	Jacinth Williams, Patsy Walters	Soon as shelterees are returned and it is ok to do so	To be determined
Coordination of relief assistance	1	Jacinth Williams, Raymond Thompson, Venceita Clarke	As soon as possible	To be determined
Restoration of utilities	1	Jacinth Williams, Raymond Thompson, Venceita Clarke	As soon as possible	To be determined

APPENDIX A – 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)
Ellen Forbes	Shut-in	Middle Street	Linval Robinson	Sonia Miller (455-9107)	To check on welfare and to assess need for shelter
Sylvia Rose	Shut-in	Seville Heights	Ms. Marcia West 972-0209	Liinnette Hemmings (4474731)	To check on welfare and to assess need for shelter
Shanneek Lindo	Physically challenged	Middle Street	George Henry 384-1175	George Henry 384-1175	To check on welfare and to assess need for shelter
Cisylin Duhaney	Shut-in	Middle Street	Pauline Williams 425-4954	Pauline Williams 425-4954	To check on welfare and to assess need for shelter
Mr. Rex	Blindman	Newbanks	Contact Elaine to give further info.		To check on welfare and to assess need for shelter
“Bruce” Darby	Mentally Hill	Middle Street	Lurline Johnson	Pauline Williams 384-1175	To check on welfare and to assess need for shelter
Angella Robinson	Mentally hill	Middle Street	Moreen Robinson	Tesonia Grant 359-9074	To check on welfare and to assess need for shelter

APPENDIX B – EQUIPMENT/ASSETS/RESOURCE LIST

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

Items the community already has

Emergency Supplies available in Community

Items (quantity per item)	Storage Location	Contact Person/s For Storage	Contact Number
Tractors	Tanglewood	Mr. Dyer (Contact Ms Elaine Trench for further info).	880-8543
Chain Saw	Middle Street New Banks	George Henry Mr. Williams	384-1175 Contact Ms Trench
Machete	Individuals Homes	Community Members	
Forks	Middle Street Cross Roads	Winston Thomas Ronice Johnson	356-4953 899-5585
Shovels	Middle Street Tanglewood Middle street Middle Street Middle Street	Winston Thomas Elaine Trench Corine Dallas Tesonia Grant Sonia Miller	356-4953 880-8543 898-0911 359-9074 4559107
Boots	Middle Street	Lotoya campbell	354-2109
Lantern	Middle Street	Corine Dallas	898-0911
Kerosene Oil	Individual Homes	Community Members	
Matches & Lighters	Individual Homes	Community Members	
Flashlights	Individual Homes	Community Members	

APPENDIX C - Items required externally]

Items Required	Quantity	Source (Agency/ Business)	Contact Person (s) for Storage	Responsibility
First Aid Kit	4	Ministry of Health, ODPEM, Jamaica Red Cross, Food for the Poor, Jamaica Defense Force		Citizen's Association
Gloves	50 pairs	ODPEM, Ministry of Agriculture, RADA, Jamaica Agricultural Society, Jamaica Fire Brigade		Citizen's Association
Water Boots	50 pairs	ODPEM, Ministry of Agriculture, RADA, Jamaica Agricultural Society, Jamaica Fire Brigade		Citizen's Association
Raincoat	30	ODPEM, Ministry of Agriculture, RADA, Jamaica Agricultural Society, Jamaica Fire Brigade		Citizen's Association
Rope	200 lbs	Hardwares, Food for the Poor, Department of Fisheries, Fisherman's Corp		Citizen's Association
Storm lantern/ Flashlight	2 dozen	ODPEM, Hardware, Department of Fisheries		Citizen's Association
Tarpaulin	2 dozen	Hardware, Food for the Poor, Livestock Association		Citizen's Association
Tin Food (assorted)	Cases	Grace, Lasco, Geddes, Food for the Poor		Citizen's Association

Items Required	Quantity	Source (Agency/ Business)	Contact Person (s) for Storage	Responsibility
Bedding (blankets, mattress)		Courts (Mr. Singh), Bashco, Singer		Citizen's Association
Tank (10,000 gallons)	2	Tankweld, Rhino		Citizen's Association
Portable Toilet	2	Food for the Poor, Phil's Hardware		Citizen's Association
Garbage bags	10 rolls	Wisynco, Hardware, Omni		Citizen's Association
Sanitizers (bleach, chlorine tablets)	5 gallons/2 bottles	Ministry of Health, National Water Commission		Citizen's Association
Batteries (all sizes)	packs	Wholesale, Supermarket		Citizen's Association
Plastic items (cups, plates, spoons, forks)	several	Wholesale, Supermarket		Citizen's Association
Gasoline	10 gallon	Gas Station		Citizen's Association

APPENDIX D – EMERGENCY SUPPLIES TO BE TAKEN TO SHELTER

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

APPENDIX E - Stakeholder Partnerships

The stakeholder analysis represents the relationship between Llandewey 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.

Table : Stakeholder Partnerships

Agency/ Organization/ Representative	Nature of Relationship	Contact Person	Contact Number
Political Representatives	Monetary and food assistance Relief and welfare building materials	Shahine Robinson	371-4286
Councilor	Monetary and food assistance Relief and welfare building materials	Mr. Dallas Dickson	364-7933
Churches	Shelter management, counseling, blessing	Ms. Purline Christie Mr. Dorrel Martin Mr. Robert Sharp	Call Patsy Walters Contact Ms. Trench Contact Latoya
NWC	Trucking of Water		
NWA	Construct roads and Clear blocked roads, clean drains		
JPS	Electrical repair	Mr. Campbell Mr. Walwayne Binns	Contact Ms. Ranice Jackson
NSWMA	Regular Waste collection		
ODPEM	Training, funding through agencies, technical assistance, support to community programmes	Mrs. Gordon Mr. Alvin Clarke	350-4398 360-7460

Agency/ Organization/ Representative	Nature of Relationship	Contact Person	Contact Number
MOH	Fogging the community	Mr. Bobby	
Police	patrolling	Mr. Ricardo Henry	458-8575
St. Ann Parish Council	Support to community programmes, fix roads	Mr. Dallas Dickson	364-7933

Stakeholder Analysis Continued

Community Stakeholder Analysis- The Boston Box

<p><u>Cash Cow / Steady Ship</u></p> <p>High importance and Low potential</p> <ul style="list-style-type: none">• Political representatives• Councilor• ODPEM• JPS• NSWMA	<p><u>Rising Star</u></p> <p>High importance and High potential</p> <ul style="list-style-type: none">• Churches• Schools• Parish Council
<p><u>Question Mark</u></p> <p>Low importance and Low potential</p> <ul style="list-style-type: none">• MOH	<p><u>Dog/Brick Wall</u></p> <p>Low importance and High potential</p> <ul style="list-style-type: none">•

APPENDIX F – Photo Gallery

PRIORY COMMUNITY DISASTER RISK MANAGEMENT PLAN DEVELOPMENT PROCESS

Community members from Priory, St. Ann participating in the 1st CDRM Plan Development Workshop held at the Columbus Inn 20/09/11)



Community members from Priory, St. Ann participating in 2nd CDRM Plan Development Workshop at Columbus Inn (11/10/11)



Community members from Priory, St. Ann participating in the development of community hazard map session, Priory First Holiness Church of God (08/11/11)
(Left: Mrs. Hemmings, President, Centre: Ms. Williams – Response & Recovery Coord Right: K. Aikens-Mitchell, ODPEM)



Community members from Priory, St. Ann participating in 4th CDRM Plan Development Workshop at Priory First Holiness Church of God (08/11/11)





APPENDIX G – PRIORY ZONE DISASTER RISK MANAGEMENT COMMITTEE

WORK PLAN 2012

MONTH	ACTIVITY	COORDINATOR
JANUARY	<ul style="list-style-type: none"> • Public Education – Earthquake • Community Earthquake Hazard Hunt • IDA Training • Monthly Meeting 	
FEBRUARY	<ul style="list-style-type: none"> • Public Education – Earthquake • Community Earthquake Hazard Hunt • Public Education on Proper Garbage Disposal • First Aid Training • Monthly meeting 	
MARCH	<ul style="list-style-type: none"> • Emergency Shelter Inspection, marking and update • Stabilization of Parson Gully Walls (NWA and St. Ann Parish Council) • Shelters and Shelter Management Training • Public Education on Lightning • Fund raising event • Monthly meeting 	
APRIL	<ul style="list-style-type: none"> • Public Education Hurricane and Flood • “Strap it down” community activity • Grass Planting activity at Rock Top • Managing meetings and note taking workshop • Monthly meeting 	

MONTH	ACTIVITY	COORDINATOR
MAY	<ul style="list-style-type: none"> • Clean drain at Beach Gate • Clean Parson Gully (beside Save-a-lot Supermarket) • Public Education – Hurricane and Flood • “Strap it down” community activity • Secure and store emergency supplies • Monthly meeting 	
JUNE	<ul style="list-style-type: none"> • Secure and store emergency supplies • Public Education – Proper Garbage disposal • Proposal Writing Workshop • Fund raising event • Monthly meeting 	
JULY	<ul style="list-style-type: none"> • Public Education – Fire Safety • Public speaking Training • Monthly meeting 	
AUGUST	<ul style="list-style-type: none"> • Public Education – Earthquake • Earthquake Hazard Hunt • Fund raising activity • Monthly meeting 	
SEPTEMBER	<ul style="list-style-type: none"> • Public Education – Proper Garbage Disposal and garbage bin distribution • Public Education on Road Safety • Monthly meeting 	

MONTH	ACTIVITY	COORDINATOR
OCTOBER	<ul style="list-style-type: none"> • Public Education on Fire Safety • Fire Drill • Monthly Meeting 	
NOVEMBER	<ul style="list-style-type: none"> • Public Education - Proper Garbage Disposal and garbage bin distribution • Monthly meeting 	
DECEMBER	<ul style="list-style-type: none"> • Fund raising event • CDRM Team Party 	

APPENDIX H - HURRICANE STANDARD OPERATING PROCEDURES (SOPs)

Purpose

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

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

Basic Planning Assumptions

- At least one major Hurricane will probably affect the country/community
- CDRM Group will remain active and functional
- Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.

- There is commitment and support from agencies and departments of government to assist community.
- Community is will to utilize their own resources in preparedness and response.
- CDRM Group will train and establish Community Emergency Response Team(s) (CERTs).

Concept of Operations

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

Procedures will be categorized into the following phases:

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

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

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

Phase 4: Recovery

Hurricane Categories

Category One Hurricane

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

Category Two Hurricane

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

Category Three Hurricane

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

Category Four Hurricane

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

Category Five Hurricane

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

Warnings and Watches

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

Tropical Storm Watch

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

Tropical Storm Warning

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

Hurricane Watch

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

Hurricane Warning

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

Flash Flood Watch

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

Flash Flood Warning

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

OPERATING PROCEDURES

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

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON
1. Continue to support and promote public information and awareness programmes	Coordinator – Public Education & Fundraising	Ms. Taniele Henry Ms. Pauline Williams
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	
3. Organize how special needs population will be evacuated and transportation required	Coordinator – Preparedness	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator – Preparedness	
5. Send 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 a safer location.	Coordinator – Public Education & Fundraising	Ms. Taniele Henry Ms. Pauline Williams
7. Identify areas in the community where high potential for infrastructure/ property damages.	Coordinator – Vulnerability & Risk Identification	Mrs. Venceita Clarke Mr. Delroy Barnett
8. Ensure DRM teams are aware of all high risk locations in the community	Coordinator – Vulnerability & Risk Identification	
9. Prepare areas for sheltering persons in need	Coordinator – Preparedness	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas
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	Ms. Nadine McKnight Mr. George Henry
12. Organize mitigation and prevention projects and work days with technical guidance from relevant agencies (with the help of the PDC)	Coordinator – Prevention & Mitigation	

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

ACTIVITIES	POSITION	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	Mrs. Linnette Hemmings and 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 -	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas
<ol style="list-style-type: none"> 1. Pre-check and activate SOPs 2. Alert all trained community first aiders and search and rescue personnel 3. Have first-aid kits prepared 	Coordinator Preparedness -	
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 • Ensure provisions are put in place for emergency food and water. 	Coordinator Preparedness & Coordinator – Response and Recovery	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas Mrs. Jacinth Williams Mr. Raymond Thompson
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 -	Ms. Nadine McKnight Mr. George Henry Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas
Listen to all weather advisories and information from ODPEM, MET Office and Communicate with PDC	DRM Team President and Coordinator -	Mrs. Linnette Hemmings Ms. Corine Dallas

ACTIVITIES	POSITION	RESPONSIBLE PERSON
	Preparedness	Ms. Althea Thomas

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON
DRM Team advise the community to listen to all weather advisories and remain alert	Coordinator – Preparedness	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas
Continue to listen to all weather advisories and reports	Coordinator – Preparedness	
A. HURRICANE WATCH – 48 HOURS BEFORE IMPACT		
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	Mrs. Jacinth Williams Mr. Raymond Thompson
Ensure the elderly and physically challenged are notified and assisted to prepare for event	Coordinator – Response & Recovery	
B. HURRICANE WARNING – 36 HOURS BEFORE IMPACT		
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	Mrs. Jacinth Williams Mr. Raymond Thompson
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	Coordinator – Response & Recovery	
1. Activate and prepare emergency shelters 2. Deploy relief and welfare volunteers to emergency shelters	Coordinator – Response & Recovery	
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary	Coordinator – Response & Recovery	
Contact PDC and prepare to initiate evacuation procedures for the community	Coordinator – Response & Recovery	

ACTIVITIES	POSITION	RESPONSIBLE PERSON
<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	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas Mrs. Jacinth Williams Mr. Raymond Thompson
<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 	Coordinator – Preparedness/ Coordinator – Response & Recovery	
<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	Mrs. Jacinth Williams Mr. Raymond Thompson
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 	Coordinator – Response & Recovery	Mrs. Jacinth Williams Mr. Raymond Thompson
<ol style="list-style-type: none"> 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 	Coordinator – Response & Recovery	

ACTIVITIES	POSITION	RESPONSIBLE PERSON
4. Alert community Initial Damage Assessment Team(s) 5. Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster		
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	Mrs. Linnette Hemmings Mrs. Elaine Trench Mrs. Jacinth Williams Mr. Raymond Thompson
Monitor and report events as far as possible	CDRM Team President / Vice President	Mrs. Linnette Hemmings Mrs. Elaine Trench
Maintain contact with PEOC, shelters and response personnel	Coordinator – Response & Recovery	Mrs. Jacinth Williams Mr. Raymond Thompson
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	Mrs. Jacinth Williams Mr. Raymond Thompson
Provide initial damage survey/assessment and needs of the community	Coordinator – Response and Recovery	Mrs. Jacinth Williams Mr. Raymond Thompson
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.	Coordinator – Response and Recovery	Mrs. Jacinth Williams Mr. Raymond Thompson

ACTIVITIES	POSITION	RESPONSIBLE PERSON
options 6. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC		
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	Coordinator – Response and Recovery CDRM Team President CDRM Team Vice President	Mrs. Jacinth Williams Mr. Raymond Thompson Mrs. Linnette Hemmings Mrs. Elaine Trench
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)	Coordinator – Response and Recovery/ Coordinator – Prevention & Mitigation	Mrs. Jacinth Williams Mr. Raymond Thompson Ms. Nadine McKnight Mr. George Henry
1. Update PDC on recovery activities by external agencies/departments/ organizations 2. Monitor progress and ensure deficiencies are reported	CDRM Team President CDRM Team V/President	Mrs. Linnette Hemmings Mrs. Elaine Trench
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	Mrs. Linnette Hemmings
F (b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR CONT'D		
Identify and share Lessons Learnt to enhance future preparedness and response activities: <ul style="list-style-type: none"> Challenges in responding to incidents Which systems were overburdened? What resources were lacking (human and physical)? How did the community cope? What areas of the SOPs need to be reconsidered? 	CDRM Team President and Vice President and all other stakeholders	Mrs. Linnette Hemmings Mrs. Elaine Trench
Revise SOPs as necessary	CDRM Team President and Vice President and all other stakeholders	Mrs. Linnette Hemmings Mrs. Elaine Trench

APPENDIX I - 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 **Priory**. 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 **Priory** 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.

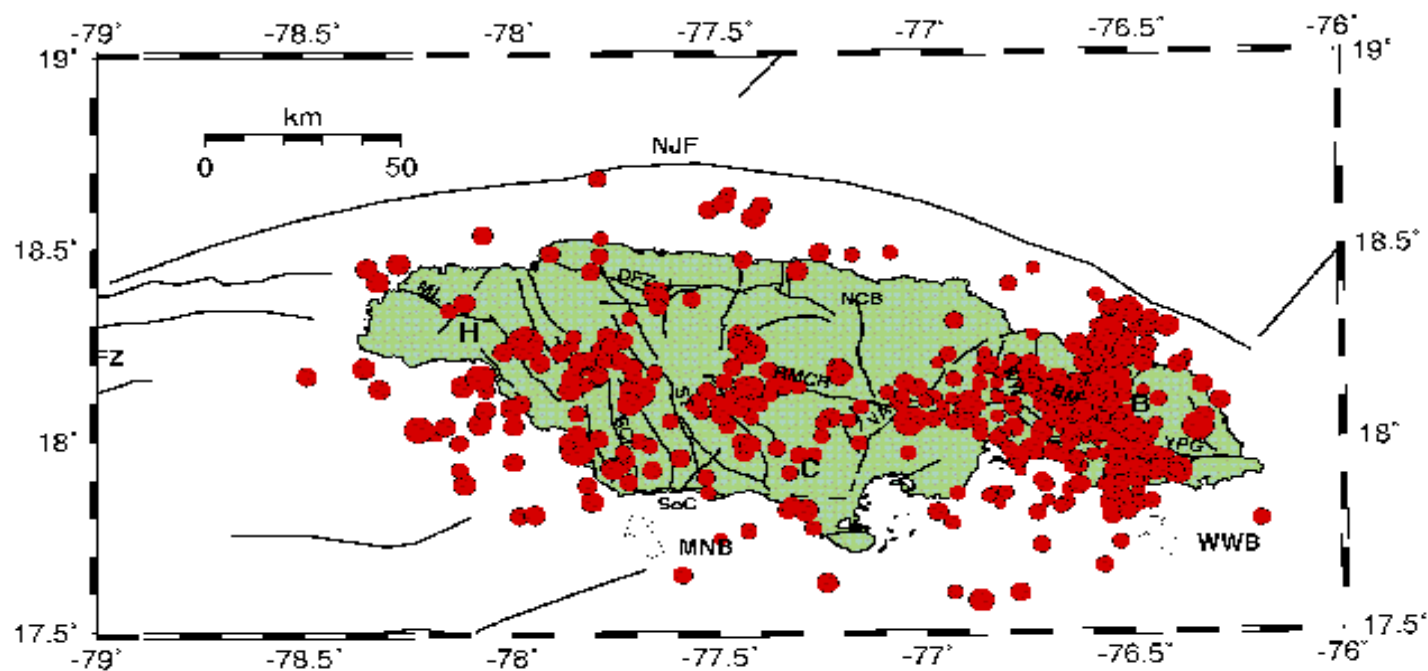
Epicentre: The position on the ground directly above where the slip under the earth's surface first occurs. The magnitude felt is likely to be greatest at this point. The damage is likely to be worst at this point.

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.

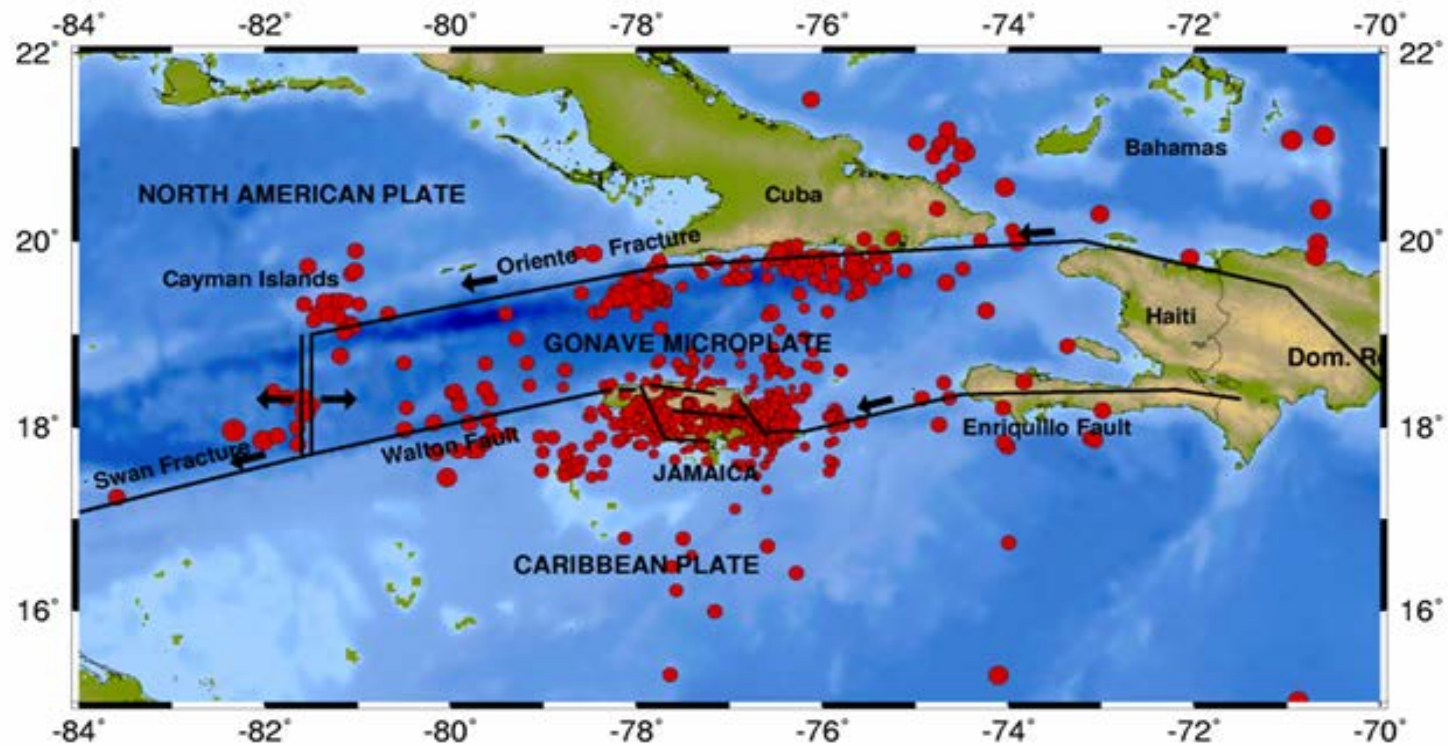
Tremor: The shaking or seismic waves felt or caused by an earthquake or explosion is called a *tremor*.

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.

JAMAICA SEISMICITY 1997-2007



The Gonave Microplate



OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

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

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.		Ms. Althea Thomas
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Ms. Nadine McKnight Mr. George Henry
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention & Mitigation	
13. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Shelter Coordinator	Ms. Jacinth “Tracey” Williams Ms. Patsy Walters
14. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets	Coordinator - Preparedness	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas
15. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Coordinator – Damage Assessment	Ms. Elaine Trench Mr. Owen Dickenson
16. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes	Coordinator – prevention & mitigation (primary) Sector/Evacuation leaders (secondary)	Ms. Nadine McKnight Mr. George Henry
17. Community inventory of building quality	Coordinator – Mitigation & Prevention (working with Supt. of Works and Planning Director –	Ms. Nadine McKnight Mr. George Henry

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
	Parish Council)	St. Ann Parish Council (Planning Director & Superintendent of Roads and Works)
18. Community inventory of road networks and updating of community map	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)	
19. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator – Mitigation and Prevention	Ms. Nadine McKnight Mr. George Henry
20. Put mutual aid agreements in place for emergencies such as earthquakes	Coordination – Preparedness	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas

ACTIVITIES	POSITION	RESPONSIBLE PERSON (s)
Meet and assess the community's state of preparedness for an earthquake	DRM Team	Mrs. Linnette Hemmings Ms. Elaine Trench Other Team members
1. Organize or initiate & support Drills <ul style="list-style-type: none"> ▪ Trained community first aiders ▪ Search and rescue personnel. ▪ Have first-aid kits prepared ▪ Support for school and business community drills 2. Make available all relevant information on the hazard to the general community. 3. Have first-aid kits prepared	Coordinator - Preparedness	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas

ACTIVITIES	POSITION	RESPONSIBLE PERSON (s)
Personal for families: <ul style="list-style-type: none"> Make sure your family goes over the family disaster plan. 	Coordinator Preparedness/Coordinator Response & Recovery	– Mrs. Linnette Hemmings Mrs. Jacinth “Tracey” Williams
Protecting the community: <ul style="list-style-type: none"> Encourage residents to check and address building and roofing strength. Keep yards clear of debris Keep roads and open lots clear of solid waste and debris. 	Coordinator – Mitigation and Prevention/Coordinator - Preparedness	Ms. Nadine McKnight Mrs. Linnette Hemmings

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team – President/V.P	Mrs. Linnette Hemmings Mrs. Elaine Trench
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery	Mrs. Jacinth “Tracey” Williams Mr. Raymond Thompson
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator – Response and Recovery.	
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator - Preparedness	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear	Coordinator - Response & Recovery	Mrs. Jacinth "Tracey" Williams Mr. Raymond Thompson
1. Deploy community damage survey teams or assessors 2. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. 3. Check for deaths, injuries and persons needing emergency assistance 4. Conduct first aid and search and rescue operations as necessary 5. Notify PEOC of critical/emergency cases 6. Provide PEOC with status report	Coordinator - Response & Recovery	Mrs. Jacinth "Tracey" Williams Mr. Raymond Thompson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Provide initial damage survey and needs of the community	Coordinator - Response & Recovery	Mrs. Jacinth "Tracey" Williams Mr. Raymond Thompson
1. Provide ground reconnaissance intelligence to the PDC. 2. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC . 3. Assist with the establishment and staffing of registration centres.	Coordinator - Response & Recovery	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<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"> ▪ Check for sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Check for water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. ▪ Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. ▪ Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. ▪ If have to step in water to reach the electric box, call an electrician for advice. 	<p>Coordinator - Response & Recovery</p>	<p>Mrs. Jacinth “Tracey” Williams Mr. Raymond Thompson</p>
<ol style="list-style-type: none"> 1. Check for general sewage and water-line damage in the community. 2. If you suspect there is such damage, call the NWC company and or PDC. 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	<p>Coordinator - Response & Recovery</p>	<p>Mrs. Jacinth “Tracey” Williams Mr. Raymond Thompson</p>

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
3. Assist with needs assessments 4. Assist in the provision of welfare information to persons affected 5. Begin to effect minor repairs to critical facilities and clear road ways and drains 6. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Recovery	Mr. Raymond Thompson

Phase 3: Recovery

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities. 2. Encourage community members to rebuild bearing in mind mitigation measures (build back better). 3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)	CDRM Team, Public Education and Fundraising Coordinator CDRM Team, Coordinator – Response and Recovery	Ms. Taniele Henry Ms. Pauline Williams Mrs. Jacinth “Tracey” Williams Mr. Raymond Thompson
4. Update PDC on recovery activities by external agencies/departments/organizations. 5. Monitor progress and ensure deficiencies are reported.	Coordinator – Response and Recovery Coordinator – Response and Recovery	Mrs. Jacinth “Tracey” Williams Mr. Raymond Thompson Mrs. Jacinth “Tracey” Williams Mr. Raymond Thompson
6. Mobilize CDRMG to seek assist from NGOs	Coordinator – Response and	Mrs. Jacinth “Tracey” Williams

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
(e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Recovery	Mr. Raymond Thompson
<p>7. Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> ▪ Challenges in responding to incidents ▪ Which systems were overburdened? ▪ What resources were lacking (human and physical)? ▪ How did the community cope? ▪ What areas of the SOPs need to be reconsidered? 	<p>Coordinator – Response and Recovery &</p> <p>CDRM Team Leader</p>	<p>Mrs. Jacinth “Tracey” Williams Mr. Raymond Thompson</p> <p>Mrs. Linnette Hemmings</p>
Revise SOPs as necessary	CDRM Team Leader	Mrs. Linnette Hemmings

APPENDIX J – 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 fires.
- Ensure a logical and sequenced set of actions for community response.
- Assign specific task to ensure collaboration and execution of activities.

Basic Planning Assumptions

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

- The Jamaica Fire Brigade is recognized as the formal First Responder to fires as part of the National Emergency Response Matrix.

Concept of Operations

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

Procedures will be categorized into the following phases:

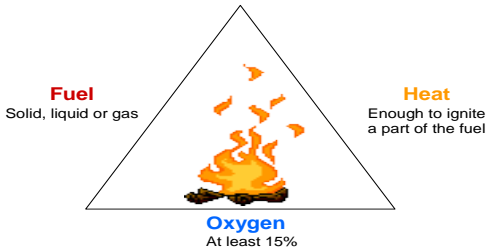
Phase 1: Prevention, Mitigation and Preparedness

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

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

Phase 3: Recovery

GLOSSARY OF TERMS

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 <i>All Clear</i> , 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 for a fire to occur. It is represented by a triangle with a fire burning inside. The vertices are labeled: 'Fuel' (Solid, liquid or gas) at the top-left, 'Heat' (Enough to ignite a part of the fuel) at the top-right, and 'Oxygen' (At least 15%) at the bottom.</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

TERM	MEANING
	hazard.
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 CO 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 a **fire** emergency. Coordinators should utilize other information and measures highlighted in the CDRM Plan to as a guide for other actions.

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Ms. Taniele Henry Ms. Pauline Williams
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
5. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness	
6. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Coordinator – Response and Recovery.	Mrs. Jacinth Williams Mr. Raymond Thompson
7. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas
8. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education & Fundraising	Ms. Taniele Henry Ms. Pauline Williams
9. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Mrs. Venceita Clarke Mr. Delroy Barnett
10. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
11. Prepare areas for sheltering persons in need	Coordinator – Preparedness	Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas
12. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC and Fire Department for facilitating training or refresher courses.	Coordinator - Preparedness	
13. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Ms. Nadine McKnight Mr. George Henry
14. 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	
15. Meet and assess the community’s state of preparedness for a fire.	DRM Team	Mrs. Linnette Hemmings and Team
16. Conduct Fire Drills at least once yearly		

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>Personal for families and businesses:</p> <ul style="list-style-type: none"> ▪ Make sure your family goes over the family disaster plan. ▪ All family members should know their evacuation plan. ▪ Store important documents in fireproof box (where possible) or safe. 	<p>Coordinator – Preparedness/Coordinator Response & Recovery/Public Education</p>	<p>Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas</p> <p>Mrs. Jacinth Williams Mr. Raymond Thompson</p> <p>Ms. Taniele Henry Ms. Pauline Williams</p>
<ul style="list-style-type: none"> ▪ 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 	<p>Coordinator – Preparedness/Coordinator Response & Recovery/Public Education & Fund Raising</p>	<p>Mrs. Linnette Hemmings Mrs. Jacinth Williams Ms. Taniele Henry</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> 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>Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas</p> <p>Ms. Nadine McKnight Mr. George Henry</p> <p>Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas</p>
<p>Ensure each response team are equipped with the following:</p> <ul style="list-style-type: none"> Knowledge and drills for recognizing types of fire and assessment for response Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary) Sand box and shovels Pails and water source (drum) Fire Extinguisher (if possible) First Aid kit 	<p>Coordinator – Mitigation and Prevention/Coordinator - Preparedness</p>	<p>Ms. Nadine McKnight Mr. George Henry</p> <p>Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas</p>
<p>Obtain local building codes and weed abatement ordinances for buildings near wooded areas.</p>	<p>DRM Team President/ Coordinator – Preparedness</p>	<p>Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas</p>

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	POSITION	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	Mrs. Jacinth Williams Mr. Raymond Thompson
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	Persons on or nearby the scene; Coordinator – Response	Mrs. Jacinth Williams Mr. Raymond Thompson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ While evacuating touch closed doors with back of hand before opening. If door is hot or if smoke is visible do not attempt to open. ▪ Close gas valves and turn off electricity at the main fuse box. ▪ Remove combustible items (outdoor furniture, umbrellas, tarp coverings, and firewood) from around the home. ▪ Place valuables that will not be damaged by water, in a pool or pond – if necessary. 	<p>Persons on or nearby the scene;</p> <p>Coordinator – Response</p>	<p>Mrs. Jacinth Williams Mr. Raymond Thompson</p>
<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>Persons on or nearby the scene;</p> <p>Coordinator – Response</p>	<p>Mrs. Jacinth Williams Mr. Raymond Thompson</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<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. ▪ 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>Persons on or nearby the scene; Coordinator – Response</p> <p>Persons on or nearby the scene; Coordinator – Response</p> <p>Coordinator – Response and Recovery</p>	<p>Mrs. Jacinth Williams Mr. Raymond Thompson</p> <p>Mrs. Jacinth Williams Mr. Raymond Thompson</p> <p>Mrs. Jacinth Williams Mr. Raymond Thompson</p>
<p>Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.</p>	<p>Coordinator – Preparedness</p>	<p>Mrs. Linnette Hemmings Ms. Corine Dallas Ms. Althea Thomas</p>

AFTER A FIRE

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Constantly advise the community that after fire persons should not re-enter building until authorities say it is safe to do so. Confirm All Clear.	Coordinator – Response & Recovery	Mrs. Jacinth Williams Mr. Raymond Thompson
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) Coordinator – Response & Recovery: (b-e)	Mrs. Elaine Trench Mr. Owen Dickenson Mrs. Jacinth Williams Mr. Raymond Thompson
3. Provide initial damage survey results and needs assessment for the community to Fire Department, Parish Council and other relevant authority (e.g. Social Worker from Ministry of Labour and Social Security)	Damage Assessment Coordinator	Mrs. Elaine Trench Mr. Owen Dickenson
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator - Response & Recovery	Mrs. Jacinth Williams Mr. Raymond Thompson
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator - Response & Recovery	

ACTIVITIES	POSITION	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	Mrs. Jacinth Williams Mr. Raymond Thompson
7. Assist with the tracing of missing persons	Coordinator - Response & Recovery	Mrs. Jacinth Williams Mr. Raymond Thompson
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Coordinator - Response & Recovery	
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery	
10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Coordinator - Response & Recovery	Mrs. Jacinth Williams Mr. Raymond Thompson
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator - Response & Recovery	
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Coordinator - Response & Recovery	Mrs. Jacinth Williams Mr. Raymond Thompson
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator - Response & Recovery	

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

Acknowledgment

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

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

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

Regards,

Mrs. Linnette Hemmings

Chairman

Priory Disaster Preparedness Zonal Committee

ACKNOWLEDGEMENT



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

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

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

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

Thank you.

Allison Gordon, MSc
Regional Disaster Coordinator/Plan Development Facilitator
ODPEM
January 28, 2012