

# NATIONAL EMERGENCY RELIEF CLEARANCE PLAN 'POCKET VERSION'

(For the Facilitation of International Disaster Relief and  
Assistance)

Government of Jamaica  
Office of Disaster Preparedness and Emergency Management

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Deliverable (m) Consultancy RND/CJA

## NOTES

(For example the event, date, time of activation/deactivation of plan could be recorded)

## SIGNATURE PAGE

This plan was approved by  
on

Signature.....

Chair NDRMC Hon. Prime Minister

.....

Director General ODPEM

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## TERMS AND DEFINITIONS

(Source: Guidelines for the domestic facilitation and regulation of International Disaster Relief and Initial Recovery Assistance- IFRC 2008 and ASYCUDA World, JCA)

Affected State	Means the State upon whose territory persons or property are affected by a disaster.
Assisting Humanitarian Organisation	Means a foreign, regional, intergovernmental or international non-profit entity whose mandate and activities are primarily focused on humanitarian relief, recovery or development.
Assisting State	Means a State providing disaster relief or initial recovery assistance, whether through civil or military components.
ASYCUDA	ASYCUDA is a Customs Management System currently being used by the Jamaica Customs Agency and is essential to the efficient processing of international cargo across the country's borders. ASYCUDA World is the web based version of the ASYCUDA system and provides comprehensive declaration processing capabilities. The use of a <b>Single Administrative Document (SAD)</b> to cover declarations for multiple customs procedures is aimed at ensuring openness in national administrative requirements. The electronic SAD is the nucleus of the ASYCUDA World and serves for import, export, warehousing, temporary admission/import, transit and several other customs procedures where different declaration forms were formerly employed.
Air Way Bill (AWB)	A document prepared by the shipper that provides details about the content of the shipment, the route and carrier and the shipping charges.
Bank Bill	A bill presented by the buyer's bank to the buyer that covers the total cost of goods received and any bank charges for processing the order (cable charges, interest in letter of credit, fees)

Bank Guarantee (BG)	In certain circumstances, the lack of necessary documents may make it impossible for the buyer to clear a consignment that has arrived at the port. In such instances, a bank guarantee from the buyer's bank can facilitate port clearing.
Bill of Lading	A document certifying that the goods are in charge of the carrying vessel and dated on or before the last date for shipment as given in the letter of credit. The document is issued by the shipper and signed by the master of the vessel.
Certificate of Origin	Document stating that the product under consideration has been produced by the manufacturer in the country concerned. Such a certificate should be obtained from a national chamber of commerce or similar institute of the exporter's country.
Certificate of Quality	A buyer usually insists on certification from the supplier such as batch certificates and WHO type certificate of a pharmaceutical product from the exporting country's drug regulatory authority.
Custom Broker	A customs broker is a person licensed by Jamaica Customs. The Jamaica Customs Regulations states that a broker means any person, including a freight forwarder, who, on behalf of a client, transacts business with the Customs, including the entering of all goods of all descriptions under the customs laws, but does not include a ship's agent. Customs Brokers act on behalf of importers who are processing commercial shipments over UDS\$5,000. Exporters may also use the service of a broker to assist in their compliance processes. The Jamaica Customs Agency periodically publishes a gazetted list of all the persons in Jamaica who are currently so licensed.

Direct Trade Input Method	This is best practice incorporated into modern customs procedures which dictate that Customs Officers should not undertake the work of Customs Brokers/ Agents or keying in declaration on behalf of traders. Importers/ Exporters and Customs Brokers complete declaration, themselves. Under this system Customs Brokers only ensure proper risk based controls are observed to ensure that all information has been declared correctly. The Customs Officer is charged with the examination of the goods and scrutiny of the supporting documents to verify if the declaration is truthful and correct when the goods are selected for documentary review or physical inspection.
Equipment	Means physical items, other than goods, that are necessary for disaster relief or initial recovery assistance, such as vehicles and radios.
Freight Forwarder	Persons connected within the supply chain who concentrate on the logistics and physical transportation of cargo. They may be in touch with any entity in the exporting process who handles or is aware of a shipment moving via truck, boat, plane or a combination thereof. Freight forwarders are in charge of assembling and completing a variety of documentation and compliance filings. A freight forwarder is a wide-ranging term, whereas a customs broker is more specific. Many freight forwarders can be customs brokers as well (or have access to brokerage services), but not every customs broker is a freight forwarder. <b>Goods</b> means the supplies intended to be provided to disaster-affected communities for their relief or initial recovery.
Goods	Means the supplies intended to be provided to disaster-affected communities for their relief or initial recovery.
Insurance Policy	Special consignments are generally insured against damage, pilferage and complete loss. The insurance policy indicates that a certain sum of money has been paid as a premium to cover the consignment for

	example pharmaceuticals. This document normally provides information about the nature and extent of coverage provided and the terms and conditions under which it is valid.
Invoice	Document provided by the supplier indicating costs, freight, insurance and any other payment due on the order.
Letter of Credit	An interbank document issued by the buyer's bank. It states that a certain sum of money is available for the seller to claim from the bank as soon as a consignment is shipped and the required document are presented, as specified in the letter of credit. It becomes irrevocable when appropriated and numbered by the bank.
Manifest	This is a list which contains the goods being declared. In ASYCUDA World, the Manifest Reference is made up of the Office of Entry Code, Year and Sequence number (e.g. JMKCT 2018 341). The manifest is provided by the Freight Forwarder.
Originating State	Means the State from which disaster relief and initial recovery personnel, goods and equipment begin travel to the affected State.
Packing List	Prepared by the seller, this document describes in detail the contents of each package in a consignment of medicines including strength, pack size, number of packs per carton and number of cartons per package. This information helps the buyer check whether supplies are shipped in accordance with the packing list and the purchase contract.
Personnel	Means the staff and volunteers providing disaster relief or initial recovery assistance.
Private Bonded	Warehouse owned by private entities. Goods normally leave the port of entry (port facility) and are inspected by Customs at this facility.
Pro forma Invoice	Provided to the buyer by the supplier. It includes information such as the price of the product, shipping and insurance charges (if applicable) total value, a

	detailed description of the product offered and terms of payment. In some cases, the pro forma invoice must be authorised before clearing can be completed.
Public Bonded	Warehouse normally referred to as Customs Bonded Warehouse. Upon entry of goods into the warehouse, the importer and warehouse proprietor incur liability under a bond. It also clears goods from less than container load (barrels/pallets) and full container load.
Regime Type	The regime type identifies the model of declaration being presented. The regime type also regulates the sets of customs procedures allowed under the document type and conducts consistency checks regarding the status of goods.
Registration Documents	In some countries, the customs department requires registration documentation before certain goods are entered into the system.
Relief	Assistance and/or intervention during or after disaster to meet the life preservation and basic subsistence needs. It can be of emergency or protracted duration. (UN DHA)
Relief Clearance	Protocols for managing (accepting, processing and distributing and accounting) resources (material and human) that are donated from parties (governments, agencies, individuals) outside of Jamaica and which are designated exclusively for the purpose of assistance to the national response effort occasioning an adverse event.
Services	Means activities (such as rescue and medical care) undertaken by disaster relief and initial recovery personnel to assist disaster-affected communities.
Transit State	Means the State through whose territorial jurisdiction disaster relief or initial recovery assistance has received permission to pass on its way to or from the affected State in connection with disaster relief or initial recovery assistance.

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## LIST OF ACRONYMS AND TERMS

AAJ	Airports Authority of Jamaica
ADRA	Adventist Development and Relief Agency
BSJ	Bureau of Standards Jamaica
BRA	Border Regulatory Agencies
CARICOM	Caribbean Community
CET	Common External Tariff
CDEMA	Caribbean Disaster Emergency Management Agency
CDRU	CARICOM Disaster Response Unit
COTED	Council for Trade and Economic Development
DCFS	Department of Cooperatives and Friendly Societies
FAO	Food and Agriculture Organisation
FSPID	Food Storage and Prevention of Infestation Division
GOJ	Government of Jamaica
HAC	Humanitarian Assistance Committee
IMF	International Monetary Fund
JCAA	Jamaica Civil Aviation Authority
JCA	Jamaica Customs Agency
JCF	Jamaica Constabulary Force
JDF	Jamaica Defence Force

JIS	Jamaica Information Service
JMA	Jamaica Manufacturers Association
JRC	Jamaica Red Cross
KFTL	Kingston Freeport Terminal Limited
KWL	Kingston Wharves Limited
LPCO	Licences, Permits, Certificates and any Other international trade related document
LSS	Logistics Supply System
MBJ	Montego Bay Airports Limited.( Donald Sangster Intl Airport )
MICAF	Ministry of Industry Commerce Agriculture and Fisheries
Min	Ministry
MoF&PS	Ministry of Finance and the Public Service
MFA&FT	Ministry of Foreign Affairs and Foreign Trade
MLSS	Ministry of Labour and Social Security
MOH&W	Ministry of Health and Wellness
NCRA	National Compliance and Regulatory Authority
NDRMC	National Disaster Risk Management Council
NDP	National Disaster Plan
NET	National Education Trust
NEOC	National Emergency Operations Centre
NMIA	Norman Manley International Airport
NRCA	National Resources Conservation Authority
ODPEM	Office of Disaster Preparedness and Emergency Management

PAHO	Pan American Health Organisation
PAJ	Port Authority of Jamaica
PCA	Pesticides Control Authority
PIOJ	Planning Institute of Jamaica
PICA	Passport Immigration and Citizenship Agency
Plant Quarantine	Plant Quarantine Unit, MICA
Port Health and Quarantine	Unit in MOH&W
Port Food Safety	Unit in MOH&W
PRA	Pharmaceutical and Regulatory Affairs, MOH&W
PSJ	Pharmaceutical Society of Jamaica
RCP	Regional Coordination Plan (CDEMA)
RRM	Regional Response Mechanism (CDEMA)
RSTS	Relief Supplies Tracking System
STATIN	Statistical Institute of Jamaica
SUMA	Supplies Management Software
UN	United Nations
UNDP	United Nations Development Programme
USAID/ ODFA	United States Agency for International Development / Office of Foreign Disaster Assistance
WDG	Western Donor Group
Wrf	With responsibility for
Vet. (Animal) Quarantine	Veterinary Services Quarantine Unit, Veterinary Services Division, MICA





## EXECUTIVE SUMMARY

The **National Emergency Relief Clearance Plan (NERCP)** will be used by the Government of Jamaica for post-disaster clearing of personnel, equipment and supplies at ports of entry.

Under the Disaster Risk Management Act 2015, ODPEM is responsible for the development of disaster risk management and disaster response coordination plans for Jamaica and has led the development of the NERCP. The NERCP will function as a sub-plan of the *Shelter, Welfare and Relief Clearance Plan* and will support the Humanitarian Assistance Policy and Plan (HAPAP).

The Plan outlines:

Procedures for accepting and clearing relief supplies and humanitarian personnel arriving in Jamaica after a disaster

Procedures for clearance of humanitarian personnel being deployed from Jamaica to a country affected by a disaster

Obtaining of waivers for visas and work permits

Roles of entities involved in the relief clearance process

Responsibility for reviews and updates of the NERCP lies with the Humanitarian Assistance Committee of the National Disaster Risk Management Council assisted by the Office of Disaster Preparedness and Emergency Management.

### **FORMAT OF POCKET VERSION**

**The 'Pocket Version' of the plan is developed for use during operations by field and EOC personnel.**

**For ease of cross-referencing, this Pocket Version maintains the same numbering for Sections as the Full Plan. Note that some sections have been removed so the numbers are not sequential.**

**When cross referencing use Section Numbers. Do not use page numbers as these are different across the two versions.**

**Blank spaces and pages are inserted to facilitate jottings and notes so that these can be inserted directly into the document and kept as a record.**

**If the document is kept in electronic format additional pages of notes can be inserted and the file saved and kept as a record of each event.**

**This will assist in informing debriefs and After Action Reviews**

# 1. INTRODUCTION

## 1.1. Relief Clearance

Relief Clearance for the purposes of this document is defined as the protocols for managing (accepting, processing, distributing and accounting) resources (material and human) that are donated from parties (governments, agencies, individuals) outside of Jamaica and which are designated exclusively for the purpose of assistance to the national response effort after an adverse event. Relief clearance also covers the following areas:

- I. Processing of personnel arriving for relief efforts
- II. Processing of supplies arriving for relief efforts
- III. Processing of equipment arriving for relief efforts
- IV. Processing of in-bound transportation assets (air and sea)
- V. Processing of personnel departing for relief efforts in other states
- VI. Processing of supplies departing for relief efforts
- VII. Processing of equipment departing for relief efforts
- VIII. Processing of out-bound transportation assets (air and sea)
- IX. Operation of a Relief Clearance Hub in support of activities

International Assistance is the assistance given to a country that has been affected by a disaster. This assistance can be in the form of personnel, expertise, equipment, materials or money in order to satisfy the needs of the population (food, water, shelter, clothing); rehabilitate services and reconstruct buildings and infrastructure damaged or destroyed by the hazard impact.

The World Customs Organisation Revised Kyoto Convention 2006 provides guidance on recommended practice for Relief Clearance (See Appendix 5F).

## 1.2. Background to Plan

Jamaica is a Small Island Developing State (SIDS) located in the Caribbean. It has a total area of 10,991 km<sup>2</sup> the population was estimated by the Statistical Institute of Jamaica (STJIN) at 2,734, 092 in 2019<sup>1</sup>. The country lies within the North Atlantic Hurricane Belt and in the Northern Caribbean Plate Boundary Zone, and by virtue of its location and topography is exposed to multiple hazards including hurricanes and earthquakes, landslides, floods, droughts and tsunamis which are challenges to sustainable development. There is also risk of threats from hazardous materials and disease.

These hazards often cause disasters that affect the lives of the residents, and have a negative impact on the country's development. Jamaica has the second highest

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<sup>1</sup> [https://stajin.gov.jm/Demo\\_SocialStats/PopulationStats.aspx](https://stajin.gov.jm/Demo_SocialStats/PopulationStats.aspx)

economic risk exposure to two or more hazards, according to the 2008 update of the Natural Disaster Hotspot (Study2) by the World Bank.

Following a major disaster or emergency relief assistance may be provided from overseas to Jamaica to assist with the response efforts. This activity requires coordination and control at the national level. Coming out of the 2017 experiences of Hurricanes Irma and Maria in which a number of CARICOM member states and British Overseas Territories were impacted, the Government of Jamaica mounted a response under obligations as part of the Caribbean Disaster Emergency Response Agency (CDEMA) Regional Response Mechanism (RRM) to assist countries which were impacted. Following Hurricane Gilbert in 1988, the Government of Jamaica recognised that there was the need to establish procedures for the clearance of goods and personnel. This was reflected in the *Shelter, Welfare and Relief Clearance Plan* which was developed and revised over a protracted period of time. Also important to the discussion was the need to establish a central hub for the clearance of goods and personnel at the ports of entry.

### 1.3. Name of the Plan

The name of the plan is the **National Emergency Relief Clearance Plan (NERCP)**. It will be used by the Government of Jamaica for post-disaster clearing of personnel, equipment and supplies at ports of entry. The 'Pocket' version of the plan is developed for use by field and EOC personnel.

### 1.4. Authority

Under the Disaster Risk Management Act 2015, ODPEM is responsible for the development of disaster risk management and disaster response coordination plans for Jamaica and has led the development of the NERCP. The NERCP will function as a sub-plan of the *Shelter, Welfare and Relief Clearance Plan* and will support the Humanitarian Assistance Policy and Plan (HAPAP).

Relief clearance *planning* activities are undertaken by the Port Relief Clearance Working Group (PRCWG) of the Humanitarian Assistance Committee (HAC) of the National Disaster Risk Management Council (NDRMC). This committee has oversight for *relief management*. The Ministry with responsibility for (wrf) Finance (a member of the HAC) has responsibility for the overall implementation of *relief clearance*. This is discharged through its agency, the Jamaica Customs Agency (JCA).

The responsibility for coordination of activities in emergencies and disasters lies with ODPEM and is discharged through the National Emergency Operations Centre (NEOC) from which the national response is managed. Once activated, the NEOC assumes responsibility for oversight of relief clearance.

## 1.5. Plan Objectives

The objectives of this Plan are to:

- i. Outline a relief clearance structure and procedures that will allow the designated authority of the Plan to coordinate effectively and efficiently in expediting relief clearance procedures in a multi-stakeholder environment.
- ii. State roles and responsibilities for emergency relief clearance at the main ports of entry
- iii. Outline procedures for obtaining waivers
- iv. Outline procedures, supporting forms and operational flows to aid in smooth flow of relief clearance at ports.

## 1.6. Scope of the Plan

The activities outlined in this plan will pertain to arrival and processing of relief at the ports of entry and will conclude when:

- i. the relief assistance is cleared and handed over to the receiving entity
- ii. personnel have been processed by Immigration and Customs and cleared for entry

The system of relief management and distribution outside ports of entry, including security and transport of relief supplies will not be part of this plan.

The plan will outline:

- i. Processes required to receive relief items and to facilitate the export of relief items to affected countries.
- ii. Key personnel to effect relief clearance
- iii. Procedures for relief clearance
- iv. Facilitation measures for waivers
- v. Training and Capacity building required to facilitate relief clearance
- vi. Information on main ports of entry
- vii. Guidelines for the Clearance of Relief Items
- viii. Facilitation measures (customs and duty procedures) with Customs Agencies and other government counterparts to facilitate relief clearance
- ix. Composition of Relief Clearance Teams
- x. Standard Operating Procedures for Relief Clearance
- xi. Management of humanitarian personnel

The plan will be used by public and private sector entities and voluntary organisations which undertake and facilitate clearance of official relief supplies in post-disaster situations.

## **1.7. Planning Assumptions**

The Plan considers the following assumptions:

- i. The Port Relief Clearance Working Group is fully involved in the decision making process and the activities outlined
- ii. Scenarios for planning will be developed over time
- iii. Procedures specific to each port of entry will be developed over time
- iv. The plan will be tested, reviewed and updated as required.
- v. Actors in the plan are familiar with and have the capacity to fulfil their roles and responsibilities
- vi. Procedures governing management of relief supplies ex-ports of entry are detailed in the plan on relief management and distribution

## **1.8. Limitations**

This plan does not include logistics arrangements from points of origin to Jamaican ports of entry, nor the movement to holding areas or distribution points. Such arrangements should be specified in the plan for management of relief. No reviews or evaluation of past relief clearance efforts which would have been useful in informing the development of this plan were available.

## **1.9. Plan Review and Revision**

The Plan will be reviewed by the Port Relief Clearance Working Group of the Humanitarian Assistance Committee every other year, after any simulation exercises involving use of the NERCP, and after real events. Based on the reviews, the plan will be updated and changes recorded in the format below:

Table 1. Record of Plan Review and Revision

Revision Date and Occasion	Changes Made	Updated by:	Approved by:



### 1.10. Definition of Relief

**Emergency Relief** is the assistance to the victims of crisis and violent conflict to allow immediate survival. Most relief operations are initiated on short notice and have a short implementation period. The main purpose of emergency relief is to save lives<sup>2</sup>.

**Relief Clearance** defined as, “the protocols for managing (accepting, processing and distributing and accounting) resources (material and human) that are donated from parties (governments, agencies, individuals) outside of Jamaica and which are designated exclusively for the purpose of assistance to the national response effort occasioning an adverse event” (Haye, 2014).

### 1.11. Special Moratorium and the Granting of Exemptions

After any disaster, a three-month period (subject to review) will be designated by the government during which border taxes are exempted to facilitate the smooth clearance of relief items consigned to the government and non-governmental organisations (NGOs) recognised by the Government of Jamaica. Following this period requests can be made to the Ministry of Finance for an extension of the moratorium by ODPEM.

While the special moratorium is in effect, however, permits and fees as well as port charges may still be applicable. The Consignee is required to make the necessary application to the relevant entity for a waiver. In the case of airports there are landing fees and handling charges which are applied by private companies. The Ministry of Foreign Affairs through the NEOC will make a request for waiver of airport fees to the Airports Authority of Jamaica (AAJ) which will negotiate any waiver with the airport concessionaires and handling agents.

Waivers of entry visas for technical/humanitarian personnel may be granted through the Passport Immigration and Citizenship Agency (PICA). Designated relief aircraft will be allowed access to Jamaica’s air space and to land in country by the Civil Aviation Authority (CAA). Ministries with the authority in legislation to grant waivers will direct the relevant portfolio entity to expedite waivers or to allow the relevant licenses and permits to be waived.

There is also a provision under the Common External Tariff (CET) for CARICOM under which goods for construction could be granted duty free clearance under a government to government arrangement.

This plan does not include procedures for relief assistance which may be provided to private individuals/families. It is recommended that contributions to individuals/families be made by cash contributions which can be sent through remittance services.

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<sup>2</sup> <https://www.humanitarianlibrary.org/resource/glossary-humanitarian-terms-reliefweb-2008>

If the need arises for the clearance of items by an individual, then the Minister of Finance and Public Service reserves the right to waive the applicable duties and other charges as outlined in Section 30 B of the Customs Act. Members of the public must apply directly to the Ministry Wrf Finance for waivers.

### 1.12. Entities Which Qualify for Exemptions

The following entities will qualify for exemptions on Border Taxes on emergency relief:

- i. Government organisations
- ii. Non-governmental Organisations (e.g. Food for the Poor, Salvation Army, ADRA)
- iii. International Relief Organisations (e.g. International Federation of Red Cross and Red Crescent Societies) – through the Jamaica Red Cross
- iv. International Humanitarian Organisations and development partners
- v. Church/faith-based and recognised Community-based organisations and groups.

### 1.13. Officially Designated Relief Items

The official list of emergency relief items for a particular disaster event will be generated through the NEOC based on damage and needs assessments carried out post-disaster. Items not on the official list will require special waivers to be imported. See Appendix 1 for a list of pre-designated emergency relief items.

### 1.14. List of Restricted Items

The list of restricted or banned items below is subject to approval by the National Disaster Risk Management Council (NDRMC) on the advice of the Ministries wrf Health, Social Security, Agriculture and ODPEM and will be reviewed periodically by the NDRMC.

**Table 2. List of Restricted Items**

LIST OF RESTRICTED ITEMS	
1.	Used clothing, shoes, etc., should not be accepted
2.	Blood and Blood derivatives - should not be accepted;
3.	Physician's samples should not be accepted
4.	Medication with expiry dates less than six months away should not be accepted
5.	Medication which is not labelled in in English should not be accepted
6.	Medication requiring refrigeration will not be accepted unless it has been determined that proper refrigeration storage has been maintained throughout

transport and is available at destination
7. Medical or paramedical personnel or teams - must be specifically requested and cleared by Ministry of Health
8. Meats and fresh fruits/vegetables
9. A comprehensive list may be retrieved from the JCA website at: <a href="https://www.jacustoms.gov.jm/sites/default/files/restrictedupdateddecember2017.pdf">https://www.jacustoms.gov.jm/sites/default/files/restrictedupdateddecember2017.pdf</a>
Special Note: All medical supplies require approval from the Ministry of Health prior to arrival.

The Standards and Regulation Division of the Ministry of Health reserves the right to detain/seize or cause to be re-exported, pharmaceuticals imported contrary to the guidelines. Failure to comply with the guidelines is a breach of the Food and Drug Act and Regulations. The Ministry of Health has stipulations for donations to the sector contained in “*Policy and Procedures Guidelines for Gifts and Donations to the Ministry of Health Jamaica, (2014)*”<sup>3</sup>. The International Maritime Dangerous Goods (IMDG) Code (2010) Supplement also outlines procedures for handling dangerous goods/cargo through transshipment ports<sup>4</sup>

## 2. APPROVED PORTS OF ENTRY AND HAZARD ANALYSIS

### 2.1 PORTS OF ENTRY FOR EMERGENCY RELIEF

#### 2.1.1 Sea Ports

The Port Authority of Jamaica (PAJ) is the maritime agency responsible for the regulation and development of Jamaica’s seaports. It currently falls under the Ministry of Transport and Mining. PAJ is also responsible for the harbours, ports, facilities and is accountable for the safety of all vessels navigating the nation’s ports and harbours. The following sea ports of entry are approved for relief clearance:

1. Port of Kingston (Kingston Wharves Ltd & Kingston Freeport Terminal Ltd),
2. Port of Montego Bay,

Alternative Sea Port: The Falmouth Cruise Terminal, built in partnership between PAJ and Royal Caribbean Cruises International, is classified as an alternative port for cargo handling based on the advice of the PAJ.

<sup>3</sup> <https://www.moh.gov.jm/programmes-policies/gift-donation/>

<sup>4</sup> <https://bifa.org/media/4544564/bp-3-the-international-maritime-dangerous-goods-imdg-code.pdf>

Bulk Cargo specialised ports are available on the island using Kingston Wharves Terminal and/or additional terminals surrounding Kingston Harbour. Kingston Wharves Limited Terminal is the leading multipurpose terminal in the nation's capital. It provides customised services, cargo handling, warehousing, bulk cargo, conveyor belt accessible terminal, silos, containers and reefer plugs.

Kingston Freeport Terminal Limited is operated on a concession agreement between the Government of Jamaica and private sector shipping line CMA CGM. Its' core business is containerised cargo which provides 90% for transshipment and 10% for domestic use.

There are other private terminals operated by companies involved in exporting minerals, cement, bauxite and other commodities. These have not been designated for relief clearance.

### **2.1.2 Airports**

The following airports are designated for receiving relief:

Norman Manley International Airport	Kingston
Donald Sangster International Airport	Montego Bay

In the event that the major airports above are non-functional, the following aerodromes may receive relief supplies transported on smaller aircraft:

Ken Jones Aerodrome	Portland	Runway length: 3412ft 1040m
Largest aircraft accommodated:	PA-31 Navajo	
Tinson Pen Aerodrome	Kingston	Runway length: 4300ft 1311m
Largest aircraft accommodated:	Challenger 300	
Ian Fleming International Airport	St Mary	Runway length: 4767ft 1453m
Largest aircraft accommodated	Global BD-700 1A11	

## **2.2 Regional Cargo Throughput**

In 2017, the total Latin America and Caribbean cargo throughput represented 6.6% of the world's throughput. In 2018, the percentage rose to 7.1%, as a result of a throughput of approximately 53.2 million Twenty Foot Equivalent Units (TEU) mobilised in the

region. Jamaica recorded a total of 1, 833,053 in 2017 and 1,560,000 throughput (TEU) in 2016 (ECLAC, 2018).<sup>5</sup>

The Commissioner of Customs under Section 52 of the Customs Act reserves the right to designate an alternative port facility if the facility is comprised and unable to facilitate customs clearance. This however would be done with consultation with other primary stakeholders.

## 2.4 Activation and Deactivation of the Plan

The National Emergency Relief Clearance Plan will be activated when the NEOC is fully activated. For events with warning, the plan may be activated under Section 26 of the Disaster Risk Management Act (2015) where the Minister with portfolio responsibility for Disaster Management shall give written notice to the Prime Minister based on the existence of conditions that will endanger public safety. The Prime Minister may by order published in a daily newspaper or by other broadcast medium declare the whole or part of Jamaica to be a disaster area or threatened area and the order will subsequently be gazetted. The National Disaster Plan and its sub plans including the National Emergency Relief Clearance Plan (NERCP) would then be activated. ***Activation of the NEOC, and by extension the NERCP, does not require declaration and gazetting of a disaster/disaster area or threat.***

The NERCP will be deactivated when the NEOC stands down.

## 2.5 Relief Clearance / International Assistance Scenarios

This Plan is premised on scenarios that could allow for the import and export of goods, personnel and equipment from designated ports of entry.

**Scenario 1:** Importation of goods/equipment/services coming into country as a result of a disaster that has affected the country – likely a Level 3 event.

**Scenario 2:** Haiti, or another country in the north-western sub-region, is impacted and Jamaica, as part of its Sub-Regional Focal Point responsibility under the CDEMA Regional Response Mechanism, is receiving relief items on behalf of the affected country. Such supplies will be re-exported.

**Scenario 3:** Response teams are to be dispatched to an affected country from Jamaica.

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<sup>5</sup> Container throughput is a measure of the number of containers handled over a period of time. It is a standard measure for the productivity of a seaport. Container throughput is measured by twenty-foot equivalent units (TEU).

### **3 DIPLOMATIC PROCESSES, INSTITUTIONAL FRAMEWORK FOR RELIEF CLEARANCE**

#### **3.1 Diplomatic processes required to receive relief items and to facilitate the export of relief items to affected countries.**

The Ministry of Foreign Affairs has been designated in the National Disaster Plan (1997) as the Official Focal Point of the Government for interfacing with international and regional agencies and bi-lateral partners in relation to requests for international assistance following a disaster, and functions as the coordinator of such assistance, including through its Missions overseas.

The ministry, through the NEOC, will liaise with the above entities and coordinate requests for assistance based on an official needs list generated by the NEOC from damage and needs assessments. The list will also be circulated to Jamaican overseas missions.

The ministry, through the NEOC, will also coordinate relief assistance from Jamaica to other countries affected by a disaster.

#### **3.2 United Nations and Other Development Partners in Jamaica**

The United Nations (UN) system is the development partner with the largest number of entities with active offices in Jamaica. These include, FAO, IMF, PAHO/WHO, UNDP, and the World Bank among others.

In the event of a national disaster, some UN Entities with core disaster management roles form what is known as the Humanitarian Country Team operating out of the United Nations Development Programme Offices. The United Nations Resident Representative is the focal point for the UN system and will liaise with the Ministry of Foreign Affairs.

Other development partners involved with DRM include the Department for International Development (United Kingdom), Global Affairs Canada, United States Agency for International Development. In addition, many regional countries including Cuba, Venezuela, as well as CDEMA and NGOs, have provided relief assistance to Jamaica.

#### **3.3 Guidelines for the Donation of Relief Items from Assisting States and Organisations**

On receipt of the official needs list, assisting states and organisations shall:

1. Provide the NEOC with information about the assistance which can be immediately provided.

2. Ensure that relief assistance provided is correctly timed. The assisting entity must also promptly notify the NEOC through the Ministry of Foreign Affairs of impending relief shipments.
3. Appropriately pack, classify and mark relief supplies and include detailed manifests with each shipment. Items not listed on manifests will be subject to detention by JCA with the provision that certified cargo within containers can be released even if unauthorised goods in the same container are detained.
4. Ensure that the relief assistance provided conforms with the official needs list

### **3.4 Refusal of Assistance**

The Government of Jamaica (GOJ) reserves the right to refuse items/services which are not on the official needs list or which are prohibited or restricted. (See Section 1.16). In some instances unsolicited relief items will be sent to an affected country. Many of these may be unsuitable for use and must be discarded. Disposal of unwanted relief items will be coordinated by the NEOC through the National Solid Waste Management Agency which is the lead entity for Emergency Support Function *Debris Management* under the National Disaster Response Coordination Plan (NDRCP).

### **3.5 National Institutional Framework for Disaster Risk Management**

The institutional framework for DRM is set out in the document *National Committees of the National Disaster Risk Management Council (NDRMC)* dated June 2017. The Council is chaired by the Prime Minister with Deputy Chair being the Minister of ODPEM's parent ministry. ODPEM acts as secretariat to the Council and National DRM Coordinator. The committees of Council are:

- i. Finance and Planning (FP) chaired by the Ministry of Finance
- ii. Recovery Planning (RP) chaired by Planning Institute of Jamaica
- iii. Preparedness and Emergency Operations (P&EO) chaired by the Jamaica Fire Brigade
- iv. Emergency Health and Planning (EHP) chaired by the Ministry of Health
- v. Public Information and Education (PIE) chaired by the Jamaica Information Service
- vi. Humanitarian Assistance (HAC) chaired by Ministry of Labour and Social Security
- vii. Prevention and Mitigation (P&M) chaired by ODPEM

The committees are intended to carry out a mix of responsibilities including planning, ensuring availability of resources and development of systems in support of DRM. Their functions relate to administration rather than operations, although their membership carries out operations. The Committees also oversee the Emergency Support Groups

(Fig.3) During response the role of the Committees shall be to support the NDRMC Executive and NEOC in decision-making, to review policy changes or adjustments which may be required by the response and to provide specialist advice. Committee chairs will receive Situation Reports from the NEOC Director on the same schedule as the NDRMC Executive.

A response operation requires multiple activities to be undertaken. These activities are designated as Emergency Support Functions (ESFs). In order to coordinate response at national level several Emergency Support Functions are grouped under Emergency Support Groups (ESG). Each ESG is led by a ministry, department or agency (MDA) of government which has responsibility for coordinating that Group. Each ESF is led by the MDA which is given primary responsibility for coordinating that function. Secondary and support responsibilities are also assigned.

The Relationship of the ESGs to the Committees of Council is shown in Figure 3. Outside of operations, Committee chairs will work closely with ODPEM and ESG Leads to ensure preparedness. Once the NEOC is activated, the ESGs come under direction of the NEOC. The PRCT is part of the *Humanitarian Assistance ESG*.







Port Relief  
Clearance Team

Figure 1. Relationship of Emergency Support Groups to NDRMC Committees

Key: F&P Finance and Planning, RP Recovery Planning, P&EO Preparedness and Emergency Operations, EHP Emergency Health and Planning, PI&E Public Information and Education, HAC Humanitarian Assistance, P&M Prevention and Mitigation

## NOTES

### 3.6 National Framework to Facilitate Relief Clearance Planning – Preparedness Phase

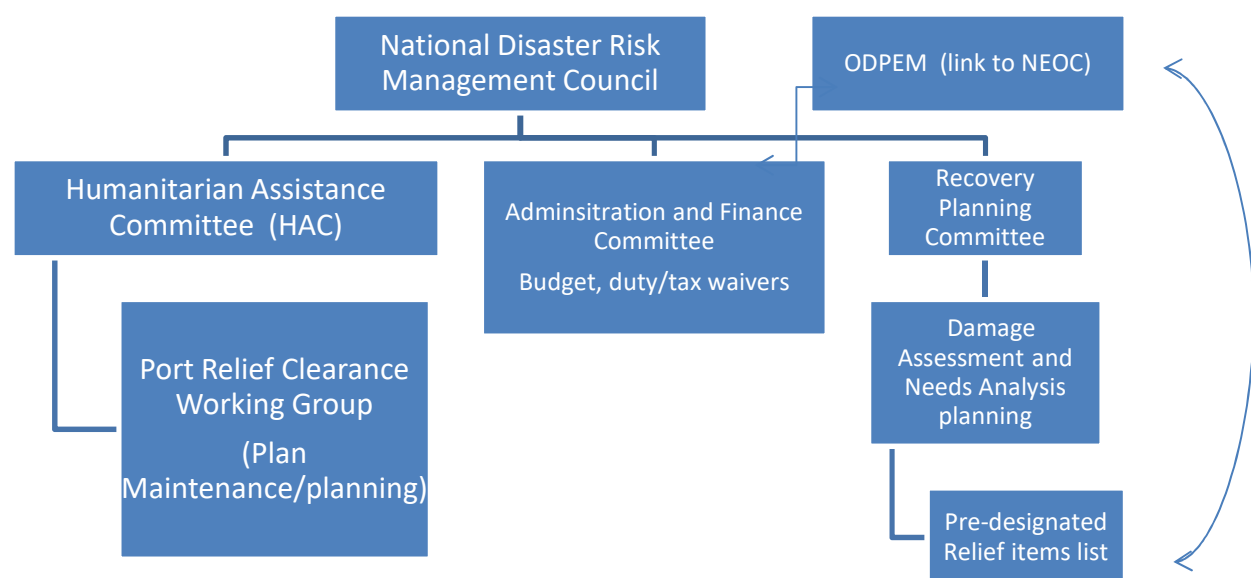


Figure 2. Relief Clearance Planning Framework

In ‘normal times’ the Humanitarian Assistance Committee (HAC) of the National Disaster Risk Management Council (NDRMC) is charged with oversight for *Relief Clearance planning*. The Committee is chaired by the Permanent Secretary of the Ministry with responsibility for Social Security and covers the responsibility of welfare and relief management as well as refugee concerns. Oversight of obligations associated with the CDEMA Regional Response Mechanism also falls under this Committee. A working group of the HAC, the Port Relief Clearance Working Group (PRCWG) works on issues directly related to relief clearance, e.g. maintenance of the plan for relief clearance. The PRCWG is co-chaired by the Ministry wrf Finance and the Jamaica Customs Agency with the following membership:

- i. Ministry of Finance and the Public Service
- ii. Ministry wrf of Industry, Commerce,
- iii. Ministry wrf Agriculture
- iv. Kingston Wharves Limited
- v. Jamaica Constabulary Force
- vi. Ministry wrf Health
- vii. Pesticides Control Authority
- viii. Passport, Immigration & Citizenship Agency (PICA)
- ix. Airports Authority of Jamaica
- x. Jamaica Customs Agency
- xi. Port Authority of Jamaica

- xii. Kingston Freeport Terminal
- xiii. Jamaica Defence Force
- xiv. MBJ Airports Limited
- xv. Ministry wrf Local Government
- xvi. Ministry wrf Labour
- xvii. Ministry wrf Social Security
- xviii. Veterinary Services Division(VSD)
- xix. Trade Board
- xx. The Department of Co-operatives and Friendly Societies (DCFS)
- xxi. National Compliance and Regulatory Authority (NCRA)
- xxii. Food Storage and Prevention of Infestation Division
- xxiii. Customs Brokers and Freight Forwarders Association of Jamaica
- xxiv. Ministry wrf Foreign Affairs

The Recovery Planning Committee is responsible for damage assessment and recovery planning. The Administration and Finance Committee is responsible for funding and budget.

The HAC in collaboration with the Humanitarian Assistance Emergency Support Group Lead will ensure that the PRCWG has access to communications equipment, appropriate devices for management of the relief supplies data base using either SUMA or LSS or other software as decided by ODPEM. Potential storage space for emergency supplies will be identified in collaboration with the managers of the ports of entry.

### 3.7 Response Framework on Activation of the NEOC

Once the NEOC is activated coordination of relief clearance at ports of entry is the responsibility of the NEOC. *The PRCWG is activated as the Port Relief Clearance Team (PRCT)* and carries out relief clearance. The PRCT will be linked to the Humanitarian Assistance Emergency Support Group (ESG) (Figs.3&5).



**Figure 3. Relief Clearance - Sequence of Activities at NEOC Activation**

The NEOC is responsible for coordinating the development of the official needs list which will be the guide for all assistance being requested for the country.

All offers of assistance received by any agency or non-governmental organisation should be directed to the NEOC. The NEOC will coordinate and track donations and pledges as specified in the National Disaster Response Coordination Plan.

### **3.8 Port Relief Clearance Hub (“One Stop Shop for Emergency Relief Clearance”)**

The Port Relief Clearance Hub (the Hub) will be established on the activation of the NERCP. Officers of the relevant agencies will be notified through the NEOC and be subsequently deployed to ports of entry- i.e. the relevant airports and seaports as outlined in the plan. If alternative locations to those named in the plan have to be identified, then the NEOC will communicate the change of locations. These Hubs will be activated at each port of entry to which relief supplies are consigned.

#### **3.8.1 Staffing of Hub**

The Port Relief Clearance Hub (“the Hub”) will be staffed by representatives from the Port Relief Clearance Team: JCA, AAJ, JDF, PICA, JCF, KFTL, KWL, NMIA, MBJ, NCRA, PRA, PAJ, Plant Quarantine, Port Health Quarantine, Port Food Safety, Vet Quarantine

#### **3.8.2 Communications and Data Management**

The NEOC will provide each Hub with a radio or other communications device to allow two-way communication between the Hub and the NEOC. Each Hub will have computers or other devices for data management and recording. It is anticipated that the Hubs will employ the Logistics Supply System (LSS) software or the Relief Supplies Tracking System (RSTS) software. Neither is being used currently.

#### **3.8.3 Reporting**

The Port Relief Clearance Team Leader\* will provide the NEOC with a report at the end of each day with the following information:

- i. Types and quantities of supplies/equipment received, country of origin, receiving organization/consignee
- ii. Current status (e.g. in warehouse/ despatched to consignee)
- iii. Names of relief personnel entering and destination organisations
- iv. Names of relief personnel departing and destination country and organisations

At deactivation, the Port Relief Clearance Team Leader will organise the debrief and production of the After Action Report.

The contact and call out lists for the Port Relief Clearance Team are at Appendix 2.

\*The PRCT structure and leader have not yet been decided. At present a structure similar to that of the Incident Command System with the JDF as Team Leader has been proposed.

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### 3.9 CDEMA Regional Response Mechanism (RRM)

Jamaica is the Sub Regional Focal Point (SRFP) for the north-western Caribbean under the RRM.

Should there be a disaster in Haiti, Bahamas, Turks and Caicos Islands or Belize, Jamaica acts as the coordinating centre for CDEMA. Responsibilities to be discharged under this regional agreement are outlined in the SRFP Coordination Plan which is a sub-plan of the National Disaster Plan. Clearance of relief items and/or response personnel mobilised under the SRFP Coordination Plan follows the procedures outlined in the NERCP.



Figure 4. Map Showing Countries of North-western Sub-Region: Belize, Haiti, Turks and Caicos Islands, Bahamas

### 3.10 Roles of Entities in Relief Clearance and Governing Legal/ Policy Instruments/Frameworks

The roles of entities to be undertaken during the relief clearance process are shown below with the relevant instrument of authority.

**Table 3. Roles of Entities in Relief Clearance and Relevant Legal/Policy Frameworks**

MINISTRY, AGENCY, DEPARTMENT/ ORGANISATION	ROLES AND RESPONSIBILITIES	LEGAL / POLICY INSTRUMENTS
MoF&PS	Issuing of waivers on duties and taxes for relief supplies.	2 <sup>nd</sup> Schedule of the Customs Tariff: Goods for Rehabilitation or Relief: Goods including foodstuff imported by a person (approved by the Minister) for use in rehabilitation or relief activities following a natural disaster
Ministry of Foreign Affairs	Liaison with donors, international and regional organisations, bi-lateral partners and assisting states  Coordinates donations through Jamaican missions overseas	Agreements through CARICOM in relation to the Common External Tariff (CET).
Jamaica Customs Agency	Facilitates clearance of relief items in collaboration with regulatory authorities.  Authorises release of items from port of entry.	The Customs Act (1941)  (repeal and replacement of the Act before the Chief Parliamentary Council) 2019.  The Customs Tariff (Revision) (Amendment) Resolution 2013  Customs (Amendment) Act 2014  Application for Provisional Clearance of Goods under Regulation 30 of the Customs Regulations  CARICOM CET regime is incorporated in the Jamaica Customs Act. Within the CET, member states can construct an exemption regime through conditional duty exemption provision. An exemption regime has not been established to cover items for welfare and rehabilitation.
Ports Authority of Jamaica	Responsible for the harbours, ports, facilities and accountable for the safety of all vessels navigating ports and harbours.	Port Authority Act of 1972
Passport Immigration and Citizenship Agency	Landing of humanitarian personnel entering the country on relief missions. Issuing of visas/visa waivers on approval of Ministry of National Security	Aliens Act, Foreign Nationals and Commonwealth Citizens (Employment) Act
Plant Quarantine Unit	Inspection and quarantine if necessary of plant-related material entering the country	Agricultural Produce Act 1926 and the Plants (Quarantine) Act, 1993.
Veterinary Division	Accreditation/Licensing of veterinary personnel entering the country on relief missions  Clears animals entering the country on relief missions  Quarantines animals entering the country on relief missions if necessary	The Animals Diseases (Importation) Control (Amendment) Regulations, 2017 allows for the importation of dogs and cats directly into Jamaica from a Category 1 Listed Country (in regulation 10 in Part 1 of the First Schedule.

MINISTRY, AGENCY, DEPARTMENT/ ORGANISATION	ROLES AND RESPONSIBILITIES	LEGAL / POLICY INSTRUMENTS
	Inspection of animal feed entering the country for relief	
Food Storage and Prevention of Infestation Division	Inspects all food entering for purposes of relief, disinfects food by fumigating, spraying, misting	Food Storage and Prevention of Infestation Act (1958) Food Storage and Prevention of Infestation (Amendment) Act (2018)
ODPEM	National Disaster Risk Management Office with responsibility for coordination of disaster response through the NEOC.	Disaster Risk Management Act 2015. Exempted from Customs Duty under Section 14 of the Act.
Hazardous Substances Regulatory Authority	Inspection of any items containing natural and artificial radioactive material, nuclear material, ionizing radiation apparatus and devices emitting ionizing radiation.	Nuclear Safety and Radiation Protection Act, 2015 and ensuing Regulations.
Pesticides Control Authority	Inspection of incoming supplies for pests	Pesticides Control Act
Airports Authority of Jamaica	Collaborates with JCF, JDF on security of relief supplies. Provides interface with airport concessionaires in waivers of fees, in identification of facilities for Relief Clearance Hub and storage space for supplies.	Airports Authority Act 1974
Jamaica Civil Aviation Authority	Clears aircraft for landing at air ports of entry	Civil Aviation Act 1966 Civil Aviation (Amendment) Act 2015 & 2017  Aircraft Registration THIRD SCHEDULE (Regulations 23 – 26)
Jamaica Constabulary Force	Responsibility for border security, security of supplies at the ports of entry and the prevention of contraband from entering country.	
Montego Bay Airports Limited	Operates and manages Sangster International Airport. Collaborates with JCF, JDF on security of relief supplies. Provides facilities for Relief Clearance Hub and storage space at Sangster International	Airports Authority Act 1974
PACKAL PAC Kingston Airports Ltd	Operates and manages Norman Manley International Airport. Collaborates with JCF, JDF on security of relief supplies. Provides facilities for Relief Clearance Hub and storage space for relief supplies	Airports Authority Act 1974
Kingston Freeport Terminal Ltd.	Provides all services for unloading, storage of relief supplies. Provides space for Relief Clearance Hub at Kingston	Private Sector entity



MINISTRY, AGENCY, DEPARTMENT/ ORGANISATION	ROLES AND RESPONSIBILITIES	LEGAL / POLICY INSTRUMENTS
	Freeport Terminal	
Kingston Wharves Ltd.	Provides all services for unloading, storage of relief supplies. Provides space for Relief Clearance Hub at Kingston Wharves Limited Terminal	Private Sector entity
National Compliance and Regulatory Authority	The NCRA is responsible for registering processed food establishments, importer, local manufacturers of goods, inspecting	Standards Act 1968 Processed Foods Act 1959 Weights and Measures Act 1976 NCRA Act in draft
Ministry wrf Health	Accreditation of medical personnel arriving on relief mission	Medical Act, Medical Regulations, Nurses and Midwives Act and the Health Act
Ministry wrf Health (Port Health and Quarantine)	Verifying health status of arriving personnel, issuing quarantine orders	Quarantine Act, 1951
Ministry wrf Health (Food Safety)	Inspecting and verifying safety of foods entering the country	Public Health Act 1985
Ministry wrf Labour	Issuing of work permit waivers for humanitarian personnel entering the country on relief missions	The Foreign Nationals and Commonwealth Citizens (Employment) Exemptions Regulations 1964
Port Authority	Regulate the use of all port facilities	Port Authority Act 1972

## 4 STANDARD OPERATING PROCEDURES FOR THE CLEARANCE OF RELIEF

### 4.1 Scenarios

**Scenario 1:** Importation of goods/equipment/services coming into country as a result of a disaster for which donations of relief are received.

- Processing of personnel arriving for relief efforts
- Processing of supplies arriving for relief efforts
- Processing of equipment arriving for relief efforts
- Processing of in-bound transportation assets (air and sea)

**Scenario 2:** Jamaica as part of its focal point responsibility under the CDEMA Response Mechanism is receiving and then exporting items for a country in the sub-region.

- Processing of supplies departing for relief efforts
- Processing of equipment departing for relief efforts
- Processing of out-bound transportation assets (air and sea)

### Scenario 3 Jamaica is providing relief teams to another country

- Processing of personnel departing for relief efforts in other states

## 4.2 Processing of Personnel Arriving for Relief Efforts

The NEOC will identify skilled personnel required for relief efforts. These personnel may arrive by air or sea. A special desk for official relief personnel will be established at the Relief Clearance Hubs at ports of entry. Immigration officers should direct arriving relief personnel to the desk at which they will be registered and given instructions on how to interface with the NEOC. The list of arriving personnel will be communicated to the NEOC by the Hub Team Leader each day.

### Step 1 Identification of the Nationality of Individuals

Based on the needs assessment, the NEOC compiles a list of skilled personnel required for response. Once personnel with appropriate qualifications/skills are identified the NEOC will ascertain their availability. A list with the names and nationalities of persons is sent to the CEO of PICA by letter or via an email. PICA will identify those individuals requiring visas. Provided that the information is available, the NEOC should also seek to ascertain the airlines, flights and arrival and departure times of incoming personnel and these should also be sent to PICA.

### Step 2 Request for Visa Waiver

Once PICA specifies visa requirements the NEOC will request a visa waiver from the Ministry wrf National Security. The ministry may grant the waiver and communicate the decision to PICA by letter or email. The NEOC must receive a copy of the waiver and will send a copy to the person receiving the waiver. \*

- **Note: Commercial airlines usually require a visa or evidence of waiver at the point of departure.**

Visa Eligibility: Commonwealth Citizens do not require visas (Except

residents of Pakistan, Sri Lanka, Cayman Islands, Nigeria, British Virgin Islands and Zimbabwe. The remaining countries are termed Alien countries and are broken down into two categories:

1. Conditional Visa countries (those exempted for a period of time) and
2. Compulsory Visa countries (those who must have a visa at all times)

Boarding restrictions: If there are instances where an airline is not aware that an individual has been issued a waiver for a visa then PICA having received word of the conditional waiver may interface with the airline to allow that individual or party to board the aircraft.

### Step 3 Requirements for Entry

On arrival by air or sea, supporting documents to substantiate that the individual or party is on official relief mission must be presented to Immigration.

### Step 4 Landing

Landing is determined based on nationality and based on standard landing periods. However, the Minister of National Security reserves the right to vary the landing period if required depending on the needs of the response operations. Once immigration and customs are cleared personnel must report to the Relief Clearance Hub desk for instructions.

**Note: Arriving personnel must fulfil the health requirements in force at ports of entry**

Figures 7 and 8 show the process for personnel arriving for humanitarian assistance.



Figure 5. Processing of Personnel Arriving for Relief Efforts by Air



Figure 6. Processing of Personnel Arriving for Relief Efforts by Sea

Note: If persons arrive by vessel and will not be staying on the vessel then PICA will require the location of their place of stay and duration of stay.

## NOTES

## NOTES

### 4.3 Accreditation for Health Professionals

Most emergency personnel may operate locally without special permits. However, professionals such as doctors and other health workers *must first undergo accreditation through the Ministry wrf Health*. Veterinarians must go through the accreditation process of the Ministry wrf Agriculture and all personnel must fulfil health requirements.

Any MDA/organisation wishing to get external health personnel to assist with relief operations **MUST** go through the NEOC from which the necessary clearances and instructions will be given. Note that:

1. If Medical Officers/ other health personnel arrive in country without the necessary notification and approvals, they will be quarantined until the necessary requirements are put in place. Verification will be conducted from their source country as to their requisite qualifications.
2. A holding area under the supervision of the ministries wrf for health and National Security will be established until the processing is complete.
3. If personnel arrive and are not self-sufficient, then it will be the responsibility of the inviting organisation to address issues in relation to accommodation and other logistics and to inform the NEOC of same.
4. The Standards and Regulations Division of the MOH operates a 24-48 hr. turn-around time for emergency clearance (See Appendix 3).

The accreditation required for Health Workers is governed under health-related legislation such as the Medical Act, Medical Regulations, Professional Supplementary to Medicine Act, Nurses and Midwives Act and the Health Act and is administered through the Council for Professional Supplement to Medicine / Medical Council and the Nursing Council of Jamaica.

### 4.4 Work Permit Application – Ministry wrf Labour

For incoming humanitarian actors, once clearance is received from the NEOC, an application for a work permit must be submitted to the Ministry wrf Labour, the ministry which is in charge of issuing or waiving work visas for personnel involved in international humanitarian assistance.

Organisations seeking to obtain work permits for relief personnel are required to make an application to the ministry **through the NEOC before** making travel arrangements.

### 4.5 Exemptions for Granting of Work Permits

The Foreign Nationals and Commonwealth Citizens (Employment) Exemptions Regulations 1964 lists the different categories of persons who are eligible to receive exemptions from the requirements of work permits. Other nationals may receive waivers.

#### 4.6 Procedure for Personnel Leaving for Deployment Overseas

The Affected State will submit a request for assistance to the NEOC through the Ministry wrf Foreign Affairs. In the case of countries within the Sub Region this request may be made through CDEMA. The NEOC will identify persons fitting the skills profile requested and will respond via the Ministry wrf Foreign Affairs.

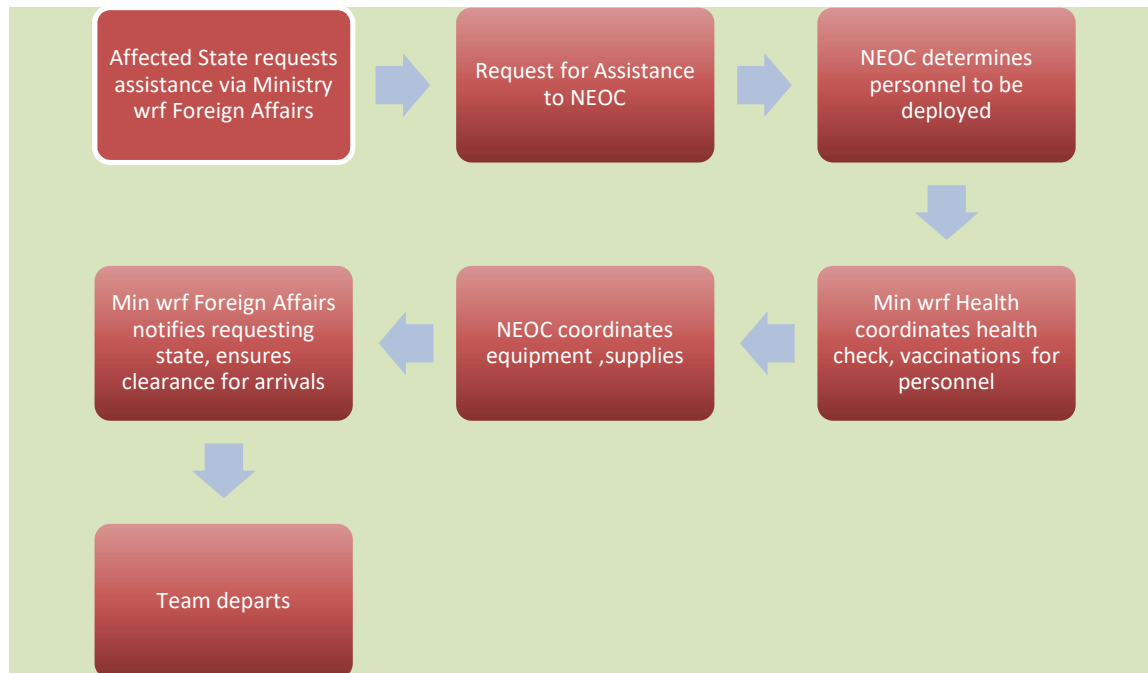


Figure 7. Procedure for Personnel Being Deployed Overseas

The NEOC will ensure that the departing team is adequately equipped for the mission. Public Officials being deployed to affected states are required to undergo health checks and to be vaccinated before leaving the country. Vaccinations are coordinated through the NEOC, by the Ministry wrf Health and Parish Health Departments.

The NEOC produces a letter and an accompanying list of persons to be deployed which is sent to the Ministry wrf Health which will arrange for health checks and vaccinations.

#### NOTES



## NOTES

#### **4.7 Processing of Supplies and Equipment Arriving at Ports of Entry by Jamaica Customs Agency**

1. The Commissioner of Customs and Team Leader at the Hub are to be notified by the NEOC once an official request has been made for international relief.
2. Details of expected shipments of all relief supplies must be communicated to the Jamaica Customs Agency and other members of the PRCT in order to facilitate the necessary approvals required for the importation of food supplies, pharmaceuticals etc. This will facilitate clearance in cases where the required permit was not obtained and approvals have to be granted by the Agency's representative at the port of entry.
3. Details to be provided by the NEOC to the PRCT to facilitate smooth clearance of relief goods should include:
  - Type of assistance/goods expected
  - Mode of transportation (air, sea), carrier details if available
  - Expected date and time of arrival
  - Port of arrival
  - Customs Broker, if any, assigned to the shipment
4. The following documents must be provided before the arrival of relief supplies. These are to be uploaded to the ASYCUDA system if online. If ASYCUDA system is not available online the Import Entry forms must be manually completed.
  - Airport: Packing List, Airway Bill, invoices, Cargo Manifest
  - Marine / Seaport: Packing List, Bill of Lading, invoices, Cargo Manifest
5. The Ministry of Finance will inform the Commissioner of Customs and NEOC that exemptions have been granted for relief items.
6. Upon arrival of an emergency aircraft or vessel, where the situation is deemed urgent and relevant documents are not readily available, a letter of clearance will be utilised to facilitate immediate release of items.
7. Relief items will be staged at a control area for processing. This location may be on or off the port of entry. Identification of such a staging area will be a collaborative effort between agencies involved in disaster management and response. For security reasons, the assistance of the Jamaica Defence Force will be required at the processing area.
8. All Customs import formalities will be complied with during the clearance of relief items

9. A site inspection can be arranged for urgent items. Request must be submitted to the Director - Marine Wharves or Airport Operations, depending on where the shipment is to be landed.
10. All Import Permits are required as per normal operations in respect of food items, chemicals etc. If no Permit is received, the relevant agency representative must grant or refuse clearance of items.
11. Clearance of emergency relief items will be facilitated outside of normal working hours. Requests for such clearance is to be submitted to the Team Leader of the Relief Clearance Hub.
12. Any equipment imported for the purpose of disaster relief operations for subsequent export, will be facilitated under the Temporary Import Regime as per the Customs Act, unless otherwise stated by the Commissioner of Customs.

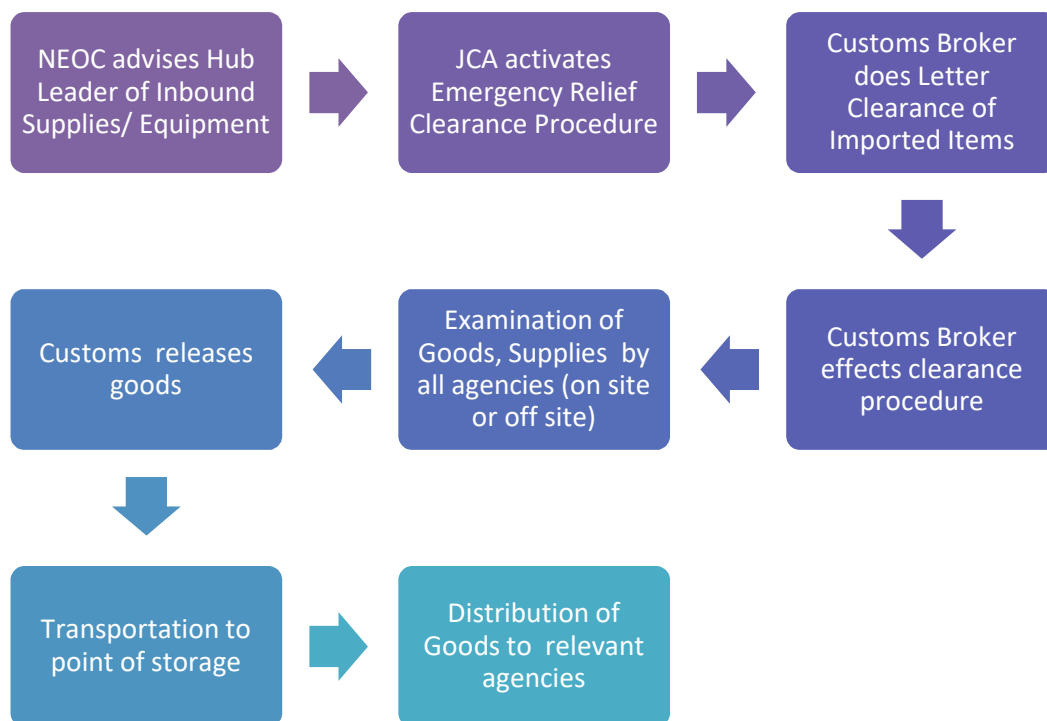


Figure 8. Procedure for Receiving and Clearing Relief Items

## NOTES

#### **4.8 Import Permit Processing – Regulated Substances/Products Coordinated by Ministry wrf Health**

Approval is required for products regulated under the Food and Drugs Act, 1964 and Precursor Chemical Act, 2015 before they can be imported into the country. Before importing, the customer is required to fill out the appropriate application form and pay the application fee. Permission to import is granted only if the product being requested has been reviewed and approved before sale or use in Jamaica. Permits are required for the following:

1. Precursor Chemicals, Psychotropic Substances, Narcotic Drugs and other controlled substances (Yellow Form)
2. Food and Drugs (Blue Form)
3. Cosmetics, Chemicals and Medical Devices (Pink Form)

The Ministry wrf Health will inform the NEOC of any emergency procedures which may be employed in the approval process for these substances.

#### **4.9 Procedure for Re-Exporting<sup>6</sup> Goods out of Country to Affected State**

Emergency Relief may be sent to Jamaica for onward transport to a country which has been affected by a disaster in the North-western Sub Region. In such cases the PRCT will clear the items for entry into Jamaica in adherence to the established procedure. The items will be stored at the port of entry or in an off-site warehouse approved by the JCA. The NEOC will contract/assign a customs broker to manage the process of re-export to the affected country. The Ministry wrf Foreign Affairs will be responsible for liaison with the receiving country and CDEMA.

## **NOTES**

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<sup>6</sup> Also designated as trans-shipment

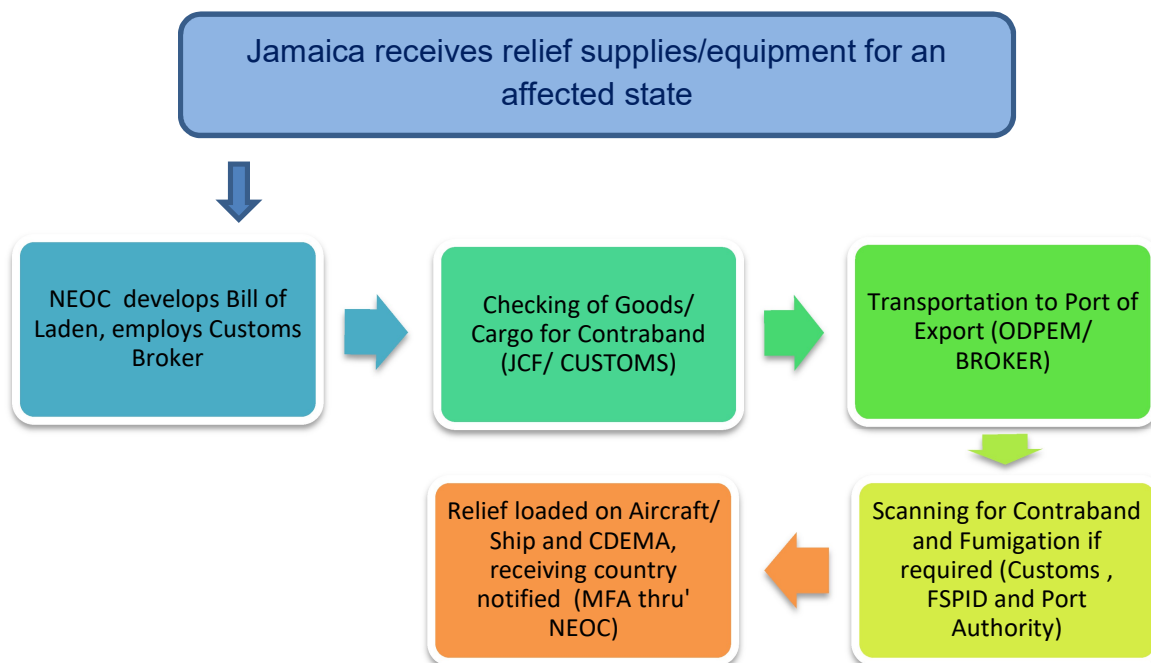


Figure 9. Procedure for Managing Relief Goods and Supplies for Re-Export

## 5 GUIDELINES FOR EXEMPTIONS FOR CHARITABLE ORGANISATIONS

### 5.1 Conditions to Govern the Granting of Exemption- (Ministry wrf Finance)

Since August 1, 2010, the Government of Jamaica has put in place measures that are enforced until a long term policy and strategy is put in place for the introduction of statutory exemptions.

All discretionary and statutory waivers granted are published on the finance ministry's website with detailed information on: beneficiary sectors and entities, type of tax and amount waived by each tax, and the description of the type of merchandise, good or service that was subject to waiver under any tax. Since 2010, the Government has established a freeze on all discretionary waivers of all taxes and import duties, excepting those for humanitarian purposes and charitable organisations. The following organisations or entities are considered for tax relief for humanitarian and charitable purposes:

- i. Food for the Poor
- ii. Missionaries for The Poor

- iii. Churches and Service clubs that receive donations to benefit the community as a whole
- iv. Foundations set up for charitable objects
- v. Jamaica Red Cross
- vi. School for the Blind
- vii. Centre for the Deaf
- viii. World relief organisations that are intended to benefit communities as a whole.

For a more comprehensive list and for verification purposes, please contact the Jamaica Cooperatives and Friendly Societies for a current listing or visit the Companies Office of Jamaica at

<https://www.orcjamai.ca.com/uploads/Registered%20Charities%20for%20ORC%20Updated%20Dec%202016.htm>

Benefits to a Registered Charity include:

- i. No import duty charged, in most cases.
- ii. No General Consumption Tax (GCT) charged, in most cases.
- iii. Only fifty per cent (50%) of applicable Customs Administration Fee (CAF) applied.
- iv. All other applicable fees will be applied.
- v. Importation of a Motor Vehicle by an Approved Charity
  - a) Full Import Duty, Environmental Levy and GCT are applied.
  - b) Fifty per cent (50%) of applicable CAF applied.
  - c) Special Consumption Tax (SCT), Stamp Duty (SD), exempted

## 5.2 Charitable Donations

The beneficiary must be registered as a charitable organization in order to obtain the stipulated benefits. The donor must provide the name and address of the beneficiary or consignee. For shipments to multiple beneficiaries – each beneficiary must be named on the shipping documents.

## 5.3 Clearing Charitable Items

- I. All applications must be submitted online via the ASYCUDA platform. This can be done by a Customs Broker or Shipping Agent.
- II. The consignee or authorised representative must proceed to the warehouse and follow the clearance procedures.
- III. Goods with a Cost Insurance and Freight (CIF) value of more than US\$5,000.00 must be cleared by a licensed Customs Broker. If items are being cleared on behalf of a consignee, the representative must present a letter of authorisation, signed and stamped by a Justice of the Peace (JP).

- IV. The consignee's Tax Payer Registration Number (TRN) card and valid identification must be presented to the Customs Official (photocopied documents must be signed/stamped by a JP).

#### **5.4 Auditing of an Approved Charity**

The Customs Act gives the JCA the authority to audit any person or entity, including charitable organisations, to ensure that the items imported by the approved charity are used, or are being used for the intended purpose.

(Sections above 5.1-5.4 are subject to change and to receiving the approved updated guidelines from MoF&PS),

## **6 DOCKING, PORT STEVEDORING AND WAREHOUSING**

### **6.1 Stevedoring**

Stevedoring involves all activities directly connected with loading or unloading of vessel cargo stacking and storing on the wharf; receiving and delivering cargo within the terminal or facility.

Stevedore contractors operate under agreements to provide stevedoring services at the ports in Jamaica. This agreement does not exempt emergency situations and as such, continuity of this service is guaranteed even if relocation of personnel is required.

### **6.2 Docking**

Docking and stevedoring charges will be met by the agency to which the goods are consigned. Shipping costs are also to be paid for by the consignee.

### **6.3 Warehousing**

The Port Relief Clearance Team in conjunction with the NEOC and operators of the ports of entry will identify warehousing facilities for incoming and outgoing relief supplies and equipment. Off-port bonded warehouses will be approved by the JCA. Warehouse security will be the responsibility of the Jamaica Constabulary Force and the Jamaica Defence Force working in collaboration with the port authorities.



## 7 PUBLIC EDUCATION AND INFORMATION, TRAINING & EXERCISING

### 7.1 MESSAGES (for Public Information and Dissemination)

Table 4. Key Messages for Public Dissemination

KEY MESSAGE	TO BE DONE BY WHOM
<p>Donations of relief items to individuals/families will not be eligible for emergency clearance and must go through the normal importation process.</p> <p>Cash Donations are encouraged for individuals/families.</p> <p>There may be exceptions granted in special circumstances.</p>	NEOC via JIS
The Government of Jamaica through the Ministry wrf Foreign Affairs will provide directives for the Jamaican Diaspora and other well-meaning individuals wishing to support relief efforts to send cash donations via accounts established by the government.	NEOC via JIS

### 7.2 Training and Capacity Building

Training and Capacity Building are required in order to ensure familiarity with the plan. Table 6 below indicates the types of training that may be required. Refresher training should be done on the advice of the trainer.

Table 5. Training Required for Supporting Relief Clearance Plan

TYPES OF TRAINING	TARGET AUDIENCE	TRAINER/SPONSOR
<b>Orientation Sessions</b>	All stakeholders of plan	ODPEM
<b>SUMA/LSS data bases ASYCUDA/RSTS</b>	Relief Clearance Hub members, ODPEM staff	PAHO/ MOH JCA/CDEMA
<b>National Response/ Coordination Framework</b>	All stakeholders of plan	ODPEM
<b>Simulation Exercises</b>	All stakeholders	ODPEM and PRCWG

### 7.3 EXERCISES

The NERCP will be tested through table-top exercises and drills which include communication tests, organised by the PRCWG and ODPEM optimally once per year. The plan can also be tested whenever full-scale exercises are executed on the directive of the ODPEM.

## 8 INFORMATION ON SELECTED PORTS OF ENTRY

### 8.1 NMIA Overview

Bordered by the Kingston Harbour, the Norman Manley International Airport (NMIA) is one of Jamaica's global gateways and is reputed to be the busiest airport for business travel. NMIA AIRPORTS LIMITED is the operator of the Norman Manley International Airport and is a wholly owned subsidiary of Airports Authority of Jamaica (AAJ) which was incorporated in 2003. The Airport is operated under a 30-year Concession Agreement with AAJ, and is held to specific performance targets. The airport's business network is comprised of over 70 companies and government agencies, with over 3,500 persons directly employed at the Airport.

Table 6. Norman Manley International Airport Location Details

Airport Location and Contact	
<b>Country</b>	JAMAICA
<b>Province or District</b>	ST. ANDREW
<b>Nearest Town or City with Distance from Airport</b>	KINGSTON
<b>Airport's Complete Name</b>	NORMAN MANLEY INTERNATIONAL AIRPORT
<b>Latitude</b>	17° 56' 08.40" N
<b>Longitude</b>	076° 47' 15.00" W
<b>Elevation (ft. and m)</b>	10 feet 3 meters
<b>IATA Code</b>	KIN
<b>ICAO Code</b>	MKJP
<b>Runway length</b>	8900ft.2713m
<b>Managing Company or Airport Authority</b>	PAC Kingston Airports Ltd. (PACKAL)
<b>Management Contact Person</b>	Mr Dale Davis 876 564 4033
<b>Open From (hours)</b>	0:00 HRS
<b>Open To (hours)</b>	24:00 HRS



Figure 10. Site Map of Norman Manley International Airport<sup>7</sup>

## 8.2 Donald Sangster International Airport (MBJ) Overview

Sangster International Airport (MBJ) is ideally located on the northwest coast of the island – at the centre of the country’s main tourism region and close to a wide range of hotel and resort facilities. The airport is within easy driving distance of the cruise ports at Montego Bay and Ocho Rios as well as the popular tourist town of Negril. The airport has 18 bridges gates, which includes 5 for wide body aircraft. Additionally, there are five (5) remote gates. The major constraint now being experienced is capacity limitation during peak periods (between 11:00am-3:00pm) when at least 70% of flights operate. Sometimes MBJ experiences congestion issues in terminal and airside.

Table 7. Donald Sangster International Airport Location Details

Airport Location and Contact	
<b>Country</b>	JAMAICA
<b>Province or District</b>	St. James
<b>Nearest Town or City with Distance from Airport</b>	Montego Bay DISTANCE 0 (km)
<b>Airport’s Complete Name</b>	Sangster International Airport
<b>Latitude</b>	18° 30’ 13”
<b>Longitude</b>	77° 54’48”

<sup>7</sup> Ports of Entry imagery from World Food Programme Logistics Capacity Report 2017 (Unpublished)

<b>Elevation (<i>ft and m</i>)</b>	4'
<b>IATA Code</b>	MBJ
<b>ICAO Code</b>	MKJS
<b>Runway length</b>	8704ft. 2653m
<b>Managing Company or Airport Authority</b>	MBJ Airports Limited
<b>Management Contact Person</b>	Peter Hall (876 878 2493)
<b>Open From (<i>hours</i>)</b>	0000hrs
<b>Open To (<i>hours</i>)</b>	2359hrs

#### NOTES

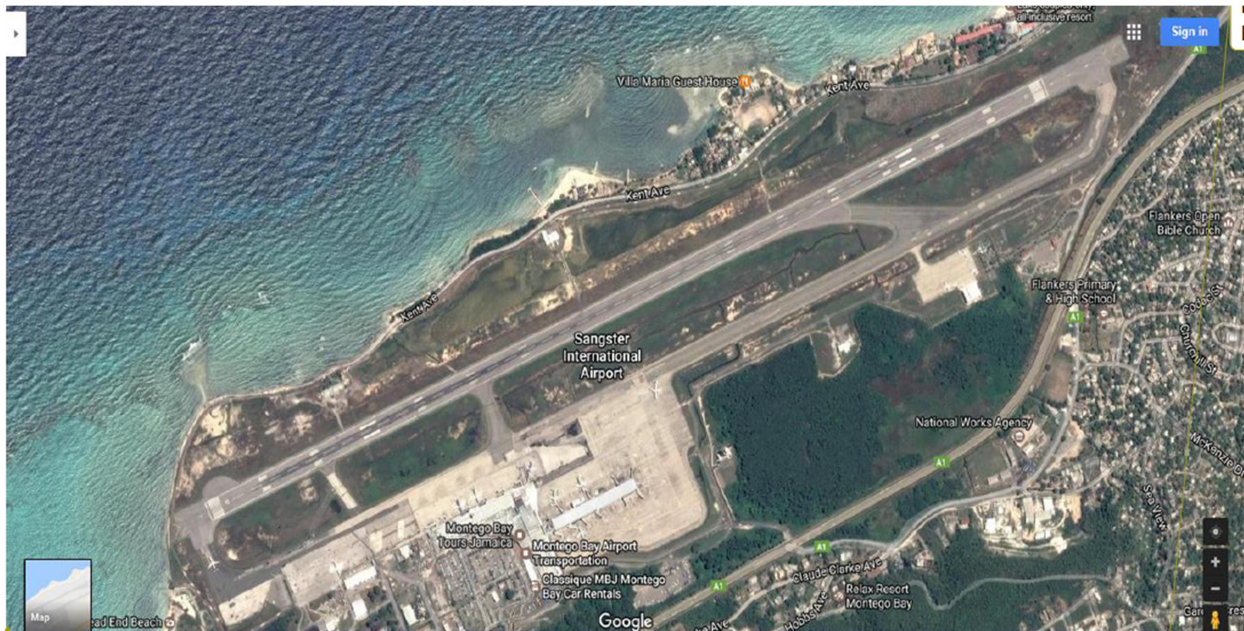


Figure 11. Site Map of Donald Sangster International Airport

### 8.3 Kingston Wharves Ltd. Port Overview

Kingston Wharves Limited is a Multipurpose Port Terminal Operator, connecting Jamaica importers and exporters to over 20 international ports in the Caribbean, Latin and North America. Strategically located on the Port of Kingston 17°58'W; 76°48'N, the Kingston Wharves Terminal operates 24 hours per day, 365 days per year. The port has been operating since 1945, and since the 1995 expansion Kingston Wharves Terminal represents 1600 meters of berthing space and 22 hectares of open storage, with 30,000 sq. meters of covered warehousing and cold storage. The Jamaican government has established an independent entity to manage the port, namely the Port Authority of Jamaica.

Port website: <http://kingstonwharves.com.jm/>

Key port information may also be found at: <http://www.maritime-database.com>



Port Location and Contact	
Country	JAMAICA
Province or District	KINGSTON
Nearest Town or City with Distance from Port	KINGSTON DISTANCE 0 (km)
Port's Complete Name	Kingston Wharves Terminal
Latitude	17°58'W
Longitude	76°48'N
Managing Company or Port Authority	PORT AUTHORITY OF JAMAICA

**Table 8. Kingston Wharves Terminal Location Details**



**Figure 12. Aerial View of Kingston Wharves Ltd.**

#### **8.4 Kingston Freeport Terminal Ltd. Port Overview**

The port of Kingston is considered the main gateway for containerized cargo entering Jamaica. Kingston Freeport Terminal Limited (KFTL), has responsibility for the development, maintenance and operation of the Kingston Container Terminal, through a 30-year concession arrangement with the Government of Jamaica. The terminal seeks to capitalise on the many opportunities available, particularly those afforded through its ideal location, within 32 nautical miles of the main trade route coming out of the Panama Canal. With the growing demand for a transshipment hub capable of servicing the larger vessels to be accommodated by the newly expanded canal, KFTL's place in the market will be solidified with the current improvements to its infrastructure. These improvements include the widening and deepening of the Kingston Harbour access channel, the turning circle and the terminal basin to accommodate vessels with a draft of up to 15.5 meters. Additionally, the improvements will facilitate the strengthening of the quay wall, thereby allowing the quay to accommodate the larger and heavier ship-to-shore cranes to serve these larger mother vessels. Shipping lines connecting at KFTL will benefit from increased capability to take advantage of easy and convenient access to markets in Europe, Asia and America, thus providing a more diverse product to their customers. 90% of the cargo that arrives thru this terminal is considered for trans-shipment and 10% considered as domestic.

Port website: <http://www.kftl-jm.com/>

Key port information may also be found at: <http://www.maritime-database.com>

#### **NOTES**

**Table 9. Kingston Freeport Terminal Ltd Location Details**

Port Location and Contact	
<b>Country</b>	JAMAICA
<b>Province or District</b>	KINGSTON
<b>Nearest Town or City</b>	KINGSTON
<b>with Distance from Port</b>	3.3 km
<b>Port's Complete Name</b>	KINGSTON FREEPORT TERMINAL LIMITED
<b>Latitude</b>	1759.0N
<b>Longitude</b>	7650.0W
<b>Managing Company or Port Authority</b>	KINGSTON FREEPORT TERMINAL LIMITED
<b>Management Contact Person</b>	DWANE FORRESTER
<b>Nearest Airport and Airlines with Frequent International Arrivals/Departures</b>	NORMAN MANLEY INTERNATIONAL AIRPORT, DELTA, JETBLUE, CARRIBEAN AIRLINES, AMERICAN AIRLINES, SPRINT AIRLINES, FLYJAMAICA, AIR CANADA, COPA, UNITED BRITISH AIRWAYS, CAYMAN AIRWAYS

## NOTES





Figure 13. Aerial View of Kingston Freeport Terminal Ltd

## NOTES

## NOTES

## APPENDIX 1: List of Pre-Approved Relief Items

ITEM	DESCRIPTION
Water	Potable Water (Drinking Water): Water that satisfies health standards, with respect to its chemical and bacteriological composition, and is agreeable to drink. (UNOCHA) - Bottled, Bladdered, Tanked. Purification implements will also be considered here.
Food	Any substance consumed to provide nutritional support for an organism. It is usually of <u>plant</u> or <u>animal</u> origin, and contains essential <u>nutrients</u> , carbohydrates, fats, proteins and <u>minerals</u> . Note: Nutrition is the intake of food, considered in relation to the body's dietary needs. Poor nutrition can lead to reduced immunity, increased susceptibility to disease, impaired physical and mental development, and reduced productivity.
Emergency Comfort/ Relief Items/ Hygiene Kits.	New / <b>Tropical ready to wear clothing</b> and to include hygiene kits. Clothing and shoes may be accepted <u>only</u> if requested as per needs list.
Bedding	Means comfort items utilized for sleeping purposes or layer of material put down to facilitate sleep.
Utensils	Implements for preparing meals, cooking, eating and storage of food items
Emergency Equipment	Items which are utilized to provide emergency lighting, emergency roofing and sheltering, aid in Search and Rescue, provide water and sanitation services, irrigation, pumping and pipeline fittings, to provide emergency fuel or alternative power generation and spare parts.
Emergency Oil Spill Equipment	Oil Spill equipment which will need to be cleared in response to a Tier 3 incident which would include booms, tugs, weirs, bladders, skimmers and salvage equipment etc.
Medical Supplies	Supplies including pharmaceuticals which meet approved standards by the Ministry of Health. This may include temperature sensitive products
Building Material	Building material is any material which is used for construction purposes. Many naturally occurring substances, such as clay, rocks, sand, and wood have been used to construct buildings.
Agricultural Supplies	Inputs required for agricultural production such as seeds, feed, fertilizer.
Pesticides	Pesticides are substances that are meant to

ITEM	DESCRIPTION
	control pests, including weeds. The term pesticide includes all of the following: herbicide, insecticides (which may include insect growth regulators, termiticide, nematocide, molluscicide, piscicide, avicide, rodenticide, bactericide, insect repellent, animal repellent, antimicrobial, and fungicide. The most common of these are herbicides which account for approximately 80% of all pesticide use
Specialised Trained Rescue Animals	Is a disaster relief service undertaken by the local and international community to support emergency response through trained animals.
Specialised Technical Equipment	Means physical items, other than goods, designated for use in international disaster relief such as vehicles and telecommunications equipment.
Educational Material and Supplies	Materials and supplies such as books, as well as those for infrastructural development of educational institutions
Hospitals - Field	Temporary hospital used to provide emergency medical care
Housing Units	Facilities provided for temporary housing following a disaster. They can be pre-packaged and shipped for ease or convenience. N.B. If items are manufactured of wood or wood particles they will have to go through Plant Quarantine.
Humanitarian Workers and Specialist Personnel	Workers who operate on the ground facilitating the effective distribution of humanitarian aid to people who have been hit by natural or man-made disasters. Responsibilities of the job vary considerably according to the nature of the emergency or situation, but can include rapid assessment; logistics, coordinating and supporting the work of volunteers and local staff; coordinating emergency activities and monitoring their effectiveness while being compliant with appropriate national and international procedures, and policies. Humanitarian workers and specialist personnel are often employed by international non-governmental organisations, local and international charities and international relief agencies
Spare Parts for Machinery	Items used as replacement parts for critical instruments used in public health and scientific/

ITEM	DESCRIPTION
	forensic Laboratories, Hydrology, Geology, Meteorology, seismic assessment, road surveillance/maintenance and critical machinery parts used in the industrial and construction sector. It may also be used for items in telecommunications
Miscellaneous	Physical items not described in any of the areas covered in the general list of relief items.

## APPENDIX 2: Contact and Call Out List - Port Clearance Working Group

NAME OF HEAD OF AGENCY	MIDDLE MANAGERS DIRECTORS	NOMINATED OFFICER TO THE PORT CLEARANCE WORKING GROUP
<p><b>Ms. Darlene Morrison</b>  <b>Financial Secretary</b>  <b>Ministry of Finance and the Public Service</b>  <b>30 National Heroes Circle</b>  <b>Kingston</b>  <b>876 932-5558</b>  darlene.morrison@mof.gov.jm</p> <p><b>876- 932-5557</b>  finsec@mof.gov.jm</p>	<p>Pamella C. Folkes  Deputy Financial Secretary  Tax Policy Division  876 -932-4793</p> <p>Mrs. Hope Blake  Deputy Financial Secretary  Public Expenditure Policy/Coordination  Email:  <a href="mailto:hope.blake@mof.gov.jm">hope.blake@mof.gov.jm</a>  (SI) 876 932-5200</p>	<p>Mr. Cebert K.A. Mitchell  Technical Specialist (Tax Reform)  Taxation Policy Division  Ministry of Finance  Telephone 932-4802/  542-7832</p> <p>Cell: 876 276-6472  Email:  cebert.mitchell@mof.gov.jm</p> <p>Berome Edwards  MOFPS  876-932-5242  Berome.edwards@mof.gov.jm</p>
<p><b>Mr. Dermon Spence</b>  <b>Permanent Secretary</b>  <b>Ministry of Industry, Commerce, Agriculture &amp; Fisheries</b>  <b>Hope Gardens</b>  <b>Kingston 6</b>  <b>876 927-1731</b>  psecoffice@micaf.gov.jm</p>	<p>Andrea McLean  Principal Director Policy &amp; Administration  Ministry of Industry, Commerce, Agriculture &amp; Fisheries  Hope Gardens, Kingston 6  Telephone  (876) 927-1731-50  6187148  Website:  <a href="http://www.micaf.gov.jm">http://www.micaf.gov.jm</a>  Cell: 876 470-8232</p> <p>CTD – Industry &amp; Commerce</p> <p>Mr. Courtney Cole  CTD – Agriculture  <a href="mailto:cbcole@micaf.gov.jm">cbcole@micaf.gov.jm</a></p> <p>Ms. Sanniel Wilson  <a href="mailto:sswilson@micaf.gov.jm">sswilson@micaf.gov.jm</a></p>	<p>Martin Phillips  Tel: 876 968-8603  Cell: 876 365-1739  <a href="mailto:mphilips@micaf.gov.jm">mphilips@micaf.gov.jm</a></p> <p>Fitzroy Gordon  Tel: 876288-0083  Email: fagordon@micaf.gov.jm</p>

NAME OF HEAD OF AGENCY	MIDDLE MANAGERS DIRECTORS	NOMINATED OFFICER TO THE PORT CLEARANCE WORKING GROUP
Mr. Grantley Stephenson Chief Executive Officer Kingston Wharves Limited Third Street Newport West Kingston 13 876 923-9211  <a href="mailto:grantley.stephenson@kwljm.com">grantley.stephenson@kwljm.com</a>	Valerie Campbell Terminal Manager 876 881-7224 <a href="mailto:Valerie.campbell@kwljm.com">Valerie.campbell@kwljm.com</a>  Simone Murdock Customer Services and Marketing Manager Tel: 8768399908 <a href="mailto:Simone.murdock@kwljm.com">Simone.murdock@kwljm.com</a>	Omar Walker Safety and Security Manager
<b>Major General Antony Anderson</b> <b>Commissioner</b> <b>Jamaica Constabulary Force</b> <b>101-103 Hope Road</b> <b>Kingston 6</b> <b>876 927-4312</b> <b><a href="mailto:cpsecretariat@jcf.gov.jm">cpsecretariat@jcf.gov.jm</a></b>		ACP Calvin Allen In charge of Operations  Insp. Mischka Forbes South Tower Oxford Road 754-0600 Ext. 52833 <a href="mailto:mischka.forbes@jcf.gov.jm">mischka.forbes@jcf.gov.jm</a>

NAME OF HEAD OF AGENCY	MIDDLE MANAGERS /DIRECTORS	NOMINATED OFFICER TO THE PORT CLEARANCE WORKING GROUP
Dr. Jacqueline Bisasor McKenzie Actg. Chief Medical Officer of Health Ministry of Health RKA Building Grenada Way Kingston 5 Tel: 876 633-7771 876 633-7400 Email: <a href="mailto:mckenziej@moh.gov.jm">mckenziej@moh.gov.jm</a> Tel: 317-8674 <a href="mailto:jmckenzie@flowja.com">jmckenzie@flowja.com</a>  Mr. Dunstan Bryan Permanent Secretary Ministry of Health	Dr. Nichole Dawkins-Wright Director of Emergency Management and Special Services Branch Ministry of Health 24-26 Grenada Crescent Kingston 5 633-8125 or 8267 Cell: 363-4075 (private) 317-8496 (MOH CUG)  Mr. Everton Baker Director of Environmental Health	Collin Cooper Port Health - Food Security 317-7979 <a href="mailto:cooperco@moh.gov.jm">cooperco@moh.gov.jm</a>  Mr. Richard Baker Port Health and Quarantine 317-8484 <a href="mailto:bakerr@moh.gov.jm">bakerr@moh.gov.jm</a>  Representative Standards and Regulation – Pharmaceutical and Regulatory Affairs



RKA Building Grenada Way Kingston 5 Email: <a href="mailto:dunstan.bryan@moh.gov.jm">dunstan.bryan@moh.gov.jm</a> Copy to: psoffice@moh.gov.jm	Tel: 876-317-9559 <a href="mailto:bakere@moh.gov.jm">bakere@moh.gov.jm</a> <a href="mailto:evertonl.baker@gmail.com">evertonl.baker@gmail.com</a>	Contact: Cynthia Lewis Graham <a href="mailto:graham@moh.gov.jm">graham@moh.gov.jm</a> and whytek@moh.gov.jm.
<b>KINGSTON</b> Miss Tamara Morrison Registrar Pesticides Control Authority 50 Half Way Tree Road Kingston 5. <a href="mailto:Morrison@caribpesticides.net">Morrison@caribpesticides.net</a> Cell: 876-633-7770  Telephone: (876) 754-9306 (876) 567-6175 Fax: (876) 631-6069 Email: <a href="mailto:pca@cwjamaica.com">pca@cwjamaica.com</a>  <b>MONTEGO BAY</b> Pesticides Control Authority RADA Building, Catherine Hall Montego Bay, St. James. Telephone: (876) 971-0054 Fax: (876) 971-6660 Email: <a href="mailto:pcamobay@cwjamaica.com">pcamobay@cwjamaica.com</a>	No additional contac	No additional contact
<b>PICA</b> <b>Mr. Andrew Wynter</b> <b>Chief Operating Officer</b> <b>Passport, Immigration &amp;</b> <b>Citizenship Agency (PICA)</b> <b>25 Constant Spring Road</b> <b>Kingston 10</b> <b>754-7422</b> <b><a href="mailto:andrew.wynter@pica.gov.jm">andrew.wynter@pica.gov.jm</a></b>	Deputy CEO - Operations Mr. Garth Williams <a href="mailto:Garth.williams@pica.gov.jm">Garth.williams@pica.gov.jm</a> 968-1746 <a href="mailto:minnette.nichol@pica.gov.jm">minnette.nichol@pica.gov.jm</a>	Ms. Mollie Plummer <a href="mailto:Mollie.plummer@pica.gov.jm">Mollie.plummer@pica.gov.jm</a> Cell: 876 551-6476  Mr. Ezra Whittock <a href="mailto:Ezra.whittock@pica.gov.jm">Ezra.whittock@pica.gov.jm</a> Tel: 876 968-1156 Cell: 876 469-1582
<b>AAJ</b> <b>Mr. Audley Diedrick</b> <b>President</b> <b>Airports Authority of</b> <b>Jamaica</b> <b>Norman Manley Intl. Airport</b> <b>Kingston</b> <b>Tel: 924-8009</b>	Mr. Dale Davis Chief Operations Officer Tel: 876 564-4033 Email: <a href="mailto:ddavis@aaaj.com.jm">ddavis@aaaj.com.jm</a>	Mr. Andre Lewis Operations Manager NMIA Airports Ltd. 876 832-9898 <a href="mailto:alewis@aaaj.com.jm">alewis@aaaj.com.jm</a>



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<b>NAME OF HEAD OF AGENCY</b>	<b>MIDDLE MANAGERS /DIRECTORS</b>	<b>NOMINATED OFFICER TO THE PORT CLEARANCE WORKING GROUP</b>
<b>Mr. Gordon Shirley</b> <b>Chief Executive Officer</b> <b>Port Authority of Jamaica</b> <b>15-17 Duke Street</b> <b>Kingston</b> <b>Tel: 876 750-3209</b> <b>gshirley@portjam.com</b>	No additional contact	Captain Hopeton Delisser Vice President- Harbours and Port Services Tel: 876 922-0290-8 Cell: 876 322-1276 hdelisser@portjam.com  Captain Sydney Innis Security and Safety Email: <a href="mailto:sinnis@portjam.com">sinnis@portjam.com</a>
<b>Mr. Simon Farhat</b> <b>Chief Operating Officer</b> <b>Kingston Freeport Terminal</b> <b>Kingston 13</b> <b>Tel: 764-7259</b> <b>simon.farhat@kftl.jm.com</b>	Steven Wilson KFTL Tel: 876 322-0823 <a href="mailto:Steven.wilson@kftl-jm.com">Steven.wilson@kftl-jm.com</a>  Walter Campbell Safety Coordinator 876 818-7424	Mr. Ian Telfer Domestic and Yard Operations Manager  Mr. Christopher Gayle Environmental Specialist <a href="mailto:c.gayle@kftl.jm.com">c.gayle@kftl.jm.com</a>
<b>Major Rocky Meade</b> <b>Chief of Defence Staff</b> <b>Jamaica Defence Force</b> <b>Up Park Camp</b> <b>Kingston 4</b> <b>Tel: 8769299785</b> <b><a href="mailto:cdsjdf11pa@gmail.com">cdsdf11pa@gmail.com</a></b>	No additional contact	Warrant Officer Class Two Trevor Powell 876-833-8247  Sergeant Denton Mitchell 876 835-8736 <a href="mailto:Customs.department@jdf.mil.jm">Customs.department@jdf.mil.jm</a>
<b>RADA</b>	No additional contact	Mr. Winston Shaw Senior Director Technology Training and Technical Information Tel: 876 970-0594

		876 977-1159-61 Cell: 876 999-9814 shaww@rada.gov.jm
Dr. Rafael Echevarne CEO MBJ Airports Limited <b>Sangster International Airport</b> Montego Bay, St. James JAMAICA Phone: (876) 952-3124 Fax: (876) 940-6591 Email: rechevarne@mbjairport.com	Benton Allen Manager for Emergency Response Services <a href="mailto:ballen@mbjairport.com">ballen@mbjairport.com</a>  Peter Hall Chief Operations Officer <a href="mailto:phall@mbjairport.com">phall@mbjairport.com</a> <a href="tel:878-2493">Tel: 878-2493</a>	No additional contact
<b>Mrs. Marsha Henry Martin</b> Ministry of Local Government and Community Development Hagley Park Road Kingston Tel: 876-618-7360-7	Miss Gabrielle Wilks Acting Senior Legal Officer Email: <a href="mailto:gwilks@mlgcd.gov.jm">gwilks@mlgcd.gov.jm</a>  Off: 754-0992-9 Cell: 876-874-0947 Fax: 754-101	No additional contact
<b>Mrs. Collette Roberts Riden</b> Permanent Secretary Ministry of Labour and Social Security 1F North Street Kingston <a href="mailto:crisden@mlss.gov.jm">crisden@mlss.gov.jm</a>	<b>Miss Jaqueline Shepherd, Manager of Disaster and Rehabilitation</b> Email: <a href="mailto:jshepherd@mlss.gov.jm">jshepherd@mlss.gov.jm</a>  <b>Ms. Suzette Morris, Director of Social Security</b> Email: <a href="mailto:amorris@mlss.gov.jm">amorris@mlss.gov.jm</a>	No additional contact
<b>Dr. Osbil Watson</b> Director Veterinary Services Division(VSD)	Dr. Simone Martin Senior Veterinary Officer (Animal Health) 193 Old Hope	No additional contact

<b>Ministry of Industry, Commerce, Agriculture and Fisheries</b> 193 Old Hope Road, Hope Gardens, Kingston 6 Mobile: 876 - 858-6350 Telephone: (876) 977 2489/92(Office)	Road, Hope Gardens, Kingston 6 Tel: 876 851-1047 samartin@micaf.gov.jm  Suzan McLennon-Miguel, DVM, MPH Senior Veterinary Specialist(Public Health) Veterinary Epidemiology, Public Health and Food Safety Unit, Veterinary Services Division(VSD) MICA (876) 873 4828 (Mobile)	
<b>Trade Board</b> <b>Mr. Douglas Webster</b> <b>CEO/Trade Administrator</b> 10th Floor, Air Jamaica Building 72, 72 Harbour St, Kingston Email: dwebster@tradeboard.gov.jm  <b>Closes 3PM</b> <b>Phone: (876) 967- 0920 / 0507</b>	Clifford Hall chall@tradeboard.gov.jm  Issue Export and Import Licenses  Commercial Importer of Motor Vehicle  World Trade Organisation	No additional contact
<b>The Department of Co-operatives and Friendly Societies (DCFS)</b>  <b>Mr. Errol Gallimore</b> <b>Registrar</b> 2 Musgrave Avenue Kingston 10 Errol.Gallimore@dcfs.gov.jm  <b>Paulette Kirkland</b> <b>Act. Reg</b> <b>Telephone:</b> 927-6572 / 978-1946 <b>Email Address:</b> <a href="mailto:info@dcfs.gov.jm">info@dcfs.gov.jm</a> <b>Website:</b>	No additional contact	No additional contact

<a href="http://www.dcfjsjamaica.org">http://www.dcfjsjamaica.org</a>		
<b>Food Storage and Prevention of Infestation Division</b> <b>16 Gordon Town Road</b> <b>Kingston 6</b>  <b>Mr. Roy McNeil</b> <b>Chief Food Storage Officer</b> <b>Tel: 876 9271929</b>	No additional contact	No additional contact
<b>Customs Brokers and Freight Forwarders Association of Jamaica</b>  <b>Mrs. Mitzie Gordon Burke-Green</b> <b>President</b> <b>Customs Brokers and Freight Forwarders Association of Jamaica</b> <b>14-16 First Street</b> <b>New Port West Kingston 13</b>  <b>Tel: 876 923-4665</b> <b>Tel: 876 901-8783</b>  <b>Email:</b> <b><a href="mailto:m.gordon@shipdoortodoor.com">m.gordon@shipdoortodoor.com</a></b> <b><a href="mailto:mmanagercbfffaj@gmail.com">mmanagercbfffaj@gmail.com</a></b>	No additional contact	No additional contact
<b>Ministry of Foreign Affairs and Foreign Trade</b> <b>Ambassador Marcia Gilbert Roberts</b> <b>Permanent Secretary</b> <b>21 Dominica Drive</b> <b>Kingston 5</b> <b>Tel: 876 926-4220</b>  <b>Ambassador A'Dale Robinson</b> <b>Director of Economic Affairs</b>	<b>Ms. Kerry Ann Spaulding</b> <b>Director of Corporate Services</b> <b>21 Dominica Drive</b> <b>Kingston 5</b> <b>Tel: 876 926-4220 ext. 3416</b> <b><a href="mailto:Kerryann.spaulding@mfaft.gov.jm">Kerryann.spaulding@mfaft.gov.jm</a></b> <b><a href="mailto:usfsoassistant@mfaft.gov.jm">usfsoassistant@mfaft.gov.jm</a></b>	No additional contact



Department	KFTL	KWL	NMIA	MBJ	Montego Bay Freeport
	<b>Name:</b> Mr. Donald Dawkins <b>Cell no.:</b> 876-470-6841 <b>Email:</b> <a href="mailto:ddawkins@ncra.org.jm">ddawkins@ncra.org.jm</a>	<b>Name:</b> Mr. Donald Dawkins <b>Cell no.:</b> 876-470-6841 <b>Email:</b> <a href="mailto:ddawkins@ncra.org.jm">ddawkins@ncra.org.jm</a>	<b>Name:</b> Mr. Donald Dawkins <b>Cell no.:</b> 876-470-6841 <b>Email:</b> <a href="mailto:ddawkins@ncra.org.jm">ddawkins@ncra.org.jm</a>		
<b>Food Storage and Prevention of Infestation Division (MICAf)</b>	Please see attached listing “FSPID Inspectors’ name and contact number”	Please see attached listing “FSPID Inspectors’ name and contact number”	Please see attached listing “FSPID Inspectors’ name and contact number”	<b>Name:</b> Kimberly Reid-Trowers <b>Cell no.:</b> 876-564-2436 <b>Email:</b> <a href="mailto:Kimberly.trowers@fspid.gov.jm">Kimberly.trowers@fspid.gov.jm</a>  <b>Name:</b> Kirk Patrick Windross <b>Cell no.:</b> 876-503 7944 <b>Email:</b> <a href="mailto:Kirkpatrick.windross@fspid.gov.jm">Kirkpatrick.windross@fspid.gov.jm</a>	<b>Name:</b> Kimberly Reid-Trowers <b>Cell no.:</b> 876-564-2436 <b>Email:</b> <a href="mailto:Kimberly.trowers@fspid.gov.jm">Kimberly.trowers@fspid.gov.jm</a>  <b>Name:</b> Kirk Patrick Windross <b>Cell no.:</b> 876-503 7944 <b>Email:</b> <a href="mailto:Kirkpatrick.windross@fspid.gov.jm">Kirkpatrick.windross@fspid.gov.jm</a>
<b>Pesticides Control Authorities (MICAf)</b>	-	-	-	-	-
<b>Airport Authority of Jamaica (AAJ)</b>			<b>Name:</b> Mr. Dale Davis, Chief Operations Officer <b>Cell no.:</b> 876-564-4033 <b>Email:</b> <a href="mailto:ddavis@aaj.com.jm">ddavis@aaj.com.jm</a>  <b>Name:</b> Mr. Andre Lewis, Operations Manager, NMIA <b>Cell no.:</b> 876-832-9898 <b>Email:</b> <a href="mailto:alewis@aaj.com.jm">alewis@aaj.com.jm</a>		
<b>Sangster International Airport (MBJ)</b>				<b>Name:</b> Mrs. Yvonne Barrett Rochester, Procurement Purchasing Manger <b>Cell no.:</b> 876-564-1304 <b>Email:</b> <a href="mailto:yrochest@mbjairport.com">yrochest@mbjairport.com</a>  <b>Name:</b> Mr. Benton Allen, Emergency Response Services Manager <b>Cell no.:</b> 876-878-3005 <b>Email:</b> <a href="mailto:ballen@mbjairport.com">ballen@mbjairport.com</a>	
<b>Port Health &amp; Quarantine (MOH)</b>	-	-	-	-	-

Department	KFTL	KWL	NMIA	MBJ	Montego Bay Freeport
<b>Port Health – Food Security (MOH)</b>	<b>Name:</b> Mr. Collin Cooper <b>Cell no.:</b> 876-317-7979 <b>Email:</b> cooperco@moh.gov.jm	<b>Name:</b> Mr. Collin Cooper <b>Cell no.:</b> 876-317-7979 <b>Email:</b> cooperco@moh.gov.jm	<b>Name:</b> Mr. Collin Cooper <b>Cell no.:</b> 876-317-7979 <b>Email:</b> cooperco@moh.gov.jm	<b>Name:</b> Mr. Collin Cooper <b>Cell no.:</b> 876-317-7979 <b>Email:</b> cooperco@moh.gov.jm	<b>Name:</b> Mr. Collin Cooper <b>Cell no.:</b> 876-317-7979 <b>Email:</b> cooperco@moh.gov.jm
<b>Ministry of Finance (MOF)</b>	<b>Name:</b> Mr. Cebert Mitchell, Technical Specialist - Tax Reform <b>Cell no.:</b> 876-932-4802 <b>Email:</b> <a href="mailto:cebert.mitchell@mof.gov.jm">cebert.mitchell@mof.gov.jm</a>				
<b>Passport, Immigration &amp; Citizenship Agency (PICA)</b>  <b>Passport, Immigration &amp; Citizenship Agency (PICA)</b>			<b>Name:</b> Ms. Mollie Plummer <b>Cell no.:</b> 876-551-6476 <b>Email:</b> <a href="mailto:mollie.plummer@pica.gov.jm">mollie.plummer@pica.gov.jm</a>  <b>Name:</b> Mr. Ezra Whittock <b>Cell no.:</b> 876-469-1582 876- 968-1156 (off.) <b>Email:</b> <a href="mailto:ezra.whittock@pica.gov.jm">ezra.whittock@pica.gov.jm</a>		
<b>Jamaica Defence Force</b>	<b>Name:</b> Trevor Powell, Warrant Officer Class Two <b>Cell no.:</b> 876-833-8247 <b>Email:</b> <a href="mailto:customs.department@jdf.mil.jm">customs.department@jdf.mil.jm</a>  <b>Name:</b> Sergeant Denton Mitchell <b>Cell no.:</b> 876-835-8736 <b>Email:</b> <a href="mailto:customs.department@jdf.mil.jm">customs.department@jdf.mil.jm</a>				
<b>Jamaica Constabulary Force Operations Branch</b>		<b>Name:</b> ACP Calvin Allen <b>Cell no.:</b> 876-872-1248 (CUG) 876-754-0573 (off.) <b>Email:</b> <a href="mailto:calvin.allen@jcf.gov.jm">calvin.allen@jcf.gov.jm</a>			
<b>Kingston Wharves Ltd.</b>		<b>Name:</b> Valerie Campbell, Terminal Manager <b>Cell no.:</b> 876-881-7224			

Department	KFTL	KWL	NMIA	MBJ	Montego Bay Freeport
		<b>Email:</b> <a href="mailto:valerie.campbell@kwl.jm.com">valerie.campbell@kwl.jm.com</a>  <b>Name:</b> Simone Murdock, Customer Services and Marketing Manager <b>Cell no.:</b> 876-839-9908 <b>Email:</b> <a href="mailto:simone.murdock@kwl.jm.com">simone.murdock@kwl.jm.com</a>			
Port Authority of Jamaica		<b>Name:</b> Captain Hopeton DeLisser, Vice President Harbors and Port Services <b>Cell no.:</b> 876-322-1276 <b>Email:</b> <a href="mailto:hdelisser@portjam.com">hdelisser@portjam.com</a>  <b>Name:</b> Captain Sydney Innis, Vice President Security and Safety <b>Cell no.:</b> 876-922-0290-8 <b>Email:</b> <a href="mailto:sinnis@portjam.com">sinnis@portjam.com</a>			
Kingston Freeport Terminal Ltd.	<b>Name:</b> Mr. Ian Telfer, Domestic and Yard Operations Manager <b>Cell no.:</b> 876- 815-9517/ 376-9904 (CUG) <b>Email:</b> <a href="mailto:ian.telfer@kftl-jm.com">ian.telfer@kftl-jm.com</a>  <b>Name:</b> Mr. Christopher Gayle, Environmental Specialist <b>Cell no.:</b> 876-832-4898 (CUG) <b>Email:</b> <a href="mailto:christopher.gayle@kftl.jm.com">christopher.gayle@kftl.jm.com</a>				
Jamaica Customs Authority		Cannot assign any persons at the moment, however, they will be able to in the time of an emergency			



## **APPENDIX 3: Ministry of Health & Wellness Guidelines for the Import/ Export of Products in Emergencies**

### **Application for Import Permit**

Requests for import permits should be made on the application forms, which are color coded as follows:

- Blue – Foods (additives) and Drugs
- Pink – Cosmetics and Chemicals
- Yellow – Psychotropics, Narcotics and Precursor Chemicals

These forms are available from the Permit Approval Unit of Ministry of Health & Wellness or from a custom broker. Applications are processed at the Ministry of Health & Wellness. The Chief Pharmacists at the Cornwall Regional Hospital is also designated Drug Inspector, for processing permit applications.

Failure to use the appropriate form will delay the processing of the application. Clients are advised to consult with the Department if unsure of the appropriate form for use.

Applications should be submitted and approval received before the goods are ordered/accepted from the supplier, to avoid breaches under the Customs Act and the Food and Drugs Act.

Applicants should therefore await the response from the Department before ordering/accepting the goods.

Applications are evaluated within 24 hours of submission and if all requirements are met, a permit is issued bearing the stamp of approval of the Ministry.

#### **- Validity Period**

A period of one (1) year is allowed for importation of goods approved on the blue and pink application forms. Six (6) months are allowed for goods on the yellow form.

### **Importation of Drugs (Pharmaceuticals)**

The blue form should be used when preparing permit applications for the importation of drugs (pharmaceuticals).

The required drug (for human/animal use) should have been previously registered with the Ministry of Health & Wellness. See under Special Permit below for the exception.

The brand and generic names, strength, pack size and quantity to be imported should be clearly stated. This could be submitted as an attached list to the application form.

The name and address of the manufacturer of the drug should be clearly stated.

### **Special Permits**

Drugs (pharmaceuticals) that are not registered but are required for optimal patient care or in emergencies (human/animal) may be imported on a special permit. This is issued on the submission of:

The application (blue form);

A letter outlining the circumstances under which the request is being made.

This letter should be addressed to The Chief Medical Officer, forwarded to the attention of The Director, Standards & Regulation Division. The Ministry reserves the right to deny requests for importation of any product that does not meet established requirements.

### **Notices of Detention**

These are issued by the Customs Department in instances where drugs (pharmaceuticals), food additives or chemicals have been imported into the island without the required permit. These notices are issued for goods intended for personal use (e.g. drugs for a patient), donations or goods for trading purposes. Samples of products for research and development not exceeding 2 kg or 500 ml may be imported without the required permit.

#### **- Requirements for Processing of Detention Notices**

1. The original and a copy of the documents should be submitted to the Permit Approval Unit.
2. The name of the item (brand and chemical/generic name) should be stated.
3. The pack size and number of units of the goods should be indicated.
4. For personal medications, the items should be labeled with the appropriate directions for use.

## CONTROLLED SUBSTANCES

### - **General Information**

- Controlled substances include Narcotics, Psychotropic Substances, Precursor and Essential Chemicals
- All applications for permits to import these substances should be made on the yellow application form.
- Each application for a Precursor or Essential Chemical should be made on a separate form.
- Permits prepared for Narcotic and Psychotropic Substances are issued within 72 hours after receipt of the application.
- Permits for controlled substances are valid for six (6) months only from the date of approval.
- Single shipment only, are allowed for goods covered by this permit.
- On arrival of the goods, the permit accompanied by the original invoice and a copy must be re-submitted for processing prior to submission at Customs for clearance.

### - **Narcotics**

A written request seeking permission to import the desired substance(s) should accompany the yellow application form. These are submitted to the Chief Dangerous Drugs Inspector, Pharmaceutical & Regulatory Affairs Department.

The written request should include the following:

- name and address of the overseas manufacturer and supplier;
- name of product(s), concentration and desired quantities;
- signature of the company pharmacist/researcher.

Import permits for these substances are accompanied by specific documents, namely Form A and Form C. These are prepared and issued by the Chief Dangerous Drugs Inspector on behalf of the Chief Medical Officer.

Form A should be sent to the overseas supplier. On arrival of the goods, Form C should be presented to the Customs Department along with the permit granted on the yellow application form.

### **Note:**

For the international control of narcotic substances, all such shipments **MUST** arrive in the importing countries (e.g. Jamaica) before December 31<sup>st</sup> of the year

in which the order was placed. In view of this, submissions for the importation of narcotic substances are not accommodated after the 30<sup>th</sup> of September each calendar year.

All importers of narcotic substances are required to be registered Pharmaceutical Distributors, authorized by the Ministry of Health to conduct activities involving these products.

### **Psychotropic Substances**

A written request seeking permission to import the desired substance(s) should accompany the completed yellow application form. These are to be submitted to the Chief Dangerous Drugs Inspector.

The request should include the following:

- name and address of the overseas manufacturer and supplier;
- name of product(s), concentration and desired quantities;
- signature of the company pharmacist/researcher.

The letter of request for the psychotropic substances must clearly state that these are for the local market and will not be re-exported.

A Controlled Drug Permit is prepared and issued by the Chief Dangerous Drugs Inspector on behalf of the Chief Medical Officer. This Permit is to be forwarded to the overseas supplier.

### **Service Fee**

The established fee for the processing of each application is to be paid prior to submission of the permit application.

### **Application for Export Permit**

Request for permits should be made in writing addressed to the Director, Standards & Regulation Division and submitted along with the prescribed application form in the case of controlled substances.

The written request should include the following:

- name and address of the exporter;
- name and address of recipient (importer);

- name of product(s) – brand and generic-, concentration, pack size and quantities;
- name and address of manufacturer of the product;

The submission will be reviewed by the relevant officer and an export permit issued as authorized under the relevant pieces of legislation (Dangerous Drugs Act 1948 & [Amendment] Regulation 2015) or where no legal basis for same exist, a “No Objection Letter” issued.

Applications should be submitted and approval received before the goods are shipped.

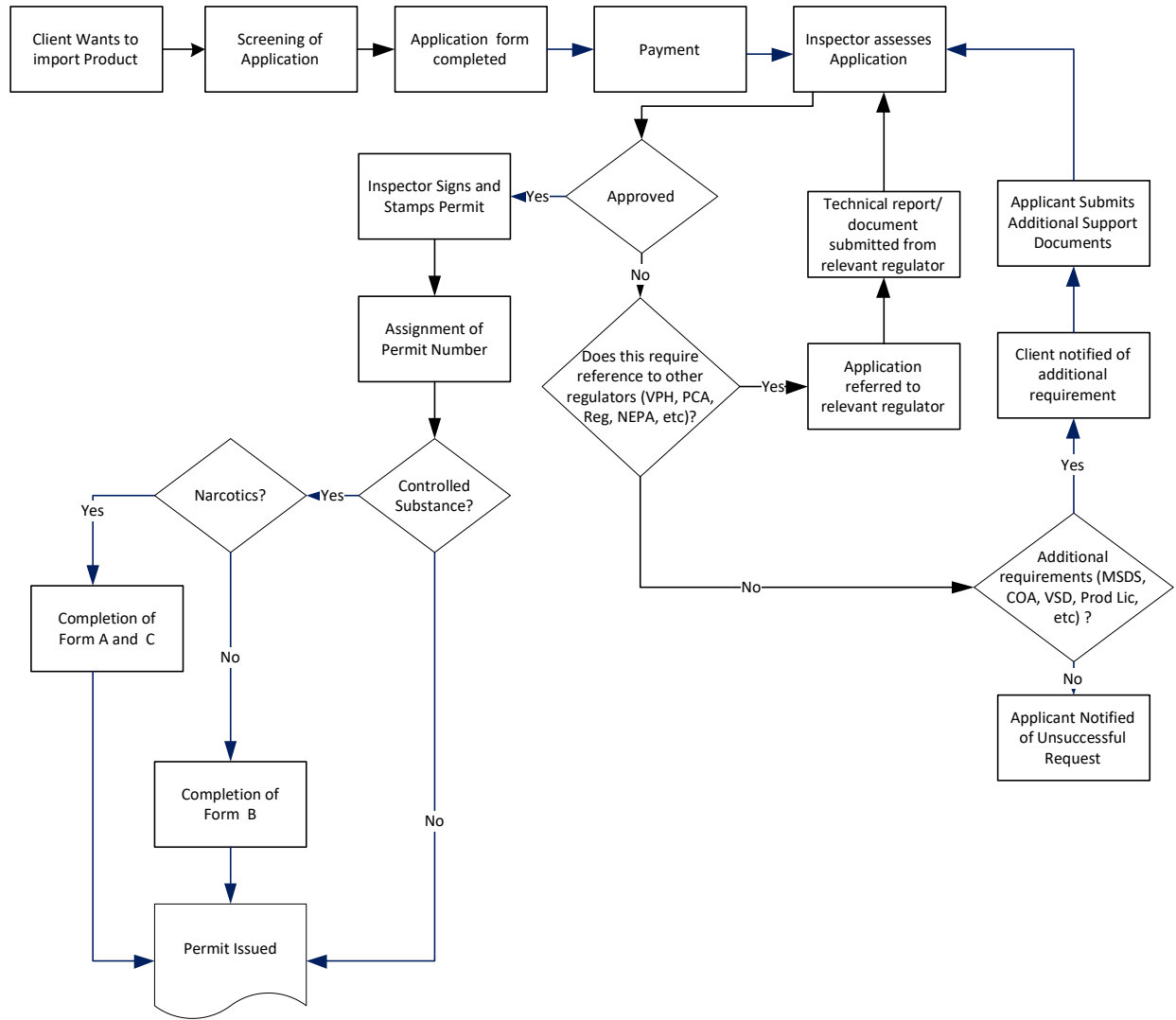
Applications are evaluated within 24 hours of submission and if all requirements are met, a permit is issued bearing the stamp of approval of the Ministry.

**- Validity Period**

The permit/ No Objection Letter for export of pharmaceuticals is valid for a period of one (1) year only for regular pharmaceuticals and for six (6) months in the case of controlled substances; is country and recipient (importer) specific; and can only be used for one shipment of goods.

**Standards & Regulation Division**  
**July 31, 2019**

## MOH-Pharmaceutical & Regulatory Affairs Division Import Permit Workflow



## APPENDIX 4: Exemptions for Granting of Work Permits

Application forms and cover letters are to be submitted in triplicate with two sets of documents specified according to instructions given

You should complete the application thoroughly, writing in ink and using block capitals. It is an offence punishable by law to supply any false or misleading statement or false documents in support of your application for a work permit or work permit exemption.

Part I of the application (questions 1-29) should be completed by the applicant. The prospective employer of the applicant should complete Part II (questions 30-51) of the form. Employers should note carefully and provide the information required in questions 43-50 concerning the steps taken to recruit a Jamaican national for the job to be undertaken by the applicant.

- Please note that Part III of the Form is strictly for Official use only.
- Applicants seeking a work permit on the basis of being self-employed should complete Parts I and II of the form.
- You should sign and date your application in the spaces provided at Questions 29 and 51 on the form. Applications that are not properly signed and dated will not be processed.
- Any question on the application that is not relevant to the applicant, should be marked with the letters “N/A”.
- A non-refundable fee is payable for processing the application.
- Where approval has been granted for a work permit, the prospective employer of the applicant will be notified. Upon receiving the Notice of Approval. A Work Permit Fee is payable by the employer before the Work Permit may be issued. The Work Permit becomes effective from the date it was approved.
- Payment vouchers are available at the Work Permit Section of the MLSS, IF North Street, Kingston and at any of the Parish Offices island wide.
- Payments are to be made at any branch of the National Commercial Bank (NCB).

(retrieved on 22/07/2019 from [www.mlss.gov.jm/departments/work-permit-2/](http://www.mlss.gov.jm/departments/work-permit-2/))

MLSS will issue a work permit by waiving fees in the emergency (during the 2-month Moratorium period). Outside of this period the fees are offered as outlined below:

3 months	JMD \$10,000
3-6 months	JMD \$20,000
6-9 months	JMD \$30,000
9-12 months	JMD\$40,000

>12 months                      JMD\$40,000 and \$10,000 for each additional three months

Work Permits are not transferable. Procedure to renew the work permit include completing the application form while submitting the following:

1. Passport
2. Fees
3. Completed Application Form



## APPENDIX 5: Additional Information

### 5A: Sample Clearance Letter ODPEM

	
<b>OFFICE OF DISASTER PREPAREDNESS &amp; EMERGENCY MANAGEMENT</b> 2-4 Haining Road, Kingston 5, Jamaica, W.I. Tel: (876) 906-9674-5, (876) 754-9077-8 Tel./Fax: (876) 754-3229, E-mail: <a href="mailto:odpem@ojwamaica.com">odpem@ojwamaica.com</a> , Website: <a href="http://www.odpem.org.jm">www.odpem.org.jm</a>	
June 5, 2019	
Mrs. Velma Ricketts Walker Commissioner of Customs Customs House 15 New Port East Kingston	
Dear Mrs. Ricketts Walker,	
<b>RE: CLEARANCE LETTER ASSOCIATED WITH HURRICANE XXXX</b>	
The Office of Disaster and Emergency Management (ODPEM) wishes to confirm that as per the request of the _____ (name the entity), the following notification of arrival/departure has been communicated to this office. The National Emergency Operations Centre (NEOC) has been activated and through its operations, please be informed that all relevant entities have been duly alerted to the arrival of the vessel through the activation of the Port Relief Clearance Working Group.	
<b>Name of Sender/Receiver:</b>	
<b>Vessel Type:</b>	<b>GT/NT:</b>
<b>Vessel Name:</b>	
<b>Date/Time of arrival/departure</b>	<b>Port of Arrival/Departure:</b>
<b>Consignment:</b>	<b>(please see the attachment)</b>
Kindly waive all customs and administrative charges associated with the shipment.	
Sincerely,	
<b>Mr. Richard Thompson</b> <b>Director General (Actg.)</b>	
<hr/>	
<small>Chairman: Ms. Joy Douglas; Deputy Chairman: Dr. St. Aubyn Bartlett; Directors: Mr. Assan Thompson, Col. Mahatma Williams, Mr. Raymond Spencer, <del>Councilor</del> Pauline Reynolds, Mr. Fabian Brown, Mrs. Dorothy Carter-Bradford, Mr. Alston Douglas, Mr. Patrick Gordon, Mr. Richard Barrow, Major Gregory Webster,</small>	
<small>Director General (Acting), Mr. Richard Thompson</small>	

## 5B: Guidelines for Donating Educational Materials through NATIONAL EDUCATION TRUST (NET)

1. Prior to shipping the items, the shipper is to communicate with the National Education Trust (NET) to determine the suitability of the goods and whether or not they attract customs duties.
2. Information on computers being donated must be submitted prior to shipping to ensure that they are suitable for the intended purpose.
3. Adequate notice is to be given prior to shipping to allow for all the necessary approvals. This will prevent extended delays at the port of entry and possible storage/demurrage charges. This information can be emailed to either of the following addresses:  
[Latoya.harris@net.org.jm](mailto:Latoya.harris@net.org.jm) and  
[info@net.org.jm](mailto:info@net.org.jm)
4. Letters of offer to the institutions should be sent prior to shipping of the goods.
5. The goods must be consigned to the NET. Do not consign the goods to an individual or school. However, you can indicate the recipient school. For example, National Education Trust for Rainbow High.
6. Do not package educational and non-educational goods (e.g. medical supplies) together as the approval processes and requirement for customs clearance differ.
7. Do not package personal items and educational materials together.
8. A Customs Broker is required for goods valued over US\$5,000
9. Customs Administrative Fee (CAF) will have to be paid and cannot be waived.
10. It is better to ship items by way of pallets, container, D container, crates, skids, drums or barrels as shipping large quantities of small packages outside of these package types will attract a higher CAF.
11. Failure to abide by the guidelines may result in delays at the ports. Where relevant requirements are not met, goods may have to be detained until the relevant approval is received or full duties will become payable.

### For Clearance

The following documentation is to be sent ahead of the arrival of the goods to the NET.

1. The Bill of Lading and/or Air Waybill
2. Invoice (if goods are new)
3. List of goods and approximate value (if the goods were pre-owned.)
4. Completed Electronic Donation Form

When goods are accompanying passengers it is critical that the approvals be obtained and the necessary letters be obtained ahead of the arrival of the person, as they will have to be shown to the Customs Officer. This may be done either by the letters being sent to the arriving passengers before they leave their country of residence or by the letters being presented to the Customs Officer by a representative of the receiving institution. The itinerary of person(s) traveling with the goods is also to be provided in advance.

The approval process takes a maximum of ten (10) working days.

Once NET is satisfied with the items and the Donation Form, Invoices, Bill of Lading has been provided, a letter will be issued to the school and/or representative for them to clear the items.

NET reserves the right to audit the schools to ensure that items are in fact in use at the beneficiary school.

For further information, you may contact the following officers at the NET:

Latoya Harris (Ms)  
Public Private Relationship Manager  
National Education Trust (NET)  
37 Arnold Road, Caenwood Centre  
Kingston 4  
Office: 1-(876)-922-3134 or 967-7962  
Mobile: 1- 876-562-9542  
Email: [Latoya.harris@net.org.jm](mailto:Latoya.harris@net.org.jm)

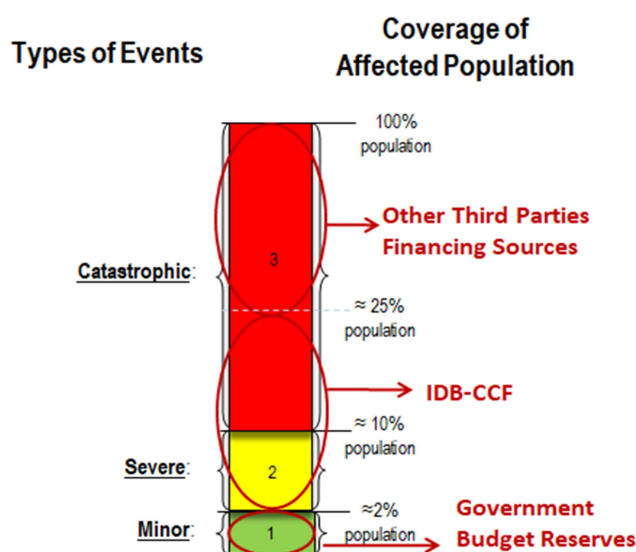
Retrieved from [www.mfapt.org.jm](http://www.mfapt.org.jm)

## 5C: The Inter American Development Bank Contingent Credit Facility

The Contingent Credit Facility allows the country rapid access to financing matching a scale of probable losses in the event of need at zero cost until draw-down.

Disbursements are contingent on the occurrence of a previously agreed event of specific location, type and magnitude and that allows immediate verification of the eligibility of the event that will trigger the disbursements.

Examples of Triggers under the facility include (i) hurricane of certain intensity that affected X% of the population; (ii) earthquake of certain intensity that affected X% of the population.



Based on the parameters set, the IADB is willing to pay out at  $\geq 2\%$  population affected or

$\leq 25\%$  population affected based on Figure seen

The minimum number of affected population for a hurricane to be deemed eligible by the bank is 2 % of Total Country Population.

The maximum amount to be made available per affected persons is US\$ 212 for each one of the vectors (wind and rain).

The minimum number of affected population for an earthquake event to be declared is 2 % of Total Country Population.

Figure 14. Event and Coverage of Population – IDB Contingent Credit Facility

The maximum amount to be made available per affected person is US\$850.00

## 5D: Sub-Regional Focal Point Coordinating Plan Event Levels

LEVEL 1: A local event in which no external assistance is required is considered as Level 1. The affected Participating State has adequate resources to manage the event. The RRM is not activated for a Level 1 event. The CDEMA CU monitors and shares information with partners and other CDEMA Participating States.

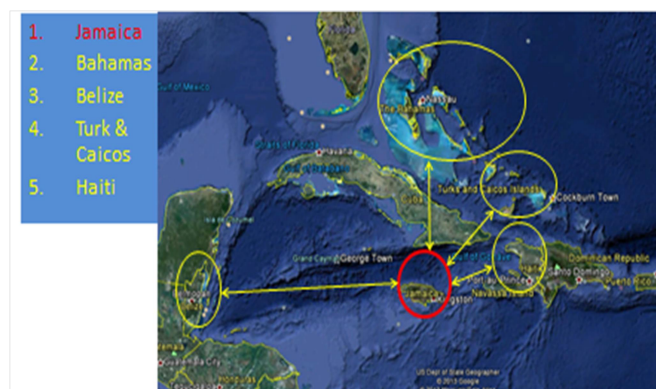


Figure 15. Picture Showing Region of Response Mechanism

LEVEL 2: A Level 2 event is one in which the national capacity to respond is not overwhelmed but some external assistance is required. The affected State may or may not declare a disaster. In this scenario, the CDEMA CU may provide technical assistance, specialised equipment, support personnel and information sharing.

LEVEL 3: A Level 3 event overwhelms the capacity of an affected State to respond. In such cases the RRM is activated and regional operations are mounted to support national response. Other support from international agencies may be required (e.g. in response to Hurricanes Gilbert – Jamaica, 1988; Hugo – Montserrat, 1989; Lenny – 7 Eastern Caribbean Countries, 1999, Ivan – Grenada, 2004, and Haiti Earthquake, 2010, Matthew 2016, Irma and Maria, 2017.

## 5E: Kingston Wharves Ltd. Clearing Instructions

### CLEARING INSTRUCTIONS

#### STEP 1: COLLECT YOUR DOCUMENTS

Collect your Order or Bill of Lading from your shipping agent, freight forwarder or customs broker.

#### STEP 2: GO TO THE KINGPORT BUILDING WITH DOCUMENTS AND PAY CHARGES

Take these documents (that is your Order or Bill of Lading) along with your valid identification and TRN to the Kingston Wharves Head Office at the Kingport Building on Third Street in Newport West to pay the handling and storage charges due. You will receive a customer service number.

(Any ONE of the following forms of identification is acceptable – National ID; Drivers' License or Passport.) Please be reminded that there will be a security check at the entrance.

#### STEP 3: GO TO CUSTOMS CENTRAL MANIFEST

Take all of your documents to the Customs Central Manifest office for documents check and processing. At this point the Customs Officer will match your documents against the information submitted to Jamaica Customs. Your documents will then be validated with a Customs Stamp, if everything is in order.

[If you have a major amendment that cannot be handled by the Customs Officer or KWL Warehouse Supervisor, you will be directed by the Customs Officer regarding further assistance. Once completed, please return to the Customer Service Desk at the Kingport Building with the amended documents.]

#### STEP 4: GO TO THE BERTHS / WAREHOUSE

Your barrel is stored inside a warehouse located at the Berths. There are two (2) Berths – Berth 6 and Berth 7. The specific Berth where your barrel is being stored is printed on your documents. Go to that Berth and present your validated documents to the Security Officer at the Warehouse. Your documents will be reviewed. Listen for your customer service number to be announced. You will be directed to the Customs Inspection Area.

#### STEP 5: CUSTOMS INSPECTION AND PAYMENT OF DUTY

A Customs Officer will inspect the items in your barrel. You will be told how much duty is to be paid and that payment must be made at the Customs Cashier. Please remember to collect the Customs Release from the Customs Cashier.

#### STEP 6: COLLECT GATE PASS, COLLECT BARREL AND EXIT

You must collect a gate pass at the Berth in order for your transportation to gain access through the Main Gate. Present your documents to the Security Officer for inspection at the Warehouse where your barrel is located and sign to acknowledge receipt of goods. Collect your barrel and head to the exit gate with your transportation. You are all done!

Thank you for making it Kingston Wharves Limited



KINGSTON WHARVES LIMITED

## 5F World Customs Organisation Revised Kyoto Convention 2006

The revised Kyoto Convention 2006<sup>8</sup> is an update and revision of the International Convention on the Simplification and Harmonization of Customs Procedures 1973-74.

Chapter 5 of Specific Annex J of the revised convention provides Guidelines on Relief Consignments. These guidelines include the following activities, suggested as “Recommended Practice”:

- a) Clearance of relief consignments should be carried out as a priority
- b) Declaration forms should be simplified and provision made for incomplete declarations
- c) Provision should be made for lodging and checking of goods declarations prior to arrival
- d) Clearance outside designated hours of business should be possible
- e) Arrangements for clearance away from Customs offices and waiver of charges for this should be put in place
- f) There should be examination or sampling of relief shipments only in exceptional circumstances
- g) Authorities should accept a detailed list of contents of shipment which has been certified by customs authority of exporting country
- h) Accelerate procedures for disassembling and repackaging relief for onward shipment
- i) Waiver of duties and taxes on relief items
- j) Documented procedures for temporary admission of relief items/equipment
- k) Coordinate inspections so that all inspections are carried out at the same time if possible

Some of the above, such as e) and i) are already provided for under national legislation, others e.g. a) and d) are in the NERCP. The JCA recognises these recommended practices and adheres to them within the context of national laws and policies.

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<sup>8</sup> Available at <https://unstats.un.org/unsd/trade/ws%20bangkok06/workshop%20materials/kyoto%20convention.pdf>

## 5G ADDITIONAL INFORMATION ON AERODROMES

Ian Fleming International Airport

<https://airportsauthorityjamaica.aero/location/ian-fleming-international-airport/>

Ken Jones Aerodrome

<https://airportsauthorityjamaica.aero/location/ken-jones-aerodrome/>

Tinson Pen Aerodrome

<https://airportsauthorityjamaica.aero/location/tinson-pen-aerodrome/>



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