



# **COMMUNITY DISASTER RISK MANAGEMENT PLAN**

**For  
Rocky Point, Clarendon**



*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*  
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## GLOSSARY OF TERMS

TERM	MEANING
<b>Capacity</b>	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 <b>skilled personal</b> or collective attributes such as leadership and management. Capacity may also be described as capability.
<b>Capacity Building:</b>	Efforts aimed to develop human skills or societal infrastructures within a community or organization needed to reduce the level of risk.
<b>Climate Change:</b>	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.
<b>Coping Capacity:</b>	The means by which people or organizations use available resources and abilities to face adverse consequences that could lead to a disaster.
<b>Disaster:</b>	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.
<b>Disaster Risk Management:</b>	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.
<b>Early Warning:</b>	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.
<b>Emergency Management:</b>	The organization and management of resources and responsibilities for dealing with all aspects of

TERM	MEANING
	emergencies, in particularly preparedness, response and rehabilitation.
<b>Hazard:</b>	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.
<b>Hazard Analysis:</b>	Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour.
<b>Mitigation:</b>	Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.
<b>Preparedness:</b>	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.
<b>Prevention:</b>	Activities to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters.
<b>Recovery:</b>	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.
<b>Relief/Response:</b>	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.
<b>Resilience:</b>	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.

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

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

\* Not from source quoted above

## **ABBREVIATIONS**

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

## **PREAMBLE**

### **Name of the Plan**

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

### **Purpose of the Plan**

This plan provides:

1. The residents with a workable emergency system to minimize loss of life and property to prevent disasters from occurring.
2. A basic outline of shelters, welfare and relief system as well as some focus on evacuation planning that will make preparation, response and recovery from a disaster more effective.
3. An emergency contact list and identification of vulnerable populations living in **Rocky Point**.
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. Clarendon Parish Council
2. Office of Disaster Preparedness and Emergency Management (ODPEM)
3. Ministry of Labour and Social Security (MLSS)
4. Social Development Commission (SDC)
5. Jamaica Fire Brigade (JFB)
6. Rural Agricultural Development Authority (RADA)
7. Other stakeholders and Government agencies
8. Clarendon Parish Disaster Committee

Disaster Risk Management in Rocky Point will be taken on by the **Rocky Point Development Benevolent Society**. The table outlines the membership of the committee and the roles and responsibility of each member.

### **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 Clarendon 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 **Rocky Point Development Benevolent Society**. It is recommended that the Rocky Point Benevolent Society 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 **Rocky Point Community Disaster Risk Management Plan** represents the operational procedures and strategies to be employed at community level in response to, recovery from and preparing for a number of hazards. The community will be supported by and will work through the Clarendon Parish Disaster Committee and will be closely integrated with the Parish Emergency Operations Centre. Therefore, the community disaster risk management plan will draw on other existing parish plans and national plans where necessary for the mounting of an efficient response and preparedness programme. The ODPEM collaborates with the Clarendon Parish Council on Disaster Risk Management matters through the Parish Disaster Committee and the Parish Disaster Coordinator.

## MAP OF ROCKY POINT, CLARENDON



## **COMMUNITY PROFILE**

The Rocky Point community is rural; located in south east Clarendon on the coast, 30 Km (15 miles) from the town of May Pen. The community is bordered to the East by the Portland Cottage community; to the West are the communities of Downer, Alley and Carlisle Bay; To the North by Lionel Town and to the South by the Caribbean Sea.

The community of Rocky Point is divided into two settlement areas namely Rocky Settlements and Rocky Point (proper). Fishing is the foremost economic activity within the community. The residents depend greatly on the sea to sustain their livelihood. Outside of fishing

### **Physical Features**

The SDC reports that the community has a fishing beach that is “the second largest in the country”. The land is flat and has a High risk of flooding. Socially the community has two (2) educational facilities, 12 churches, a mobile library and few youth clubs. There is no designated recreational area.

**The following are settlement areas within Rocky Point.**

- *Capture Land*
- *Shearer Drive*
- *Ears Lane*
- *Hot Water Lane*
- *First Street*
- *Washington Street*
- *Jimbo Street*
- *Whyte Street*
- *Centre Street*
- *Quay Street*
- *Pusey Hall Estate*
- *Rocky Scheme*
- *Rocky Settlement*
- *Fraser Field*

The Estimated total population for Rocky Point was 4,240 residents; Having a total of 1,060 dwellings (2007, Jamaica Survey of Living Conditions JSLC).

Type of Educational Institution	Number
Basic School	2
Primary	1
<b>Total</b>	<b>3</b>

The Community of Rocky Point is serviced by the Lionel Town Health District. The Lionel Town Health clinic is a Type 1 Facility. They offer child health, antenatal and postnatal, dressing of wounds and blood pressure checks.

According to SDC the housing and land tenure situation is as follows:

<b>Housing Materials</b>	<b>Percent %</b>
Board	27
Concrete	0.7
Block	1.8
Concrete & Blocks	65
Concrete & Wood	1.8
Wood & brick	.4
Other (e.g. Nogg)	2.7

<b>Land Tenure</b>	<b>% Percent</b>
Own	49.1
Rent	4.7
Lease	.9
Capture	8.5
Live on family owned land	33
Have ownership pending for	0
No response	.9
Other	.9
Total	100.0

## Disaster Risk Management (DRM) Organizational Structure

The Disaster Risk Management in **Rocky Point** will be taken on by the **Rocky Point Development Benevolent Society**. The table outlines the membership of the committee and the roles and responsibility of each member is outlined in the DRM Group Terms of Reference.

EXECUTIVE TITLES	NAME/ RESPONSIBILITY	TELEPHONE
Chairman	Josephine Coleman	383 - 1782
Vice Chairman	Denzil Lewis	877 - 5319
Secretary	Ruel Myrie	862 - 7738
Treasurer	Arthur Coleman	770 - 6194
Assistant Treasurer	Esther Williams	842 - 7465
Youth Representative	Jason Bromwell	301 - 6753
Public Relations Officers	Maudrie Ebanks & Keith Myrie	450 - 1754
Chairperson for Disaster sub-committee	Almenda Bent	481 - 0244
Secretary for sub-committee	Althea Brown	298 - 1968
Parish Disaster Coordinator	Charmaine Williams	564 – 4850
Regional Disaster Coordinator	Camille Beckford	449 - 8579

## **TERMS OF REFERENCE CDRM GROUP CONCEPT**

### **CDRM Group**

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

### **N.B**

The ODPEM has previously promoted the establishment of Zonal Committees (***background found on page 10***) as that local/community level body with responsibilities for Disaster Management. CDRM teams are being postulated as a re-visioning of zonal groups in keeping with current Disaster Risk Reduction (DRR) initiatives. Therefore, for all intent and purposes the groups are interchangeable in name and function. Management and reduction of disaster risk being the major difference/improvement.

### **Executive Membership**

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

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

### **Community Organization with responsibility for CDRM**

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

### **Naming the CDRM Group**

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

### **Leadership the CDRM Group**

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

### **Frequency of CDRM Meetings**

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

### **Funding of CDRM Group and Activities**

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

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

- Parish Disaster Committee
- ODPEM
- Government entities with specific mandates

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

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

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

ODPEM:

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

#### **Other Technical Agencies**

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

#### **Interaction with Councillors, Members of Parliament and other political representatives**

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



### **Interaction with Private Sector and other NGOs/CBOs**

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

### **Recording keeping by CDRM Group**

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

### **Wider Community Involvement**

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

### **Roles & Functions of the Executive Membership for DRM**

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

#### Coordinator – Public Education & Fundraising

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

#### Coordinator – Vulnerability & Risk Identification

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

## Coordinator – Prevention & Mitigation

### **Duties related to Mitigation**

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

### **Duties related to Prevention**

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

### Coordinator – Response & Recovery

- The Response Coordinator has primary responsibility for the coordination and contractual management of the emergency response projects/initiatives.
- Ensure that adequate needs assessments are carried out in accordance with good DRM practice.
- Advise and support where necessary and to monitor the response.
- Recommend relevant and appropriate training where necessary in minimum standards in emergency response.
- Ensure systems are in place for monitoring and evaluating the impact of the disaster.
- Takes lead in damage assessment and disaster recovery tasks.
- Plan and organize disaster recovery activities along with the aid of the Parish Disaster Coordinator
- Report the status of the disaster recovery activity.
- Identifies acceptable recovery time periods.
- Establishes disaster recovery testing methodologies.
- Recommend disaster recovery planning and training activities.
- Provides instructional and informational materials on how to respond during an emergency.
- Develops and maintains SOPs for emergency/disaster response and recovery with the aid of the PDC.
- Plan regular exercises to test community plans
- Monitors the effectiveness of procedures during evacuation drills and revises the procedures as necessary.
- Maintains contact with outside sources participating in reciprocal agreements.
- Ensures that as new equipment, facilities, services, and systems are installed that the disaster response and recovery issues are highlighted and addressed.
- Maintains contact with outside contingency planning professional organizations and local or regional emergency response groups.
- Ensure and recommends establishment of CERTs as appropriate.

## **HAZARD HISTORY**

### **History of Hazards and Coping Mechanisms**

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

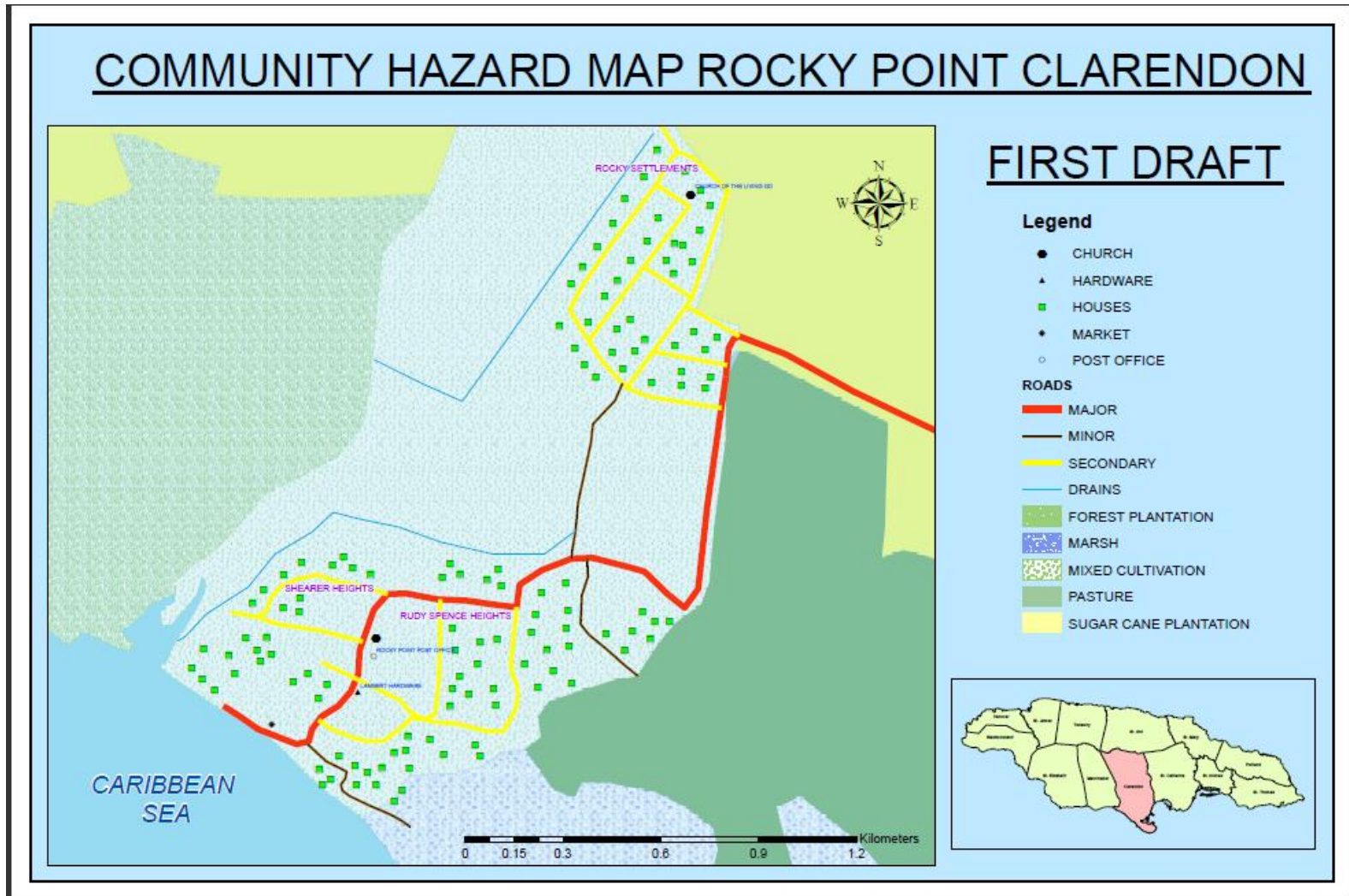
**Table PR1: Historical Overview of Disasters**

<b>HAZARD, YEAR</b>	<b>IMPACT</b>	<b>HOW DID THEY COPE?</b>
<b>Gilbert, 1988</b>	Loss of roofs, homes, roads	
<b>Ivan, 2004</b>	Loss of roofs, loss of farming produce, displacement. Damage to buildings	Community pulled together to help each other in recovery: rebuilding roofs etc. Aid was also received from outside agencies.
<b>Dean, 2007</b>	Loss of homes, roofs, farming produce, livelihoods, damaged roads, loss of lives. Loss of utilities for up to 1 month. Damage to coral reefs.	Community cooperated in the recovery effort with rebuilding homes. Resident resorted to unsanitary practices to cope with water shortages and also sharing whatever food they had. Aid also was provided by commercial, non government and government agencies.( Juici Patties, Red Cross, Parish Council, Salvation Army)

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

1. The need to take the necessary precautionary measures
2. The importance of proper garbage disposal
3. To take the disaster warnings more seriously

## ROCKY POINT COMMUNITY HAZARD MAP



## **SWOT ANALYSIS**

<b>STRENGTHS</b> <ol style="list-style-type: none"><li>1. Coastal community which provides employment, recreation on white sand beach</li><li>2. Many small businesses</li><li>3. Community is self reliant i.e they are willing to help themselves.</li><li>4. Several community based organizations. E.g Citizens Association</li><li>5. Political representatives are very involved in the community.</li></ol>	<b>WEAKNESSES</b> <ol style="list-style-type: none"><li>1. Poor infrastructure</li><li>2. High unemployment</li><li>3. Poor drainage</li><li>4. High illiteracy</li></ol>
<b>OPPORTUNITIES</b> <ol style="list-style-type: none"><li>1. Heart Trust NTA is located in a nearby town (Lionel Town) can go to get training.</li><li>2. Use of community resources such as teachers to reduce illiteracy through a remedial reading program in community.</li></ol>	<b>THREATS</b> <ol style="list-style-type: none"><li>1. Excess crime : looting</li><li>2. Communication is low and sometimes cut off after disasters.</li></ol>



## **IDENTIFICATION OF FUTURE HAZARDS**

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

**Table PR2: Future Hazards**

HAZARD	POSSIBLE IMPACT
Flooding	<ul style="list-style-type: none"><li>• Entire community</li><li>• Rio Minho breaking banks and floods the community</li><li>• Communities to be affected: "Centre" and Fraser's Field</li></ul> Residents may lose their: <ul style="list-style-type: none"><li>• Homes</li><li>• Livestock, Cattle</li><li>• Contents within the Houses</li></ul>
High Tide	<ul style="list-style-type: none"><li>• Sea level rises and affects those located on the cays.</li></ul>
Fire	<ul style="list-style-type: none"><li>• Damage to property due to lack of fire stations and supplies; specifically fire extinguishers.</li></ul>
Mosquito Infestation	<ul style="list-style-type: none"><li>• Residents to become ill due to mosquito borne disease.</li></ul>

## **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.

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

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
<b>Flooding</b>	Crops, livestock	Crops get damaged by excess water. Animals may drown as residents have no higher ground to move them to.	
	Housing	Homes flooded and personal assets destroyed	Ensure that personal documents are properly secured.
	Water	Water Main may burst	Collect water before disaster to last some days after
<b>Hurricane</b>	Fish pots, boats, crops, livestock	Crops are damaged from strong winds, fish pots are blown away, boats are damaged.	Secure fish pots before hurricane.
	Houses	Loss of roofs, damage to homes and personal assets.	Secure roof with board and nails, rope etc
	Electricity	Wires burst from trees falling on them	Cut branches that are hanging near power lines.

## **REDUCING COMMUNITY VULNERABILITY**

The vulnerabilities identified above can be addressed and the impact of the hazards reduced if the appropriate actions are employed. It is important that corrective actions be put in place as the table above shows that the value of the assets exposed is significant. As most hazards cannot be controlled, the following corrective activities/actions were identified to reduce the environmental, social/economic, health related and political vulnerability of the community and the resources needed to achieve this objective.

**Table PR4: Reducing Vulnerability**

<b>VULNERABILITY</b>	<b>CORRECTIVE ACTIVITIES/ACTION</b>	<b>RESOURCES NEEDED</b>
<b>A. Environmental</b>		
Overgrown Vegetation	Cutting and maintaining vegetation	Cutlass, saw, weed cutter, JPS, LIME, Parish Council (trucks and other resources) Community volunteers
Improper disposal of garbage	Public Education, provision of additional skips, drums, etc., Dialogue with NSWMA to provide service to communities not presently benefitting from service, recycling and sorting of garbage, utilization of compost,	Pamphlets, NSWMA resources, Ministry of Health (Public Health Inspectors), Parish Council
<b>B. Social/Economic</b>		
Unemployment	Offering of skills training at the community centre, offer reading programme for adults, developing economically viable projects in the community eg. Farming (gaining access to available land)	Land for farming, HEART/NTA, Retired teachers and other volunteers
Civil Unrest	Training in anger management, more social activities, greater input from churches in community events, improvement in churches' support for each other's activities, counseling, formation of a ministers' fraternal	Police, Red Cross, Church Pastors, Teachers,
<b>C. Health Related</b>		
Lack of proper water supply	Practice conservation measures, public education (forum, pamphlet distribution etc), proper water storage, entrapment of rain water, lobby for additional communities to access piped water,	Pamphlets, water tanks, RADA, guttering, NWC and Parish Council

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
	training in proper farming techniques (mulching etc.)	
<b>D. Political</b>		
Not Applicable	Not Applicable	Not Applicable

## **PRIORITY HAZARD LISTING**

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.

<b>IMPACT</b>
High - 3
Medium - 2
Low - 1
None - 0

<b>PROBABILITY OF OCCURRENCE</b>
Very Likely - 3
Likely - 2
Unlikely - 1

**Formula to determine total: Total Impact x Probability of Occurrence**

**Table PR5: Priority Listing of Hazards**

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Flooding	2	3	2	3	2	3	26
Storm Surge	2	2	2	1	1	2	16
Fires	1	1	2	0	1	2	6
Hurricane	3	3	3	3	3	3	45

Based on the matrix tabled above, the priority rankings of hazards that affect the Rocky Point community are as follows in priority order:

- Hurricane – Is very likely to be an event and will have optimum negative impact on the community.
- Flooding - Is likely to occur and will have a negative impact on the community.
- Storm Surge – Is likely to occur and may have a negative impact on the community; however not as negative as the occurrences of a flood, according to the table.
- Fire – The table suggests that a fire is unlikely to be an event and will have a low to medium negative impact on the community if one was to take place.

## **Community Resources and Capacity Analysis**

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

### **Capacity and Resource Analysis**

**PR 6:**

<b>CAPACITY</b>	<b>TYPE OF RESOURCES</b>	<b>TASK</b>
Skill	Carpenter, mason, electrician, phone technician	These persons utilize their skills to aid in the rebuilding process neg. Rebuilding homes, roofs
Knowledge	Historical information from elderly	
Networks	Netball& Football Teams, Partner Scheme	Partner schemes provide money to residents to rebuild their lives after sever effects from disasters.
Transport	Road & Sea	When roads are blocked from flooding residents take sea route t different destinations for relief supplies etc.
Buildings / Structures		
Means of Care	Basic School	
Means of Communication	Radio, Cell Phones , Landlines	Use to get bulletins as well as communicate with persons outside of the community.

## **MITIGATION**

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

### **Areas Which Should Not Be Developed**

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

**Table PR7: Areas for No Development**

AREA	REASON FOR NO DEVELOPMENT
Areas along the sea shore or coastline:	Proximity to the sea, surges will cause significant damage.
<ul style="list-style-type: none"><li>Hot Water Lane</li></ul>	The Parish Council Declared the area a no build zone; as a result of the high vulnerability of sea surges and the potential damage from them.
<ul style="list-style-type: none"><li>Salt Pond</li></ul>	
<ul style="list-style-type: none"><li>Cay</li></ul>	



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

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
Capture Land	Housing Scheme, Educational / Skills Training Centre
Land Entering Rocky Point	Health Centre
Pusey Hall Estate	Playfield for recreation
Land adjoining to capture land	The area is swampy and therefore suitable to farming of rice.

**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.

**\*Such areas were never identified for the community of Rocky Point.**

## **COMMUNITY MITIGATION ACTIVITIES**

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

**Table PR 10: Community Mitigation Activities**

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

**\*The replanting of mangroves** has been one of the activities undertaken by the community in collaboration with C-Cam; in an effort to reduce the high vulnerability of sea surges. The removal and damages of the mangroves contributes to the extensive flooding which the community combats ever so often. The replanting exercise will be a sustainable initiative and act as a mitigatory strategy for the community of **Rocky Point**.

## **MITIGATION ACTIVITIES REQUIRING EXTERNAL HELP**

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

**Table PR 11: Mitigation Activities Requiring External Help**

<b>HAZARD</b>	<b>ACTIVITY</b>	<b>TIMEFRAME</b>
Flooding	<ul style="list-style-type: none"><li>• Drain/gully cleaning – NWA and Parish Council</li><li>• Construct and improve drains – NWA and Parish Council</li></ul>	February- April
Garbage	<ul style="list-style-type: none"><li>• Install garbage bins and skips – NSWMA, Parish Council</li><li>• Improve collection (more trucks and more frequent collection) – NSWMA, Parish Council</li></ul>	January - December
Hurricane	<ul style="list-style-type: none"><li>• Public awareness exercise – Parish Disaster Committee, ODPEM</li><li>• Shelter inspection and update – Parish Disaster Committee,</li><li>• Secure storage items and emergency supplies</li></ul>	April - June
Earthquake	<ul style="list-style-type: none"><li>• Public Awareness exercises</li><li>• Conduct drill</li></ul>	January - February
Lightening Attack	<ul style="list-style-type: none"><li>• Pruning of Trees – Parish Council</li></ul>	Ongoing

## **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.

<b>Hazard Impact</b>	<b>Mitigation Required</b>	<b>Areas for Improvement</b>	<b>Timeframe for Action Plan</b>	<b>Priority Ranking</b>	<b>Resource</b>
Hurricane, Loss of roofs	Reinforcement of roofs	Use hurricane straps	Best completed before the Hurricane season	High	Hurricane Straps
Hurricane Damage from fallen branches	Cut branches that may pose threat before impact of disaster	The general community	Over a one month period	Medium	Machetes, Power Saws
Flooding	Cut water channels to stow water away from houses	All areas affected by flooding	To be determined	Medium	Shovels, Pick axe Assistance from the Parish Council
	Clean drains and dispose of garbage properly. This will reduce flooding but not prevent it due to the flatness of the area and its location on the coast.	The general community	Ongoing	Medium	

## **RISK TRANSFER**

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

Table PR 12:

<b>INFORMAL risk transfer options</b>	<ul style="list-style-type: none"><li>• There is a Community Partner Scheme, used for many purposes, by the residents</li></ul>
<b>FORMAL risk transfer options</b>	<ul style="list-style-type: none"><li>• There are no formal options used by the residents.</li></ul>

## **TRAINING**

Table PR: 13

<b>Community Member/Team</b>	<b>Area of Training</b>	<b>Provided by</b>	<b>Time Frame</b>	<b>Cost</b>
CERT	First Aid	Red Cross	2 days	To be Determined
CERT	Mitigation	Peace Corp	2 days	To be Determined
CERT	Conflict Resolution	CIDA		To be Determined
Norine Walker	Shelter Management	ODPEM	2 days	To be Determined
Norine Ascot	Shelter Management	ODPEM	2 days	To be Determined
Shirley Banton	Shelter Management	ODPEM	2 days	To be Determined
Almenda Bent	Shelter Management	ODPEM	2 days	To be Determined
CERT	Swift Water Training	Fire Department	July 2010	To be Determined
CERT	Land Search & Rescue	Fire Department	Early July	To be Determined
Norine Walker	Damage Assessment	P.C & ODPEM	2 days	To be Determined
Norine Ascot	Damage Assessment	P.C & ODPEM	2 days	To be Determined
Shirley Banton	Damage Assessment	P.C & ODPEM	2 days	To be Determined
Almenda Bent	Damage Assessment	P.C & ODPEM	2 days	To be Determined

## **PUBLIC AWARENESS AND EDUCATION**

TABLE PR 14

<b>Hazard</b>	<b>Public Education Action</b>	<b>Public Education Strategy</b>	<b>Timeline</b>	<b>Responsibility/ Coordinator</b>
Flooding/ Hurricane	<ul style="list-style-type: none"> <li>▪ Disaster Risk Management meetings.</li> <li>▪ Safety strategies, effects and coping mechanisms</li> </ul>	Town cry, posters and fliers, word of mouth, notice boards, schools & community meetings.	Ongoing	
Earthquake	Increase preparedness through simulations, drills and general information that will be of value during and after an earthquake.	Partnering with other stakeholders to acquire the necessary resources to sensitize members of the community.	January – February	

## PREPAREDNESS AND INITIAL RESPONSE

### MONITORING

Table PR 15: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	Ms Almenda Bent
Listening to the radio for official information	The Executive
Monitoring marine weather forecasts	Mr. Denzil Lewis
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Josephine Coleman & Denzil Lewis



## **WARNING**

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

**Table PR 16: Community Early Warning System**

Currently, there is no formal early warning system in the community.

HAZARD	TRADITIONAL WARNING	TARGET GROUP	RESPONSIBILITY (for alerting DRM Team)
Flood	The sounding of the church bell, word of mouth.	Shut In, elderly	Keith Myrie
Fire	Word of mouth, church bell		Keith Myrie
Hurricane	ODPEM through the media, the sounding of the church bell	Vulnerable: Senior Citizens, pregnant mothers, mentally challenged, crippled.	Keith Myrie

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

**Table PR17: Early Warning Activity and Responsibility**

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:		
Old and sick Persons	Maudrie Ebanks	Word of mouth, telephone and house visits
Mothers with babies and young children	Esther Williams	Word of mouth, telephone and house visits
The schools	Josephine Coleman	Telephone, word of mouth, visits
Members of the community who are sea	Keith Myrie and Veniesha Hamilton	Telephone
Rest of community	Denzil Lewis	Telephone, word of mouth, visits
Update PDC and ODPEM	Josephine Coleman, Denzil Lewis	Telephone, e-mail

## **EVACUATION**

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

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

**Table PR18: Areas to be evacuated during an Emergency**

AREA	REASON FOR EVACUATING	PRIORITY	ASSEMBLY POINT
Households near the shoreline	High	Sea surge will flood homes easily.	Beach Front/ Market Gate
Splender Heights	High	Sea surge as well as water from Portland Cottage floods households easily.	Main Road

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

## **EVACUATION TEAM**

<b>District/ Area</b>	<b>Evacuation Team/ Person</b>	<b>Vulnerable Group &amp; #’s to evacuate</b>	<b>Team Responsibility</b>
Capture Land	Jean Elvie	Elderly	Public awareness and evacuation if necessary
Shearer Drive	Jean Elvie	Elderly	Public awareness and evacuation if necessary
Ears Lane	Kevina Powell	Elderly & Disabled	Public awareness and evacuation if necessary
Hot Water Lane	Nadine Bennett	Elderly	Public awareness and evacuation if necessary
First Street	Althea Brown	Elderly & Disabled	Public awareness and evacuation if necessary
Washington Street	Maria Hamilton	Disabled and Elderly	Public awareness and evacuation if necessary
Jimbo Street	Maria Hamilton	Elderly	Public awareness and evacuation if necessary
Whyte Street	Julain Gunness	Disabled & Elderly	Public awareness and evacuation if necessary
West End	Shirley Banton	Elderly	Public awareness and evacuation if necessary
Centre Street	Denzil Lewis	Elderly	Public awareness and evacuation if necessary
Quay Street	Keith Myrie	Disabled and Elderly	Public awareness and evacuation if necessary
Pusey Hall Estate	Narine Ascot	Elderly	Public awareness and evacuation if necessary
Rocky Settlement	Norine Walker	Elderly	Public awareness and evacuation if necessary
Rocky Scheme	Mervis Hewitt	Elderly	Public awareness and evacuation if necessary

## **EVACUATION ROUTE**

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

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

<b>ASSEMBLY POINTS</b>	<b>SHELTER</b>	<b>EVACUATION ROUTE</b>	<b>TRANSPORTATION</b>	<b>RESOURCES</b>
None. Cars pick up persons if required	Street at rocky settlement coming from Portland Cottage at the bus shed	Salt Savannah Primary	Road by Truck	Trucks, cars or buses
None	First street	Wesleyan Holiness Church	Road by truck	Trucks, cars or buses
Key Corner	Bustamante High & Watsonton Primary	Continue on the main road from Rocky Point to Lionel Town.	Truck and boat	Trucks, cars or buses
Bunchy Corner	Bustamante High & Watsonton Primary	Continue on the main road from Rocky Point to Lionel Town.	Truck and boat	Trucks, cars or buses
Galilee Assembly	Bustamante High & Watsonton Primary	Continue on the main road from Rocky Point to Lionel Town.	Truck and boat	Trucks, cars or buses
Community Centre	Bustamante High & Watsonton Primary	Continue on the main road from Rocky Point to Lionel Town.	Truck and boat	Trucks, cars or buses
Main Road	Bustamante High & Watsonton Primary	Continue on the main road from Rocky Point to Lionel Town.	Truck and boat	Trucks, cars or buses

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

**Table PR20: Evacuation Procedures**

ACTIVITY	RESPONSIBILITY
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	Josephine Coleman
Alert residents on possible evacuation	Almenda Bent
Decide on timing	Josephine Coleman
Ensure special needs populations assisted	Keith Myrie
Organize transportation	Denzil Lewis
Identify route to be used	Josephine Coleman
Ensure shelter available	Josephine Coleman
Register all persons who are evacuating and their destination	Shelter Managers
Start evacuation	Almenda Bent
Check that all areas safely evacuated	Althea Brown & Keith Myrie
Inform Parish Disaster Committee/ODPEM	Josephine Coleman & Almenda Bent

## SHELTER

The evacuated community members should be transported to the designated shelters listed below.

**Table PR21: List of Official and Unofficial Emergency Shelters**

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER Name and Contact Number	AGENCY/LIASION OFFICER
<b>Official Shelter</b>						
Salt Savannah Primary	Main Road	House people whose homes are not safe in floods	Very Good condition	Entire Community	Narine Walker 856- 1263	Narine Walker
Wesleyan Holiness Church	Main Road from Splendor Heights	Shelter residents in flooding	Good condition	Entire community	Althea Brown 582- 9277 890- 2054	Althea Brown

## **PREPAREDNESS ACTION PLAN**

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

**Table PR22: Community Preparedness Action Plan**

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	Denzil Lewis	April – May
Train team members	ODPEM, Parish Council	January – June
Secure first aid and search and rescue kits	Almenda Bent	Ongoing
Make arrangements for access to relief supplies	Josephine Coleman	Ongoing
Start hurricane awareness	Josephine Coleman, Almenda Bent	January - March



## **SIMULATION AND DRILLS**

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

**Table PR23: Simulation and Drills**

TYPE OF EXERCISE/DRILL	NUMBER PER YEAR	Timeframe	WHO WILL ORGANIZE
Earthquake	1	January & June	Josephine Coleman & Almenda Bent
Fire	2	August & October	Josephine Coleman & Almenda Bent
Evacuation	2	Between April and August	Josephine Coleman & Almenda Bent

## **RESPONSE**

### ***Search and Rescue/First Aid/Emergency Medical Care***

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

ACTIVITY	RESPONSIBILITY	SHORT REPORT TO
Send out Search and Rescue and First Aid Team to check on:		
Elderly	Keith Myrie	Chairman to Parish Disaster Coordinator
Persons with Disabilities		
Single Mothers		
Damaged buildings and houses for occupants	Denzil Lewis	Chairman to Parish Disaster Coordinator
Persons stranded by floodwater		
Check for:		
Deaths, Injuries	Josephine Coleman Almenda Bent	Chairman to Parish Disaster Coordinator
Persons in need of emergency assistance	Josephine Coleman Maudrie Ebanks	Chairman to Parish Disaster Coordinator
Check if any members of the community is thought to be missing at sea	Veniesha Hamilton	Chairman to Parish Disaster Coordinator
Call for any external assistance	Almenda Bent	Chairman to Parish Disaster Coordinator
Update PDC, ODPEM	Josephine Coleman	Chairman to Parish Disaster Coordinator
Update Community	Josephine Coleman	Chairman to Parish Disaster Coordinator

## Initial Damage Assessment

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

**Table PO2: Community Damage Assessors**

ACTIVITY	RESPONSIBILITY	REPORT RECEIVED
Send out Rapid Damage Assessment Team to check on:		
<b>Roads</b> : Open/Closed In need of urgent repair to provide access:	The entire community under the direction of keith Myrie	Parish Disaster Coordinator
<b>Power:</b>	Arthur Coleman	Parish Disaster Coordinator
Fallen lines, poles, transformers:		
Any dangerous situation e.g. live wires, raw sewage, leaking gas etc		
<b>Water lines:</b>	Denzil Lewis	Parish Disaster Coordinator
Broken, missing sections, availability, broken sewage pipes		
Describe state of:		
Community Centre	<ul style="list-style-type: none"><li>Josephine Coleman</li><li>June Gunness</li></ul>	
Schools		
Clinic		
Churches	Ruel Myrie	
Boats, fishing gear, spear fishing	Veniesha Hamilton & Mr. Washington	

## **RESPONSE ACTION PLAN**

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

**Table PO3: Community Response Action Plan**

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	TIMEFRAME
Evacuate vulnerable persons	Sharon Washington, Jean Elvey, Sandra Jane	As the need arise
Clearing of blocked roads	Entire community	As the need arise – immediately after the disaster – when it is safe
Feeding persons in shelters	Almenda Bent with the assistance of Red Cross; Residents take their own food; Sponsorship courtesy of Juici Beef	During the activation of the shelter
Attending to medical needs/emergencies	Althea Brown & Denzil Lewis	As the need arise
Provide counseling	Josephine Coleman	As the need arise

## RELIEF

Table PO4: Welfare and Relief

ACTIVITY	RESPONSIBILITY
Identify members of community who:	
Received damage	Althea Brown & Clive Bent
Need shelter	Josephine Coleman & Althea Brown
Lost means of income	Veniesha Hamilton & Keith Myrie
Need assistance	Josephine Coleman & Maudrie Ebanks
Identify members of the community in need of psycho-social support or counseling	Mrs Esther Williams, June Gunness and Marolyn Parchment
Compile list and update PDC, ODPEM	Almenda Bent

## **RECOVERY**

### **Recovery Action Plan**

**Table PO5: Community Recovery Action Plan**

<b>ACTIVITY</b>	<b>PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TIMEFRAME</b>	<b>COST</b>
Clearing of Roads	1	Denzil Lewis	As soon as possible	To be determined
Repairing of damaged roofs	1	Keith Myrie	Immediately after the event has passed and assessments are done	To be determined
Restoration of public utilities	1	Denzil Lewis	As soon as possible	To be determined
Evacuation of shelters for resumption of normal use	2	Josephine Coleman	As soon as all clear is given and it is safe to do so.	To be determined

## APPENDIX 1 – VULNERABLE POPULATION

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBILITY (WHAT TO DO)
Hida Wright	Broken legs( Unable to move )	White Street	Cynthia Chambers	Julian Gunness	Take to shelter if necessary, check on health status
Unal Gayle	Blind	Hot Water Lane			Take to shelter if necessary, check on health status
Vaoba Gayle	Unable to walk	Hot Water Lane			Take to shelter if necessary, check on health status
Olive Gordon	Blind	Market Street	Julian Gunness 531-9970		Take to shelter if necessary, check on health status
Alaine Banton		Washington St	Edith Lawrence 376-2217	Maria Hamilton	Take to shelter if necessary, check on health status
Cyril Randanne		West End	Emma Randanne	Shirley Banton	Take to shelter if necessary, check on health status
Lillian Ramdanne		West End	Emma Randanne	Shirley Banton	Take to shelter if necessary, check on health status
Lineatte Johnson		Quay Street	Tella Bingham	Keith Myrie	Take to shelter if necessary, check on health status
Fitzroy Coleman		Quay Street	Joan Coleman	Keith Myrie	Take to shelter if

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)
					necessary, check on health status
Desmond Coleman		Quay Street	Joan Coleman	Keith Myrie	Take to shelter if necessary, check on health status
Harris Bent		Ears Lane	Eugene Bent	Kevina Powell	Take to shelter if necessary, check on health status
Mertle Weatherburn		White Street	Truni Douglas	Julian Gunness	Take to shelter if necessary, check on health status



## APPENDIX 2 - EQUIPMENT/ASSETS/RESOURCE LIST

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

### EMERGENCY SUPPLIES AVAILABLE IN COMMUNITY

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ First Aid Kits	4	ODPEM – CIDA/BDRC	To be determined	The DRM Team
▪ Shovels	12	ODPEM – CIDA/BDRC	To be determined	The DRM Team
▪ Machetes	8	ODPEM – CIDA/BDRC	To be determined	The DRM Team
▪ Canvas Stretchers	2	Red Cross	To be determined	The DRM Team
▪ Crow bars	3	Personal	To be determined	The DRM Team
▪ Axe Saws with extra blades	4	Personal	To be determined	The DRM Team
▪ Heavy duty Screw Drivers	4	Personal	To be determined	The DRM Team
▪ Large/medium Cold Chisels	6	Personal	To be determined	The DRM Team
▪ Claw Hammers	12	Personal	To be determined	The DRM Team
▪ Heavy duty Sledge Hammers	3	Personal	To be determined	The DRM Team
▪ Flashlights	12	ODPEM/CIDA BDRC	To be determined	The DRM Team

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ Batteries	24	ODPEM/ CIDA BDRC	To be determined	The DRM Team
▪ Tarpaulin	8	ODPEM/CIDA BDRC	To be determined	The DRM Team
▪ Mattress	6	ODPEM/CIDA BDRC	To be determined	The DRM Team
▪ Blankets	10	ODPEM/CIDA BDRC	To be determined	The DRM Team
▪ Lanterns	4	ODPEM/CIDA BDRC	To be determined	The DRM Team
▪ Table (fold)	1	ODPEM/CIDA BDRC	To be determined	The DRM Team
▪ Chain Saw	5	Personal	To be determined	The DRM Team

## APPENDIX 3 – Emergency Supplies Required

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

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ First Aid Kits	10	Red Cross, Ministry of Health, ODPEM	To be determined	The DRM Team
▪ Shovels	12	Hardware Store, Individuals, ODPEM	To be determined	The DRM Team
▪ Water boots	36	Hardware Store, Individuals, ODPEM, Red Cross	To be determined	The DRM Team
▪ Heavy duty gloves	36	Hardware Store, Individuals, ODPEM	To be determined	The DRM Team
▪ Raincoats	36	Hardware Store, Individuals, ODPEM, Red Cross	To be determined	The DRM Team
▪ Hard hats	24	Hardware Store, Individuals, ODPEM	To be determined	The DRM Team
▪ Machetes	12	Hardware Store, Individuals, ODPEM	To be determined	The DRM Team
▪ File (for machetes)	24	Hardware Store, Individuals, ODPEM	To be determined	The DRM Team
▪ Canvas Stretchers	24	Hardware store, individual, community project to make	To be determined	The DRM Team
▪ Crow bars	6	Hardware store, individuals	To be determined	The DRM Team
▪ Axe Saws with extra blades	6 and 12 blades	Hardware stores	To be determined	The DRM Team
▪ Chain Saws	6	Hardware stores	To be determined	The DRM Team

Items Required	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ Heavy duty Screw Drivers	12	Hardware stores	To be determined	The DRM Team
▪ Large/medium Cold Chisels	6	Hardware Stores	To be determined	The DRM Team
▪ Claw Hammers	12	Hardware Stores	To be determined	The DRM Team
▪ Heavy duty Sledge Hammers	3	Hardware stores	To be determined	The DRM Team
▪ Flashlights	24	ODPEM, Parish Council, Red Cross, Hardware stores	To be determined	The DRM Team
▪ Lanterns	24	ODPEM, Parish Council, Red Cross, Hardware stores	To be determined	The DRM Team
▪ Blankets	100	ODPEM, Parish Council, Red Cross, Hardware stores	To be determined	The DRM Team
▪ Mattresses	50	ODPEM, Parish Council, Red Cross, Hardware stores	To be determined	The DRM Team
▪ Tarpaulin	50	ODPEM, Parish Council, Red Cross, Hardware stores	To be determined	The DRM Team
▪ Wheel barrow	10	ODPEM, Hardware stores, Red Cross	To be determined	The DRM Team

## APPENDIX 4 – STAKEHOLDER PARTNERSHIPS

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

Agency/Organization/Representative	Nature of Relationship	Contact Person	Contact Number
O.D.P.E.M.	Training, funding through agencies, technical assistance, support to community programmes	Camille Beckford-Palmer (Regional Disaster Coordinator)	449- 8579
Social Development Commission	Mobilize the community	Aileen Osbourne	370-4195
Red Cross	Hosts workshops as well as provide relief items	Rev. Vickers	371- 9804
Food for the Poor	Donate items, Build houses and also does repair homes.	Deacon Ron Vergrees	382- 7672
Political Rep & Councilor	Vice chairman for parish disaster committee	Winston Maragh	375-0139
Parish Council	Coordinates disaster efforts, advocates and links community to relevant resources	Charmaine Williams	564- 7677

## **COMMUNITY BASED ORGANIZATION**

<b>CBO</b>	<b>CBO Leader</b>	<b>Contact</b>
Fishermen Cooperative	Keith Myrie	450 - 1754
Youth Club	Jason Bromwell	301 - 6753
Red Cross Group	Althea Brown	298 - 1968
Citizens Association	Denzil Lewis	877- 5319
Rocky Point Fish Vending Association	Veniesha Hamilton	352 - 6076

## APPENDIX 5 - PHOTO GALLERY



**Scenes from the streets of the community of Rocky Point**



## **APPENDIX 6**

### **CDRM GROUP** **HURRICANE - STANDARD OPERATING PROCEDURES (SOP)** **ROCKY POINT**

#### **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 **ROCKY POINT**. 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

## **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 Disaster 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 when a threat has passed. The **All Clear**, for a Hurricane – is when the storm has passed and the associated strong impacts from winds and rains will no longer affect the country/community.

### **Emergency Operations Center (EOC)**

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

### **Incident**

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

### **Tropical Disturbance**

A tropical disturbance is a cluster of thunderstorms poorly organized.

### **Tropical Depression**

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

### **Tropical Storm**

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

### **Hurricane**

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

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

## ***Hurricane Categories***

### Category One Hurricane

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

### Category Two Hurricane

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

### Category Three Hurricane

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

### Category Four Hurricane

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

### Category Five Hurricane

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

## ***Warnings and Watches***

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

### *Tropical Storm Watch*

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

#### *Tropical Storm Warning*

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

#### *Hurricane Watch*

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

#### **Hurricane Warning**

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

#### **Flash Flood Watch**

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

#### *Flash Flood Warning*

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

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
1. Continue to support and promote public information and awareness programmes.	<b>Josephine Coleman</b> Coordinator – Public Education & Fundraising
2. Sensitize special needs population	<b>Josephine Coleman</b> Coordinator – Public Education & Fundraising
3. Organize how special needs population will be evacuated and transportation required.	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	<b>Josephine Coleman</b> Coordinator – Public Education & Fundraising
7. Identify areas in the community where high potential for	<b>Keith Myrie</b>

ACTIVITIES	RESPONSIBLE PERSON(S)
infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification
8. Ensure DRM teams are aware of all high risk locations in the community.	<b>Keith Myrie</b> Coordinator – Vulnerability & Risk Identification
9. Prepare areas for sheltering persons in need	<b>Naureen Arscott &amp; Sandra James</b>  Coordinator - Preparedness
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	<b>Denzil Lewis</b> Coordinator – Prevention & Mitigation
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	<b>Denzil Lewis</b> Coordinator – Prevention & Mitigation
13.	

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Meet and assess the community's state of preparedness for a hurricane</li> <li>2. Advise community to listen to all weather advisories</li> </ol>	<b>DRM Team</b>
<ol style="list-style-type: none"> <li>1. Issue warning of threat</li> <li>2. Alert and notify: <ul style="list-style-type: none"> <li>• PDC that community DRM teams are activated</li> <li>• Other CBOs</li> <li>• Shelter Managers</li> <li>• Response personnel</li> </ul> </li> <li>3. Make available all relevant information on the hazard to the general community.</li> </ol>	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
<ol style="list-style-type: none"> <li>1. Pre-check and activate SOPs</li> <li>2. Alert all trained community first aiders and search and rescue personnel.</li> <li>3. Have first-aid kits prepared</li> </ol>	<b>Naureen Arscott &amp; Sandra James</b> Coordinator – Preparedness
Personal for families: <ul style="list-style-type: none"> <li>▪ Make sure your family goes over the family disaster plan.</li> <li>▪ Make plans for protecting your house, especially the roof, windows and doors.</li> </ul>	<b>Naureen Arscot Sandra James almanda Bent Narine Walker</b> Coordinator – Preparedness/Coordinator Response & Recovery



ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>▪ Have flashlight and extra batteries</li> <li>▪ Have portable battery-operated radio and extra batteries</li> <li>▪ Ensure provisions are put in place for emergency food and water.</li> </ul>	
Protecting the community: <ul style="list-style-type: none"> <li>▪ Trim dead or weak branches from trees</li> <li>▪ Clear all drains that will cause flooding</li> </ul>	<b>.Denzil Lewis, Naureen Arscott &amp; Sandra James</b> Coordinator – Mitigation and Prevention/Coordinator - Preparedness
Listen to all weather advisories and information from ODPEM, MET office, and communicate with PDC.	<b>Denzil Lewis, Naureen Arscott Sandra James</b> DRM Team President/Coordinator - Preparedness

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

ACTIVITIES	RESPONSIBLE PERSON(S)
DRM Team Advise the Community to listen to all weather advisories and remain alert	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
Continue to listen to all weather advisories and reports.	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness

**A. HURRICANE WATCH - 48 Hours before Impact**

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"><li>1. Personal preparation food supplies</li><li>2. Securing official documents</li><li>3. Securing home and get rid of all thing around the yard that can be missile in a hurricane</li><li>4. Check on neighbours that may need help</li></ol>	<b>Almanda Bent/Narine Walker</b> Coordinator Response & Recovery
Ensure the Elderly and Physical challenged are notified and assisted to prepare for event.	<b>Almanda Bent/Narine Walker</b> Coordinator Response & Recovery

**B. HURRICANE WARNING - 36 Hours before impact**

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"><li>1. Activate and brief all community teams and volunteers</li><li>2. Test the systems of communication within the community.</li><li>3. If cell phones are the be used ensure credit is bought</li><li>4. Ensure phones can be charged</li></ol>	<b>Almanda Bent/Narine Walker</b> Coordinator - Response & Recovery
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	<b>Almanda Bent/Narine Walker</b> Coordinator - Response & Recovery
<ol style="list-style-type: none"><li>1. Activate and prepare emergency shelters</li></ol>	<b>Almanda Bent/Narine Walker</b>

ACTIVITIES	RESPONSIBLE PERSON(S)
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.	<b>Almanda Bent/Narine Walker</b> Coordinator - Response & Recovery
Contact PDC and prepare to Initiate evacuation procedures for the community	<b>Almanda Bent/Narine Walker</b> Coordinator - Response & Recovery
<ol style="list-style-type: none"> <li>1. Re-check arrangements and MOUs with private bus owners and other volunteers in the community.</li> <li>2. Pre-position the following resources to areas which will potentially be cut off: <ul style="list-style-type: none"> <li>▪ Food stocks/welfare items</li> <li>▪ Communications equipment</li> <li>▪ Manpower</li> <li>▪ Power saws</li> </ul> </li> <li>3. Refuel vehicles</li> </ol>	<b>Naureen Arscott Sandra James Almanda Bent Narine Walker</b> Coordinator – Prep[aredness/ Coordinator - Response & Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Encourage residents to activate family plans  2. Pre-position resources: List these resources <ul style="list-style-type: none"> <li>• equipment, ropes, etc</li> <li>• Food stocks/welfare items</li> <li>• Communications equipment</li> <li>• Manpower</li> </ul>	<b>Naureen Arscott Sandra James Almenda Bent Narine Walker</b> Coordinator – Preparedness/ Coordinator - Response & Recovery

### C. 24 Hours before impact

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Notify PDC of activation of evacuation plan  2. Consult PDC on all matters relating to the activation of any or all evacuation systems.	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
Activate and test local communications links and report to PDC.	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery

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

#### D. 16 Hours before Impact to Landfall

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

#### E. THE BLOW

ACTIVITIES	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	<p><b>Denzil Lewis</b> CDRM Team – President/V.P</p>
Maintain contact with PEOC, Shelters and response personnel.	<p><b>Almenda Bent/Narine Walker</b> Coordinator - Response &amp; Recovery</p>

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

ACTIVITIES	RESPONSIBLE PERSON(S)
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear	<b>Almanda Bent/Narine Walker</b> Coordinator - Response & Recovery
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	<b>Almanda Bent/Narine Walker</b> Coordinator - Response & Recovery

**F (a) Up to 48 Hours after All Clear**

ACTIVITIES	RESPONSIBLE PERSON(S)
Provide initial damage survey and needs of the community	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
<ol style="list-style-type: none"> <li>1. Provide ground reconnaissance intelligence to the PDC.</li> <li>2. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .</li> <li>3. Assist with the establishment and staffing of registration centres.</li> </ol>	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.</p> <p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> <li>▪ Open windows and doors to ventilate or dry your home. Do not use candles or open flames in doors. Use a flashlight to inspect for damage.</li> <li>▪ 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.</li> </ul>	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery



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

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

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

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Coordinate requests for and offers of assistance through the PEOC.</li> <li>2. Coordinate reconnaissance and damage assessment teams through the PEOC</li> <li>3. Ascertain the early requirements for Government assistance in re-establishing the community.</li> </ol>	<p><b>Almenda Bent/Narine Walker</b> Coordinator - Response &amp; Recovery</p>
<p>Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.</p> <p>Encourage persons affected to stay with friends or family as first options.</p>	<p><b>Almenda Bent/Narine Walker</b> Coordinator - Response &amp; Recovery</p>
<p>Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC</p>	<p><b>Almenda Bent/Narine Walker</b> Coordinator - Response &amp; Recovery</p>
<ol style="list-style-type: none"> <li>1. Assist with the distribution of supplies d</li> <li>2. Assist with the tracing of missing persons</li> <li>3. Assist with needs assessments</li> <li>4. Assist in the provision of welfare information to persons affected.</li> </ol>	<p><b>Almenda Bent/Narine Walker</b> Coordinator - Response &amp; Recovery</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
5. Begin to effect minor repairs to critical facilities and clear road ways and drains	
Continue to provide feedback and assistance to the community through the PDC and PEOC.	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery

**Phase 4: Recovery**

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.</li> <li>2. Encourage community members to rebuild bearing in mind mitigation measures (build back better).</li> <li>3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)</li> </ol>	<p>Denzil Lewis Almenda Bent</p>
<ol style="list-style-type: none"> <li>1. Update PDC on recovery activities by external agencies/departments/organizations.</li> </ol>	<p>Josephine Coleman Almenda Bent</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
2. Monitor progress and ensure deficiencies are reported.	
Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Josephine Coleman
<p>Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> <li>▪ Challenges in responding to incidents</li> <li>▪ Which systems were overburdened?</li> <li>▪ What resources were lacking (human and physical)?</li> <li>▪ How did the community cope?</li> <li>▪ What areas of the SOPs need to be reconsidered?</li> </ul>	<p>Josephine Coleman Almenda Bent</p>
Revise SOPs as necessary	The DRM Team

## **APPENDIX 7**

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

#### **Basic Planning Assumptions**

- At least one moderate earthquake will probably affect the country/community in the next 5-100 years.

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

## **Concept of Operations**

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

Procedures will be categorized into the following phases:

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

**Phase 2:** Event, Event Response, Damage Assessment

**Phase 3:** Recovery

## **ACRONYMS**

AAR – After Action Report

CERT – Community Emergency Response Team

CDRMG – Community-based Disaster Risk Management Group

DRM – Disaster Risk Management

EOC – Emergency Operations Center

NEOC – National Emergency Operations Center

NGO – Non Government Organization

ODPEM – Office of Preparedness and Emergency Management

PDC – Parish Disaster Coordinator/Committee

PEOC – Parish Emergency Operations Center

## **DEFINITIONS**

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

**Emergency Operations Center (EOC):** A multi-agency coordination center that provides support and coordination to the on-scene responders.

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

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

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

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

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

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



## **OPERATING PROCEDURES**

### **Phase 1: Prevention, Mitigation and Preparedness**

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

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
1. Continue to support and promote public information and awareness programmes.	<b>Josephine Coleman</b> Coordinator – Public Education & Fundraising
2. Sensitize special needs population	<b>Josephine Coleman</b> Coordinator – Public Education & Fundraising
3. Organize how special needs population will be evacuated and transportation required.	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	<b>Josephine Coleman</b> Coordinator – Public Education & Fundraising
7. Identify areas in the community where high potential for infrastructure/property damages.	<b>Keith Myrie</b> Coordinator – Vulnerability & Risk Identification

ACTIVITIES	RESPONSIBLE PERSON(S)
8. Ensure DRM teams are aware of all high risk locations in the community.	<b>Keith Myrie</b> Coordinator – Vulnerability & Risk Identification
9. Prepare areas for sheltering persons in need	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
11. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	<b>Narine Walker</b> Shelter Manager
12. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets.	Naureen Arscott & Sandra James Coordinator - Preparedness
13. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Narine Walker Coordinator – Damage Assessment
14. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	<b>Denzil Lewis</b> Coordinator – prevention & mitigation (primary) Sector/Evacuation leaders (secondary)
15. Meet and assess the community's state of preparedness for an earthquake	<b>DRM Team</b>

ACTIVITIES	RESPONSIBLE PERSON(S)
15.1. Community inventory of building quality.	<b>Denzil Lewis</b> Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)
15.2. Community inventory of road networks and updating of community map.	<b>Denzil Lewis</b> Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)
15.3. Identify alternative sources of water, sources of alternative/temporary housing solutions	<b>Denzil Lewis</b> Coordinator – Mitigation and Prevention
15.4. Put mutual aid agreements in place for emergencies such as earthquakes	<b>Naureen Arscott &amp; Sandra James</b> Coordination – Preparedness
15.5. Ensure new developments are assessed and relevant measures put in place to safeguard community.	<b>Denzil Lewis</b> Coordinator – Prevention & Mitigation
15.6. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	<b>Denzil Lewis</b> Coordinator – Prevention & Mitigation
16. Organize or initiate & support Drills <ul style="list-style-type: none"> <li>▪ Trained community first aiders</li> <li>▪ Search and rescue personnel.</li> <li>▪ Have first-aid kits prepared</li> <li>▪ Support for school and business community drills</li> </ul> 17. Make available all relevant information on the hazard to the general community. 18. Have first-aid kits prepared	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness

ACTIVITIES	RESPONSIBLE PERSON(S)
Personal for families: <ul style="list-style-type: none"> <li>Make sure your family goes over the family disaster plan.</li> </ul>	<b>Naureen Arscott, Sandra James / Almenda Bent</b> Coordinator – Preparedness/Coordinator Response & Recovery
Protecting the community: <ul style="list-style-type: none"> <li>Encourage residents to check and address building and roofing strength. Keep yards clear of debris</li> <li>Keep roads and open lots clear of solid waste and debris</li> </ul>	<b>Denzil Lewis/Naureen Arscott &amp; Sandra James</b> Coordinator – Mitigation and Prevention/Coordinator - Preparedness

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

ACTIVITIES	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	<b>Denzil Lewis</b> CDRM Team – President/V.P
Maintain contact with PEOC, Shelters and response personnel.	Almenda Bent/Narine Walker Coordinator - Response & Recovery
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	<b>Almenda Bent/Narine Walker</b> Coordinator – Response and Recovery.
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness

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

ACTIVITIES	RESPONSIBLE PERSON(S)
2. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear	<b>Almenda Bent/Narine walker</b> Coordinator - Response & Recovery
3. Deploy Community Response and Damage Assessment Teams: <ul style="list-style-type: none"> <li>• Deploy community damage survey teams or assessors</li> <li>• Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities.</li> <li>• Check for deaths, injuries and persons needing emergency assistance</li> <li>• Conduct first aid and search and rescue operations as necessary</li> </ul>	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
4. Communicate with Parish Emergency Operations Centre (P-EOC) <ul style="list-style-type: none"> <li>• Provide <b>initial damage survey and needs</b> of the community to PEOC</li> <li>• Notify PEOC of <b>critical/emergency cases</b></li> <li>• Provide PEOC with <b>status report – general reconnaissance information</b> on power lines, water/sewage mains, condition of critical infrastructure and facilities (roads, bridges, communication, hospitals, etc)</li> </ul>	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
5. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
6. Assist with the establishment and staffing of registration centres.	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
7. Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
8. Advise community members to enter their homes with caution and to check for: <ul style="list-style-type: none"> <li>▪ Sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</li> <li>▪ Water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</li> <li>▪ 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.</li> <li>▪ Electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box.</li> <li>▪ If have to step in water to reach the electric box, call an electrician for advice.</li> </ul>	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
9. Check for general water/sewage leaks ion the community <ul style="list-style-type: none"> <li>• Check for general sewage and water-line damage in the community.</li> <li>• If you suspect there is such damage, call the NWC company and or PDC.</li> <li>• Advise community not to drink or prepare food with tap water until notified it is safe to do so.</li> </ul>	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
10. Constantly advise the community :	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>• To conserve water and food</li> <li>• To stay living at their homes if it is safe to do so</li> <li>• To take particular care with hygiene and sanitary practices</li> <li>• Of measures being taken with respect to provision of food and water and restoration of public utilities</li> </ul>	
11. Coordinate requests for and offers of assistance through the PEOC.	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
12. Coordinate reconnaissance and damage assessment teams through the PEOC	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
13. Ascertain the early requirements for Government assistance in re-establishing the community	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
14. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
15. Encourage persons affected to stay with friends or family as first options	<b>Naureen Arscott &amp; Sandra James</b> Coordinator - Preparedness
15. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery
Where 6. Assist with the distribution of supplies d 7. Assist with the tracing of missing persons 8. Assist with needs assessments 9. Assist in the provision of welfare information to persons affected.	<b>Almenda Bent/Narine Walker</b> Coordinator - Response & Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
10. Begin to effect minor repairs to critical facilities and clear road ways and drains	
Continue to provide feedback and assistance to the community through the PDC and PEOC.	<b>Almanda Bent/Narine Walker</b> Coordinator - Response & Recovery



### Phase 3: Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.</li> <li>2. Encourage community members to rebuild bearing in mind mitigation measures (build back better).</li> <li>3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)</li> </ol>	<p><b>Josephine Coleman &amp; Team</b> CDRM Team, Public Relations Officer</p> <p><b>Almenda Bent/Narine Walker &amp; The Team</b> CDRM Team, Coordinator – Response &amp; Recovery</p>
<ol style="list-style-type: none"> <li>4. Update PDC on recovery activities by external agencies/departments/organizations.</li> <li>5. Monitor progress and ensure deficiencies are reported.</li> </ol>	<p><b>Almenda Bent/Narine Walker</b> Coordinator – Response &amp; Recovery</p>
<ol style="list-style-type: none"> <li>6. Mobilize CDRMG to seek assistance from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.</li> </ol>	<p><b>Almenda Bent/Narine Walker</b> Coordinator – Response &amp; Recovery</p>
<ol style="list-style-type: none"> <li>7. Identify and share Lessons Learnt to enhance future preparedness and response activities:               <ol style="list-style-type: none"> <li>a. Challenges in responding to incidents</li> <li>b. Which systems were overburdened?</li> <li>c. What resources were lacking (human and physical)?</li> <li>d. How did the community cope?</li> <li>e. What areas of the SOPs need to be reconsidered?</li> </ol> </li> </ol>	<p><b>Almenda Bent/Narine Walker</b> Coordinator – Response &amp; Recovery &amp; CDRM Team Leader</p>
<ol style="list-style-type: none"> <li>8. Revise SOPs as necessary</li> </ol>	<p>CDRM Team Leader</p>

## **APPENDIX 8**

### **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:

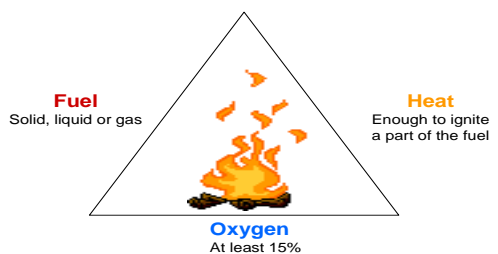
**Phase 1:** Prevention, Mitigation and Preparedness

**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
<b>ALL CLEAR</b>	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 <b>All Clear</b> , for Fire – is when the fire has been fully extinguished and buildings and property are no longer threatened.
<b>EMERGENCY OPERATIONS CENTRE (EOC)</b>	A multi-agency coordination centre that provides support and coordination to the on-scene responders.
<b>INCIDENT</b>	Natural or man-made event that requires the action of emergency services to protect lives, goods and environment.
<b>FIRE</b>	Combustion or Fire is a chemical reaction or series of reactions in which heat and light are evolved.
<b>FACTORS NECESSARY FOR COMBUSTION</b> HEAT, FUEL AND OXYGEN	
<b>WAYS IN WHICH HEAT CAN BE CREATED</b>	OPEN FLAME, SPARKS, ARCS, FRICTION, CHEMICAL REACTION, ELECTRICAL
<b>FUEL</b>	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
<b>OXYGEN</b>	21.2 percent of the earth's atmosphere is oxygen, but only 15 percent is needed for combustion  <div style="text-align: center;"> <p><b>Triangle of Combustion</b></p>  <p>The diagram illustrates the Triangle of Combustion, a concept where three elements—Fuel, Heat, and Oxygen—must be present in a specific configuration for a fire to occur. It is represented by a triangle with a fire at its base. The top vertex is labeled 'Fuel' with the subtext 'Solid, liquid or gas'. The bottom-left vertex is labeled 'Heat' with the subtext 'Enough to ignite a part of the fuel'. The bottom-right vertex is labeled 'Oxygen' with the subtext 'At least 15%'.</p> </div>
<b>BUSH FIRE</b>	A fire in the bush or in a forest area that spreads quickly and goes out of control easily.

TERM	MEANING
<b>EMERGENCY EVACUATION</b>	The immediate and rapid movement of people away from the threat or actual occurrence of a hazard.
<b>EXTINGUISH</b>	To put out a flame or fire; to cause a flame or fire to cease to burn or shine.
<b>R.A.C.E</b>	Acronym for <b>R</b> escue, <b>A</b> lert, <b>C</b> ontain (confine fire and smoke) and <b>E</b> vacuate or <b>E</b> xtinguish.
<b>P.A.S.S.</b>	Acronym for <b>P</b> ull, <b>A</b> im, <b>S</b> queeze, <b>S</b> weep (at base of fire). Use to remind users of fire extinguishers how to properly use a CO <sub>2</sub> , 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	RESPONSIBLE PERSON(S)
14. Continue to support and promote public information and awareness programmes.	Josephine Coleman Coordinator – Public Education & Fundraising
15. Sensitize special needs population	Josephine Coleman Coordinator – Public Education & Fundraising
16. Organize how special needs population will be evacuated and transportation required.	Naureen arscott & Sandra James Coordinator - Preparedness
17. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Naureen Arscott & Sandra James Coordinator - Preparedness
18. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Naureen Arscott & Sandra James Coordinator - Preparedness
19. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Almanda Bent/Narine Walker Coordinator – Response and Recovery.
20. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Naureen Arscott & Sandra James Coordinator - Preparedness

ACTIVITIES	RESPONSIBLE PERSON(S)
21. Sensitization of residents on fire safety to be conducted on a yearly basis.	Josephine Coleman Coordinator – Public Education & Fundraising
22. Identify areas in the community where high potential for infrastructure/property damages.	Keith Myrie Coordinator – Vulnerability & Risk Identification
23. Ensure DRM teams are aware of all high risk locations in the community.	Keith Myrie Coordinator – Vulnerability & Risk Identification
24. Prepare areas for sheltering persons in need	Naureen Arscott & Sandra James Coordinator - Preparedness
25. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC and Fire Department for facilitating training or refresher courses.	Naureen Arscott & Sandra James Coordinator - Preparedness
26. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Denzil Lewis Coordinator – Prevention & Mitigation
27. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC and Fire Departments.	Denzil Lewis Coordinator – Prevention & Mitigation
28. Meet and assess the community's state of preparedness for a fire  29. Conduct Fire Drills at least once yearly.	DRM Tea
Personal for families and businesses:	Naureen Arscott Sandra James Almanda Bent/Narine walker Coordinator – Preparedness/Coordinator Response &

<ul style="list-style-type: none"> <li>▪ Make sure your family goes over the family disaster plan.</li> <li>▪ All family members should know their evacuation plan.</li> <li>▪ Store important documents in fireproof box (where possible) or safe.</li> <li>▪ Houses should be safely wired. An electrical inspection should be conducted: <ul style="list-style-type: none"> <li>○ For new buildings or building extensions,</li> <li>○ 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</li> </ul> </li> <li>▪ Actively practice fire safety when cooking and in use of matches or flammable material, in monitoring children, when smoking, use of electrics and the wiring of buildings, etc.</li> <li>▪ Insure house/building, contents and other assets, where possible.</li> <li>▪ Have a business continuity plan (businesses).</li> <li>▪ Employees / Family members should know exit routes and what to do in case there is a fire. (Have regular drills).</li> </ul>	Recovery/Public Education
Protecting the community (from bush fires): <ul style="list-style-type: none"> <li>▪ Trim dead or weak branches from trees</li> <li>▪ Keep yards free of debris</li> <li>▪ Avoid open burning, especially dry season</li> </ul>	. Denzil Lewis Naureen Arscott & Sandra James Coordinator – Mitigation and Prevention/Coordinator - Preparedness



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

<p>response</p> <ul style="list-style-type: none"> <li>▪ Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary)</li> <li>▪ Sand box and shovels</li> <li>▪ Pails and water source (drum)</li> <li>▪ Fire Extinguisher (if possible)</li> <li>▪ First Aid kit</li> </ul>	
<p>Obtain local building codes and weed abatement ordinances for buildings near wooded areas.</p>	<p>TEAM Denzil Lewis Naureen Arscott &amp; Sandra James</p> <p>DRM Team President/Coordinator - Preparedness</p>
<p>Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> <li>▪ Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate.</li> <li>▪ Communicate assembly points and deploy marshals.</li> <li>▪ Make contact with shelter managers to receive evacuees.</li> <li>▪ Inform PDC of actions to be taken.</li> <li>▪ All electricity and gas supplies should be shut-down when closing businesses or evacuating homes</li> <li>▪ Ensure the Elderly and physically challenged to be evacuated and make special arrangement for them.</li> </ul>	<p>Almenda Bent/Narine Walker</p> <p>Coordinator - Response &amp; Recovery</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)

Call out <b>ALARM</b> - 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; Almenda Bent/Narine Walker Coordinator – Response
<p>Once an <b>ALARM</b> is activated:</p> <p><b><i>At location of fire (buildings):</i></b></p> <ul style="list-style-type: none"><li>▪ Building should be immediately evacuated. Do not enter a burning building.</li><li>▪ Ensure that persons who need assistance while evacuating are assisted ( Elderly, Physically Challenge, Children)</li><li>▪ Assess the situation.</li><li>▪ Establish safety zone.</li><li>▪ If a fire is small and its safe attempt to extinguish with a fire extinguisher.</li><li>▪ Never allow fire to come between you and the exit path</li><li>▪ 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.</li><li>▪ Close gas valves and turn off electricity at the main fuse box.</li><li>▪ Remove combustible items (outdoor furniture, umbrellas, tarp coverings, and firewood) from around the home.</li></ul>	Almenda Bent/Narine Walker

<ul style="list-style-type: none"> <li>▪ Place valuables that will not be damaged by water, in a pool or pond – if necessary.</li> </ul> <p><b><i>At location of fire (bush):</i></b></p> <ul style="list-style-type: none"> <li>▪ Quickly assess the situation – wind direction &amp; speed, likely path &amp; combustion, risks involved</li> <li>▪ Ensure that persons who need assistance while evacuating is assisted (Elderly, Physically Challenge, Children).</li> <li>▪ 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.</li> <li>▪ Never allow fire to come between you and the exit path</li> <li>▪ Cut off path of fire to homes and farms, if safe to do so</li> <li>▪ Remove animals and items that can be moved to safety, if necessary.</li> </ul> <p><b><i>Around the perimeter of the fire:</i></b></p> <ul style="list-style-type: none"> <li>▪ Cordon the area and keep persons at a safe distance.</li> <li>▪ Ensure persons do not enter a burning building.</li> <li>▪ Keep the scene calm. Ensure the comfort/safety of the distraught.</li> </ul> <p><b><i>On exit of the building, at the assembly point or safety zone:</i></b></p> <ul style="list-style-type: none"> <li>▪ Check for deaths, injuries and persons needing emergency assistance.</li> <li>▪ Attend to injured persons. Seek assistance for those who require serious</li> </ul>	
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<p>medical intervention.</p> <ul style="list-style-type: none"> <li>▪ Conduct first aid and search and rescue operations as necessary</li> <li>▪ Conduct a roll call when students/ staff are assembled (institutions &amp; businesses).</li> <li>▪ Have information on the missing and injured available for emergency personnel (fire, EMS or police)</li> </ul>	
<b>Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.</b>	<p>Naureen Arscott &amp; Sandra James</p> <p>Coordinator – Preparedness</p>

### **AFTER A FIRE**

<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON(S)</b>
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.	<p>Almanda Bent/Narine Walker</p> <p>Coordinator – Response &amp; Recovery</p>
<p>2. Conduct Damage &amp; Needs Assessment</p> <ul style="list-style-type: none"> <li>a. Deploy community damage survey teams or assessors (with Parish Council if more than 3 homes/properties are affected)</li> <li>b. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities.</li> <li>c. Check for associated deaths, injuries and persons needing emergency or psychosocial assistance</li> <li>d. Conduct first aid and search and rescue operations as necessary</li> <li>e. Notify emergency personnel of additional critical/emergency</li> </ul>	<p>Narine Walker</p> <p>Damage Assessment Coordinator: (a)</p> <p>Almenda Bent/Narine Walker</p> <p>Coordinator – Response &amp; Recovery: (b-e)</p>

ACTIVITIES	RESPONSIBLE PERSON(S)
cases	
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)	Narine Walker Damage Assessment Coordinator
4. Encourage persons affected to stay with friends or family as first options after a fire.	Almenda Bent/Narine Walker Coordinator - Response & Recovery
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Almenda Bent/Narine Walker Coordinator - Response & Recovery
6. Coordinate requests for and offers of assistance through the Parish Council. <ul style="list-style-type: none"> <li>▪ Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC</li> <li>▪ Assist with the distribution of supplies</li> <li>▪ Assist with needs assessments</li> <li>▪ Assist in the provision of welfare information to persons affected.</li> </ul>	Almenda Bent/Narine Walker Coordinator - Response & Recovery
7. Assist with the tracing of missing persons	Almenda Bent/Narine Walker Coordinator - Response & Recovery
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Almenda Bent/Narine Walker Coordinator - Response & Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Almenda Bent/Narine Walker Coordinator - Response & Recovery
10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Almenda Bent/Narine Walker Coordinator - Response & Recovery
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Almenda Bent/ Narine Walker Coordinator - Response & Recovery
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Almenda Bent/Narine Walker Coordinator - Response & Recovery
13. Update PDC on recovery activities by external agencies/departments/organizations.	Almenda Bent/Narine Walker Coordinator - Response & Recovery
14. Monitor progress and ensure deficiencies are reported.	Almenda Bent/Narine Walker Coordinator - Response & Recovery
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.	Almenda Bent/Narine Walker Coordinator – Response & Recovery
16. After Action Assessment (Community & community/agency) – to identify and share <b>lessons learnt</b> to improve future preparedness and response activities (de-briefing of incident): <ul style="list-style-type: none"> <li>▪ Challenges in responding to incidents</li> <li>▪ Which systems were overburdened?</li> <li>▪ What resources were lacking (human and physical)?</li> <li>▪ How did the community cope?</li> </ul>	Denzil Lewis Almenda Bent/Narine Walker CDRM Team Leader / Coordinator – Response & Recovery

ACTIVITIES	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>What areas of the SOPs need to be reconsidered?</li> </ul>	
17. Revise SOPs as necessary	Denzil Lewis CDRM Team – President/V.P to lead



## ACKNOWLEDGEMENT

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

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

The Committee wishes to express our gratitude to the facilitators, Regional Disaster Coordinator – Mrs. Camille Beckford- Palmer, ODPEM, Mrs. Charmaine Williams the Parish Disaster Coordinator of the St. Ann Parish Council, and all other stakeholders who are always present and willing to assist our community when we need it most; and 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 of Rocky Point.

Thank you

Josephine Coleman (Mrs)  
Chairman  
Rocky Point Benevolent Society

## 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 Rocky Point Benevolent Society and the Parish Disaster Coordinator, Mrs. Charmaine Williams for contributing so ably to this Community Disaster Risk Management Plan.

Your level of involvement has demonstrated that you have accepted and owned the disaster risk management process in your community and are willing to play your part for a safer community. This document is yours for use. Improve on it where you see necessary it is the beginning of the process, not the end. We stand ready to continue to support your organization in whatever way possible as together we build a safer community.

Thank you.

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