



# COMMUNITY DISASTER RISK MANAGEMENT PLAN



**For  
Trinityville, St. Thomas**



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

*in collaboration with the*  
***St. Thomas Parish Council***  
*and other partners.*

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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>Emergency Management:</b>	The organization and management of resources and responsibilities for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation.

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

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

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

\* Not from source quoted above

## **ABBREVIATIONS**

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

## **PREAMBLE**

### **Name of the Plan**

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

### **Purpose of the Plan**

This plan provides:

1. The residents with a workable emergency system to minimize loss of life and property to prevent disasters from occurring.
2. A basic outline of shelters, welfare and relief system as well as some focus on evacuation planning that will make preparation, response and recovery from a disaster more effective.
3. An emergency contact list and identification of vulnerable populations living in **Trinityville**.
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 Trinityville Zonal Committee
2. St. Thomas Parish Council
3. Office of Disaster Preparedness and Emergency Management
4. Ministry of Labour and Social Security (MLSS)
5. Social Development Commission
6. Rural Agricultural Development Agency (RADA)
7. Food for the Poor
8. Jamaica Red Cross
9. Association of Development Agencies
10. Womens’ Resource Outreach Centre (WROC)
11. Jamaica Agricultural Society (JAS)
12. Construction Resource Development Centre (CRDC)
13. SDC and its governance structure, CDCs, cluster and Yallahs Development Area Committee (YDAC)
14. The Salvation Army
15. St. Thomas Environmental Protection Association ( STEPA)



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

### **Scope of Plan**

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

### **Authority**

This plan was developed with the guidance and assistance of the ODPEM and the St. Thomas 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 **Trinityville Zonal Committee**. It is recommended that the Hagley Gap Zonal Committee review and test elements of the plan at least once per year and after every major event.

### **Assumptions**

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

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

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

## COMMUNITY PROFILE

The Trinityville Community is situated on the southern footing of the Blue Mountains in the Morant River Watershed. It is situated in an area that is prone to natural hazards such as hurricanes approaching from the eastern tip of the island. The area is vulnerable to flooding, wind damage, bush fires and landslides. Trinityville is located in the Blue Mountain Block, a seismically active zone and is therefore susceptible to earthquakes and landslides. The Trinityville Area is vulnerable is affected by riverine flooding, overland flooding, bush fires and land slippage. The area is often cut off from other communities after heavy rains, a situation which is exacerbated with the passage of tropical storms and hurricanes.

The districts within the Trinityville Area also share an agricultural and subsistence farming background. The area comprises small low-income communities, which rely heavily on small-scale agriculture. Farming is the only source of income for most families within the Trinityville Area, as alternate employment opportunities are limited.

The area is also rich in natural resources:

- Natural forests
- Water
- Bio-diversity

Based on information from RADA, 90% of the families in the area are involved in farming. A smaller percentage works outside of the community. An estimated 25% of the households are two-parent households, 40% are single parent households and 35% of households are made up of the extended family. Single parent families, which make up the majority of households, are therefore particularly challenged by interruptions to farming due to natural hazard occurrences. Moreover, given the overall importance of agriculture to the area, interruptions to farming are devastating to the local economy.

There is an estimated population of 6,000 residents in the Trinityville Development Area. There are estimated 2,400 female residents in the area; 1,900 males; 1,000 children; and 700 persons are classified as elderly.

**There are eight (8) districts in the community of Trinityville namely:**

- |                                  |                                      |                       |
|----------------------------------|--------------------------------------|-----------------------|
| - Trinityville ( <i>proper</i> ) | - <i>Mount Lebanon/ Spring Piece</i> | - <i>Somerset</i>     |
| - <i>Moffat/Jones Pen</i>        | - <i>Georgia/Bailey's Piece</i>      | - <i>Mount Vernon</i> |
| - <i>Coley Lot</i>               | -- <i>Font Hill</i>                  |                       |

The type of dwellings in the area is mixed consisting of wooden structures with unsealed zinc roofing and concrete dwellings. There is also the lack of adequate infrastructure, such as drains and retaining walls, to mitigate the effects of flooding and landslide. A number of bridges in the community have been compromised as a result of erosion. Heavy rains and the subsequent run-off from the surrounding mountains quickly cause severe flooding to the main access roadway leading to Seaforth, an adjoining town. There is extensive erosion along the banks of the Negro River especially when it is in spate. Landslides also result in the downward movement of soil which can cause blockage to the main arterial roads rendering them inaccessible. The main water source - pipeline infrastructure lies beneath the road surface and have a tendency to become damaged as a result of extensive scouring of the main roads as a result of flooding. The community has no independent water storage source.

## **THE ZONAL PROGRAMME**

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

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

### **The Zonal Programme**

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

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

The objectives of the Zonal programme include the following:

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



## ZONAL COMMITTEE STRUCTURE CONT'D

### ADMINISTRATION FINANCE AND FUNDRAISING SUB-COMMITTEE

**Chair:** Fund-raising Coordinator

**Other members may include:**

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

### PUBLIC EDUCATION HEALTH, WELFARE, TRAINING SUB-COMMITTEE

**Chair:** Public Education Coordinator

**Other members may include:**

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

### EMERGENCY OPERATIONS COMMUNICATIONS & TRANSPORTATION SUB- COMMITTEE

**Chair:** Response & Recovery Coordinator

**Other members may include:**

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

## DISASTER RISK MANAGEMENT (DRM) ORGANIZATIONAL STRUCTURE

The Disaster Risk Management in **Trinityville** will be taken on by the **Trinityville Zonal Committee**. The table outlines the membership of the committee and the roles and responsibility of each member is outlined in the DRM Group Terms of Reference on Page 17.

### Trinityville Zonal Committee - Disaster Risk Management Sub-committee Group Structure

The Disaster Risk Management Group meets on a monthly basis in collaboration with the Trinityville Citizens Association. This meeting headed by the President, is actively engaging in ways to improve the wider community's resilience to disasters.

EXECUTIVE TITLES	NAME/ RESPONSIBILITY	TELEPHONE	ADDRESS	E-MAIL
Chairman	Dwight Dawkins	260-5539	Spring Piece, St. Thomas	<a href="mailto:cawzylivin@yahoo.com">cawzylivin@yahoo.com</a>
Vice Chairman	Lenford Brown Michael Carter	505-8644 383-0515	Trinityville Proper, St. Thomas	<a href="mailto:lbrown@yahoo.com">lbrown@yahoo.com</a> <a href="mailto:mgcarter29@yahoo.com">mgcarter29@yahoo.com</a>
Secretary	Helena Nevers	432-2283	Trinityville, St. Thomas	<a href="mailto:helenanevers@yahoo.com">helenanevers@yahoo.com</a>
Assistant	Kimberley Crawford	353-2701	Trinityville, St. Thomas	
Treasurer	Lora Danvers	859-3435	Trinityville, St. Thomas	
Public Relations Officer	Yanique Williams	360-1067	Trinityville, St. Thomas	<a href="mailto:ywilliams@micys.gov.jm">ywilliams@micys.gov.jm</a> ; <a href="mailto:yaniquewilliams234@yahoo.com">yaniquewilliams234@yahoo.com</a>
Coordinator – Public Education	Helena Nevers (Trinityville Baptist) Susan Campbell	432-2283 897-7720	Trinityville, St. Thomas	



EXECUTIVE TITLES	NAME/ RESPONSIBILITY	TELEPHONE	ADDRESS	E-MAIL
Coordinator- Fund Raising	Charles Mullings (Bobby) Clifford Brown	277-1646 377-5442	Trinityville & Mount Lebanon, St. Thomas	<a href="mailto:brown.clifford31@yahoo.com">brown.clifford31@yahoo.com</a>
Coordinator - Vulnerability & Risk Identification	Lenford Brown Winsome Patterson	505-8644 897-7149	Trinityville Proper & Moffatt/Jones Pen, St. Thomas	<a href="mailto:lbrown@yahoo.com">lbrown@yahoo.com</a>
Coordinator - Prevention & Mitigation	Lenford Brown Winsome Patterson	505-8644 897-7149	Trinityville Proper & Moffatt/Jones Pen, St. Thomas	<a href="mailto:lbrown@yahoo.com">lbrown@yahoo.com</a>
Coordinator - Response & Recovery	Ironie Hall Louaska Lawson	408-1154 489-3529	Trinityville, St. Thomas	
Coordinator – Preparedness	Ironie Hall Louaska Lawson	408-1154 489-3529	Trinityville, St. Thomas	
Coordinator – Damage Assessment	Lenford Brown Andrea Blake Annetta Campbell	505-8644	Trinityville Proper & Mount Vernon, St. Thomas	<a href="mailto:lbrown@yahoo.com">lbrown@yahoo.com</a>
Parish Disaster Coordinator	Miss Millicent Blake	276-8950/ 982-2227/ 982-9449/ 383-1409	St. Thomas Parish Council Morant Bay	
Regional Disaster Coordinator	Miss Sophia Mitchell	430-5585	ODPEM 2-4 Haining Road Kingston 5	

## TRINITYVILLE ZONE – DISTRICT CONTACT LIST

#	DISTRICT	CONTACT PERSON	TELEPHONE #	E-MAIL
1.	Trinityville Proper	Lenford Brown	505-8644	<a href="mailto:lbrown@yahoo.com">lbrown@yahoo.com</a>
2.	Georgia / Bailey's Piece	Linton Morgan	472-0598	
3.	Mount Vernon	Annetta Campbell	897-6050	
4.	Font Hill	Robert Leach	450-1245	
5.	Somerset	Susan Campbell	897-7720	
6.	Moffatt/ Jones Pen	Winsome Patterson	897-7149	
7.	Coley Lot	L. Brown	505-8644	
8.	Mount Lebanon/ Spring Piece	Clifford Brown Dwight Dawkins	377-5442 260-5539	<a href="mailto:Brown.clifford31@yahoo.com">Brown.clifford31@yahoo.com</a> <a href="mailto:cawzylivin@yahoo.com">cawzylivin@yahoo.com</a>

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

### **CDRM Group**

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

### **N.B**

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

### **Executive Membership**

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

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

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

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

### **Naming the CDRM Group**

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

### **Leadership the CDRM Group**

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

### **Frequency of CDRM Meetings**

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

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

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

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

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

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

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

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

##### **ODPEM:**

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

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

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

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

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

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

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

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

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

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

#### **Wider Community Involvement**

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

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

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

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

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

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

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

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

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

#### **Duties related to Mitigation**

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

#### **Duties related to Prevention**

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

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

- The Response Coordinator has primary responsibility for the coordination and contractual management of the emergency response projects/initiatives.
- Ensure that adequate needs assessments are carried out in accordance with good DRM practice.
- Advise and support where necessary and to monitor the response.
- Recommend relevant and appropriate training where necessary in minimum standards in emergency response.



- Ensure systems are in place for monitoring and evaluating the impact of the disaster.
- Takes lead in damage assessment and disaster recovery tasks.
- Plan and organize disaster recovery activities along with the aid of the Parish Disaster Coordinator
- Report the status of the disaster recovery activity.
- Identifies acceptable recovery time periods.
- Establishes disaster recovery testing methodologies.
- Recommend disaster recovery planning and training activities.
- Provides instructional and informational materials on how to respond during an emergency.
- Develops and maintains SOPs for emergency/disaster response and recovery with the aid of the PDC.
- Plan regular exercises to test community plans
- Monitors the effectiveness of procedures during evacuation drills and revises the procedures as necessary.
- Maintains contact with outside sources participating in reciprocal agreements.
- Ensures that as new equipment, facilities, services, and systems are installed that the disaster response and recovery issues are highlighted and addressed.
- Maintains contact with outside contingency planning professional organizations and local or regional emergency response groups.
- Ensure and recommends establishment of CERTs as appropriate.

## **PR: PRE-IMPACT**

### **HAZARD HISTORY**

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

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

**Table PR 1: Historical Overview of Disasters**

<b>HAZARD, YEAR</b>	<b>IMPACT</b>	<b>HOW DID THEY COPE?</b>
Hurricane Gilbert, 1988	Wind damage, flooding, landslides and fallen trees; Georgia community centre damaged	Neighbours and Community Members assisted affected persons
Tropical Storms Isidore and Lily, 2002	Flooding was experienced with Trinityville and Mt. Lebanon being the most affected sections of the community	Neighbours and Community Members assisted affected persons
Hurricane Ivan, 2004	The Negro River burst its banks and the flow was diverted along the Trinityville main road resulting in the inundation of houses. Based on the fact that it is a farming community there was extensive damage to crops and infrastructure leading to loss of livelihood. Approximately three persons lost their lives as a result of this disaster.  Pregnant girl got caught in the flood	Via word of mouth, residents assisted with removal of fallen trees with the use of power saws, community members aid in evacuating residents who were marooned

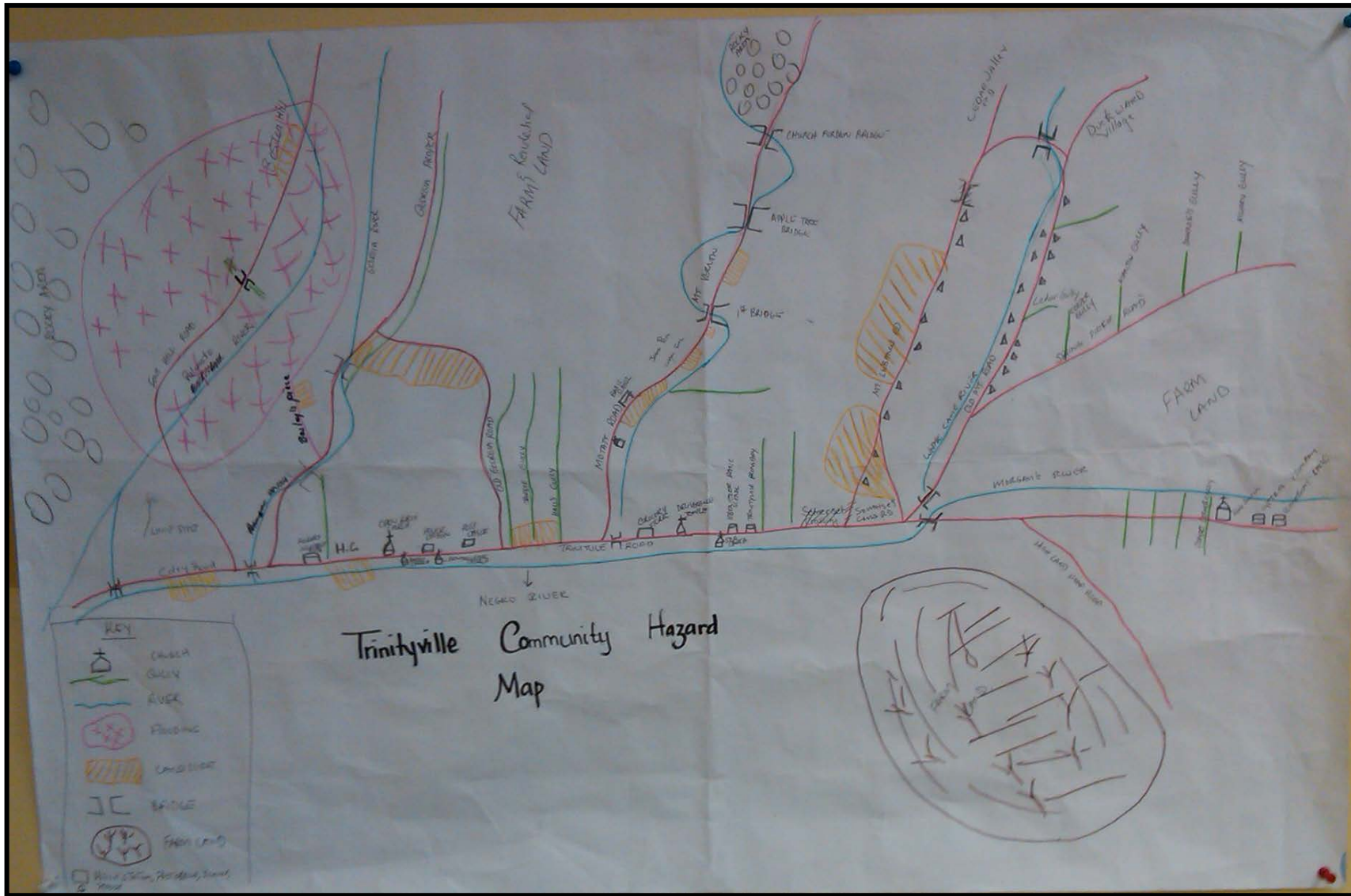
HAZARD, YEAR	IMPACT	HOW DID THEY COPE?
Landslide, 2004	Four (4) houses were lost between Trinityville and Cedar Valley	
Hurricane Dennis and Emily, 2005	<p>Three persons in the area were killed - a woman, a child and a taxi driver. The main road into Trinityville was destroyed Houses were destroyed by riverine flooding and debris flows from the Negro River. The Mount Lebanon Bridge collapsed and several houses along the river bank collapsed as a result of erosion. The City Mission Church and Basic School was significantly impacted. The Postal Agency was also destroyed. Loss of household effects was also recorded as a result of damage to roofs or roofs which were blown off. Approximately four houses were severely destroyed and one was totally destroyed in Mount Vernon. The Mount Vernon Main road was totally cut off as a result of the debris flows along the tributaries such as the White River.</p> <p>There was extensive loss to livestock. There was extensive damage to crops such as banana, coffee, carrots, breadfruit, and yam hills.</p> <p>In Somerset, three houses were covered by landslide during this event. One shop was severely destroyed in this community.</p>	Various residents throughout the community assisted with removal of fallen trees with the use of power saws, residents who were marooned due to the passage of the hurricanes were evacuated by community members

HAZARD, YEAR	IMPACT	HOW DID THEY COPE?
Bush Fire, February 2012	Several community members lost crops and livestock. One community member lost six (6) pigs due to the fire.	Community members created a line/border along the fire and helped to put out the blaze. Certain fire controlling techniques were also used. These include lighting a fire above the fire being burnt so each fire would ultimately cancel each other.

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

1. Strict enforcement of no build zones along the various riverbanks in the community
2. More education and training is needed on how to control and eliminate bush fires
3. Various river training methods are needed throughout the community
4. More access to potable drinking water is needed throughout the community
5. Fire hydrants need to be situated at select locations throughout the community

# TRINITYVILLE COMMUNITY HAZARD MAP



## SWOT ANALYSIS

<p style="text-align: center;"><b>STRENGTHS</b></p> <ul style="list-style-type: none"><li>• Existing unity as community members (help each other)</li><li>• Little or no violence in the community(very peaceful)</li><li>• Disaster Committee (relationship)</li><li>• Churches/Food for the Poor</li><li>• Farmers</li></ul>	<p style="text-align: center;"><b>WEAKNESSES</b></p> <ul style="list-style-type: none"><li>• Unemployment</li><li>• Poor infrastructure</li><li>• Lack of water in certain communities</li><li>• Limited or no communication with various government agencies</li><li>• Very weak political presentation</li><li>• Praedial Larceny</li></ul>
<p style="text-align: center;"><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"><li>• Development of a Agro processing facility</li><li>• Location of a “Central Market”</li></ul>	<p style="text-align: center;"><b>THREATS</b></p> <ul style="list-style-type: none"><li>• Flooding</li><li>• Inadequate Supply of potable drinking water</li><li>• Inadequate number of fire hydrants</li><li>• Bush Fires</li><li>• Fragile economic base, heavy reliance on farming</li></ul>

## Identification of Future Hazards

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

**Table PR 2: Future Hazards**

HAZARD	POSSIBLE IMPACT
Air Pollution, the burning of plastic by Serge Island Dairies	Respiratory problems; illness
Chemical spill from coffee plants. Also improper disposal of pesticides from numerous farmers	
Major flooding from Mt. Lebanon	Destruction of property and loss of lives
Disease Outbreak due to lack of potable water; eg. cholera	

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

Vulnerability is the condition or circumstance of the community which makes it susceptible to being damaged by a hazard or disaster.

The vulnerability analysis identifies the exposure of the different assets within the community to hazards.

**Table PR 3: Vulnerability Summary, Possible Impact and Corrective Actions to Reduce Community Vulnerability**

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Flooding	Schools (Trinityville Primary Schools; Font Hill; Somerset & Mt. Vernon Primary Schools), Georgia Community Centre, Mt. Vernon & Trinityville Proper water supply system, Trinityville Anglican Church, Road networks, Telephone & cable lines	Damage to roofs; damage to crops and livestock; damage to buildings; blocked roads; damage to roadways	Construct buildings according to the building code/ retrofit buildings to standards; batten down roofs
Hurricane	Livestock (cow, goats, pigs, chicken, rabbits); road networks; houses; utility poles; crops (orange, banana, plantain, carrots, coffee, ackee)	Loss of livelihood; damage to structures; blockage roads; loss of lives; affects power supply which creates discomfort and increases the occurrence of praedial larceny	Enforcement of building codes for those living on the river bank; proper road maintenance; proper garbage disposal; maintenance of drains
Earthquake	Houses, Churches, Schools, Library, Police Station, Clinic, Post Office, Bridges (Black bridge; Somerset bridge; Mt. Lebanon bridge)	Damage/loss of structures; lack of access to different places; damage/loss of bridges	Enforcement of the building codes



<b>HAZARD</b>	<b>VULNERABLE ASSET</b>	<b>POSSIBLE IMPACT</b>	<b>CORRECTIVE ACTION/ACTIVITIES</b>
Landslide	Houses (particularly in Mt. Vernon, Somerset, Joes Pen, Moffat)	Blocked roads and drains; damage to houses	Observe building code
Fire	People; property	Loss of lives and buildings and livelihood (crops and livestock)	

## Reducing Community Vulnerability

The vulnerabilities identified above can be addressed 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.

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

**Table PR 4: Reducing Vulnerability**

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
<b>A. Environmental</b>		
Improper disposal of garbage	Public Education, provision of additional skips, drums, etc., Dialogue with NSWMA to provide service to communities not presently benefitting from service, recycling and sorting of garbage, utilization of compost	Community volunteers, Pamphlets; NSWMA; Ministry of Health, Cutlass, saw, weed cutter St. Thomas Parish Council (trucks and other resources)
Soil Degradation	Encourage persons to practice better farming techniques, for example crop rotation etc.	
Deforestation	Plant more trees in the community, these trees will help to hold the soil together especially in landslide prone areas of the community	
<b>B. Social/Economic</b>		
Unemployment	Establish agro-processing factories in the community seeing that the main stay of the area is agriculture. Reopen the Coffee Factory to employ more persons in the community; provide more skills training for the youth and elderly	HEART TRUST Training centre; Factories to do agro-processing Land

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
Displacement of persons. Persons tend to move out of the community as a result of the continuous impacts.	Lessen the effects of various hazards on the residents in the community. Diversify economic base of the community	
<b>C. Health Related</b>		
Lack of potable water supply to various sections of the communities	Practice conservation measures, public education (forum, pamphlet distribution etc.), proper water storage, entrapment of rain water, lobby for additional communities to access piped water, training in proper farming techniques (mulching etc.)	Water tanks, NWC and St. Thomas Parish Council
<b>D. Political</b>		
Lack and absence of political representatives involvement in the community	Lobby for more involvement of political directorate in the affairs of the community	

## 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.

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

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

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

**Table PR 5: Priority Listing of Hazards**

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Flooding	3	3	3	3	3	3	45
Landslide	3	2	2	2	1	3	30
Bush Fires	3	1	1	1	1	3	21
Earthquake	1	1	1	1	1	1	5
Debris Flow	2	2	2	2	2	2	20
Hurricane	3	3	3	3	3	3	45

## **Community Resources and Capacity Analysis**

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

### ***A. Skills***

### ***B. Knowledge of***

1. Hazard history of the community
2. Coping mechanisms
3. Knowledge and awareness of community's vulnerabilities and risk reduction measures
4. Early warning systems
5. Evacuation procedures
6. Elements of disaster preparedness and response
7. Trained persons- light search and rescue, first aid, initial damage assessment, shelter management, psycho- social support

### ***C. Network***

### ***D. Transportation***

### ***E. Schools/ Churches/Other Buildings***

### ***F. Medical Care***

### ***G. Means of Communication***

### ***H. Commercial Enterprises***

**Table PR 6: Capacity and Resource Analysis**

CAPACITY	TYPE OF RESOURCES	TASK
Skills	Farmers	Provision of food, assist other farmers in providing labour and technical assistance, provision of plants/seedlings to farmers who may have lost their farms during a disaster
	Computer Technicians	Carry out repairs to computers throughout the community
	Mason & Construction Workers	Assist in reinforcing buildings prior to a disaster, assist in the reconstruction of buildings/houses after a disaster, provide voluntary service, assist in providing building materials (donations)
	Teachers	Assist children with homework, assist in the shelter management programme (managing the shelter and teaching children in shelter), assist in public education programme, temporarily take home children affected by disasters and teach them (based on parental consent)
	Nurses	Assist in the following areas: Basic first aid and medical treatment, health service at the emergency shelter
	Plumber	Assist in the following areas: emergency shelter, general members of the community (at a cost or voluntary)
	Mechanics	Assist in repairing emergency vehicles, general service to the community
	Cabinet Maker	Assist in the repairing of furniture damaged during a disaster, assist at the Emergency shelter
	Fruit & Vegetable Vendors	Sell different produce to community residents
	Power Saw Operators	Assist in the following areas: clearing of roads, trimming of trees
Transportation	Motorbikes	Assist in emergency transportation – taking messages, small supplies, small quantities of food, etc.)
	Tractor	Used to clear away debris and other material blocking roadways after a disaster event
	Buses	Assist in evacuation

CAPACITY	TYPE OF RESOURCES	TASK
	Bicycles	Assist in emergency transportation – taking messages, small supplies, small quantities of food, etc. to the needy)
	Cars	Assist in emergency transportation – taking messages, small supplies, small quantities of food, etc. to the needy)
	Vans	Assist in emergency transportation – taking persons to hospital, transporting food and other emergency supplies, evacuation process
	Trucks	Assist in emergency transportation, transporting food and other emergency supplies, evacuation process
Medical Care	Nurses	Provide basic health service to the community during an emergency, assist with public education programmes, assist in first aid training, provide first aid items.
	Community Health Aids	Provide basic health care, assist in emergency shelter operations, assist with public education programmes
	Doctors	Monitor threats of disease outbreak, provide health care, assist with public education programme
Building/Health	Health Centre	Serve as medical post in time of emergency
<b>Schools/Churches/ Other Buildings</b>	<b>Listed in critical infrastructure</b>	
Means of Communication	Telephone (Cell-phone & Landline)	Day-to-day and emergency communication
	Word of Mouth	Daily and emergency communication
	Runners	Persons designated to carry information throughout the community
	Internet	Emergency communication as required.
	Police PA System	Used to assist community residents of a impending disaster, may also be used to communicate other important information.
Commercial Enterprises	Miss Donnette shop	Source of food supplies, Avenue to de-stress and debrief after a disaster
	Angel Shop	Availability of foods and other emergency supplies



CAPACITY	TYPE OF RESOURCES	TASK
	Todd shop	Source of food supplies, Avenue to de-stress and debrief after a disaster
	Beverley Shop	Source of food supplies, Avenue to de-stress and debrief after a disaster
	Two (2) Mini Hardware	Provide necessary building material for retrofitting/repairing of damaged homes
	Campbell's Grocery	Source of food supplies, Avenue to de-stress and debrief after a disaster
	Other Shops & Bars	Source of food supplies, Avenue to de-stress and debrief after a disaster
Networks	RADA	Provide training, seeds and other assistance (under available programme)
	Food for the Poor	Providing of grants for various community projects / Provide rehabilitation assistance
	Construction Resource Development Centre (CRDC)	Assist with road repairs and rehabilitation, also the construction and improvement of drainage systems
	St. Thomas Parish Council	Provide technical assistance on community projects, support to community activities
	Social Development Commission	Assist with training and planning – general community development
	Office of Disaster Preparedness and Emergency Management (ODPEM)	Provide technical assistance, facilitate training assist with community disaster risk management activities, support to general community Disaster Risk Reduction activities
	Women's' Resource Outreach Centre (WROC)	Help to assist with disaster related issues especially to women and children.

CAPACITY	TYPE OF RESOURCES	TASK
	Jamaica Agricultural Society (JAS)	Provide training, seeds and other assistance (under available programme)
	St. Thomas Environmental Protection Association ( STEPA)	Facilitate training assist with community disaster risk management activities, support to general community Disaster Risk Reduction activities
Networks Cont'd	National Solid Waste Mgt. Authority	Assist with garbage collection
	National Works Agency	Assist with road repairs and rehabilitation, also the construction and improvement of drainage systems

## MITIGATION

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

### Areas Which Should Not Be Developed

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

**Table PR 7: Areas for No Development**

AREA	REASON FOR NO DEVELOPMENT
Along the various river banks throughout the Districts of Trinityville (Negro River; Moffat River; Morgan River)	▪ Flood Prone
Along Somerset Road	▪ Landslide
Island Head, Curatoe Hill, Jones Pen Hill, Moffat Hill, Mt. Ida and Major Hill	▪ Bush Fires

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

<b>AREA</b>	<b>TYPE OF DEVELOPMENT WHICH WOULD BE SAFE</b>
Mt. Ida	<ul style="list-style-type: none"><li data-bbox="1024 391 1499 418">▪ Housing and associated amenities</li></ul>
Trinityville to Mount Ida	<ul style="list-style-type: none"><li data-bbox="1024 498 1598 526">▪ Bridges to accommodate vehicular traffic</li></ul>

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

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

**Table PR 9: Special Areas for Development**

AREA	MITIGATION MEASURES NEEDED
Entire Trinityville community inclusive of the Districts which make up the community	River training (gabion baskets, groynes) and other conservative measures

## Community Mitigation Activities

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

**Table PR 10: Community Mitigation Activities**

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none"> <li>• River Training</li> <li>• Cleaning of gullies throughout the community</li> <li>• Maintenance of drains</li> <li>• Enforce setback from rivers and seasonal gullies</li> <li>• Public Awareness exercise</li> <li>• Better farming and land use practices</li> </ul>	February - April
Landslide	<ul style="list-style-type: none"> <li>• Soil conservation measures</li> <li>• Tree Planting</li> <li>• Contouring and Terracing</li> <li>• Public Awareness exercise</li> </ul>	March - April
Garbage	<ul style="list-style-type: none"> <li>• Installation of garbage drums, bins and skips</li> <li>• Improve collection (more trucks and more frequent collection)</li> <li>• Collection in areas that presently do have garbage collected</li> <li>• Public education</li> </ul>	All throughout the year
Bush Fires	<ul style="list-style-type: none"> <li>• Public awareness exercise</li> <li>• Community meeting on how to combat such a phenomenon</li> </ul>	October
Hurricane	<ul style="list-style-type: none"> <li>• Public awareness exercise</li> <li>• Enforcement of Building Codes</li> <li>• Shelter inspection and update</li> <li>• Secure storage items and emergency supplies</li> <li>• Conduct training workshops</li> </ul>	May - June

HAZARD	ACTIVITY	TIMEFRAME
Earthquake	<ul style="list-style-type: none"><li>• Public Awareness exercises</li><li>• Conduct drill</li></ul>	January - February

### Mitigation Activities Requiring External Help

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

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

HAZARD	ACTIVITY	TIMEFRAME
Flooding	<ul style="list-style-type: none"> <li>• River Training – NWA, CRDC, St. Thomas Parish Council</li> <li>• Cleaning of gully- NWA; St. Thomas Parish Council, Trinityville Zonal Committee</li> <li>• Maintenance of drains - NWA; St. Thomas Parish Council</li> <li>• Enforce setback from river – St. Thomas Parish Council</li> <li>• Public Education – ODPEM; St. Tomas Parish Council Trinityville Zonal Committee, STEPA, NWA</li> <li>•</li> </ul>	February - April
Landslide –	<ul style="list-style-type: none"> <li>• Soil conservation measures - RADA, JAS, STEPA, Community Volunteers</li> <li>• Tree Planting- RADA, JAS, STEPA, Community Volunteers</li> <li>• Contouring and Terracing- RADA, JAS, STEPA, Community Volunteers, Trinityville Zonal Committee</li> <li>• Public Awareness exercise -RADA, JAS, STEPA, Community Volunteers, Trinityville Zonal Committee</li> </ul>	March - April
Garbage	<ul style="list-style-type: none"> <li>• Installation of garbage drums, bins and skips - NSWMA, St. Tomas Parish Council</li> <li>• Improve collection (more trucks and more frequent collection)- NSWMA, St. Tomas Parish Council</li> <li>• Collection in areas that presently do have garbage collected- NSWMA, St. Tomas Parish Council</li> <li>• Public education- NSWMA, St. Tomas Parish Council</li> </ul>	January - December



HAZARD	ACTIVITY	TIMEFRAME
Fire	<ul style="list-style-type: none"> <li>• Public awareness exercise – Jamaica Fire Brigade, ODPEM</li> </ul>	October
Hurricane	<ul style="list-style-type: none"> <li>• Public awareness exercise- STEPA, ST. Thomas Parish Disaster Committee, ODPEM, Trinityville Zonal Committee</li> <li>• Enforcement of Building Codes- STEPA, ST. Thomas Parish Disaster Committee, ODPEM</li> <li>• Shelter inspection and update- STEPA, ST. Thomas Parish Disaster Committee, ODPEM, Trinityville Zonal Committee</li> <li>• Secure storage items and emergency supplies- Trinityville Zonal Committee</li> <li>• Conduct training workshops- STEPA, ST. Thomas Parish Disaster Committee, ODPEM, Trinityville Zonal Committee</li> </ul>	May - June
Earthquake	<ul style="list-style-type: none"> <li>• Public Awareness exercises STEPA, ST. Thomas Parish Disaster Committee, ODPEM, Trinityville Zonal Committee</li> <li>• Conduct drill- STEPA, ST. Thomas Parish Disaster Committee, ODPEM, Trinityville Zonal Committee</li> </ul>	January - February

## Mitigation Action Plan

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

### Table PR 12: Risk Transfer

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

<b>INFORMAL risk transfer options</b>	▪ Formation of a community emergency fund this could be managed through the Zonal Committee
	▪ Funding through citizens associations/youth clubs dues and contributions
	▪ Formation of a "Farmers' Co-operative"
<b>FORMAL risk transfer options</b>	▪ Implement an Insurance Scheme

**Table PR 13: TRAINING**

The Trinityville community has received training in Initial Damage Assessment (IDA) and Basic Search and Rescue.

<b>Community Member/Team</b>	<b>Area of Training</b>	<b>Provided by</b>	<b>Who responsible to Organize</b>	<b>Time Frame</b>	<b>Cost</b>
To be identified	Shelter Management Training	Parish Disaster Coordinator/ ODPEM	Helena Nevers Susan Campbell	To be determined	To be determined
To be identified	Community Emergency Operations Centre Training	ODPEM and St. Thomas Parish Council	Helena Nevers Susan Campbell	To be determined	To be determined
Executive and other interested members	Basic Search and Rescue	Jamaica Fire Brigade	Jamaica Fire Brigade	February	To be determined
Executive and other interested members	Initial Damage Assessment (IDA)	ODPEM	ODPEM	May	To be determined
To be identified	First Aid and CPR	ODPEM	Helena Nevers Susan Campbell	To be determined	To be determined

**Table PR 14: PUBLIC AWARENESS AND EDUCATION**

<b>Hazard</b>	<b>Public Education Action</b>	<b>Public Education Strategy</b>	<b>Timeline</b>	<b>Responsibility/ Coordinator</b>
Flooding/ Hurricane	Disaster Risk Management sensitization meetings	Town cry, posters and fliers  Letters to churches, clubs, schools, businesses	April - May	Helena Nevers Susan Campbell
Earthquake	Setting up of information tents/booths	In conjunction with fund-raising activities  Partnering with other stakeholders when they are having fairs etc.	January – February	Helena Nevers
Garbage Management Programme	Distribution of Pamphlets, posters and fliers	Using schools, churches, clubs, other events, business places	On going	Dwight Dawkins Lenford Brown Michael Carter
	House-to-house visits	Visit houses in specific communities and distribute pamphlets and other material		
Landslide	Town Hall meeting and invite resource persons	Town cry, letters to churches and schools	On going	Yanique Williams Helene Nevers Susan Campbell
	House-to-house / one-to-one contact/information sharing	Visit houses in specific communities and have dialogue		
Fire	Poetry/Song/Dance/Banner, etc. competition	Send letters to schools inviting them to participate	October	Helena Nevers

**PREPAREDNESS AND INITIAL RESPONSE**

**Monitoring**

**Table PR 15: Community Monitoring Programme**

<b>SITUATION</b>	<b>RESPONSIBILITY</b>
Hazards or dangerous situations in the community	Lenford Brown; Winsome Patterson
Listening to the radio for official information	Dwight Dawkins
Monitoring marine weather forecasts	Ironie Hall; Louaska Lawson
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Dwight Dawkins; Lenford Brown

**Warning**

The community must be alerted to the possibility of a threat or dangerous situation. *Table 16* identifies the traditional warning systems to be used by residents to warn of impending disasters- hurricane/flooding, landslide, storm surge and fire for protection of the community.

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

HAZARD	TRADITIONAL WARNING	RESPONSIBILITY (for alerting DRM Team)
Flood	The smell of the river is an indicator as to whether the water level and debris flow is increasing and whether or not the river is in spate	Ironie Hall & Louaska Lawson
	The height of the river against large boulders is an indicator of how high the river has risen or the increase in water level	
	Width of the river from its boundary during the dry season gives an indicator that the river has an increase in volume	
Bush Fire	Smell of smoke or sight smoke or the sound of bamboo bursting is an indication of a bush fire; Word of mouth, cell phone, sounding of pot cover	
Fire	Word of mouth, cell phone, sounding of pot cover	
Hurricane	Media Houses(Radio & Television) Church Bells, Police PA System; Cell phone, Landlines and word of mouth	Ironie Hall & Louaska Lawson
Landslides or Debris Flow	The rumbling sound of rolling stones helps to identify the likely occurrence of such an event, word of mouth and Cell phone	Ironie Hall & Louaska Lawson

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

**Table PR 17: Early Warning Activity and Responsibility**

ACTIVITY	RESPONSIBILITY	MEANS
<b>Warn the special needs residents:</b>		
Old and sick Persons	Ironie Hall & Louaska Lawson	Word of mouth, telephone and house visits
Mothers with babies and young children	Ironie Hall & Louaska Lawson	Word of mouth, telephone and house visits
<b>The Schools:</b> <ol style="list-style-type: none"> <li>1. Trinityville Primary School</li> <li>2. Ebenezer Basic School</li> <li>3. Robert Lightbourne High School</li> <li>4. Lystra Basic and Primary School</li> <li>5. Mount Vernon Primary</li> <li>6. Font Hill Primary and Basic School</li> <li>7. Georgia Basic School</li> </ol>	Ironie Hall & Louaska Lawson	Telephone, word of mouth, house visits
Evacuation zones residents	Ironie Hall & Louaska Lawson	Telephone, word of mouth, visits
Rest of community	Ironie Hall & Louaska Lawson	Telephone, word of mouth, Use of Police PA System house visits

ACTIVITY	RESPONSIBILITY	MEANS
Update PDC and ODPEM	Dwight Dawkins Ironie Hall & Louaska Lawson	Telephone, e-mail

### 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.

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

**Table PR 18: Areas to be evacuated during an Emergency**

AREA	REASON FOR EVACUATING
Mount Lebanon	Flood Prone
Island Head in Somerset	Flood Prone
Along all River banks in the districts comprising Trinityville	Flood Prone

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



**Evacuation Route**

The following evacuation route(s) are to be used as outline in the table below. Community members should proceed from the assembly point identified below in **Table PR 19** to the designated shelters.

**Table PR 19: Evacuation Route and Mode of Transportation to Emergency Shelter**

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION	ASSEMBLY POINT & COORD.
Font Hill	Font Hill Main Road to shelters; Newland residents would need to cross the river, however there is a track that can be accessed by foot if conditions become critical and persons are stranded <b>Alternative Route:</b> Font Hill to Yallahs via Swamp and Lloyds	Font Hill Primary School, SD Baptist Church (unofficial) Buckingham Church (unofficial)	Walk, bicycle public and private transportation	Robert Leach
Mount Lebanon	Mount. Lebanon road to Trinityville road	Trinityville Primary School	Walk, bicycle public and private transportation	Clifford Brown
Mount Vernon	Mount Vernon main road over a bridge	Mt. Vernon Primary School	Walk, bicycle public and private transportation	Annetta Campbell
Somerset	Somerset main road cross a bridge to go to the school	Lystra Primary School and Jamaica Bible Church	Walk, bicycle public and private	Susan Campbell Banana Park –

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION	ASSEMBLY POINT & COORD.
			transportation	Football Field in Somerset
Trinityville	Bottom Road to Somerset Crossroads to Trinityville Main Road	Robert Lightbourne and Trinityville Primary School	Walk, bicycle public and private transportation	Lenford Brown A landing strip is available at Robert Lightbourne High School
Georgia	Bottom Road to Somerset Crossroads to Trinityville Main Road	Trinityville Primary School	Walk, bicycle public and private transportation	Linton Morgan Georgia Community Centre and Football Field

The evacuation procedure for the community is detailed below in Table 18.

**Table PR 20: Evacuation Procedures**

ACTIVITY	RESPONSIBILITY
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	Ironie Hall; Louaska Lawson
Alert residents on possible evacuation	Ironie Hall; Louaska Lawson
Decide on timing	Ironie Hall; Louaska Lawson
Ensure special needs populations assisted	Ironie Hall; Louaska Lawson
Organize transportation to and from community	Ironie Hall; Louaska Lawson
Identify route (s) to be used	Ironie Hall; Louaska Lawson
Ensure shelter available	Ironie Hall; Louaska Lawson
Register all persons who are evacuating and their destination	Dwight Dawkins; Lenford Brown; Michael Carter; Ironie Hall; Louaska Lawson
Start evacuation	Ironie Hall; Louaska Lawson
Check that all areas safely evacuated	Ironie Hall; Louaska Lawson
Inform Parish Disaster Committee/ODPEM	Dwight Dawkins; Lenford Brown; Michael Carter; Ironie Hall; Louaska Lawson

## Shelter

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

**Table PR 21: List of Official and Unofficial Emergency Shelters**

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER Name and Contact Number	AGENCY/ LIASION OFFICER
<b>Official Shelter</b>						
Trinityville Primary School	Bottom Road to Somerset Crossroads to Trinityville Main Road	Excellent	School	Trinityville and surrounding areas	Ironie Hall 408-1154	MLSS
Robert Lightbourne High School	Bottom Road to Somerset Crossroads to Trinityville Main Road	Excellent	School	Trinityville and surrounding areas	Lincoln Sinclair 891-1298	MLSS
Mount Vernon Primary	Mount Vernon main road over a bridge	Poor	School	Mount. Vernon	Iris Campbell 897-6050	MLSS
Lystra Basic and Primary School in Somerset	Somerset Main Road	Good	School	Somerset	Suzette Campbell 897-7720	MLSS
Lystra Primary School	Somerset Main Road	Good	School	Somerset; Middle Castle	Kim Crawford 353-2701	MLSS

<b>SHELTER NAME AND LOCATION</b>	<b>ACCESS ROUTE TO SHELTER</b>	<b>CONDITION OF SHELTER</b>	<b>TYPE OF USE</b>	<b>AREA SERVED</b>	<b>SHELTER MANAGER Name and Contact Number</b>	<b>AGENCY/ LIASION OFFICER</b>
Font Hill Primary School	Font hill Main Road	Good	School	Font Hill	Hyacinth Condison 857-8550	MLSS
Font Hill Basic School	Font Hill Main Road	Fair	School	Font Hill	Hyacinth Condison 857-8550	MLSS
<b>Unofficial Shelter</b>						
Font Hill Baptist Church	Font Hill Main Road	Good	Church	Font Hill		MLSS

## Preparedness Action Plan

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

**Table PR 22: Community Preparedness Action Plan**

ACTIVITY	RESPONSIBILITY	TIMEFRAME
Clean all drains	Lenford Brown; Winsome Patterson	April – May
Train team members	Ironie Hall; Louaska Lawson	January – June
Secure first aid and search and rescue kits	Ironie Hall; Louaska Lawson	January – March
Make arrangements for access to relief supplies	Ironie Hall; Louaska Lawson	May – June
Start hurricane awareness	Helena Nevers; Susan Campbell; Charles Mullings (Bobby); Clifford Brown	January - March

## Simulation and Drills

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

**Table PR 23: Simulation and Drills**

TYPE OF EXERCISE/DRILL	NUMBER PER YEAR	DATES	WHO WILL ORGANIZE
Earthquake	2	January- June	Lenford Brown; Winsome Patterson
Fire	Quarterly	Quarterly	Lenford Brown; Winsome Patterson
Call out Procedures	3	January, April and August	Lenford Brown; Annetta Campbell
Evacuation	2	January- June	Dwight Dawkins; Lenford Brown; Michael Carter

## PO: POST IMPACT

### Response

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

Table PO 1: Response Procedure – Search and Rescue/First Aid/Emergency Medical Care

ACTIVITY	RESPONSIBILITY	SHORT REPORT
<b>Send out Search and Rescue and First Aid Team to check on:</b>		
Elderly	Ironie Hall; Louaska Lawson	Zonal Chairman and Parish Disaster Coordinator
Persons with Disabilities	Ironie Hall; Louaska Lawson	Zonal Chairman and Parish Disaster Coordinator
Single Mothers	Ironie Hall; Louaska Lawson	Zonal Chairman and Parish Disaster Coordinator
Damaged buildings and houses for occupants	Lenford Brown; Andrea Blake; Annetta Campbell	Zonal Chairman and Parish Disaster Coordinator
Persons stranded by floodwater	Ironie Hall; Louaska Lawson	Zonal Chairman and Parish Disaster Coordinator
<b>Check for:</b>		
Deaths, Injuries	Ironie Hall; Louaska Lawson	Zonal Chairman and Parish Disaster Coordinator
Persons in need of emergency assistance	Dwight Dawkins; Lenford Brown; Michael Carter	Zonal Chairman and Parish Disaster Coordinator
Call for any external assistance	Dwight Dawkins; Lenford Brown; Michael Carter	Zonal Chairman and Parish Disaster Coordinator
Update PDC, ODPPEM	Dwight Dawkins; Lenford Brown; Michael Carter	Zonal Chairman and Parish Disaster Coordinator
Update Community	Dwight Dawkins; Lenford Brown; Michael Carter	Zonal Chairman and Parish Disaster Coordinator



***Initial Damage Assessment***

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

**Lenford Brown; Andrea Blake and Annetta Campbell**

**Table PO 2: Community Damage Assessors**

ACTIVITY	RESPONSIBILITY	REPORT RECEIVED
<b>Send out Rapid Damage Assessment Team to check on:</b>		
<b>Roads:</b> Open Closed In need of urgent repair to provide access:	Ironie Hall Louaska Lawson	Zonal Chairman to Parish Disaster Coordinator
<b>Power:</b> Fallen lines, poles, transformers: Any dangerous situation e.g. live wires, raw sewage, leaking gas etc.	Ironie Hall Louaska Lawson	Zonal Chairman to Parish Disaster Coordinator
<b>Water lines:</b> Broken, missing sections, availability	Ironie Hall Louaska Lawson	Zonal Chairman to Parish Disaster Coordinator
<b>Describe state of:</b>		
Community Centre	Lenford Brown; Winsome Patterson; Ironie Hall; Louaska Lawson	
Schools	Lenford Brown; Winsome Patterson; Ironie Hall; Louaska Lawson	
Means of livelihood	Lenford Brown; Winsome Patterson; Ironie Hall; Louaska Lawson	

<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>	<b>REPORT RECEIVED</b>
Clinic	Lenford Brown; Winsome Patterson; Ironie Hall; Louaska Lawson	
Churches	Lenford Brown; Winsome Patterson; Ironie Hall; Louaska Lawson	
Shops, other businesses	Lenford Brown; Winsome Patterson; Ironie Hall; Louaska Lawson	

## RESPONSE ACTION PLAN

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

**Table PO 3: Community Response Action Plan**

<b>RESPONSE ACTIONS IN ORDER OF PRIORITY</b>	<b>RESPONSIBILITY</b>	<b>TIMEFRAME</b>
Evacuate vulnerable persons	Ironie Hall; Louaska Lawson	As the need arise
Clearing blocked roads	Ironie Hall; Louaska Lawson	As the need arise – immediately after the disaster – when it is safe
Feeding persons in shelters	Shelter Coordinators: Ironie Hall; Lincoln Sinclair; Iris Campbell; Suzette Campbell; Kim Crawford; Hyacinth Condison	During the activation of the shelter
Attending to medical needs/emergencies	Garnet Lindsay of the Trinityville SDA church and his Team	As the need arise
Provide counseling	Rv. Alston Anton; Pastor Noel Sinclair; Pastor Michael George Francis	As the need arise

**Relief**

**Table PO 4: Welfare and Relief**

<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
<b>Identify members of community who:</b>	
Received damage	Ironie Hall; Louaska Lawson
Need shelter	Ironie Hall; Louaska Lawson
Lost means of income	Ironie Hall; Louaska Lawson
Need assistance	Ironie Hall; Louaska Lawson
Identify members of the community in need of psycho-social support or counseling	Rv. Alston Anton; Pastor Noel Sinclair; Pastor Michael George Francis
Compile list and update PDC, ODPEM	Dwight Dawkins; Lenford Brown; Michael Carter

# RECOVERY

## Recovery Action Plan

Table PO 5: Community Recovery Action Plan

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

**APPENDICES:**

*Appendix 1: Vulnerable Population*

<b>VULNERABLE GROUP/PERSON</b>	<b>TYPE OF VULNERABILITY (DISABILITY/ HAZARD)</b>	<b>LOCATION OF VULNERABLE</b>	<b>NEXT OF KIN/ CAREGIVER &amp; CONTACT</b>	<b>CDRT/CERT MEMBER RESPONSIBLE</b>	<b>RESPONSIBILITY (WHAT TO DO)</b>
Yanike Brown	Bedridden	Georgia	373-5209	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Alfred Blake	Shut In	Georgia	489-3540	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Wilbert Reid	Shut In	Georgia	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Ura Davids	Shut In	Georgia	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Isilda Davids	Shut In	Georgia	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Harvile Blake	Shut In	Georgia	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Mama Palmer	Shut In	Georgia	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Anita Brown	Shut In	Georgia	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status

<b>VULNERABLE GROUP/PERSON</b>	<b>TYPE OF VULNERABILITY (DISABILITY/HAZARD)</b>	<b>LOCATION OF VULNERABLE</b>	<b>NEXT OF KIN/ CAREGIVER &amp; CONTACT</b>	<b>CDRT/CERT MEMBER RESPONSIBLE</b>	<b>RESPONSIBILITY (WHAT TO DO)</b>
Virginia Smellie	Shut In	Georgia	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
David Bell	Shut In	Georgia	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Naaman Brown	Shut In	Georgia	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Vincent Mathis	Elderly	Mount Lebanon	874-1808	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Frank Bignell	Elderly	Mount Lebanon	874-1808	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Ms. Ruby	Elderly	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Fay Ferguson	Elderly	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Audrey Forrester	Elderly	Mount Lebanon	353-3701	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Beverly Reid	Elderly	Mount Lebanon	463-5711	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status

<b>VULNERABLE GROUP/PERSON</b>	<b>TYPE OF VULNERABILITY (DISABILITY/ HAZARD)</b>	<b>LOCATION OF VULNERABLE</b>	<b>NEXT OF KIN/ CAREGIVER &amp; CONTACT</b>	<b>CDRT/CERT MEMBER RESPONSIBLE</b>	<b>RESPONSIBILITY (WHAT TO DO)</b>
Ms. Ruby	Blind	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Mr. Bromley	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Mr. Pluggy	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Aunt May	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Ms. Powell	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Minett Ford	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Ms. Mama	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Ms. Eva	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Ms. Drysdale	-	Mount Lebanon	Kirk (grandson) 470-2960	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status



<b>VULNERABLE GROUP/PERSON</b>	<b>TYPE OF VULNERABILITY (DISABILITY/ HAZARD)</b>	<b>LOCATION OF VULNERABLE</b>	<b>NEXT OF KIN/ CAREGIVER &amp; CONTACT</b>	<b>CDRT/CERT MEMBER RESPONSIBLE</b>	<b>RESPONSIBILITY (WHAT TO DO)</b>
Ms. Tiny	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Oscar Williams	-	Mount Lebanon	581-5185	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Ralph Stewart	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Richards (Tiny)	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Mr. Stewart (Boysie)	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Ms. Sara	-	Mount Lebanon	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Icilus Francis	Shut In	Somerset	405-1817	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Beverly Edwards	Shut In	Somerset	405-1817	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Isilda Hale	Shut In	Somerset	982-7619	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status

<b>VULNERABLE GROUP/PERSON</b>	<b>TYPE OF VULNERABILITY (DISABILITY/ HAZARD)</b>	<b>LOCATION OF VULNERABLE</b>	<b>NEXT OF KIN/ CAREGIVER &amp; CONTACT</b>	<b>CDRT/CERT MEMBER RESPONSIBLE</b>	<b>RESPONSIBILITY (WHAT TO DO)</b>
Ralston Willis	Shut In	Somerset	448-1011	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Robert Graham	Elderly	Somerset	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Elva Ashmead	Elderly	Somerset	456-7365	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Claudette Sybble	Elderly	Somerset	859-7665	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Willburn Bailey	Elderly	Somerset	706-4524	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Cridelland Nugent	Elderly	Somerset	479-9446	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Ms. Gwen Bailey	Stroke Patient	Somerset	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Cleveland Wright	Elderly	Somerset	706-4146	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Venton Wright	Stroke Patient	Somerset	706-4146	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status

<b>VULNERABLE GROUP/PERSON</b>	<b>TYPE OF VULNERABILITY (DISABILITY/ HAZARD)</b>	<b>LOCATION OF VULNERABLE</b>	<b>NEXT OF KIN/ CAREGIVER &amp; CONTACT</b>	<b>CDRT/CERT MEMBER RESPONSIBLE</b>	<b>RESPONSIBILITY (WHAT TO DO)</b>
Ines Francis	Elderly	Somerset	706-8490	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Margaret Graham	Elderly	Somerset	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Lizza Hayles	Elderly	Somerset	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Rasmin Downie	Elderly	Somerset	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Abraham Graham	Elderly	Somerset	-	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Pearline Graham	Elderly	Somerset		Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Blossom McKenzie	Elderly	Somerset		Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Mas Cobley	Elderly			Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Mas Wilby	Elderly	Somerset		Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status

<b>VULNERABLE GROUP/PERSON</b>	<b>TYPE OF VULNERABILITY (DISABILITY/ HAZARD)</b>	<b>LOCATION OF VULNERABLE</b>	<b>NEXT OF KIN/ CAREGIVER &amp; CONTACT</b>	<b>CDRT/CERT MEMBER RESPONSIBLE</b>	<b>RESPONSIBILITY (WHAT TO DO)</b>
Sidney Buchanan	Elderly	Somerset	884-1653	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status
Melvena Grant (Mama Dee)	Elderly	Somerset	426-7222	Ironie Hall Louaska Lawson	Take to shelter if necessary, check on health status

***Appendix 2: Emergency Supplies Available in the Community***

The table identifies the equipment and the quantity the DRM team has current access to.

<b>Items Available</b>	<b>Quantity</b>	<b>Source Agency/Business</b>	<b>Contact Person(s) for Storage</b>	<b>Responsibility</b>
Shovel	Every farmer	Personal	Dwight Dawkins; Lenford Brown	Helena Nevers
Machete	Every household	Personal	Dwight Dawkins; Lenford Brown	Helena Nevers
Garden Fork	Every farmer	Personal	Dwight Dawkins; Lenford Brown	Helena Nevers
Power Saw	15	Personal	Dwight Dawkins; Lenford Brown	Helena Nevers
Back Hoe	1	Personal	Dwight Dawkins; Lenford Brown	Helena Nevers
Water boots	Every farmer	Personal	Dwight Dawkins; Lenford Brown	Helena Nevers
Flashlights	Few households	Personal	Dwight Dawkins; Lenford Brown	Helena Nevers
Tarpaulin	Most households	Personal	Dwight Dawkins; Lenford Brown	Helena Nevers
Rain coats	Male farmers	Personal	Dwight Dawkins; Lenford Brown	Helena Nevers
Wheel barrow	Every farmer	Personal	Dwight Dawkins; Lenford Brown	Helena Nevers

**Appendix 3: Emergency Supplies Required**

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

<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	36	Red Cross, Ministry of Health, ODPEM	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Shovels	24	Hardware Store, Individuals, ODPEM	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Machetes	24	Hardware Store, Individuals, ODPEM, Red Cross	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Power Saws	3	Hardware Store, Individuals, ODPEM	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Stretchers	12	Hardware Store, Individuals, ODPEM, Red Cross	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Hammers	12	Hardware Store, Individuals, ODPEM	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Candles	4 cases	Hardware Store, Individuals, ODPEM	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Matches/lighters	1 case	Hardware Store, Individuals, ODPEM	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Flash Lights	14	Hardware store, individual, community project to make	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Bateries	28	Hardware store, individuals	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Heavy Duty Gloves	28	Hardware stores	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Hard Hats	14	Hardware stores	Dwight Dawkins; Lenford Brown	Helena Nevers

<b>Items Required</b>	<b>Quantity</b>	<b>Source Agency/ Business</b>	<b>Contact Person (s) for Storage</b>	<b>Responsibility</b>
▪ Blankets	100	Hardware stores	Dwight Dawkins; Lenford Brown	Helena Nevers
▪ Mattresses	50	Hardware Stores	Dwight Dawkins; Lenford Brown	Helena Nevers

**Appendix 4: Stakeholder Partnerships**

The stakeholder analysis represents the relationship between **Trinityville** 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 impacts of hazards and mobilize the necessary resources to do so.

Agency/Organization/Representative	Nature of Relationship	Contact Person	Contact Number
O.D.P.E.M.	Training, funding through agencies, technical assistance, support to community programmes	Mrs. Sophia Mitchell	(876) 430-5585
R.A.D.A.	Training and technical assistance	Parish Manager	
St. Thomas Parish Council	Support to community programmes, fix roads	Ms. Millicent Blake	(876) 276-8950
Food for the Poor	Emergency supplies	St. Thomas Representative	
Social Development Commission	Technical assistance and support to community activities	Community Development Officer and Development Area Supervisor	
CRDC	Training in roofing repairs, conducts repair to houses after storm	Executive Director	
WROC	Emergency supplies and training	Project Manager EU	
Red Cross	Training, emergency supplies,	Branch Director, St. Thomas	
Association of Development Agencies	Training, Emergency supplies	Parish Manager	



**APPENDIX 5**  
**CDRM GROUP**

**HURRICANE-STANDARD OPERATING PROCEDURES (SOP)**

**TRINITYVILLE**

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

**OBJECTIVES:**

The concepts and procedures in this SOP are set to:

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

## **THREAT ASSESSMENT:**

*The National Oceanic and Atmospheric Administration, Atlantic Basin Hurricane Forecast for 2010:*

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

## **BASIC PLANNING ASSUMPTIONS**

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

## **CONCEPT OF OPERATIONS**

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

Procedures will be categorized into the following phases:

**PHASE 1:** Prevent, preparedness and mitigation (January through to 144 hours before impact).

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

**PHASE 3:** Event and event response (72 hours before impact through to 120 hours after landfall/all clear)

**PHASE 4:** Recovery and mitigation

## **ACRONYMS**

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

<b><i>AAR:</i></b>	After Action Report
<b><i>CERT:</i></b>	Community Emergency Response Team
<b><i>DRM:</i></b>	Disaster Risk Management
<b><i>CDRMG:</i></b>	Community Disaster Risk Management Group
<b><i>EOC:</i></b>	Emergency Operations Center
<b><i>PEOC:</i></b>	Parish Emergency Operations Center
<b><i>NEOC:</i></b>	National Emergency Operations Center

## **DEFINITIONS**

**ALL CLEAR:**

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

**EMERGENCY OPERATIONS CENTER (EOC):**

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

**INCIDENT:**

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

**TROPICAL DISTURBANCE:**

A tropical disturbance is a cluster of thunderstorms poorly organized.

**TROPICAL DEPRESSION:**

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

**TROPICAL STORM:**

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

**HURRICANE:**

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

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

## **HURRICANE CATEGORIES**

- CATEGORY ONE HURRICANE:** A Category One Hurricane has winds of 74 to 95 mph and is typically characterized by *minimal damage*. Storm surge is generally 4 to 5 feet above normal.
- CATEGORY TWO HURRICANE:** A Category Two Hurricane has winds of 96 to 110 mph and is typically characterized by *moderate damage*. Storm surge is generally 6 to 8 feet above normal.
- CATEGORY THREE HURRICANE:** A Category Three Hurricane has winds of 111 to 130 mph and is typically characterized by *extensive damage*. Storm surge is generally 9 to 12 feet above normal.
- CATEGORY FOUR HURRICANE:** A Category Four Hurricane has winds of 131 to 155 mph and is typically characterized by *extreme damage*. Storm surge is generally 13 to 18 feet above normal.
- CATEGORY FIVE HURRICANE:** A Category Five Hurricane has winds of greater than 155 mph and is typically characterized by *catastrophic damage*. Storm surge is generally greater than 18 feet above normal.

## **WARNINGS AND WATCHES**

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

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

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

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

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

**FLASH FLOOD WATCH:** A flash flood watch means a flash flood is possible in an area and everyone should stay alert.

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

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

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

<b>ACTIVITIES</b>	<b>POSITION</b>	<b>RESPONSIBLE PERSON(S)</b>
1. Continue to support and promote public information and awareness programmes	Coordinator - Public Education & Fundraising	Helena Nevers Susan Campbell Charles Mullings (Bobby) Clifford Brown
2. Sensitize special needs population	Coordinator - Public Education & Fundraising	Helena Nevers Susan Campbell Charles Mullings (Bobby) Clifford Brown
3. Organize how special needs population will be evacuated and transportation required	Coordinator - Preparedness	Ironie Hall Louaska Lawson
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	Ironie Hall Louaska Lawson
5. Send reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	Ironie Hall Louaska Lawson
6. Sensitization of persons in the community without vehicles of assembly area of transportation to a safer location	Coordinator - Public Education & Fundraising	Helena Nevers Susan Campbell Charles Mullings (Bobby) Clifford Brown



ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
7. Identify areas in the community where high potential for infrastructure/property damages	Coordinator - Vulnerability & Risk Identification	Lenford Brown Winsome Patterson
8. Ensure DRM teams are aware of all high risk locations in the community	Coordinator - Vulnerability & Risk Identification	Lenford Brown Winsome Patterson
9. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Ironie Hall Louaska Lawson
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness	Ironie Hall Louaska Lawson
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator - Prevention & Mitigation	Lenford Brown Winsome Patterson
12. Organize mitigation and prevention projects and work days with technical guidance from relevant agencies (with the help of the PDC)	Coordinator - Prevention & Mitigation	Lenford Brown Winsome Patterson

**PHASE 2: Alert (5 days up to 72 hours before impacts)**

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ol style="list-style-type: none"> <li>1. Meet and assess the community's state of preparedness for a hurricane</li> <li>2. Advise community to listen to all weather advisories</li> </ol>	DRM Team	Dwight Dawkins and TEAM
<ol style="list-style-type: none"> <li>1. Issue warning of threat</li> <li>2. Alert and notify: PDC that community DRM teams are activated, other community-based organizations, shelter managers and response personnel</li> <li>3. Make available all relevant information of the hazard to the general community</li> </ol>	Coordinator-Preparedness	Ironie Hall Louaska Lawson
<ol style="list-style-type: none"> <li>1. Pre-check and activate SOPs</li> <li>2. Alert all trained community first aiders and search and rescue personnel</li> <li>3. Have first-aid kits prepared</li> </ol>	Coordinator-Preparedness	Ironie Hall Louaska Lawson
<p>Personal activities for families:</p> <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> </ul>	Coordinator-Preparedness & Coordinator- Response and Recovery	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <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	Ironie Hall Louaska Lawson
Protecting the community: <ul style="list-style-type: none"> <li>• Trim dead or weak branches from trees</li> <li>• Clear all drains that will cause flooding</li> </ul>	Coordinator-Mitigation & Prevention & Coordinator- Preparedness	Lenford Brown Winsome Patterson
Listen to all weather advisories and information from ODPEM, MET Office and Communicate with PDC	DRM Team President and Coordinator- Preparedness	Dwight Dawkins

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
DRM Team advise the community to listen to all weather advisories and remain alert	Coordinator- Preparedness	Ironie Hall Louaska Lawson
Continue to listen to all weather advisories and reports	Coordinator- Preparedness	Ironie Hall Louaska Lawson
<b>A. HURRICANE WATCH- 48 HOURS BEFOR IMPACT</b>		
<ol style="list-style-type: none"> <li>1. Personal preparation food supplies</li> <li>2. Securing official documents</li> <li>3. Securing home and get rid of all things around the yard that can be missile in a hurricane</li> <li>4. Check on neighbours that may need help</li> </ol>	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
Ensure the elderly and physically challenged are notified and assisted to prepare for event.	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
<b>B. HURRICANE WARNING – 36 HOURS BEFORE IMPACT</b>		
<ol style="list-style-type: none"> <li>1. Activate and brief all community teams and volunteers</li> <li>2. Test the systems of communication within the community</li> <li>3. If cell phones are the means to be used, ensure credit is bought</li> <li>4. Ensure phones can be charged</li> </ol>	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
<ol style="list-style-type: none"> <li>1. Activate and prepare emergency shelters</li> <li>2. Deploy relief and welfare volunteers to emergency shelters</li> </ol>	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
Contact PDC and prepare to initiate evacuation procedures for the community	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
<ol style="list-style-type: none"> <li>1. Re-check arrangements and MOUs with private bus/transportation owners and other volunteers in the community</li> <li>2. Pre-position the following resources to areas which will potentially be cut off: Food stock/welfare items, communications equipment, manpower, power saws</li> <li>3. Refuel vehicles</li> </ol>	Coordinator- Preparedness/ Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
<ol style="list-style-type: none"> <li>1. Encourage residents to activate family plans</li> <li>2. Pre-position resources: List these resources: equipment, ropes, etc., food/stocks/welfare items, communications equipment, manpower</li> </ol>	Coordinator- Preparedness/ - Response & Recovery	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<b>B. 24 HOURS BEFORE IMPACT</b>		
<ol style="list-style-type: none"> <li>1. Notify PDC of activation of evacuation plan</li> <li>2. Consult PDC on all matters relating to the activation of any or all evacuation systems</li> </ol>	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
Activate and test local communications links and report to PDC	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
<ol style="list-style-type: none"> <li>1. Brief community of activation of evacuation and persons to be evacuated: <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 assemble points and deploy marshals/coordinators</li> <li>• Make contact with shelter managers to receive evacuees</li> <li>• Inform PDC of actions 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> </li> </ol>	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>2. Monitor radio for hurricane warnings and public information via news releases through ODPEM and MET Office.</li> <li>3. Monitor radios for precautionary tips together with packaged information of the activities of responding agencies.</li> <li>4. Alert community Initial Damage Assessment Team(s)</li> </ul> <p>Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster.</p>	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
<b>1. 16 HOURS BEFORE IMPACT TO LANDFALL</b>		
<ul style="list-style-type: none"> <li>1. Maintain contact with PDC</li> <li>2. Advise PEOC of weather conditions and state of preparedness</li> <li>3. Confirm arrival and status of evacuees in shelters</li> <li>4. Check with the standby teams and community response personnel</li> </ul>	CDRM Team President and Vice President and Coordinator- Response & Recovery	Dwight Dawkins Lenford Brown Michael Carter Ironie Hall Louaska Lawson
<b>2. THE BLOW/IMPACT</b>		
Monitor and report events as far as possible	CDRM Team President/ Vice President	Dwight Dawkins Lenford Brown Michael Carter
Maintain contact with PEOC, shelters and response personnel	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<b>3. AFTERMATH (IMMEDIATELY following the blow to 5 days after all clear)</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>	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
<b>F(a). UP TO 48 HOURS AFTER ALL CLEAR</b>		
Provide initial damage survey/assessment and needs of the community	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson Lenford Brown Andrea Blake Annetta Campbell
<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> </ol>	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson



ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<b>F(a). UP TO 48 HOURS AFTER ALL CLEAR CONT'D</b>		
3. Assist with the establishment and staffing of registration centres.	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
<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 electrician for advice.</li> </ul>	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
<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 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 & Recovery	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<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 & Recovery	Ironie Hall Louaska Lawson
<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 he 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 & Recovery	Ironie Hall Louaska Lawson
<ol style="list-style-type: none"> <li>1. Assist with the distribution of supplies</li> </ol>	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<b>F(b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR</b>		
2. Assist with tracing of missing persons	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
1. Assist with needs assessments 2. Assist in the provision of welfare information to persons affected 3. Begin to effect minor repairs to critical facilities and clear roadways and drains  Continue to provide feedback and assistance to the community through the PDC and PEOC	CDRM Team President CDRM Team V/President	Dwight Dawkins Lenford Brown Michael Carter

### **PHASE 4: Recovery**

<b>ACTIVITIES</b>	<b>POSITION</b>	<b>RESPONSIBLE PERSON(S)</b>
<ol style="list-style-type: none"> <li>1. Mobilize community members to assist each other with rehabilitation and reconstruction activities</li> <li>2. Encourage community members to rebuild bearing in mind mitigation measures (build back better)</li> <li>3. Mobilize and conduct repairs to critical facilities and infrastructure (schools, clinic, water supplies and others)</li> </ol>	<p>Coordinator- Response &amp; Recovery</p> <p>Coordinator- Prevention &amp; Mitigation</p>	<p>Ironie Hall Louaska Lawson</p> <p>Lenford Brown Winsome Patterson</p>
<ol style="list-style-type: none"> <li>1. Update PDC on recovery activities by external agencies/departments/organizations</li> <li>2. Monitor progress and ensure deficiencies are reported</li> </ol>	<p>CDRM Team President CDRM Team V/President</p>	<p>Dwight Dawkins Lenford Brown Michael Carter</p>
<p>Mobilize CDRM Team to seek assistance from NGOs (e.g.: Red Cross, Food for the Poor, ADRA) to assist in community recovery initiatives</p>	<p>CDRM Team President</p>	<p>Dwight Dawkins</p>
<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> </ul>	<p>CDRM Team President and Vice President and all other stakeholders</p>	<p>Dwight Dawkins Lenford Brown Michael Carter</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>• What areas of the SOPs need to be reconsidered?</li> </ul>	CDRM Team President and Vice President and all other stakeholders	Dwight Dawkins Lenford Brown Michael Carter
Revise SOPs as necessary	CDRM Team President and Vice President and all other stakeholders	Dwight Dawkins Lenford Brown Michael Carter

**APPENDIX 6**  
**CDRM GROUP – TRINITYVILLE**  
**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 **Trinityville**. 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 **Trinityville** 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**

<b><i>AAR:</i></b>	After Action Report
<b><i>CERT:</i></b>	Community Emergency Response Team
<b><i>CDRMG:</i></b>	Community-based Disaster Risk Management Group
<b><i>DRM:</i></b>	Disaster Risk Management
<b><i>EOC:</i></b>	Emergency Operations Center
<b><i>NEOC:</i></b>	National Emergency Operations Center
<b><i>NGO:</i></b>	Non-Government Organization
<b><i>ODPEM:</i></b>	Office of Disaster Preparedness and Emergency Management
<b><i>PDC:</i></b>	Parish Disaster Coordinator/Committee
<b><i>PEOC:</i></b>	Parish Emergency Operations Center



## **DEFINITIONS**

**ALL CLEAR:**

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

**EMERGENCY OPERATIONS CENTER (EOC):**

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

**INCIDENT:**

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

**EARTHQUAKE:**

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

**EPICENTRE:**

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

**AFTER-SHOCK:**

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

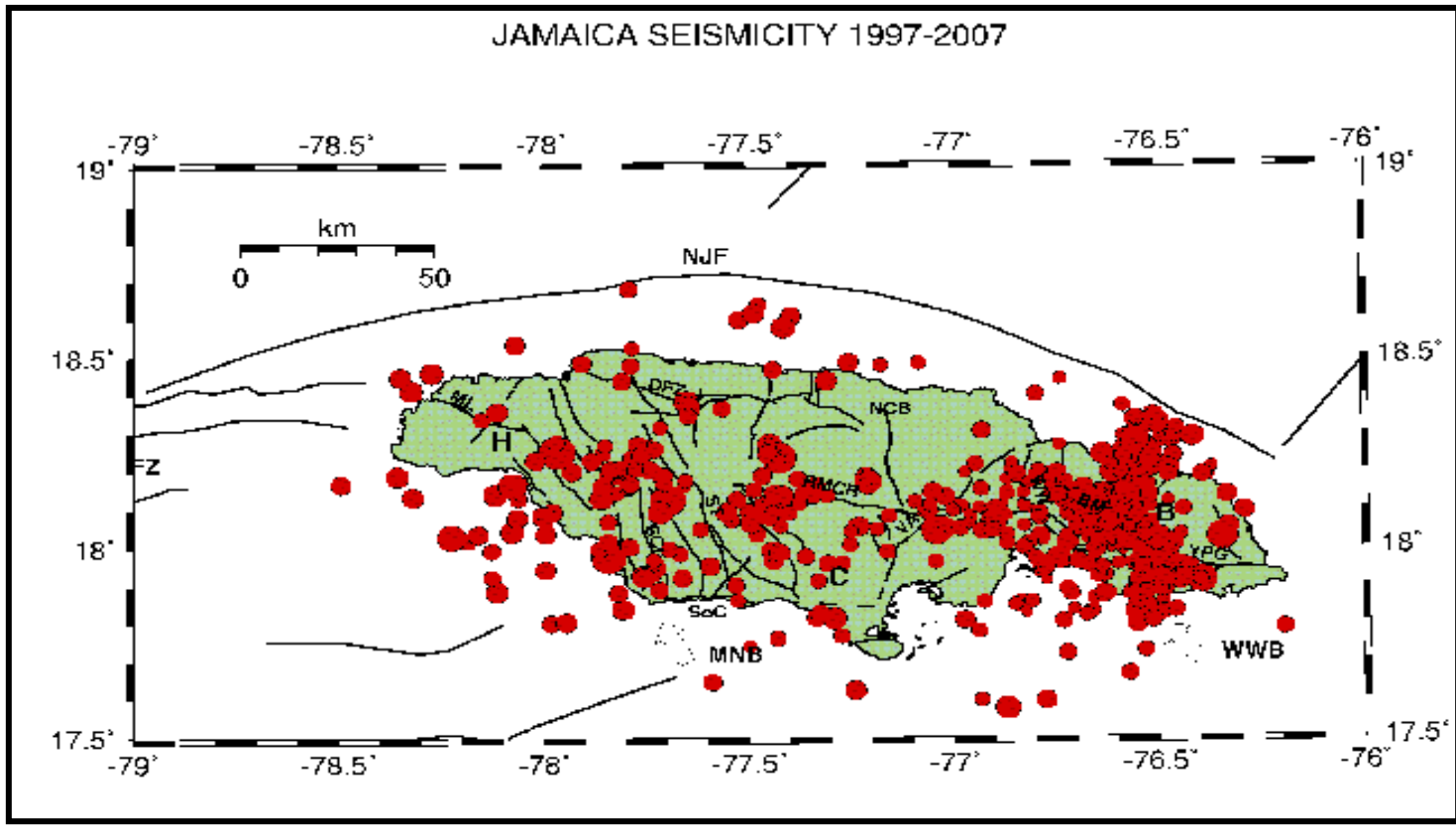
**TREMOR:**

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

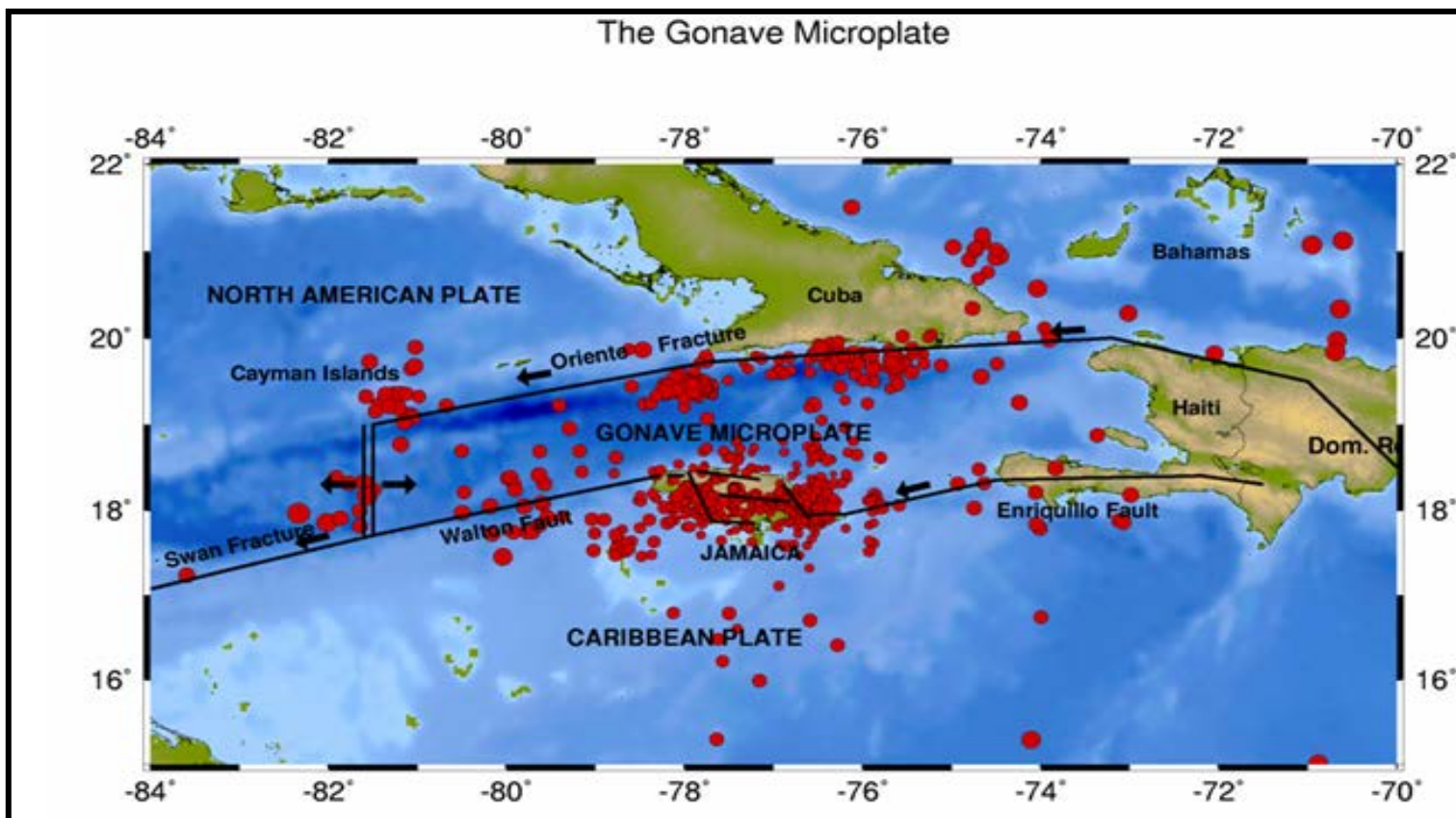
**MAGNITUDE:**

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

### JAMAICA SEISMICITY 1997-2007



### The Gonave Microplate



**OPERATING PROCEDURES**  
**PHASE 1: Prevention, Mitigation and Preparedness**

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Helena Nevers Susan Campbell Charles Mullings (Bobby) Clifford Brown
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	Helena Nevers Susan Campbell Charles Mullings (Bobby) Clifford Brown
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Ironie Hall Louaska Lawson
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	Ironie Hall Louaska Lawson
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible.	Coordinator - Preparedness	Ironie Hall Louaska Lawson
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education & Fundraising	Helena Nevers Susan Campbell Charles Mullings (Bobby) Clifford Brown

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Lenford Brown Winsome Patterson
8. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	Lenford Brown Winsome Patterson
9. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Ironie Hall Louaska Lawson
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness	Ironie Hall Louaska Lawson
11. Ensure new developments are assessed relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Lenford Brown Winsome Patterson
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	Coordinator – Prevention & Mitigation	Lenford Brown Winsome Patterson
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	
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	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
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	Lenford Brown Andrea Blake Annetta Campbell
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)	Lenford Brown Winsome Patterson
17. Community inventory of building quality	Coordinator- Mitigation & Prevention (working with Supt. Of Works and Planning Director- Parish Council)	Lenford Brown Winsome Patterson
18. Community inventory of road networks and updating of community map	Coordinator- Mitigation & Prevention (working with Supt. Of Works and Planning Director- Parish Council)	Lenford Brown Winsome Patterson
19. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator- Mitigation & Prevention	Lenford Brown Winsome Patterson
20. Put mutual aid agreements in place for emergencies such as earthquakes	Coordinator - Preparedness	Ironie Hall Louaska Lawson
21. Meet and assess the community’s state of preparedness for an earthquake	DRM Team	Dwight Dawkins and Team

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>22. Organize or initiate and support drills</p> <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> <p>23. Make available all relevant information on the hazard to the general community.</p> <p>24. Personal for families: - Make sure your family goes over the family disaster plan</p>	<p>Coordinator – Preparedness</p> <p style="text-align: center;">&amp;</p> <p>Coordinator Response &amp; Recovery</p>	<p style="text-align: center;">Ironie Hall</p> <p style="text-align: center;">&amp;</p> <p style="text-align: center;">Louaska Lawson</p>
<p>25. Protecting the community:</p> <ul style="list-style-type: none"> <li>• Encourage residents to checks 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>	<p>Coordinator – Preparedness</p> <p style="text-align: center;">&amp;</p> <p>Coordinator Response &amp; Recovery</p>	<p style="text-align: center;">Ironie Hall</p> <p style="text-align: center;">&amp;</p> <p style="text-align: center;">Louaska Lawson</p>

**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.	Dwight Dawkins Lenford Brown Michael Carter
Maintain contact with PEOC, Shelters and response personnel.	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator- Response & Recovery	Ironie Hall Louaska Lawson
DRM Team advise the community to listen to all advisories and remain alert for aftershocks.	Coordinator- Preparedness	Ironie Hall Louaska Lawson



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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<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> </ol>	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
<ol style="list-style-type: none"> <li>1. Deploy community damage survey teams or assessors</li> <li>2. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities.</li> <li>3. Check for deaths, injuries and persons needing emergency assistance</li> <li>4. Conduct first aid and search and rescue operations as necessary</li> <li>5. Notify PEOC of critical/emergency cases</li> <li>6. Provide PEOC with status report</li> </ol>	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
Provide initial damage survey and needs of the community	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
<ol style="list-style-type: none"> <li>1. Provide ground reconnaissance intelligence to the PDC.</li> <li>2. Assist the Fire Brigade and NWA with road clearing and search and rescue activities through the PEOC.</li> <li>3. Assist with the establishment and staffing of registration centres.</li> </ol>	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department. Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> <li>• Check for sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</li> <li>• Check for water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC.</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 you have to step in water to reach the electric box, call an electrician for advice.</li> </ul>	<p>Coordinator – Response &amp; Recovery</p>	<p>Ironie Hall Louaska Lawson</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>Ironie Hall Louaska Lawson</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>	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
<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>	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
<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>	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
<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> </ol>		Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
3. Assist with needs assessments 4. Assist in the provision of welfare information to persons affected 5. Begin to effect minor repairs to critical facilities and clear roadways and drains 6. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson

### 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 (schools, clinic, water supplies and others)</li> </ol>	<p>CDRM Team, Public Education and Fundraising Coordinator</p> <p>CDRM Team, Coordinator- Response and Recovery</p>	<p>Helena Nevers Susan Campbell Charles Mullings (Bobby) Clifford Brown</p> <p>Ironie Hall Louaska Lawson</p>
<ol style="list-style-type: none"> <li>4. Update PDC on recovery activities by external agencies/departments/organizations</li> <li>5. Monitor progress and ensure deficiencies are reported.</li> </ol>	<p>Coordinator- Response and Recovery</p>	<p>Ironie Hall Louaska Lawson</p>
<ol style="list-style-type: none"> <li>6. Mobilize CDRMG to seek assistant from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.</li> </ol>	<p>Coordinator- Response and Recovery</p>	<p>Ironie Hall Louaska Lawson</p>
<ol style="list-style-type: none"> <li>7. Identify and share lessons learnt to enhance future preparedness and response activities:</li> </ol>	<p>Coordinator- Response and Recovery</p>	<p>Ironie Hall Louaska Lawson</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<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	Dwight Dawkins
Revise SOPs as necessary	CDRM Team Leader & Stakeholders	Dwight Dawkins

## ***APPENDIX 7***

### ***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 of Trinityville. Fires 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 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 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 will 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 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 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:** Prevent, preparedness and mitigation

**PHASE 2 (a):** Event and Event Response - Building Fires (Homes, Small Businesses)

**PHASE 2 (b):** Event and event response – Bush Fires

**PHASE 3:** Recovery



## GLOSSARY OF TERMS

TERMS	MEANINGS
<b>ALL CLEAR</b>	An All Clear is a statement issued by the pertinent authority (Fire Department, Police – if the fire department is not present) when a threat has passed. The <i>All Clear</i> , for Fire – is when the fire has been fully extinguished and buildings and property are no longer threatened.
<b>EMERGENCY OPERATIONS CENTRE (EOC)</b>	A multi-agency coordination center that provides support and coordination to the on-scene responders.
<b>INCIDENT</b>	Natural or man-made event that requires the action of emergency services to protect lives, goods and environment.
<b>FIRE</b>	Combustion or fire is a chemical reaction or series of reactions in which heat and light are evolved.
<b>FACTORS NECESSARY FOR COMBUSTION HEAT, FUEL AND OXYGEN</b>	
<b>WAYS IN WHICH HEAT CAN BE CREATED</b>	Open flame, sparks, arcs, friction, chemical reaction, electrical
<b>FUEL</b>	Fuels are found in all three (3) stages of matter.  Solids: Cloth, Paper, Wood, Coal Liquids: Gasoline, Kerosene, Alcohol, Paint Gases: Methane, Butane, Propane, Acetylene

TERMS	MEANINGS
<p><b>OXYGEN</b></p>	<p>21.2 percent of the earth’s atmosphere is oxygen, but only 15 percent is needed for combustion</p> <div data-bbox="1073 427 1488 841" data-label="Diagram"> <p>The diagram illustrates the fire triangle with three vertices: ENERGY (heat) at the top, FUEL (polymer) at the bottom left, and COMBUSTIVE (oxygen) at the bottom right. Arrows indicate the flow of heat: from the fire to the fuel ('Transmission of heat to the fuel') and from the fire to the air ('Transmission of heat to the air'). A central flame is labeled 'Action of Brominated Flame Retardants'. Below the triangle, a cloud labeled 'Non-Combustive gas' is shown, with an arrow pointing towards the base of the triangle. Text below the cloud reads 'Combustive gas + Combustive (O<sub>2</sub>) + Energy'.</p> </div>
<p><b>BUSH FIRE</b></p>	<p>A fire in the bush or in a forest area that spreads quickly and goes out of control easily.</p>
<p><b>EMERGENCY EVACUATION</b></p>	<p>The immediate and rapid movement of people away from the threat or actual occurrence of a hazard.</p>
<p><b>EXTINGUISH</b></p>	<p>To put a flame or fire; to cause a flame or fire to cease to burn or shine.</p>
<p><b>R.A.C.E.</b></p>	<p>Acronym for <b>R</b>escue, <b>A</b>lert, <b>C</b>ontain (confirm fire and smoke) &amp; <b>E</b>vacuate or <b>E</b>xtinguish</p>
<p><b>P.A.S.S.</b></p>	<p>Acronym for <b>P</b>ull, <b>A</b>im, <b>S</b>queeze, <b>S</b>weep (at base of fire). Use to remind users of fire extinguishers how to properly use a CO<sub>2</sub> Dry Powder or Water fire extinguisher</p>

**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 use as guide for other actions.

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Helena Nevers Susan Campbell Charles Mullings (Bobby) Clifford Brown
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	Helena Nevers Susan Campbell Charles Mullings (Bobby) Clifford Brown
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Ironie Hall Louaska Lawson
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	Ironie Hall Louaska Lawson
5. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness	Ironie Hall Louaska Lawson
6. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Coordinator – Response and Recovery	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
7. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible.	Coordinator - Preparedness	Ironie Hall Louaska Lawson
8. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education & Fundraising	Helena Nevers Susan Campbell Charles Mullings (Bobby) Clifford Brown
9. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Lenford Brown Winsome Patterson
10. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	Lenford Brown Winsome Patterson
11. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Ironie Hall Louaska Lawson
12. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator - Preparedness	Ironie Hall Louaska Lawson
13. Ensure new developments are assessed relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Lenford Brown Winsome Patterson
14. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	Coordinator – Prevention & Mitigation	Lenford Brown Winsome Patterson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
15. Meet and assess the community's state of preparedness for a fire.	DRM Team	Dwight Dawkins and Team
16. Conduct Fire Drills at least once yearly DRM Team		

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>Personal for families and businesses:</p> <ul style="list-style-type: none"> <li>• Make sure you family goes over the family disaster plan.</li> <li>• All family members should know their evacuation plan.</li> <li>• Store important documents in fireproof box (where possible) or safe.</li> <li>• Houses should be safely wired. An electrical inspection should be conducted: <ul style="list-style-type: none"> <li>○ For new buildings or building extensions</li> <li>○ For older buildings every 2-3 years; annually where rodents and termites are prevalent or where houses are located by the sea or where corrosion can take place</li> </ul> </li> <li>• Actively practice fire safety when cooking and in use of matches or flammable material, in monitoring children, when smoking, use of electrics and the wiring of buildings, etc.</li> </ul>	Coordinator – Preparedness/Coordinator Response & Recovery/ Public Education	<p>Ironie Hall Louaska Lawson</p> <p>Helena Nevers Susan Campbell</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>• Insure house/building, contents and other assets, where possible.</li> <li>• Have a business continuity plan (businesses).</li> <li>• Employees/Family members should know exit routes and what to do in case there is a fire. (Have regular drills).</li> </ul>	Coordinator – Preparedness/Coordinator Response & Recovery/ Public Education	Ironie Hall Louaska Lawson  Helena Nevers Susan Campbell
Protecting the community (from bush fire): <ul style="list-style-type: none"> <li>• Trim dead or weak branches from trees</li> <li>• Keep yards free of debris</li> <li>• Avoid open burning, especially dry season</li> <li>• Remove all dead limbs, needles and debris from gutters</li> <li>• Build fires away from nearby trees or bushes; always have a way to extinguish this fire.</li> <li>• Monitor all fires while they are burning.</li> <li>• Prune all branches around to a height of 8-10 feet.</li> <li>• Ensure trees adjacent to buildings are free of dead or dying wood and moss.</li> </ul>	Coordinator - Mitigation and Prevention/Coordinator - Preparedness	Lenford Brown Winsome Patterson  Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>Protecting the community (businesses):</p> <ul style="list-style-type: none"> <li>• Install smoke detectors within business and institutions Exit signs must be fitted to all exit doors. Signs must be written in bold red and white background.</li> <li>• All buildings must have proper exits, evacuation routes and emergency assembly areas.</li> <li>• Encourage the usage of fire-resistant materials when building, renovating or retrofitting structures.</li> </ul> <p>Encourage the storage of combustible/flammable materials in approved safety containers and keep away from home.</p>	<p>Coordinator - Mitigation and Prevention/Coordinator - Preparedness</p>	<p>Lenford Brown Winsome Patterson</p> <p>Ironie Hall Louaska Lawson</p>
<p>Ensure each response team are equipped with the following:</p> <ul style="list-style-type: none"> <li>• Knowledge and drills from recognizing types of fire and assessment for response</li> <li>• Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary)</li> <li>• Sand box and shovels</li> <li>• Pails and water source (drum)</li> <li>• Fire Extinguisher (if possible)</li> <li>• First Aid kit</li> </ul>	<p>Coordinator - Mitigation and Prevention/Coordinator - Preparedness</p>	<p>Lenford Brown Winsome Patterson</p> <p>Ironie Hall Louaska Lawson</p>
<p>Obtain local building codes and weed abatement ordinances for buildings near wooded areas.</p>	<p>DRM Team President/ Coordinator – Preparedness</p>	<p>Dwight Dawkins</p> <p>Ironie Hall Louaska Lawson</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> <li>• Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate.</li> <li>• Communicate assembly points and deploy marshals.</li> <li>• Make contact with shelter managers to receive evacuees.</li> <li>• Inform PDC of actions to be taken.</li> <li>• All electricity and gas supplies should be shut-down when closing businesses or evacuating homes</li> </ul>	<p>Coordinator - Response &amp; Recovery</p>	<p>Ironie Hall Louaska Lawson</p>
<ul style="list-style-type: none"> <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>Ironie Hall Louaska Lawson</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 do not 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	Ironie Hall Louaska Lawson
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></ul>	Persons on or nearby the scene; Coordinator - Response	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>• Assess the situation.</li> <li>• Establish safety zone.</li> <li>• If a fire is small and its safe attempt to extinguish with a fire extinguisher.</li> <li>• Never allow fire to come between you and the exit path</li> <li>• While evacuating touch closed doors with back of hand before opening. If door is hot or if smoke is visible do not attempt to open.</li> <li>• Close gas valves and turn off electricity at the main fuse box.</li> <li>• Remove combustible items (outdoor furniture, umbrellas, tarp coverings and firewood) from around the home.</li> <li>• Place valuables that will not be damaged by water, in a pool or pond – if necessary.</li> </ul> <p><i>At location of fire (bush):</i></p> <ul style="list-style-type: none"> <li>• Quickly assess the situation – wind direction &amp; speed, likely path &amp; combustion, risks involved</li> <li>• Ensure that persons who need assistance while evacuating is assisted (Elderly, Physically Challenge, Children).</li> <li>• If a fire is small and it's safe attempt to extinguish with a fire extinguisher, water or sand. May consider beating the fire, if safe.</li> </ul>	<p>Persons on or nearby the scene;</p> <p>Coordinator – Response and Recovery</p>	<p>Ironie Hall</p> <p>Louaska Lawson</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> <li>• Never allow fire to come between you and the exit path</li> <li>• Cut off path of fire to homes and farms, if safe to do so</li> <li>• Remove animals and items that can be moved to safety, if necessary.</li> </ul> <p><i>Around the perimeter of the fire:</i></p> <ul style="list-style-type: none"> <li>• Cordon the area and keep persons at a safe distance.</li> <li>• Ensure persons do not enter a burning building.</li> <li>• Keep the scene calm. Ensure the comfort/safety of the distraught.</li> </ul> <p><i>On exit of the building, at the assembly point or safety zone:</i></p> <ul style="list-style-type: none"> <li>• Check for deaths, injuries and persons needing emergency assistance.</li> <li>• Attend to injured persons. Seek assistance for those who require serious medical intervention.</li> <li>• Conduct first aid and search and rescue operations as necessary</li> <li>• Conduct a roll call when students/staff are assembled (institutions &amp; businesses).</li> <li>• Have information on the missing and injured available for emergency personnel (fire, EMS or police)</li> </ul>	<p>Persons on or nearby the scene;</p> <p>Coordinator – Response and Recovery</p>	<p>Ironie Hall</p> <p>Louaska Lawson</p>

<b>ACTIVITIES</b>	<b>POSITION</b>	<b>RESPONSIBLE PERSON(S)</b>
<b>Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.</b>	Coordinator - Preparedness	Ironie Hall Louaska Lawson

## 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	Ironie Hall Louaska Lawson
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)	Lenford Brown Andrea Blake Annetta Campbell  Ironie Hall Louaska Lawson
3. Provide initial damage survey results and needs assessment for the community to Fire Department, Parish Council and other relevant authority (e.g. Social Worker from Ministry of Labour and Social Security)	Damage Assessment Coordinator	Lenford Brown Andrea Blake Annetta Campbell

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
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	Ironie Hall Louaska Lawson
7. Assist with the tracing of missing persons	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
9. Continue to provide feedback and assistance to the community through the PDC and PEOC	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
10. Mobilize community members to assist each other with rehabilitation and reconstruction activities.	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
12. Mobilize and conduct repairs to critical facilities and infrastructure (schools, clinic, water supplies and other), if affected.	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
14. Monitor progress and ensure deficiencies are reported.	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
15. Mobilize CDRMG to seek assistance from NGOs (e.g. Red Cross, Food for the Poor, ADRA and others) to assist in community recovery initiatives, as required.	Coordinator – Response & Recovery	Ironie Hall Louaska Lawson
<p>16. After Action Assessment (Community &amp; community/agency) – to identify and share <i>lessons learnt</i> to improve future preparedness and response activities (de-briefing of incident):</p> <ul style="list-style-type: none"> <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	Dwight Dawkins  Ironie Hall Louaska Lawson

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
13. Revise SOPs as necessary	CDRM Team – President/V.P. to lead	Dwight Dawkins Lenford Brown Michael Carter



## **ACKNOWLEDGEMENT**

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

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

The Zonal Committee wishes to express our gratitude to the facilitators, Mrs. Sophia Mitchell, Regional Disaster Coordinator, ODPEM, Mrs. Millicent Blake, Parish Disaster Coordinator – St. Thomas Parish Council, Mrs. Karema Aikens-Mitchell, Mitigation Programme Officer – ODPEM and all other stakeholders 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 this community.

Regards

Dwight Dawkins (Mr.)  
President  
Trinityville 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 Trinityville Zonal Committee and the Parish Disaster Coordinator, Mrs. Millicent Blake 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.

Sophia Mitchell  
Regional Disaster Coordinator/Plan Development Facilitator  
ODPEM  
February 2012