



**Office of Disaster Preparedness and Emergency Management  
(ODPEM)**



*In collaboration with the*

**PORTLAND PARISH COUNCIL**

*And the*

**SOCIAL DEVELOPMENT COMMISSION**

**SWIFT RIVER COMMUNITY DISASTER RISK MANAGEMENT PLAN**

*Funded by the*

**Canadian International Development Agency (CIDA)**

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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 <i>skilled personal</i> 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.

TERM	MEANING
<b>Emergency Management:</b>	The organization and management of resources and responsibilities for dealing with all aspects of 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

TERM	MEANING
	improve risk reduction measures.
<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 organized 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>

## **ABBREVIATIONS**

CBDRM	Community-Based Disaster Risk Management
CBO	Community Based Organizations
CERT	Community Emergency Response Team
CIDA	Canadian International Development Agency
DRM	Disaster Risk Management
IDB	Inter-American Development Bank
JFB	Jamaica Fire Brigade
JTFA	Jeffrey Town Farmers Association
JOAM	Jamaica Organic Agricultural Movement
JSIF	Jamaica Social Investment Fund
MLSS	Ministry of Labour and Social Security
MP	Member of Parliament
NGO	Non-Governmental Organization
ODPEM	Office of Disaster Preparedness and Emergency Management
PDC	Parish Disaster Coordinator/Committee
PEOC	Parish Emergency Operations Centre
RADA	Rural Agricultural Development Authority
SDC	Social Development Commission



## **PREAMBLE**

### **Name of the Plan**

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

### **Purpose of the Plan**

This plan provides:

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

### **Actors:**

1. Members of the Swift River Zone Disaster Management Committee
2. Portland Parish Council
3. Office of Disaster Preparedness and Emergency Management (ODPEM)
4. Ministry of Labour and Social Security
5. Social Development Commission
6. Jamaica Fire Brigade
7. Jamaica Constabulary Force
8. Other stakeholders and Government agencies
9. Portland Parish Disaster Committee

### **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 Portland 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 **Swift River Zone Disaster Management Committee**. It is recommended that the Swift River Zone Disaster Management Committee review and test elements of the plan at least once per year and after every major event.

## **Assumptions**

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

## **Relationship to Parish and National Plans/Structure**

The Swift River Community Based Disaster Risk Management Plan represents the operational procedures and strategies to be employed at community level in response to, recovery from and preparing for a number of hazards. The community will be supported by and will work through the Portland Parish Disaster Committee and will be closely integrated with the Parish Emergency Operations Centre (PEOC). Therefore the community disaster plan will draw on other existing parish plans and national plans where necessary for the mounting of an efficient response and preparedness programme. The ODPEM collaborates with the Portland Parish Council on Disaster Risk Management matters through the Parish Disaster Committee and the Parish Disaster Coordinator.

## **THE ZONAL PROGRAMME**

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

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

### **The Zonal Programme**

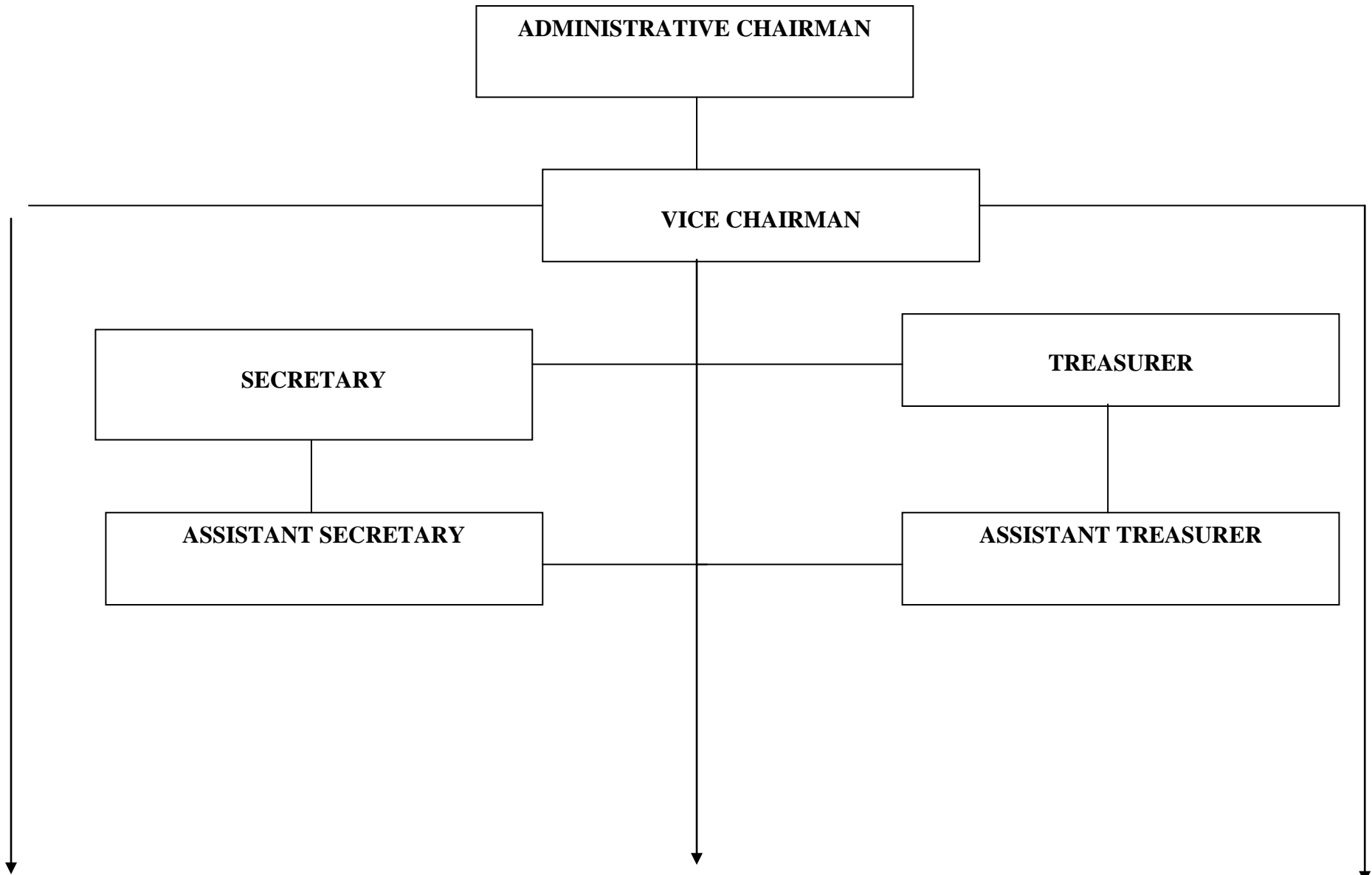
Within the National Disaster Management Framework, “The Zone” is envisaged as the smallest organized unit, outside of the family, that is empowered to prepare and respond to emergencies and disasters at the local level. The Zonal Programme conceptually represents the establishment of a formal organizational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

### **Objectives of the Zonal Committee Programme**

The objectives of the Zonal programme include the following:

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

## ZONAL COMMITTEE STRUCTURE



## ZONAL COMMITTEE STRUCTURE CONT'D

<b>ADMINISTRATION FINANCE AND FUNDRAISING SUB-COMMITTEE</b>	<b>PUBLIC EDUCATION HEALTH, WELFARE, TRAINING SUB-COMMITTEE</b>	<b>EMERGENCY OPERATIONS COMMUNICATIONS &amp; TRANSPORTATION SUB-COMMITTEE</b>
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**Chair:** Fund-raising Coordinator

***Other members may include:***

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

**Chair:** Public Education Coordinator

***Other members may include:***

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

**Chair:** Response & Recovery Coordinator

***Other members may include:***

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

## **COMMUNITY PROFILE**

### **Background**

Swift River is a small farming community located on the western end of Portland. The topography of the community is generally mountainous and flat in some areas. The climate is mostly rainy and cool making the community green and lush with different species of birds and other insects. Drainage in the community is in the form of the river and other tributaries. The river is called the Swift River which influences the name given to the community.

The town of Swift was once one of the most thriving communities in the Portland. During the early years of the twentieth century and up to 1937, it was a flourishing inland market town, with groceries, dry goods stores, butcher shops, vegetable market, pharmacy, gas station, tailoring establishment and other communal facilities such as a police station, a post office, an "A" Grade elementary school and six churches representing different denominations.

The village was a commercial, civic and cultural centre, and the weekend meeting place for residents of Buff Bay, Hope Bay, Port Antonio and other parts of the parish. The Swift River Literary and Debating Society participated in competitions in Port Antonio and Buff Bay and as far afield as Port Maria, and the Swift River Branch of the Jamaica Agricultural Society was noted for its highly successful agricultural shows. The Bloomfield Elementary School took part in music competitions in Kingston as well as in parish elocution contests, and on several occasions took home the parish cup. Church concerts, plays, choral performances and a cricket club added to the cultural life of the community.

### **Communities Included in Plan**

Swift River	Chelsea
Bloomfield (Spring Field)	New Eden
Guatemala	Cross Roads
Old Eden	Bellevue
Shirley Castle	Mount Hermon
McKain	Spring Valley (Jabba Hill)

### **Location and Boundaries for Community in This Plan:**

Border of: Fruitful Vale (Paradise Shrewbury) and Swift River (Old Eden)

Border of; Shirley Castle and Claverty Cottage

Section of: Ythanside and Mount Hermon in Swift River

Border of: Fruitful Vale and Chelsea in Swift River

## **SUMMARY OF MAIN HAZARDS**

The vulnerability of the Swift River Community extends as far back as the 30<sup>th</sup> of November 1937, when flood rains caused a massive landslide that almost wiped out the entire community. It was recorded that a outburst of rain deposited approximately 24 inches of water within a 24 hour period, resulting in the Swift River and its tributaries broken their banks, destroying arable lands and house in their path. This resulted to lives been lost, persons become homeless, houses, shops, churches and the bridge that joined the community with the outside were also washed away.

Amidst the destruction of the 1937 flood, there were more recorded events of misfortune which also resulted in a massive relocation programs been put in place by the government. Flooding is often the main disaster which affects the community, this sometimes influenced by improper disposal of garbage and poor farming practices both in the Swift River communities and surrounds. As a result, from time to time residents are marooned for long periods.



SWIFT RIVER LOCATION MAP



## Disaster Risk Management (DRM) Organizational Structure

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

### Swift River Zone Disaster Management Committee Executive

POSITION	PERSON ASSIGNED	ADDRESS	CONTACT NO.	E-MAIL
<b>President</b>	Ms. Marva Williams	Swift River	382-8206	
<b>Vice President</b>	Mrs. Matilda Blake	Swift River	877-0856	
<b>Secretary</b>	Ms. Shamain Thomas	Swift River	487-4675	
<b>Assistant Secretary</b>	Ms. Monique Palmer	New Eden	281-0915	
<b>Treasurer</b>	Mrs. Matilda Blake	Swift River	877-0856	
<b>Assistant Treasurer</b>	Mrs. Fegeta Baugh-Madden	Swift River	393-4818	
<b>Public Education &amp; Fundraising Coordinator</b>	Ms. Tenesia Heron	New Eden	407-5120	
<b>Assistant</b>	Ms. Fegeta Baugh-Madden	Swift River	393-4818	
<b>Vulnerability &amp; Risk Identification Coordinator</b>	Ms. Eulit Bucknal	Bellevue	855-1722	
<b>Assistant</b>	Ms. Suzette Miller	MacKain	424-3983	
<b>Prevention &amp; Mitigation Coordinator</b>	Ms. Shamain Thomas	Swift River	487-4675	
<b>Assistant</b>	Mrs. Matilda Blake	Swift River	877-0856	
<b>Response and Recovery Coordinator</b>	Mr. Desmond Harripaul	Swift River	390-8671	
<b>Assistant</b>	Mr. Delroy Holgate	Swift River	393-5451	

<b>POSITION</b>	<b>PERSON ASSIGNED</b>	<b>ADDRESS</b>	<b>CONTACT NO.</b>	<b>E-MAIL</b>
<b>Preparedness Coordinator</b>	Ms. Jascinth Stachan	Old Eden	442-2025	
<b>Assistant</b>	Ms. Monique Palmer	New Eden		
<b>Shelter Coordinator</b>	Mrs. Matilda Blake	Swift River	877-0856	
<b>Assistant</b>	Mrs. Eva Prince	Swift River	384-5614	
<b>Damage Assessment Coordinator</b>	Ms. Suzette Miller	McKain	424-3983	
<b>Assistant</b>	Ms. Marva Williams	Swift River	382-8206	
<b>Parish Disaster Coordinator</b>	Mrs. Denise Lewis	Portland Parish Council	844-2779/316-3887 715-6762/993-2665 993-2765	dmavislewis@yahoo.com
<b>Regional Disaster Coordinator</b>	Mrs. Allison Gordon	ODPEM	994-9203 350-4398	odpemnorth@yahoo.com

## CONTACT LIST

#	DISTRICT	TEAM LEADER	CONTACT #	E-MAIL
1.	Swift River	Marva Williams	3828206	
2.	Mt. Hermon			
3.	Old Eden			
4.	New Eden			
5.	Bloomfield	Sharmain Thomas	487-4675	
6.	Chelsea			
7.	Guatemala			
8.	Shirley Castle			
CBO		CBO Leader		Contact
Swift River CDC		Matilda Blake		877-0856
Swift River PO Disaster Preparedness Zonal Committee		Linda Jathan Matilda Blake Marva Williams		877-0856
Swift River RADA		Marva Williams Matilda Blake		877-0856
Swift River Senior Citizens Association		Matilda Blake		877-0856

## **TERMS OF REFERENCE CDRM GROUP**

### **CDRM Group**

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

### **N.B**

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

### **Executive Membership**

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

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

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

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

### **Naming the CDRM Group**

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

### **Leadership the CDRM Group**

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

### **Frequency of CDRM Meetings**

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

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

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

- Fundraising activities

- Proposal writing to private sector and donor agencies
- Donations or Grants
- Parish Disaster Committee
- ODPEM
- Government entities with specific mandates

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

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

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

##### **ODPEM:**

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

##### **Other Technical Agencies**

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

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

- Political representatives must be seen as a significant resource to the CDRM Groups and Communities.
- Sharing of issues, concerns and needs of the community or CDRM group may be facilitated through representation at the Parish Disaster Committee level.

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

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

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

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

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

#### **Wider Community Involvement**

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



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

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

### **Coordinator – Public Education & Fundraising**

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

### **Coordinator – Vulnerability & Risk Identification**

- Identify and Assess historical hazard impacts
- Conduct research on changing hazard risk trends in the community
- Calculate the probability of occurrence of hazard events
- Develop and maintain list of critical facilities at risk
- Conduct vulnerability capacity Assessments
- Prepare vulnerability and risk identification reports to be submitted to the Parish Disaster Coordinator
- Provide the Prevention and Mitigation Coordinator with information on vulnerability and risks in the community.
- Evaluate risk assessments, risk management plans, and risk monitoring results as directed and recommend appropriate actions.
- Ongoing, systematic and consistent observation of hazard-related parameters.

- Ensuring that the data can be located and retrieved by users.
- Takes lead in vulnerability assessment tasks.
- Notifying residents of vulnerable areas to disasters via the DRM Group meetings.
- Estimate expected damage in the event of a disaster.
- Identify the vulnerable assets of the community and the associated risks
- Solicit support of key community members for execution of responsibilities; especially elderly and trained professionals.

### **Coordinator – Prevention & Mitigation**

#### Duties related to Mitigation

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

#### Duties related to Prevention

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

- Conduct/facilitate community hazard hunts with the help of the Parish Coordinator and CDRM team.

### **Coordinator – Response & Recovery**

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

- Maintains contact with outside contingency planning professional organizations and local or regional emergency response groups.

Ensure and recommends establishment of CERTs as appropriate.

## HAZARD HISTORY

### History of Hazards and Coping Mechanisms

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

**Table PR1: Historical Overview of Disasters**

<b>Hazard, Year</b>	<b>Impact</b>	<b>How did the Community Cope?</b>
Flood, 1937	Loss of lives and property	Persons relocated
Flood, 1940	Major loss of lives and property including churches	Persons sought shelter at the Parish Council then relocated to New Eden
Flood, 1943	Major loss of lives and property including churches	Persons left the community
Hurricane Flora, 1944	Minor loss of crops and buildings; River overflowed its banks	Persons left the community
Hurricane Charlie, 1951	Minor loss of crops and buildings; River overflowed its banks	Persons left the community
Flood, 1960s	Whole town was flooded; All rivers overflowed; Rains in the hills for months; Banana boom	
Hurricane Allen, 1980	Loss of lives and property; Beach erosion; Major road damage; Almost all utilities broke down; Cane could withstand flooding more than bananas	Fit banana and breadfruit were dried and beaten to be used as substitute for flour and rice; Focus switched to cane; Coconut, pimento, chocolate and logwood were dried
Flood, 1986	Major loss of lives and property	Community was evacuated
Hurricane Gilbert, 1988	Wind damage and flooding	Community was evacuated

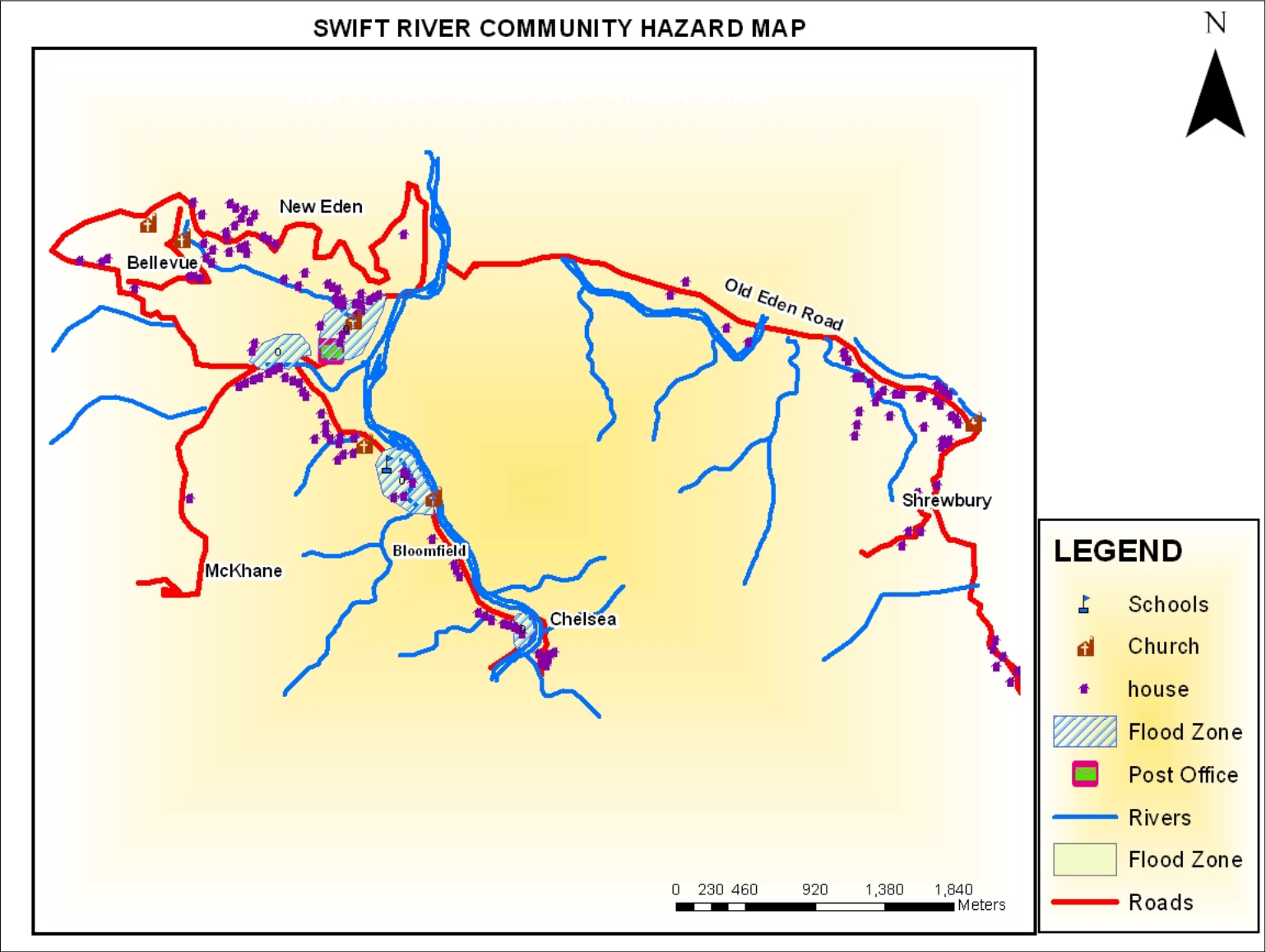
Flood, 2001	Loss of property; Roads were blocked; Bridge was swept away; Landslides	Persons moved out of the community
Hurricane Ivan, 2004	Major loss of lives; Severe damage of livelihood, properties and other infrastructure	Community was evacuated
Hurricane Dean, 2007	Minor damages to houses; Loss of property; Flooding	Community cleaned up and re-built

### **Lesson Learned**

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

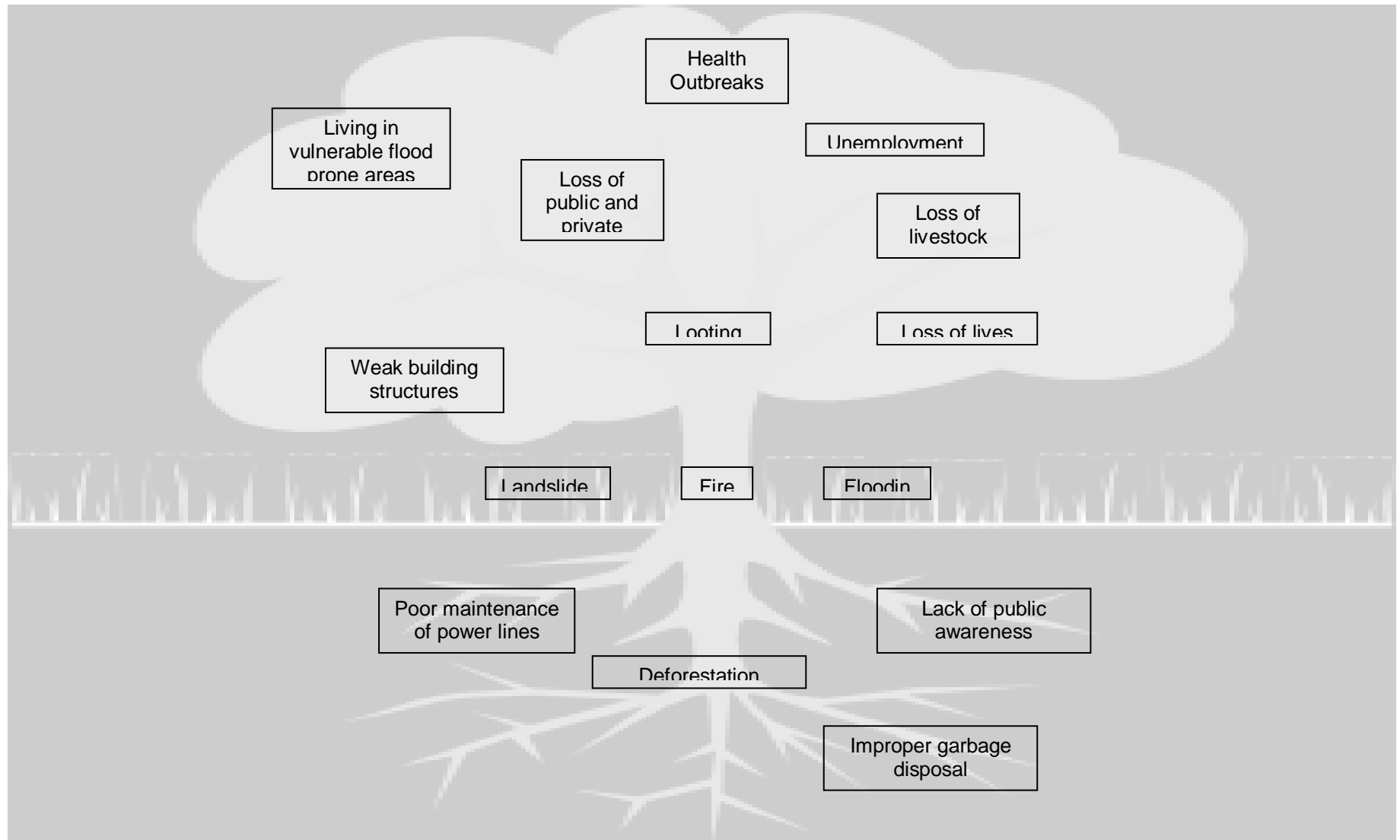
- Build houses on higher ground; Train river
- Be prepared; Use proper building procedures and choose proper locations
- Don't wait too long for help; The community has heavily rely on external resources
- To be more alert; To be more prepared; To adhere to warnings

HAZARD MAP



## Community Problem Tree

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





## Community S.W.O.T Analysis

### **STRENGTHS**

1. Farming
2. Schools
3. churches
4. Active Community-Based Organizations

### **WEAKNESSES**

1. Unemployment
2. Lack of river training
3. Underdevelopment
4. Lack of capital for investing
5. Lack of skills (need skills centre)
6. Disposal of garbage

### **OPPORTUNITIES**

1. Job opportunities through Road rehabilitation
2. Assistance for farmers from RADA

### **THREATS**

1. Natural and Manmade Disasters
2. Blocked drains
3. Flooding
4. River

## Identification of Future Hazards

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

**Table PR2: Future Hazards**

HAZARD	POSSIBLE IMPACT
Flooding	Houses could collapse; Soil erosion
Flooding	Loss of crops and livestock
Mosquito Infestation	Can carry diseases
Drought	River runs low; Loss of crops and livestock
Market Accessibility	Economic opportunities
River Mining	Good: River training Bad: Removes sand and does not benefit the community

## Identification of Community Vulnerability

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

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

<b>Hazard</b>	<b>Vulnerable Asset</b>	<b>Potential Impact</b>	<b>Corrective Action/ Activities</b>
Flooding	Residents, Houses, Roads , livelihoods (shops), Farms	Houses could collapse; Soil erosion, lost of lives, Loss of crops and livestock	Expand drainage; Relocation; Make houses on higher ground
Mosquito Infestation	People	Can carry diseases	Fogging
Drought	Farming	River runs low; Loss of crops and livestock, impacting on livelihood	Community Tank
Market Accessibility	Farming	Economic opportunities	
River Mining	People and property,river course affected	Good: River training Bad: Removes sand and does not benefit the community. Flooding, destruction of life and property, loss of animals, destruction of river groin and gabion	Proper mining practices

## Reducing Community Vulnerability

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

**Table PR4: Corrective Actions to Reduce Community Vulnerability**

HAZARD	VULNERABLE ASSET	CORRECTIVE ACTIVITIES
Flooding	▪ Houses	<ul style="list-style-type: none"> <li>▪ Good drainage, people should dispose garbage correctly so that the drains are not blocked.</li> <li>▪ River Training</li> <li>▪ Gabion Baskets</li> <li>▪ Proper drainage system</li> </ul>
	▪ People	
	▪ Business	
	▪ Animals	
	▪ Roads	
	▪ Schools	
	▪ Farm	
Hurricane	▪ Roads	<ul style="list-style-type: none"> <li>▪ Cut down trees around power lines – JPS</li> <li>▪ Enforcement of building bylaws to ensure persons conforms.</li> </ul>
	▪ Houses	
	▪ Power lines	
	▪ People	
Landslide	• Houses	<ul style="list-style-type: none"> <li>▪ Retaining walls</li> <li>▪ Planting of wild cane</li> </ul>
	• Physical Infrastructures	

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 PR4.1: Reducing Vulnerability**

<b>VULNERABILITY</b>	<b>CORRECTIVE ACTIVITIES/ACTION</b>	<b>RESOURCES NEEDED</b>
<b>A. Environmental</b>		
Major flooding	▪ Good drainage	▪ Build proper drainage systems
	▪ People should dispose garbage correctly so that the drains are not blocked.	▪ More garbage receptacle
	▪ Construct buildings on higher ground	▪ More frequent collection of garbage ▪ Good building techniques
Landslide	▪ Build retaining walls, gabion basket, planting more trees	▪ Trees, human resource, more retaining walls and gabion baskets built ▪ Funding for activities from relevant agencies
Deforestation	▪ Plant back trees after cutting	▪ RADA to give trees for replanting
<b>B. Social/Economic</b>		
Unemployment	• Needing Investors to create job opportunities. • Encourage entrepreneurship	• Government intervention as well as private sector
Poor development Practices	• Sensitization of where to construct buildings ▪ Conformity to building regulations	▪ St. Thomas Parish Council ▪ NEPA ▪ ODPEM
<b>C. Health Related</b>		
Mosquito Infestation	• Spray breeding sites • Empty containers that store water around the homes	Ministry of Health
<b>D. Political</b>		

## Priority Listing of Hazards

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

IMPACT	PROBABILITY OF OCCURRENCE
High - 3	Very Likely - 3
Medium - 2	Likely - 2
Low - 1	Unlikely - 1
None - 0	

**Table PR5: Priority Listing of Hazards**

Hazard	Probability of Occurrence	IMPACT ON COMMUNITY					
		People	Buildings	Infrastructure	Critical Facilities	Livelihoods	Total
Hurricane	2	3	1	3	3	3	26
Earthquake	1	0	0	0	0	0	0
Flooding	3	3	3	3	3	3	45
Landslides	3	3	3	3	3	3	45

## Community Resources and Capacity Analysis

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

**Table PR6: Community Capacity**

Capacity	Type of Resource	Task
Skills	Farmers, teachers, constructions workers	They will assist in returning communities to normality by providing food, education, etc.
Knowledge	Teachers, Pastors, Social Workers	<p><b>Teachers:</b> Assist with Public Education Programmes, Emergency Shelter operations</p> <p><b>Pastors, Social Workers:</b> Provide counseling service to victims of disasters, assist with public education, assist in emergency shelter operations</p>
Networks	CBOs, ODPEM, Parish Council	Aid
Transportation	Taxi operators	Transport people to and from the community.
Building/Structures		
Means of Care	Schools and churches	Use as shelters during disasters
Medical Care	Medical personnel visit the community center after disasters	Help nurse injured persons back to health
Means of communication	Cell phones	Maintain Communication
Commercial Enterprises	Local shops	Provide goods to the community

## PREVENTION

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

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

HAZARD & IMPACT	PREVENTATIVE ACTION	RESOURCE NEEDED AVAILABLE INTERNALLY/EXTERNALLY
<b>Landslides</b>		
Damage to buildings	<ul style="list-style-type: none"> <li>Do not build in areas prone to landslide</li> <li>Construct proper retaining walls</li> </ul>	<ul style="list-style-type: none"> <li>Planning authority to identify these zones.</li> <li>Money and labour</li> </ul>
Damage physical infrastructure	<ul style="list-style-type: none"> <li>Construct proper retaining walls</li> <li>Planting of wild cane</li> </ul>	<ul style="list-style-type: none"> <li>NWA and or Parish Council Support</li> <li>MOA/RADA</li> </ul>
<b>Flooding</b>		
Damage to house and property	<ul style="list-style-type: none"> <li>Adhere to warning systems</li> <li>Keep important documents in a safe and easily accessible location for quick escape</li> <li>Keep drains clean and properly maintained</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that early warning systems working properly</li> <li>Have a Safe to store documents</li> <li>NWA and Planning Authority to ensure that drains are properly constructed and maintained</li> </ul>
People	<ul style="list-style-type: none"> <li>Evacuate early</li> <li>Gabion Basket</li> </ul>	<ul style="list-style-type: none"> <li>Transportation, shelter and evacuation route</li> <li>NWA support</li> </ul>



Businesses	<ul style="list-style-type: none"> <li>▪ Raise goods to higher grounds</li> </ul>	<ul style="list-style-type: none"> <li>▪ Blocks and boards</li> </ul>
Animals and Farms	<ul style="list-style-type: none"> <li>▪ Relocate animals to safe area prior to hazard</li> </ul>	<ul style="list-style-type: none"> <li>▪ A Established safe area for animals</li> </ul>
Schools	<ul style="list-style-type: none"> <li>▪ Ensure that documents and files are kept in a safe place</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Roads	<ul style="list-style-type: none"> <li>▪ Gabion Baskets</li> <li>▪ Proper drainage system</li> </ul>	<ul style="list-style-type: none"> <li>▪ NWA and Parish council Support</li> </ul>
<b>Hurricane</b>		
Houses	<ul style="list-style-type: none"> <li>▪ Baton down windows and use hurricane straps on roofs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Money and Labour</li> </ul>
People	<ul style="list-style-type: none"> <li>▪ Evacuation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Transportation and shelter</li> </ul>
Power lines	<ul style="list-style-type: none"> <li>▪ Cut down tree limbs that can fall on power lines</li> </ul>	<ul style="list-style-type: none"> <li>▪ JPS responsibility</li> </ul>

## MITIGATION

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

### Areas Which Should Not Be Developed

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

**Table PR8: Areas for No Development**

AREA	REASON FOR NO DEVELOPMENT
Guatemala	<ul style="list-style-type: none"><li>▪ Prone to landslides</li><li>▪ Flood prone area</li></ul>
Springfield	<ul style="list-style-type: none"><li>▪ Areas along river bank</li></ul>

## **Zoning**

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

**Table PR8.1: Suitable Areas for Development**

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
Swift River Zone	▪ Farm store
	▪ Health centre
	▪ Community centre or skill training centre
	▪ Businesses

### Areas Which Can Be Developed With Appropriate Mitigation Activities

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

**Table PR8.2:Special Areas for Development**

AREA	MITIGATION MEASURES NEEDED
<ol style="list-style-type: none"><li>1. Swift River Community</li><li>2. Swift River Proper</li></ol>	<ul style="list-style-type: none"><li>• Construction of to take water off roads.</li><li>• Gabion baskets to prevent river from overflowing its banks</li><li>• Construction of retaining walls</li></ul>

### Community Mitigation Activities

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

**Table PR8.3: Community Mitigation Activities**

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none"><li>• Public Education</li><li>• proper garbage disposal techniques to prevent block drains</li><li>• Cleaning of drains</li></ul>	March - November
Landslide	<ul style="list-style-type: none"><li>• Planting of trees, wild cane or vetiver on river banks</li><li>• Use of better farming practice (terracing)</li></ul>	October - November
Hurricane	<ul style="list-style-type: none"><li>• Trimming of trees</li><li>• Promote proper building practices</li><li>• Family preparedness drive</li><li>• Drain Cleaning</li></ul>	April – May

### 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 PR8.4: Mitigation Activities Requiring External Help**

Hazard	Activity	Agency
Garbage Management	<ul style="list-style-type: none"><li>• Installation of drums for routine garbage collection</li><li>• Specified garbage collection drive for large solid waste</li></ul>	NSWMA
Flooding/Landslide	<ul style="list-style-type: none"><li>• Gabion Baskets</li><li>• River training</li><li>• Improved drainage system</li></ul>	NWA and Parish Council
Hurricane	<ul style="list-style-type: none"><li>• Installation of hurricane straps demonstration</li><li>• Pamphlets and brochures for distribution</li><li>• Public Education</li><li>• Simulation exercises/drills</li></ul>	Parish Council  ODPEM Red Cross Fire Department Police

### Mitigation Action Plan

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

**Table PR8.5: Community Mitigation Action Plan**

<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>
Flooding	Drain Cleaning	Swift River Zone	August	High	
Flooding	River training	Swift River Zone	August	High	
Landslides	Tree planting	Swift River Zone	August	High	

## **Risk Transfer**

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

**TABLE PR 9**

<b>INFORMAL risk transfer options</b>	▪ Formation of a community emergency fund suggested that this could be managed through the Zonal Committee
	▪ Community Partner Scheme
	▪ Funding through citizens associations/youth clubs dues and contributions
	▪ Income from fundraising events
<b>FORMAL risk transfer options</b>	▪ Insurance attached to mortgage
	▪ Insurance of personal property
	▪ Insurance through Credit Unions
	• Insurance through agricultural organizations (Jamaica Agricultural Society, Cocoa Board, Coffee Board)



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

**TABLE PR10: TRAINING**

<b>Community Member/ Team</b>	<b>Training Activity</b>	<b>Agency or Source</b>	<b>Who responsible to organize</b>	<b>Time Frame</b>
Zonal Committee	Land, Search & Rescue	ODPEM	Marva Williams Matilda Blake	September/ October 2010
Zonal Committee	Shelter Management	ODPEM	Marva Williams Matilda Blake	September 2010
Zonal Committee	Initial Damage Assessment	ODPEM	Marva Williams Matilda Blake	November 2010

## **PUBLIC EDUCATION AND AWARENESS**

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

**TABLE PR 11**

<b>Hazard</b>	<b>Public Education Action</b>	<b>Public Education Strategy</b>	<b>Timeline</b>	<b>Responsibility</b>
Hurricane & Flooding	Inform persons on what to do before, during and after.	School and public workshops; Brochures and Posters	August 2010	Parish Disaster Coordinator/ Zonal Committee
Landslides	Share safety procedures with persons	Workshop; Brochures and Posters	August 2010	Parish Disaster Coordinator/ Zonal Committee

## PREPAREDNESS AND INITIAL RESPONSE

### Monitoring

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

**TABLE PR12: Community Monitoring Programme**

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	DRM Team
Listening to the radio for official information	DRM Team
Monitoring marine weather forecasts	DRM Team
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Marva Williams, Sharmain Thomas, Matilda Blake
Other	DRM Team

## Warning

The community must be alerted to the possibility of a threat or dangerous situation. Table 14 identifies the traditional warning systems to be used by residents to warn of impending disasters- hurricane/flooding, landslide, storm surge and fire for protection of the community.

**TABLE PR13 : Traditional Early Warning System**

<b>Hazard</b>	<b>Method of Delivery</b>	<b>Target Group</b>	<b>Responsibility</b>
Flooding	A pot cover is beaten 4 times every 3 seconds	Community members	Emergency Response Team Community members
Landslide	Word of mouth	Community members	Emergency Response Team Community members
Hurricane	National warnings issued	Community members	Emergency Response Team Community members
Fire	Word of mouth or cell phones	Community members Fire Brigade	Emergency Response Team Community members

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

**Table PR14: Early Warning Activity and Responsibility**

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:	Matilda Blake	Telephone and visit
Old and sick Persons	Wycliffe Maxwell, Ricardo Thomas, Orville Paisley	Telephone and visit
Mothers with babies and young children	Wycliffe Maxwell, Ricardo Thomas, Orville Paisley	Telephone and visit
<b>The Schools:</b>	DRM Team	Telephone and visit
Members of the community who are at sea	DRM Team	By telephone
Evacuation zones residents	Ralston Shirley	By telephone and visits
Rest of community	DRM Team	By telephone and visits
Update ODPEM	Marva Williams, Sharmain Thomas, Matilda Blake	By telephone, email, fax
Update PDC	Marva Williams, Sharmain Thomas, Matilda Blake	By telephone/meetings

## Evacuation

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

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

**Table PR15: Areas to be evacuated during an Emergency**

Area for Evacuation	Priority (low, medium, high)	Reasons for Evacuating	Assembly Point
Swift River	High	Earthquake, Flooding, Hurricanes	Swift River Community Center
Chelsea	High	Earthquake, Flooding, Hurricanes	Chelsea Cross Roads
New Eden	High	Earthquake, Flooding, Hurricanes	Mount Hermon Primary and Jr. High School
Guatemala	High	Earthquake, Flooding, Hurricanes	Cross Roads
Bloomfield	High	Earthquake, Flooding, Hurricanes	Bloomfield All Age School
Cross Road	High	Earthquake, Flooding, Hurricanes	Swift River ball field and SDA Church

## Evacuation Route

In that the event that the sections of the community identified above needs to be evacuated, the following evacuation route and transportation route are to be used. Community members should proceed to the designated shelters as outlined in the table below.

It is not necessary to assemble at an assembly point

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

<b>Assembly Point/s</b>	<b>Shelter</b>	<b>Evacuation Route</b>	<b>Transportation</b>	<b>Resources (people &amp; equipment)</b>
Swift River SDA Church	Swift River SDA Church	Swift River residents by main road to church or through hills	-Private vehicles -Donkeys	Training for persons living near rivers; ODPED; Shelter Managers; Chainsaws or machetes to clear trees; River gauge; LSR Team; CDR Section Leaders
Bloomfield All Age School	Bloomfield All Age School	Chelsea & Bloomfield by main road or through hills	-Private vehicles -Donkeys	
New Eden ball field		New Eden residents by main road	-Private vehicles -Donkeys	

**Table PR17: Evacuation Procedures**

ACTIVITY	RESPONSIBILITY
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	Marva Williams, Sharmain Thomas, Matilda Blake
Alert residents on possible evacuation	DRM Team
Decide on timing	Marva Williams
Ensure special needs populations assisted	Matelda Blake
Organize transportation	DRM Team
Identify route to be used	DRM Team
Ensure shelter available	Matelda Blake
Register all persons who are evacuating and their destination	Matelda Blake
Start evacuation	Matelda Blake
Check that all areas safely evacuated	DRM Team
Inform Parish Disaster Committee	Marva Williams, Sharmain Thomas, Matilda Blake



## Evacuation Team

**TABLE PR17.1**

District/ Area	Evacuation Team/ Person	# Households in Area	Vulnerable Group & #'s to evacuate	Team Responsibility
Swift River	-Miss Metty -Ervin Maxwell -Shamain Thomas -Erica Johnson/ Tyrell -Marva Williams -Eva Prince -Delroy Thompson		Miss Evans	
Bloomfield			Eulalee Orr	
Chelsea			Wilell Cousin	
Guatamala			Silda Miller	
New Eden			Peter Morgan	
Cross Roads			Johnny Mc	

## Shelter

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

**Table PR18: List of Official and Unofficial Emergency Shelters**

<b>Shelter Name &amp; Location</b>	<b>Access Route to Shelter</b>	<b>Type of Use</b>	<b>Condition of Shelter</b>	<b>Area Served</b>	<b>Shelter Manager &amp; Team (Name, Contact)</b>	<b>Agency Liaison Officer (Name, Contact)</b>
Swift River SDA, Swift River		General	Good	Swift River and Old Eden	Matilda Blake 887-0856; Eva Prince 384-5614; Marva Williams 382-8206	Denise Lewis 844- 2779
Bloomfield All Age School		General	Good	Bloomfield and Chelsea		Denise Lewis 844- 2779
Shirley Castle Primary School		General	Good			Denise Lewis 844- 2779
Mt. Hermon Primary and Junior High, New Eden		General	Good	New Eden	Tenesia Herons	407-5120

## Preparedness Action Plan

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

**Table PR19: Community Preparedness Action Plan**

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	Parish Council/NWA	Every 3 months
Train team members	ODPEM, Jamaica Fire brigade, Red Cross	One per year
Replenish first aid and search and rescue kits	None available	
Make arrangements for access to relief supplies	ODPEM	1-6 months
Start hurricane awareness	DRM Team	May to October

## **SIMULATION AND DRILLS**

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

**Table PR20**

<b>Type of Exercise/ Drill</b>	<b># Drills per Year</b>	<b>Date of Next</b>	<b>Organizer (who responsible)</b>
Flood & Earthquake Simulation	2	November 2010	Parish Disaster Coordinator/ Zonal Committee
River Training exercise	1		ODPEM

## **PO1: RESPONSE AND RELIEF**

### **Instructions for DRM Team**

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

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

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

## Response

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

**Table PO1.1:** Residents would need to be trained in the following response activities;

ACTIVITY	RESPONSIBILITY	SHORT REPORT
Send out Search and Rescue and First Aid Team to check on:		
Elderly	Wycliffe Maxwell, Ricardo Thomas, Orville Paisley	Zonal Chairman and Parish Disaster Coordinator
Persons with Disabilities	Wycliffe Maxwell, Ricardo Thomas, Orville Paisley	Zonal Chairman and Parish Disaster Coordinator
Single Mothers	Wycliffe Maxwell, Ricardo Thomas, Orville Paisley	Zonal Chairman and Parish Disaster Coordinator
Damaged buildings and houses for occupants	Marva Williams, Sharmain Thomas, Matilda Blake	Zonal Chairman and Parish Disaster Coordinator
Persons stranded by floodwater	Marva Williams, Sharmain Thomas, Matilda Blake	Zonal Chairman and Parish Disaster Coordinator
Check for:		
Deaths	Wycliffe Maxwell, Ricardo Thomas, Orville Paisley	Zonal Chairman and Parish Disaster Coordinator
Injuries	Wycliffe Maxwell, Ricardo Thomas, Orville Paisley	Zonal Chairman and Parish Disaster Coordinator
Persons in need of emergency assistance:	CDRM Team	Zonal Chairman and Parish Disaster Coordinator
Call for any external assistance	Marva Williams, Sharmain Thomas, Matilda Blake	Zonal Chairman and Parish Disaster Coordinator
Update PDC, ODPEM	Marva Williams	Zonal Chairman and Parish Disaster Coordinator
Update Community	CDRM Team	Zonal Chairman and Parish Disaster Coordinator

## Response Procedure – Search and Rescue/First Aid/Emergency Medical Care

### *Initial Damage Assessment*

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

**Table PO2:** Initial Damage Assessors

ACTIVITY	RESPONSIBILITY
Send out rapid assessment team to	
Check on:	
Roads opened/closed	Sharmaine Thomas
Roads In need of urgent repair to provide access	Sharmaine Thomas
Power:	
Fallen lines, poles transformers	Ricardo Thomas, Orville Paisley
Live wires	Ricardo Thomas, Orville Paisley
Water and Sewage	
Broken/missing water mains	Ricardo Thomas, Orville Paisley
Water available	Ricardo Thomas, Orville Paisley
Sewage pipes broken/leaking	Not Applicable
Describe State of:	
Community	Marva Williams, Sharmain Thomas, Matilda Blake

ACTIVITY	RESPONSIBILITY
Schools	Marva Williams, Sharmain Thomas, Matilda Blake
Clinic	Marva Williams, Sharmain Thomas, Matilda Blake
Church	Marva Williams, Sharmain Thomas, Matilda Blake
Shops and businesses	Marva Williams, Sharmain Thomas, Matilda Blake
Boats and fishing gear	Not Applicable
Sea Wall and sea defense	Not Applicable
Mangroves, environment	Not Applicable



## Damage Assessment Procedure

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

**Table PO3: Community Damage Assessors**

Type of Assessment ( Buildings, Agriculture, Welfare etc)	Team Leader (Name, Contact)	Agency Report is to be Submitted to	Time Frame
Initial Assessment		Parish council, PDC, ODPEM	Regular Interval
Buildings, utilities and infrastructure	Sharmaine Thomas	Parish council, PDC, ODPEM	
Welfare	Sharmaine Thomas	Parish council, PDC, ODPEM	
Agriculture	Sharmaine Thomas	Parish council, PDC, ODPEM	
Preliminary assessment		Parish council, PDC, ODPEM	
Buildings, utilities and infrastructure	Sharmaine Thomas	Parish council, PDC, ODPEM	
Welfare	Sharmaine Thomas	Parish council, PDC, ODPEM	
Agriculture	Sharmaine Thomas	Parish council, PDC, ODPEM	

## Response Action Plan

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

**TABLE PO4:** Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBILITY	AGENCY TO REPORT TO
Evacuation Route Management	Zonal committee	Parish Council, ODPEM
Evacuation	Sharmaine Thomas	
Trucking of Water	Sharmaine Thomas	
Alternative Sources of Lighting	Sharmaine Thomas	
Search and Rescue	Sharmaine Thomas	
Children Welfare and the Disabled	Sharmaine Thomas	
Initial Damage Assessment	Sharmaine Thomas	
Welfare Assessment	Sharmaine Thomas	
Distribution of relief supplies	Sharmaine Thomas	
First Aid	Not Assigned	

## Relief

**TABLE PO5:** Relief Assistance

ACTIVITY	RESPONSIBILITY
Identify members of community who have:	
Received damage	Marva Williams, Sharmain Thomas, Matilda Blake
Need shelter	Matilda Blake
Lost means of income	Marva Williams, Sharmain Thomas, Matilda Blake
Need assistance	Marva Williams, Sharmain Thomas, Matilda Blake
Identify members of the community in need of psycho-social support or counseling	Marva Williams, Sharmain Thomas, Matilda Blake
Compile list and update PDC, ODPEM	Marva Williams

## RECOVERY

### Recovery Action Plan

**TABLE PO6:** Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Clearing of Roads	1	Ricardo Thomas, Orville Paisley	Immediately after the event has passed and assessment are done	To be determined
Repairing of damaged roofs	1	Individuals	As soon as possible	To be determined
Restoration of public utilities	1	Relevant Agencies	As soon as the all clear is given	To be determined
Evacuation of shelters for resumption of normal use	1	Marva Williams, Sharmain Thomas, Matilda Blake	As soon as the all clear is given	To be determined

## APPENDIX A – VULNERABLE POPULATION

<b>Vulnerable Group/ Person &amp; Contact Info</b>	<b>Type of Vulnerability (disability &amp;/or hazard)</b>	<b>Location of Vulnerable</b>	<b>Next of Kin/ Care Giver &amp; Contact Info.</b>	<b>CDRT/CERT member Responsible</b>	<b>Responsibility (what to do)</b>
Persons living within close proximity to river	Flood	Chelsea, Bloomfield, Swift River, Cross Road			Secure area affected by landslides
Earl Thomas	Physically impaired, Flooding and landslides	Swift River	Mr. Thomas (Son) 462-5684	Fegeta Baugh 393-4818	
Dennis Graham	Physically impaired, Flooding and landslides	Bloomfield	Mr. Graham (Son)	Danna Barnett 411-6315	
Estella Gray	Blind, Landslide	Old Eden	Jeseinth Strachan 353-5370	Jean Straun 284-1014	
Nevil Gray	Physically impaired, Hurricane	Old Eden	Jeseinth Strachan 353-5370	Dwight Gray	
Mr. & Mrs. Counis	Blind & Elderly, Flooding	Bellevue	M. Maxwell 395-9965	Peter Morgan 896-4310	

## APPENDIX B – EQUIPMENT/ASSETS/RESOURCE LIST

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

*Items the community already has*

### ***Emergency Supplies available in Community***

<b>Items (Quantity per Item)</b>	<b>Storage Location</b>	<b>Contact Person (s) for Storage</b>	<b>Contact Number</b>
Water Boots	Residents Homes	Community members	
Machetes	Residents Homes	Community members	
Shovels	Residents Homes	Community members	
Forks	Residents Homes	Community members	
Tractor	Wallen Associates	Mr Berry	865-2554
Trucks	Wallen Associates	Mr Berry	865-2554
Power Saw	Residents Homes	Community members	

**APPENDIX C - Items required externally**

<b>Items Required</b>	<b>Quantity</b>	<b>Source Agency/ Business</b>	<b>Contact Person (s) for Storage</b>	<b>Responsibility</b>
▪ First Aid Kits	4	Ministry of Health, ODPEM, Jamaica Red Cross, Food for the Poor, Jamaica Defense Force		Parish Disaster Coordinator
▪ Shovels	12	Hardware		Parish Disaster Coordinator
▪ Water boots	24	ODPEM, Ministry of Agriculture, RADA, Jamaica Agricultural Society, Jamaica Fire Brigade		Parish Disaster Coordinator
▪ Rain cloaks	24	ODPEM, Ministry of Agriculture, RADA, Jamaica Agricultural Society, Jamaica Fire Brigade		Parish Disaster Coordinator
▪ Hard hats	8	Hardware		Parish Disaster Coordinator
▪ Machetes	10	Hardware		Parish Disaster Coordinator
▪ Crow bars	4	Hardware		Parish Disaster Coordinator
▪ Power Saws	2	Hardware		Parish Disaster Coordinator
▪ Axe Saws with extra blades	4	Hardware		Parish Disaster Coordinator

<b>Items Required</b>	<b>Quantity</b>	<b>Source Agency/ Business</b>	<b>Contact Person (s) for Storage</b>	<b>Responsibility</b>
▪ Claw Hammers	30	Hardware		Parish Disaster Coordinator
▪ Heavy duty Sledge Hammers	4	Hardware		Parish Disaster Coordinator
▪ Flashlights	12	Hardware, supermarkets		Parish Disaster Coordinator



## **APPENDIX D – EMERGENCY SUPPLIES TO BE TAKEN TO SHELTER**

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

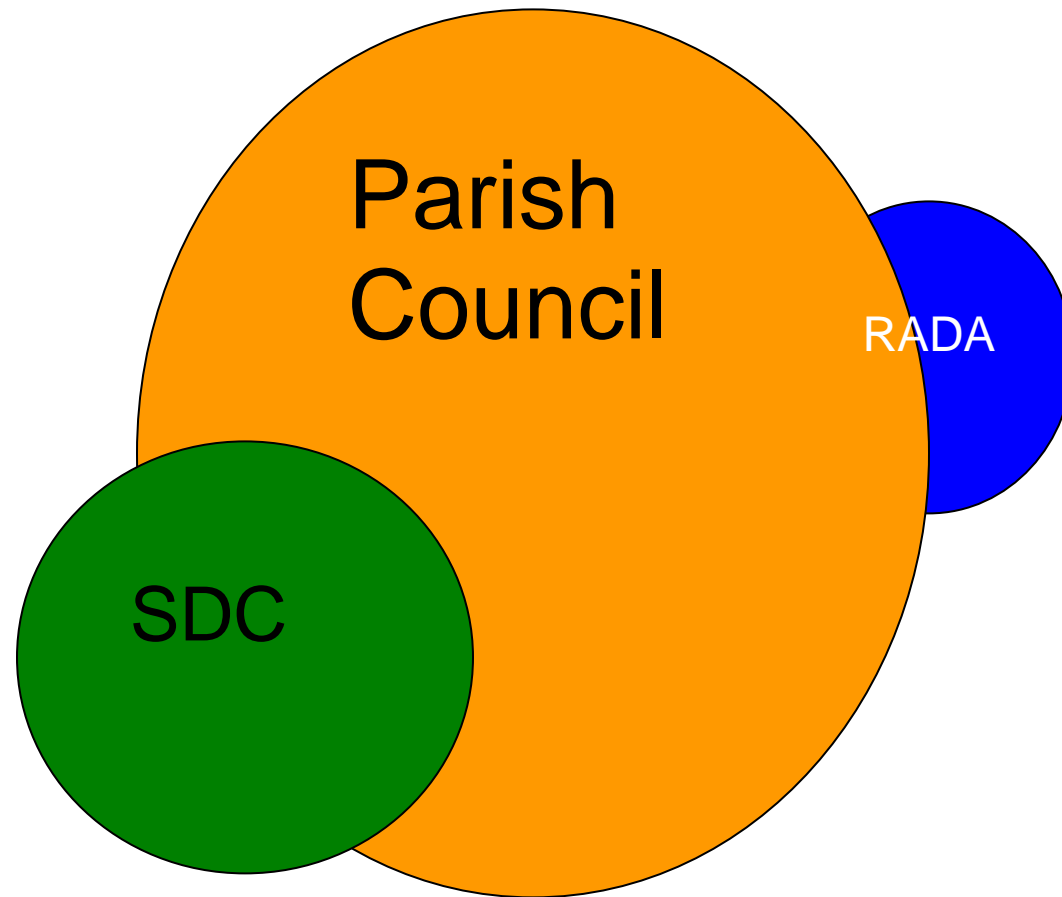
## APPENDIX E - Stakeholder Partnerships

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

### Stakeholder Partnerships

Agency/ Organization/ Representative	Nature of Relationship	Contact Person	Contact Number
Portland Parish Council	Advise, coordinates and support disaster preparedness activities	Mrs. Denise Lewis	993-2660/2765 715-6762
SDC	Community development	Mr. Minnott	431-0538
RADA	Fairly Good	Marva Williams Matilda Blake	877-0856
National Works Agency (NWA)	Road repairs and maintenance	Mr. Damion Townsend	993-2531
Police	Security	Superintendent	993-2546
Poor Relief	Relief assistance	Ms. Carlene Harvey	993-2703
Church	Satisfactory		
Swift River Senior Citizens Association	Support with community projects	Matilda Blake	877-0856

## Stakeholder Analysis continued



## APPENDIX F – Photo Gallery







## **APPENDIX G - HURRICANE STANDARD OPERATING PROCEDURES (SOPs)**

### **Purpose**

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

### **Objectives**

The concepts and procedures in this SOP are set to:

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

### **Threat Assessment**

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

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

### **Basic Planning Assumptions**

- At least one major Hurricane will probably affect the country/community

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

### **Concept of Operations**

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

Procedures will be categorized into the following phases:

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

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

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

Phase 4: Recovery

## **Hurricane Categories**

### **Category One Hurricane**

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

### **Category Two Hurricane**

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

### **Category Three Hurricane**

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

### **Category Four Hurricane**

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

### **Category Five Hurricane**

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

## **Warnings and Watches**

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

### **Tropical Storm Watch**

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

### **Tropical Storm Warning**

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



**Hurricane Watch**

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

**Hurricane Warning**

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

**Flash Flood Watch**

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

**Flash Flood Warning**

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

## **OPERATING PROCEDURES**

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

Prevention, Mitigation and Preparedness activities as mentioned in these SOPs are specific actions to be taken by respective should utilize other information and measures highlighted in the CDRM Plan to use as guide for other actions.

<b>ACTIVITIES</b>	<b>POSITION</b>	<b>RESPONSIBLE PERSON</b>
1. Continue to support ad promote public information and awareness programmes	Coordinator – Public Education & Fundraising	Ms. Tenesia Heron
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	Mrs. Fegeta Baugh-Madden
3. Organize how special needs population will be evacuated and transportation required	Coordinator – Preparedness	Ms. Jacinth Strachan Ms. Monique Palmer
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator – Preparedness	
5. Send reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator – Preparedness	
6. Sensitization of persons in the community without vehicles of assembly area for transportation to a safer location.	Coordinator – Public Education & Fundraising	Ms. Tenesia Heron Mrs. Fegeta Baugh-Madden
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification Coord.	Ms. Eulit Bucknal Ms. Suzette Miller
8. Ensure DRM teams are aware of all high risk locations in the community	Coordinator – Vulnerability & Risk Identification Coord.	
9. Prepare areas for sheltering persons in need	Coordinator – Preparedness	Ms. Jacinth Strachan Ms. Monique Palmer
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness	
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Ms. Shamain Thomas

ACTIVITIES	POSITION	RESPONSIBLE PERSON
12. Organize mitigation and prevention projects and work days with technical guidance from relevant agencies (with the help of the PDC)	Coordinator – Prevention & Mitigation	Mrs. Matilda Blake

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON
1. Meet and assess the community's state of preparedness for a hurricane 2. Advise community to listen to all weather advisories	DRM Team	All executive members and relevant persons
1. Issue warning of threat 2. Alert and notify: PDC that community DRM teams are activated, other community-based Organizations, shelter managers and response personnel 3. Make available all relevant information of the hazard to the general community	Coordinator Preparedness -	Ms. Jacinth Strachan Ms. Monique Palmer
1. Pre-check and activate SOPs 2. Alert all trained community first aiders and search and rescue personnel 3. Have first-aid kits prepared	Coordinator Preparedness -	
Personal activities for families: <ul style="list-style-type: none"> <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> <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>	Coordinator Preparedness & Coordinator – Response and Recovery –	Ms. Jacinth Strachan Ms. Monique Palmer  Mr. Desmond Harripaul Mr. Delroy Holgate
Protecting the community: <ul style="list-style-type: none"> <li>• Trim dead or weak branches from trees</li> </ul>	Coordinator – Mitigation & Prevention &	Ms. Shamain Thomas Mrs. Matilda Blake

ACTIVITIES	POSITION	RESPONSIBLE PERSON
<ul style="list-style-type: none"> <li>Clear all drains that will cause flooding</li> </ul>	Coordinator Preparedness –	Ms. Jacinth Strachan Ms. Monique Palmer
Listen to all weather advisories and information from ODPEM, MET Office and Communicate with PDC	DRM Team President and Coordinator Preparedness -	Ms. Marva Williams Ms. Jacinth Strachan Ms. Monique Palmer

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON
DRM Team advise the community to listen to all weather advisories and remain alert	Coordinator – Preparedness	Ms. Jacinth Strachan Ms. Monique Palmer
Continue to listen to all weather advisories and reports	Coordinator – Preparedness	
A. HURRICANE WATCH – 48 HOURS BEFORE IMPACT		
1. Personal preparation food supplies 2. Securing official documents 3. Securing home and get rid of all things around the yard that can be missile in a hurricane 4. Check on neighbours that may need help	Coordinator – Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
Ensure the elderly and physically challenged are notified and assisted to prepare for event	Coordinator – Response & Recovery	
B. HURRICANE WARNING – 36 HOURS BEFORE IMPACT		
1. Activate and brief all community teams and volunteers	Coordinator – Response &	

ACTIVITIES	POSITION	RESPONSIBLE PERSON
2. Test the systems of communication within the community 3. If cell phones are the means to be used, ensure credit is bought 4. Ensure phones can be charged	Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	Coordinator – Response & Recovery	
1. Activate and prepare emergency shelters 2. Deploy relief and welfare volunteers to emergency shelters	Coordinator – Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary	Coordinator – Response & Recovery	
Contact PDC and prepare to initiate evacuation procedures for the community	Coordinator – Response & Recovery	
B. HURRICANE WARNING – 36 HOURS BEFORE IMPACT CONT'D		
1. Re-check arrangements and MOUs with private bus/transportation owners and other volunteers in the community 2. Pre-position the following resources to areas which will potentially be cut off: Food stock/welfare items, communications equipment, manpower, power saws 3. Refuel vehicles	Coordinator – Preparedness/ Coordinator – Response & Recovery	Ms. Jacinth Strachan Ms. Monique Palmer  Mr. Desmond Harripaul Mr. Delroy Holgate
1. Encourage residents to activate family plans 2. Pre-position resources: List these resources: equipment, ropes, etc, food stocks/welfare items, communications equipment, manpower	Coordinator – Preparedness/ Coordinator – Response & Recovery	Ms. Jacinth Strachan Ms. Monique Palmer Mr. Desmond Harripaul Mr. Delroy Holgate
C. 24 HOURS BEFORE IMPACT		
1. Notify PDC of activation of evacuation plan 2. Consult PDC on all matters relating to the activation of any or all evacuation systems	Coordinator – Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
Activate and test local communications links and report to PDC	Coordinator – Response & Recovery	
1. Brief community of activation of evacuation and persons to be evacuated:		

ACTIVITIES	POSITION	RESPONSIBLE PERSON
<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/coordinators</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>	Coordinator – Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
2. Monitor radio for hurricane warnings and public information via news releases through ODPEM AND Met office.	Coordinator – Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
3. Monitor radios for precautionary tips together with packaged information of the activities of responding agencies		
4. Alert community Initial Damage Assessment Team(s)		
5. Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster		
<b>D. 16 HOURS BEFORE IMPACT TO LANDFALL</b>		
1. Maintain contact with PDC	CDRM Team President and Vice President and	Mrs. Marva Williams
2. Advise PEOC of weather conditions and state of preparedness	Coordinator – Response and Recovery	Mrs. Matilda Blake
3. Confirm arrival and status of evacuees in shelters		Mr. Desmond Harripaul
4. Check with the standby teams and community response personnel		Mr. Delroy Holgate
<b>E. THE BLOW/IMPACT</b>		
Monitor and report events as far as possible	CDRM Team President / Vice President	Mrs. Marva Williams Mrs. Matilda Blake
Maintain contact with PEOC, shelters and response personnel	Coordinator – Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
<b>F. AFTERMATH (IMMEDIATELY following the blow to 5 days after all clear)</b>		

<b>ACTIVITIES</b>	<b>POSITION</b>	<b>RESPONSIBLE PERSON</b>
<ol style="list-style-type: none"> <li>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’</li> <li>2. Deploy community damage survey teams or assessors</li> <li>3. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities</li> <li>4. Check for deaths, injuries and persons needing emergency assistance</li> <li>5. Conduct first aid and search and rescue operations as necessary</li> <li>6. Notify PEOC of critical/emergency cases</li> <li>7. Provide PEOC with status report</li> </ol>	<p>Coordinator – Response &amp; Recovery</p>     <p>Coordinator – Response &amp; Recovery</p>	<p>Mr. Desmond Harirpaul Mr. Delroy Holgate</p>     <p>Mr. Desmond Harripaul Mr. Delroy Holgate</p>
<b>F (a). UP TO 48 HOURS AFTER ALL CLEAR</b>		
Provide initial damage survey/assessment and needs of the community	Coordinator – Response and Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
<ol style="list-style-type: none"> <li>1. Provide ground reconnaissance intelligence to the PDC</li> <li>2. Assist the Fire Brigade and National Works Agency 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>	Coordinator – Response and 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 indoors. 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> <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</li> </ul>	Coordinator – Response and Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate

ACTIVITIES	POSITION	RESPONSIBLE PERSON
electrician for advice.		
<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 and or the 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>	Coordinator – Response and Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
<b>F (b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR</b>		
Constantly advise the community: <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>	Coordinator – Response and Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
<b>F (b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR CONT'D</b>		
<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> <li>4. Coordinate the establishment, staffing and management of emergency shelters for sustained use in the community</li> <li>5. Encourage persons affected to stay with friends or family as first options</li> <li>6. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC</li> </ol>	Coordinator – Response and Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
<ol style="list-style-type: none"> <li>1. Assist with the distribution of supplies</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> <li>5. Begin to effect minor repairs to critical facilities and clear</li> </ol>	Coordinator – Response and Recovery  CDRM Team President	Mr. Desmond Harripaul Mr. Delroy Holgate  Mrs. Marva Williams



ACTIVITIES	POSITION	RESPONSIBLE PERSON
<p>roadways and drains</p> <p>6. Continue to provide feed back and assistance to the community through the PDC and PEOC</p> <p><b>Phase 4: Recovery</b></p>	CDRM Team V/ President	Mrs. Matilda Blake
<p>1. Mobilize community members to assist each other with rehabilitation and reconstruction activities</p> <p>2. Encourage community members to rebuild bearing in mind mitigation measures (build back better)</p> <p>3. Mobilize and conduct repairs to critical facilities and infrastructure (schools, clinic, water supplies and others)</p>	<p>Coordinator – Response and Recovery/ Coordinator – Prevention &amp; Mitigation</p>	<p>Mr. Desmond Harripaul Mr. Delroy Holgate</p> <p>Ms. Shamain Thomas Mrs. Matilda Blake</p>
<p>1. Update PDC on recovery activities by external agencies/departments/ organizations</p> <p>2. Monitor progress and ensure deficiencies are reported</p>	<p>CDRM Team President</p> <p>CDRM Team V/President</p>	<p>Mrs. Marva Williams</p> <p>Mrs. Matilda Blake</p>
Mobilize CDRM Team to seek assistance from NGOs (eg: Red Cross, Food for the Poor, ADRA) to assist in community recovery initiatives	CDRM Team President	Mrs. Marva Williams
<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>	CDRM Team President and Vice President and all other stakeholders	<p>Mrs. Marva Williams Mrs. Matilda Blake</p>
Revise SOPs as necessary	CDRM Team President and Vice President and all other stakeholders	<p>Mrs. Marva Williams Mrs. Matilda Blake</p>

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

### **Basic Planning Assumptions**

- At least one moderate earthquake will probably affect the country/community in the next 5-100 years.
- CDRM Group will remain active and functional
- Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.

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

### **Concept of Operations**

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

Procedures will be categorized into the following phases:

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

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

**Phase 3:** Recovery

## **ACRONYMS**

AAR – After Action Report

CERT – Community Emergency Response Team

CDRMG – Community-based Disaster Risk Management Group

DRM – Disaster Risk Management

EOC – Emergency Operations Center

NEOC – National Emergency Operations Center

NGO – Non Government Organization

ODPEM – Office of Preparedness and Emergency Management

PDC – Parish Disaster Coordinator/Committee

PEOC – Parish Emergency Operations Center

## **DEFINITIONS**

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

**Emergency Operations Center (EOC)**

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

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

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

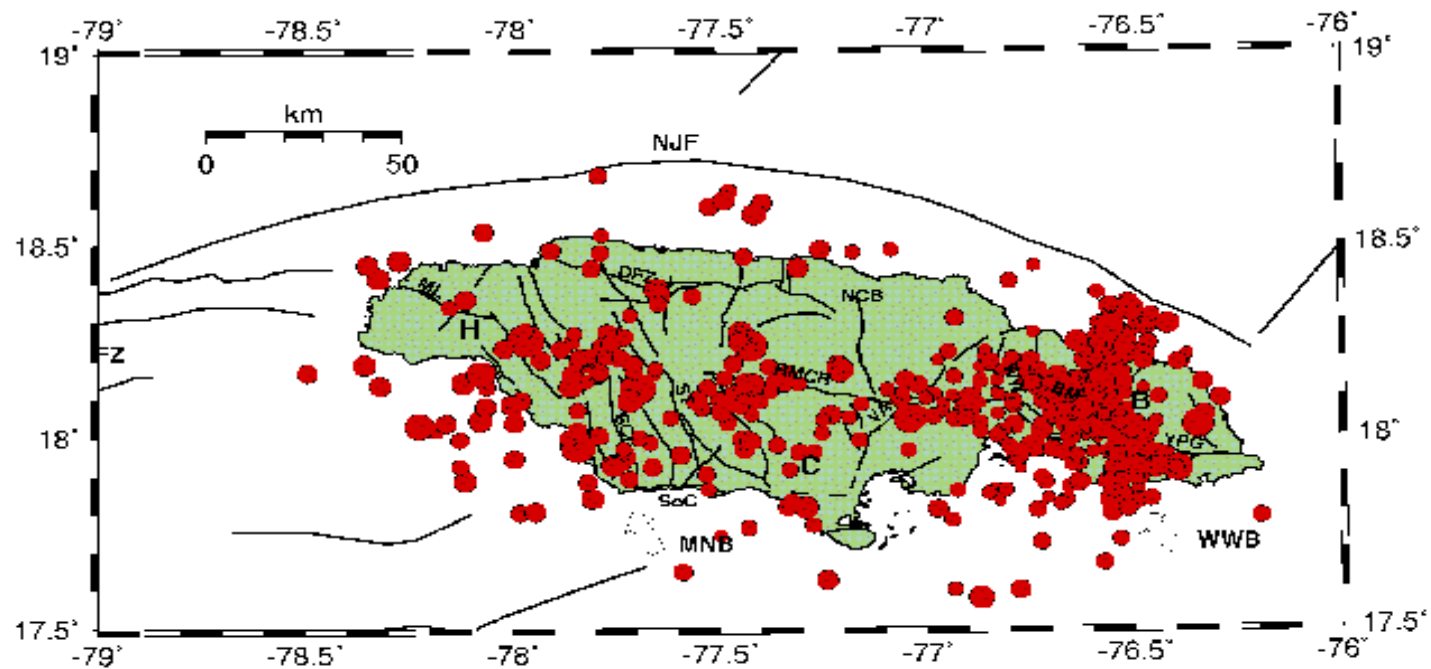
**Epicentre:** The position on the ground directly above where the slip under the earth's surface first occurs. The magnitude felt is likely to be greatest at this point. The damage is likely to be worst at this point.

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

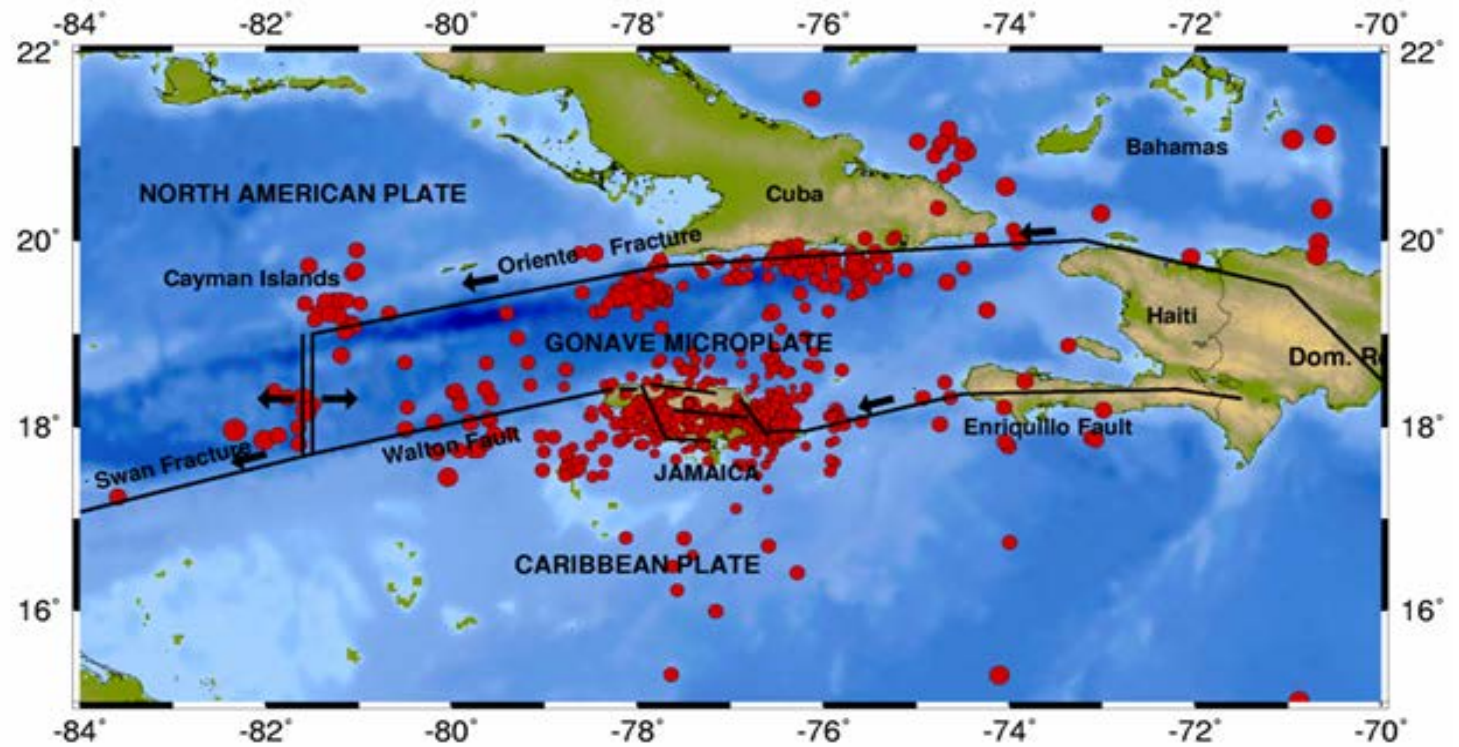
**Tremor:** The shaking or seismic waves felt or caused by an earthquake or explosion is called a *tremor*.

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

# JAMAICA SEISMICITY 1997-2007



### The Gonave Microplate



Error!

## **OPERATING PROCEDURES**

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

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

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



ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.		
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Ms. Shamain Thomas Mrs. Matilda Blake
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention & Mitigation	
13. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Shelter Manager	Mrs. Matilda Blake Ms. Eva Prince
14. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets	Coordinator - Preparedness	Ms. Jascinth Stratchan Ms. Monique Palmer
15. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Coordinator – Damage Assessment	Ms. Suzette Miller Ms. Marva Williams
16. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes	Coordinator – Prevention & Mitigation (primary) Sector/Evacuation leaders (secondary)	Ms. Shamian Thomas Mrs. Matilda Blake
17. Community inventory of building quality	Coordinator – Mitigation & Prevention (working with Supt. Of	Ms. Shamain Thomas Mrs. Matilda Blake

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
	Works and Planning Director – Parish Council)	
18. Community inventory of road networks and updating of community map	Coordinator – Mitigation & Prevention (working with Supt. Of Works and Planning Director – Parish Council)	Ms. Shamian Thomas Mrs. Marva Miller
19. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator – Mitigation and Prevention	
20. Put mutual aid agreements in place for emergencies such as earthquakes	Coordination – Preparedness	Ms. Jascinth Strachan Ms. Monique Palmer
21. Meet and assess the community's state of preparedness for an earthquake	DRM Team	Ms. Marva Miller and Team
22. Organize or initiate and 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> 23. Make available all relevant information on the hazard to the general community 24. Personal for families: - Make sure your family goes over the family disaster plan	Coordinator – Preparedness &  Coordinator Response & Recovery	Ms. Jascinth Strachan Ms. Monique Palmer  Mr. Desmond Harripaul Mr. Delroy Holgate
25. 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>	Coordinator – Mitigation and Prevention/Coordinator - Preparedness	Ms. Shamain Thomas Mrs. Matilda Blake Ms. Jascinth Stratchan Ms. Monique Palmer

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Monitor and report events as far as possible.	CDRM Team – President/V.P	Ms. Marva Miller Mrs. Matilda Blake
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator – Response and Recovery.	
DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator - Preparedness	Ms. Jascinth Stratchan Ms. Monique Palmer

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
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	Coordinator - Response & Recovery	



<p>Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</p> <ul style="list-style-type: none"> <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> <li>▪ Look for 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>	<p>Coordinator – Response &amp; Recovery</p>	<p>Mr. Desmond Harripaul Mr. Delroy Holgate</p>
<ol style="list-style-type: none"> <li>1. Check for general sewage and water-line damage in the community.</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>Coordinator - Response &amp; Recovery</p>	<p>Mr. Desmond Harripaul Mr. Delroy Holgate</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p><b>Constantly advise the community :</b></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>Coordinator - Response &amp; Recovery</p>	<p>Mr. Desmond Harripaul Mr. Delroy Holgate</p>
<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>Coordinator - Response &amp; Recovery</p>	<p>Mr. Desmond Harripaul Mr. Delroy Holgate</p>
<ul style="list-style-type: none"> <li>• Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.</li> <li>• Encourage persons affected to stay with friends or family as first options.</li> </ul>	<p>Coordinator - Response &amp; Recovery</p>	<p>Mr. Desmond Harripaul Mr. Delroy Holgate</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
<ol style="list-style-type: none"> <li>1. Assist with the distribution of supplies</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> <li>5. Begin to effect minor repairs to critical facilities and clear road ways and drains</li> <li>6. Continue to provide feedback and assistance to the community through the PDC and PEOC.</li> </ol>	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate

### **PHASE 3: RECOVERY**

ACTIVITIES	POSITION	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</li> </ol>	<p>CDRM Team, Public Education and Fundraising Coordinator</p> <p>CDRM Team, Coordinator – Response and Recovery</p>	<p>Ms. Tenesia Heron Ms. Fegeta Baugh-Madden</p> <p>Mrs. Matilda Blake Mr. Desmond Harripaul Mr. Delroy Holgate</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
(Schools, clinic, water supplies and others)		
<p>4. Update PDC on recovery activities by external agencies/departments/organizations.</p> <p>5. Monitor progress and ensure deficiencies are reported.</p>	Coordinator – Response and Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
6. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Coordinator – Response and Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
<p>7. 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>Coordinator – Response and Recovery &amp;</p> <p>CDRM Team Leader</p>	<p>Mr. Desmond Harripaul Mr. Delroy Holgate</p> <p>Ms. Marva Miller</p>
Revise SOPs as necessary	CDRM Team Leader & Stakeholders	Ms. Marva Miller and Stakeholders



## **APPENDIX I : 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

## **OPERATING PROCEDURES**

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

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
26. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Ms. Tenesia Heron Ms. Fegeta Baugh-Madden
27. Sensitize special needs population	Coordinator – Public Education & Fundraising	
28. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Ms. Jascinth Strachan Ms. Monique Palmer
29. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
30. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness	
31. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Coordinator – Response and Recovery.	Mr. Desmond Harripaul Mr. Delroy Holgae
32. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	Ms. Jascinth Strachan Ms. Monique Palmer
33. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education & Fundraising	Ms. Tenesia Heron Ms. Fegeta Baugh-Strachan

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
34. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Ms. Eulit Bucknal Ms. Suzette Miller
35. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	
36. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Ms. Jacinth Strachan Ms. Monique Palmer
37. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC and Fire Department for facilitating training or refresher courses.	Coordinator - Preparedness	
38. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Ms. Shamain Thomas Mrs. Matilda Blake
39. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC and Fire Departments.	Coordinator – Prevention & Mitigation	
40. Meet and assess the community's state of preparedness for a fire.	DRM Team	Ms. Marva Miller and Team
41. Conduct Fire Drills at least once yearly		

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Personal for families and businesses: <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</li> </ul>	Coordinator – Preparedness/Coordinator Response & Recovery/Public Education	Ms. Jascinth Strachan Mr. Desmond Harripaul Ms. Tenesia Heron





ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>telecommunications (mobile phone, radio – if necessary)</p> <ul style="list-style-type: none"> <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>DRM Team President/ Coordinator – Preparedness</p>	<p>Ms. Marva Williams Ms. Jascinth Strachan</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>Coordinator - Response &amp; Recovery</p> <p>Coordinator – Response &amp; Recovery</p>	<p>Mr. Desmond Harripaul Mr. Delroy Holgate</p> <p>Mr. Desmond Harripaul Mr. Delroy Holgate</p>

## DURING A FIRE

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

### **DRILLS SAVE LIVES**

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

**A – ALARM/ASSESS** (simultaneous to immediate rescue)

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

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Call out <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; Coordinator – Response	Mr. Desmond Harripaul Mr. Delroy Holgate
Once an <b>ALARM</b> is activated:  <i>At location of fire (buildings):</i> <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</li> </ul>	Persons on or nearby the scene;  Coordinator – Response          Persons on or nearby the scene;  Coordinator – Response	Mr. Desmond Harripaul Mr. Delroy Holgate          Mr. Desmond Harripaul Mr. Delroy Holgate







ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
available for emergency personnel (fire, EMS or police)		
<b>Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.</b>	Coordinator – Preparedness	Ms. Jascinth Strachan Ms. Monique Palmer

#### **AFTER A FIRE**

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Constantly advise the community that after fire persons should not re-enter building until authorities say it is safe to do so. Confirm All Clear.	Coordinator – Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
2. Conduct Damage & Needs Assessment <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 cases</li> </ul>	Damage Assessment Coordinator: (a)  Coordinator – Response & Recovery: (b-e)	Ms. Suzette Miller  Mr. Desmond Harripaul Mr. Delroy Holgate
3. Provide initial damage survey results and needs assessment for the community to Fire Department,	Damage Assessment Coordinator	Ms. Suzette Miller

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Parish Council and other relevant authority (e.g. Social Worker from Ministry of Labour and Social Security)		
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	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>	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
7. Assist with the tracing of missing persons	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator - Response & Recovery	
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator - Response & Recovery	
14. Monitor progress and ensure deficiencies are reported.	Coordinator - Response & Recovery	Mr. Desmond Harripaul Mr. Delroy Holgate
15. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives, as required.	Coordinator – Response & Recovery	
16. After Action Assessment (Community & community/agency) – to identify and share <i>lessons learnt</i> to improve future preparedness and response activities (de-briefing of incident):  <ul style="list-style-type: none"> <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>	CDRM Team Leader / Coordinator – Response & Recovery	Ms. Marva Miller Mr. Desmond Harripaul Mr. Delroy Holgate
	CDRM Team Leader / Coordinator – Response & Recovery	Ms. Marva Miller Mr. Desmond Harripaul Mr. Delroy Holgate
17. Revise SOPs as necessary	CDRM Team – President/V.P to lead	Ms. Marva Miller Mrs. Matilda Blake

## Acknowledgment

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The Swift River Disaster Preparedness Zonal Committee wishes to thank the Office of Disaster Preparedness (OD PEM) and the Canadian International Development Agency (CIDA) for partnering with us in developing this very important document.

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

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

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

Regards,

Ms. Marva Williams

Chairman

Swift River Disaster Preparedness Zonal Committee

## Acknowledgement



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

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

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

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

Thank you.

Allison Gordon, MSc  
Regional Disaster Coordinator/Plan Development Facilitator  
ODPEM  
January 30, 2012