



Office of Disaster Preparedness and Emergency Management (ODPEM)

in collaboration with the

Clarendon Municipal Corporation

Tweedside Climate Change & Disaster Risk Management Plan

Funded by the

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Acknowledgement



The Tweedside Community Disaster Risk Management Group wishes to thank the Clarendon Municipal Corporation (CMC) and the Office of Disaster Preparedness and Emergency Management (ODPEM) for engaging us in this very important project-Disaster Risk Management and Climate Change Adaptation.

Disaster Risk Management at the community level is very critical and requires the proper organization, management and execution of community members to respond in the event of an emergency.

We are most appreciative for this plan and certainly for the lessons learnt in the areas of Disaster Risk Management preparedness, prevention, mitigation, response and recovery. The community is also grateful for the strategies identified in Climate Change that will aid us in being more resilient in our farming and economic practices. This plan has enhanced our preparedness and response method for handling disasters.

The community Disaster Risk Management Group wishes to express thanks to the facilitators: Mrs. Camille Beckford-Palmer, Regional Coordinator, ODPEM and Mrs. Eleanor Coombs Parish Disaster Coordinator, Clarendon, Mrs. Faradene Edwards and the vivacious team members from the Environmental Health Fund for their unwavering support in the development of this plan.

We look forward to a continued working relationship as we aim to make the Tweedside community and the parish a more resilient one.

The Tweedside Community Disaster Risk Management Group
July 2019

The Office of Disaster Preparedness and Emergency Management (ODPEM) and the Clarendon Municipal Corporation take this opportunity to express thoughtful gratitude to Environmental Health Fund (EHF) for funding the development of this very important and well needed document in the Tweedside community.

We acknowledge and appreciate the hard work, time, dedication, commitment and comradeship of the members of the Tweedside Zonal Committee, Ms. Faradene Edwards and her energetic team, and the

Regional Coordinator, Ms. Camille Beckford -Palmer for the immeasurable contribution to this Community Climate and Disaster Risk Management Plan.

We encourage the Tweedside members to not waste this wealth of knowledge gained over the past months but own the disaster risk management process in your community and play your part for a more resilient community.

This plan clearly outlines all the critical areas of disaster management – prevention, mitigation, preparedness, response and recovery; and climate change adaptation strategies. Please use this document and improve where necessary as disaster management begins with me

We are committed to support your organization and look forward to a continued working relationship as we work to make your community a more resilient one.

Thank you.

Ms. Eleanor Coombs
Parish Disaster Coordinator/Plan Development Facilitator
July 2019

Glossary of Terms

TERM	MEANING
Adaptation	The process of adjusting to change (both experienced and expected), which is longer term (for example, over a decade or longer).
Capacity	A combination of all the strengths and resources available within a community, society or organization that can reduce the level of risk, or the effects of a disaster. Capacity may include physical, institutional, social or economic means as well as skilled personal or collective attributes such as leadership and management. Capacity may also be described as capability.
Capacity Building	Efforts aimed to develop human skills or societal infrastructures within a community or organization needed to reduce the level of risk.
Climate Change	The climate of a place or region is changed if over an extended period (typically decades or longer) there is a statistically significant change in measurements of either the mean state or variability of the climate for that place or region.
Coping Capacity	The means by which people or organizations use available resources and abilities to face adverse consequences that could lead to a disaster.
Disaster	A serious disruption of the functioning of a community or a society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources.
Disaster Risk Management	The systematic process of using administrative decisions, organization, operational skills and capacities to implement policies, strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental and technological disasters. This comprises all forms of activities, including structural and non-structural measures to avoid (prevention) or to limit (mitigation and preparedness) adverse effects of hazards.
Early Warning:	The provision of timely and effective information, through identified institutions, that allows individuals exposed to a hazard to take action to avoid or reduce their risk and prepare for effective response.
Emergency Management	The organization and management of resources and responsibilities for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation.
Hazard	A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

TERM	MEANING
Hazard Analysis	Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour.
Mitigation	Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.
Preparedness	Activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.
Prevention	Activities to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters.
Recovery	Decisions and actions taken after a disaster with a view to restoring or improving the pre- disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk.
Relief/Response	The provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.
Resilience	The capacity of a system, community or society potentially exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure. This is determined by the degree to which the social system is capable of organizing itself to increase its capacity for learning from past disasters for better future protection and to improve risk reduction measures.
Retrofitting	Reinforcement of structures to become more resistant and resilient to the forces of natural hazards.
Risk	The probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between natural or human-induced hazards and vulnerable conditions.
Structural/Non-Structural Measures	<p>Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure.</p> <p>Non-structural measures refer to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk and related impacts.</p>
Vulnerability	The conditions determined by physical, social, economic and

TERM	MEANING
	environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.
*Zone	Means a Disaster Risk Management Area/Zone which is a specifically defined geographical area (Local Level) in which Disaster Risk Management issues are discussed, planned for and executed in the context of the local area. This Zone maybe one or more communities, depending on the demographics of the community, nature of hazards, established governance structures, and the sociopolitical environment, as defined by the respective parish.
*Zonal Committee	Means an organized community group within a zone that has accepted the responsibilities for leading the charge of disaster management issues of the zone, has a wide cross representation of the zone and has elected officers to serve as the execute of the committee under the guide of the Parish Disaster Committee through the Parish Coordinator-Disaster Preparedness.

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

Abbreviations

CBO	Community Based Organizations
CDRM	Community Disaster Risk Management
CERT	Community Emergency Response Team
DRM	Disaster Risk Management
JFB	Jamaica Fire Brigade
JSIF	Jamaica Social Investment Fund
MLSS	Ministry of Labour and Social Security
MP	Member of Parliament
NGO	Non-Governmental Organization
ODPEM	Office of Disaster Preparedness and Emergency Management
PDC	Parish Disaster Coordinator/Committee
PEOC	Parish Emergency Operations Centre
RADA	Rural Agricultural Development Authority
SDC	Social Development Commission

Preamble

Name of the Plan

The name of the plan is the “**Tweedside Risk Management and Climate Change Adaptation Plan**”.

Purpose of the Plan

This plan provides:

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

Actors

1. Members of the Tweedside Community Disaster Risk Management Committee
2. Clarendon Municipal Corporation
3. Office of Disaster Preparedness and Emergency Management (ODPEM)
4. Ministry of Labour and Social Security
5. Social Development Commission
6. Jamaica Fire Brigade
7. Jamaica Constabulary Force
8. Other stakeholders and Government agencies
9. Clarendon Parish Disaster Committee

Scope of Plan

The Plan will cover Pre and Post-impact aspects of disaster risk management, that is, prevention, mitigation, preparedness, response and recovery. The Plan will also cover long term climate change adaptation strategies that will be important for the community to prepare for future variations in climatic conditions.

Authority

This plan was developed with the guidance and assistance of the ODPEM and the Clarendon Municipal Corporation under the Disaster Risk Management Act 2015, ODPEM has the responsibility for ensuring development of hazard management plans. The ODPEM also has the responsibility to collaborate with local government authorities and community based organizations in supporting disaster preparedness and mitigation.

Responsibility

The responsibility for updating and testing the plan lies with the **Tweedside CDRMG** review and test elements of the plan at least once per year and after every major event. The Plan should be updated every 5 years to reflect changes in the dynamics of the community and the implications for disaster management.

Assumptions

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

Relationship to Parish and National Plans/Structure

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

Community Profile

DESCRIPTION OF THE COMMUNITY

Tweedside is a rural agriculture community in the North West Constituency in Upper Clarendon and lies approximately 75 kms from the parish capital of May Pen. Its topography is hilly, undulating nature and the area has its fair share of natural resources such as farmlands, indigenous flora, spring, rivers, tributaries and sand. The area is not prone to flooding however; the community has many manmade and natural drains to channel water from homes and other infrastructure. The temperature in the area is relative to the rest of Jamaica but gets cooler as dusk approaches.

Tweedside has a basic, primary and vocational educational Institutions centrally located in the district. There is also a health facility. The community is served by the Tweedside Postal Agency and communication is gained mainly by cellular phones. Transportation & Road Network in the community are fairly good. The most utilized modes of transportation are licensed and robot taxis, bus, truck, private cars, motorcycles, bicycle and donkeys. Water supply in the community is quite good with the Barnett Spring and Aslton Water System serving the area.

Source: SDC Clarendon 2013

LOCATION AND BOUNDARIES FOR COMMUNITY IN THIS PLAN

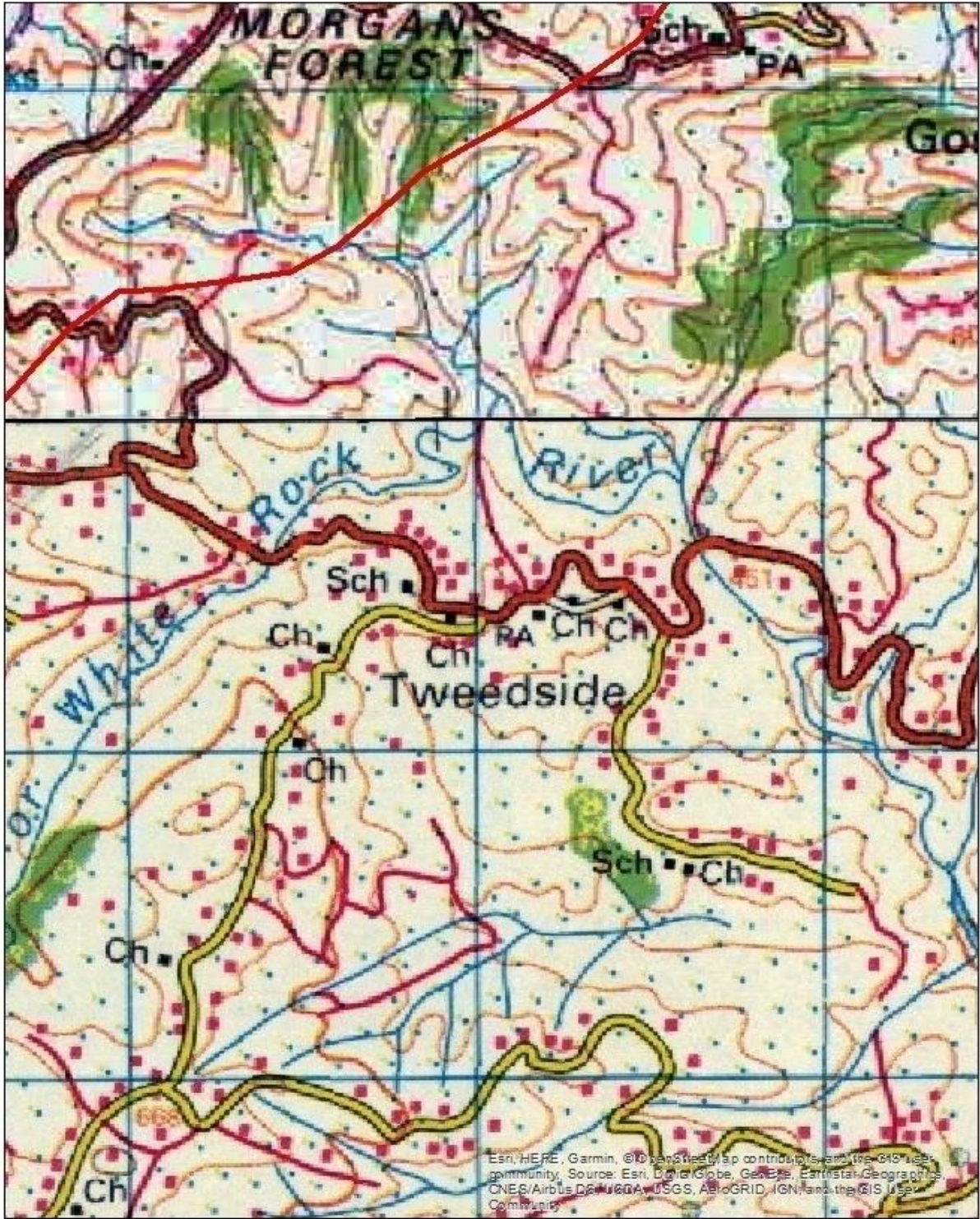
Boarders: Peckham

Boarders: Spalding

The community of Tweedside comprises of small districts which are covered under this plan. These include:

- Wisbeach
- Harwood Garden
- Tweedside Proper

Tweedside Location Map



Disaster Risk Management (DRM) Organizational Structure

Disaster Risk Management and Climate Change Adaptation in **Tweedside** will be taken on by the **TweedsideZone Disaster Management Committee**. The table outlines the membership of the committee and the roles and responsibility of each member is outlined in the DRM Group Terms of Reference in **Appendix K**.

Tweedside Zone Disaster Management Committee Executive

POSITION	PERSON ASSIGNED	ADDRESS	CONTACT NUMBER	EMAIL
President	Lillerith Mathew		876-348-6895	
Vice President	Mr. Nigel Coore		876-374-3989 876-328-7221	
Secretary	Shaunette Johnson		876-392-3635	
Assistant Secretary				
Treasurer	Shaunette Johnson		876-392-3635	
Asst. Treasurer				
Public Education & Fundraising Coordinator	Paula Anderson Worrel Williams		876-445-1913 876-393-7405	
Asst. Public Education & Fundraising Coordinator				
Vulnerability & Risk Identification Coordinator	Winston Lewin		876-774-1634	
Asst. Vulnerability & Risk Identification Coordinator				
Risk Identification Coordinator	Winston Lewin		876-774-1634	
Prevention & Mitigation Coordinator	Nigel Coore		876-374-3989 876-328-7221	
Asst. Prevention & Mitigation				

POSITION	PERSON ASSIGNED	ADDRESS	CONTACT NUMBER	EMAIL
Coordinator				
Response & Recovery Coordinator	Worrel Williams Winston Lewin		876-393-7405 876-774-1634	
Asst. Response & Recovery Coordinator				
Preparedness Coordinator	Worrel Williams		876-393-7405	
Asst. Preparedness Coordinator				
Shelter Coordinator				
Asst. Shelter Coordinator				
Damage Assessment Coordinator				
Parish Disaster Coordinator				
Regional Disaster Coordinator				

Districts Included in Tweedside Zone and District Coordinators Contact List

District Coordinators Contact List

#	DISTRICT	TEAM LEADER	CONTACT #	E-MAIL
1.	Wishbeach	Shaunette Johnson	876-392-2635	
2.	Harwood Gordon	Olga Taylor	876-532-5406	
3.	Tweedside Proper	Nigel Coore	876-474-3989	

Disaster History

HISTORY OF DISASTERS AND COPING MECHANISMS

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

TABLE 1: *Historical Overview of Disasters*

DISASTER YEAR	IMPACT	HOW DID THE COMMUNITY RESPOND?	Where the Responses - COPING (short-term) or ADAPTING (long-term)
Hurricane Gilbert [1988]	Loss of house roof, Loss of vegetation, Land slippages	Members of the community came out to assist the unfortunate ones, to repair roofs and went to shelter.	Coping
Hurricane Ivan [2004]	Loss of crops/livestock's, Road Blocks, Loss of Electricity	Clearing of road blocks.	Coping
Drought[2015&2018]	Loss of crops, cocoa, yam, banana, pepper, etc. Bush fire affected M ^c Connell's and Rock River	Buying of water for domestic usage, Buying water to feed cattle's, Some mulching of our farms,	Coping
Intense Rain Fall[May 2017]	Loss of crops, livestock's, Over flow of a community pond, Land slippages, Loss of Electricity, poles destroyed	Rush to remove animals from around the pond.	coping

LESSON LEARNED

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

Hurricane

- Be prepared. Always have personal supplies
- Build on a suitable location
- Plan and Construct buildings with hurricane straps, deck roofing and shutters for windows.

Drought

- Store water
- Practice water harvesting and have catchment areas
- Plant climate resilient crops

Landslides.

- Use barriers
- Have resources (chain saw) to clear the roads.

Community Assets

A community asset (or community resource) is anything that can be used to improve the quality of community life. The six asset categories include:

- » NATURAL: Farming land, community springs, Local River, forests on north side of town, ocean (fish).
- » PHYSICAL: Infrastructure such as bridge into town, schools, clinics and equipment (tools, machines) for transport, local water management/distribution system, telephone lines, mobile phone towers.
- » FINANCIAL: Personal savings, bank deposits, liquid assets such as livestock, regular income, pensions, remittances.
- » HUMAN: Nurses, teachers, police, Ag. Extension officers, disaster management committees.
- » SOCIAL: Civil groups/associations (list name of group), reciprocity and exchanges (such as within a church parish).
- » POLITICAL: Access to decision-making processes, power relations.

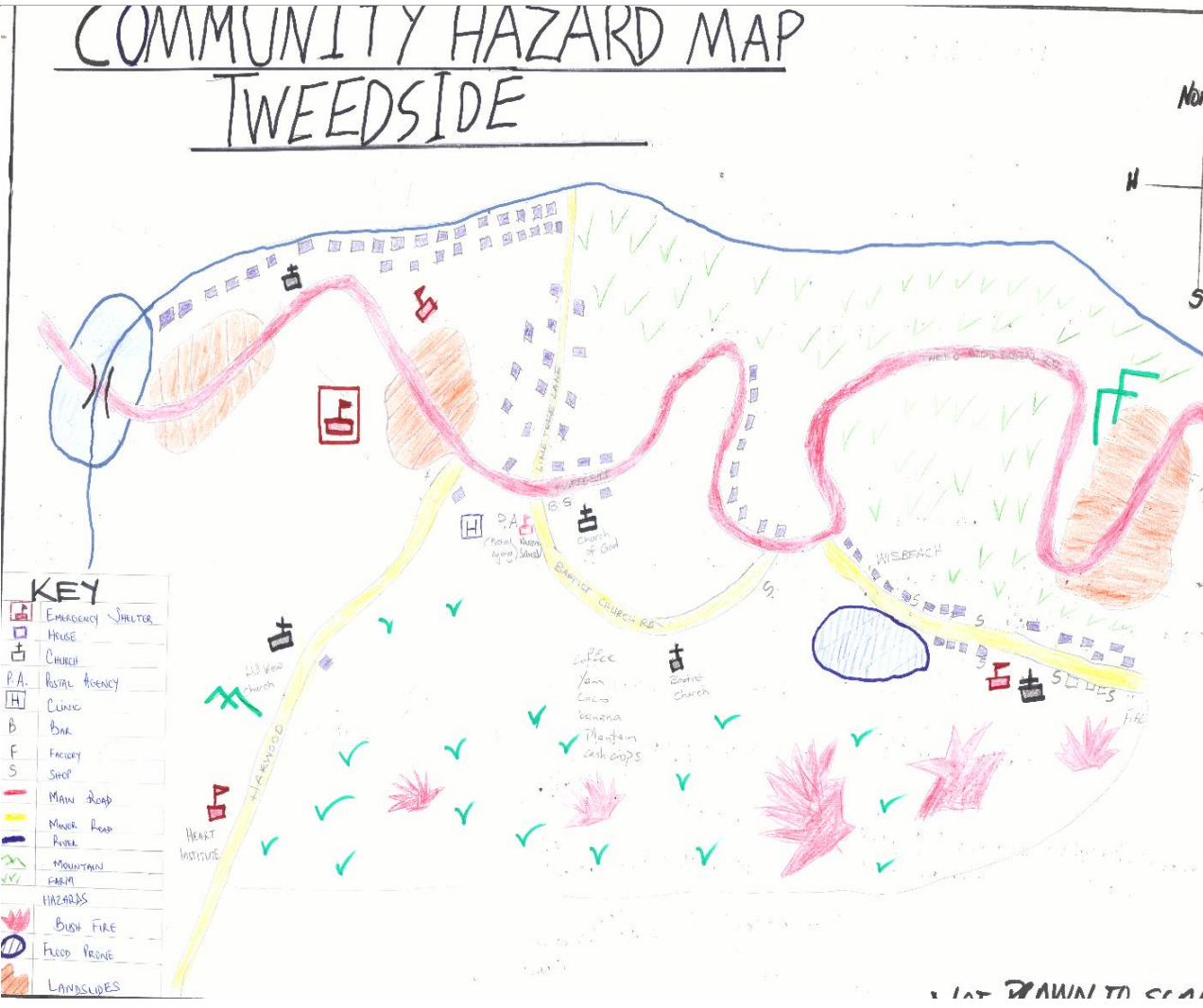
The top five most important community assets/resources from each of the six asset categories were identified and highlighted in table 2 below. The priority assets were selected based on their importance to lives and livelihoods in the community.

TABLE 2: *Community Assets*

ASSET CATEGORY	ASSETS
Natural	1. Hilly Terrain
	2. Banana, yam, ackee
	3. Water/ spring
	4. Citrus
	5. River
Physical	1. Ackee Factory
	2. Skill Centres
	3. Churches, School
	4. Postal Agency
	5. Entertainment Centre
Financial	1. Farm produce
	2. Salaries
	3. Remittances
	4.

ASSET CATEGORY	ASSETS
	5.
Human	1. Justice of peace
	2. Teachers
	3. Farmers
	4. Builders/Hairdressers small business
	5. Barber/ Dressmaker
Social	1. Citizens Association Farmer's Group
	2. Football Club
	3.
	4.
	5.
Political	1. M.P
	2. Councillors
	3. Caretakers
	4.
	5.

Hazard Map



Community Problem Tree

The problem tree identifies and visualizes the climate change trends that affect the community, the hazards that are problematic to the community and the associated social contributors to impact/drivers of vulnerability (what makes the hazard worse?), impacts and practical solutions. The climate change trends are at the root of the tree, drivers of vulnerability on the trunk, climate and non-climate hazards on the branches, impacts on the leaves and adaptation/mitigation strategies (solutions) on the fruits.

Identification of Climate and Non-Climate Hazards and their Impacts

Table 3 highlights climate related hazards that the community experiences and expected to continue to experience into the future. These climate hazards usually result in disasters of differing magnitude in the community. Characteristic details of the hazards; natural and man-made scenarios that makes the hazard worse; and impacted assets are also highlighted.

TABLE 3: *Climate Hazard and Their Impacts*

CLIMATE HAZARD	FREQUENCY	INTENSITY	DRIVERS OF VULNERABILITY	PROJECTED SCENARIO WITH CLIMATE CHANGE	IMPACTED ASSETS (FROM LIST)
Hurricanes	Average every 5-6 years	Category 3-4	Lack of preparedness Lack of awareness	Longer Hurricanes expected	
Floods	Between 10-20 years	Severe	Blocked drains Improper garbage disposal deforestation		
Droughts	Average once every 2 years	Severe	Lack of rainfall Deforestation	Longer Drought periods	

Table 4 identifies non-climate related hazards that pose a threat to the community and has the potential to cause major disasters. The table highlights natural and man-made scenarios which may make these hazards worse, possible impacts based on experience and the priority community assets which are impacted.

TABLE 4:*Non-Climate Hazard and Their Impacts*

NON-CLIMATE HAZARD	DRIVERS OF VULNERABILITY	POSSIBLE IMPACT	IMPACTED ASSETS
Earthquakes			
Bush Fire			
Pests (worms)			
Landslides		Loss of crops, land and livestock's Road Blocks, Limited road access to hospital and schools	

Identification of Community Vulnerability

Vulnerability is the condition or circumstance of the community which makes it susceptible to being damaged by a hazard or disaster. The vulnerability analysis identifies the hazards that the community is exposed to, the sensitivity of the different assets within the community to the hazards and the direct and indirect impacts that are anticipated.

TABLE 5: *Highlights the Community's Vulnerability*

HAZARD CATEGORY	HAZARD	VULNERABLE ASSET	DIRECT IMPACTS	INDIRECT IMPACTS
Climate Hazards	Hurricanes	Farms and Livestock/Livelihood Roads Critical Facilities (health center)	Structural damage Damage to farms (high winds and flood)	Temporary homelessness Food shortage Lack of communication Residents being marooned
	Floods	Land Farm and livestock Public utilities shops	Landslides Damage to farms Sand and silt deposits	Temporary homelessness Food shortage Lack of communication Residents being marooned
	Droughts	Farming and livestock/livelihood, Residents Health, Roads Critical Facilities.	Bush fires Water shortage landslides	Loss of income Food shortage

HAZARD CATEGORY	HAZARD	VULNERABLE ASSET	DIRECT IMPACTS	INDIRECT IMPACTS
Non-Climate Hazards	Earthquake	Land Utlity poles Building Critical facilities	Structural damages to homes and business Farm damage	Power outage and loss of communication Permanent and temporary homelessness Restriction of movement in and around community
	Bush Fire	Farmers Land Buildings	Damage to farm lands Damage to produce and livestock Air pollution Soil erosion	Water shortage Loss of income due to Loss of crops and produce
	Pests	Lands Farm produce Residents health	Damage to livestock and farm produce	Food shortage Loss of income Health risk
	Landslides	Farming and livestock/livelihood, Residents Health, Roads, Critical Facilities.	Road blocks Damage to farmlands and produce	Community maybe marroned Loss of income and farm produce

Priority Listing of Hazards

The objective is to rank the main hazards affecting the community. The hazards were listed in the first column and then the likelihood that the hazard may occur in any given year was assigned a number using the “**probability of occurrence**” scoring system in the second column. In the other columns, the impact of each hazard on the community was identified using the “**impact**” scoring system below. The summary of the scoring indicates that **hurricane, Praedial larceny, drought/landslides** are the top three priority hazards based on their frequency of occurrence and the extent of impacts.

IMPACT	
High	3
Medium	2
Low	1
None	0

PROBABILITY OF OCCURRENCE	
Very Likely	3
Likely	2
Unlikely	1

TABLE 6: Priority Listing of Hazards

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Praedial Larceny	3	3	1	1	2	3	13
Hurricane	2	3	2	3	2	3	15
Earthquakes	2	3	2	2	2	2	13
Landslides	3	3	1	2	1	2	12
Intense Rainfall	2	2	1	1	1	2	9
Drought	3	3	1	1	1	3	12

Mitigation

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

Areas Which Should Not Be Developed

The following area(s) in Table 7 below were identified by the community as being unsuitable for future development because of their vulnerability to flooding.

TABLE 7:*Areas for No Development*

AREA	REASON FOR NO DEVELOPMENT
Close to the Ackee Factory, Wisbeach - Pond	Prone to Land Slippages
Banana Gully	Flooding
Rock River Bridge	Contamination of water supply (spring) River always over flow its banks.

Zoning

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

TABLE 8:*Suitable Areas for Development*

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
Tweedside Square	Plaza- Supermarket, Barber Shop, Restaurant, A.T.M Machine, Meat Shop, Farm Store
Tweedside Basic School Complex	Community Centre
M ^c Connell Run	Housing Development

Areas which can be developed with Appropriate Mitigation Activities

TABLE 9: Special Areas for Development

AREA	MITIGATION MEASURES NEEDED
1. Rock River Bridge, Factory Area	» Barriers, Contours, Gabion Baskets » Fire Guard, Water, Fire Extinguisher
2. Wisbeach Tweedside	» Transportation of water, storing of water, water harvesting
3. Whole Community	» Cleansing of drainage, Trench cutting, Proper disposal of garbage's
4. Whole Community	

Reducing Community Vulnerability through Disaster Risk Mitigation and Adaptation

The vulnerabilities identified above can be addressed and the impacts of the hazards reduced if the appropriate actions are employed. Disaster Risk Mitigation strategies can be employed to reduce the community's vulnerability to current hazards and adaptation measures employed to plan long term strategies for adjusting to the expected climate change impacts. Several resources will however be required to make these strategies possible and sustainable as outlined in the community action plan table below.

TABLE 10: Community Action Plan for Disaster Risk Mitigation and Climate Change Adaptation

Hazards Identified	Community Responses	Are these responses suitable?	Adaptation/mitigation actions required	Specific Location	Resources Required	Network Partners Required	Timeline	Hazard Priority Ranking for Address
A. Environmental			»					
Landslide	Clear Debris	Yes	<ul style="list-style-type: none"> » Build retaining walls, gabion baskets » Plant trees in landslide prone areas and along exposed areas of river banks » Practice better farming techniques on hillsides (terracing, contouring etc.) 	Rock River Bridge, Factory Area	Provide Resources	National Work Agency, Municipal Corporation, O.D.P.E.M	2-3 weeks	
Fire	Making Fire Guard, Fire Truck, water, Use soil to cover fire	Yes	<ul style="list-style-type: none"> » Fire breaks on farms » Water storage facilities on farms and at household level » Fire prevention and response training 	Wisbeach Tweedside	Fire Extinguisher, Water Hydrant	Fire Station	2-3 days	
Flooding	Community work day	Yes	<ul style="list-style-type: none"> » Construction of barriers or water ways buildings » Build more gabion baskets along flood prone areas of the river bank » Install more receptacles 	Whole Community	Provide Resources	N.W.C, E.H.F	1 week	

Hazards Identified	Community Responses	Are these responses suitable?	Adaptation/mitigation actions required	Specific Location	Resources Required	Network Partners Required	Timeline	Hazard Priority Ranking for Address
			<ul style="list-style-type: none"> to reduce blocking of drains due to improper disposal » More frequent collection of garbage » Proper drains along roads 					
Drought	Buying of water, carrying from spring	Yes	<ul style="list-style-type: none"> » On farm drip irrigation systems » Rainwater harvesting 	Whole Community	Distribution of water, Water Tanks	Municipal Corporation, O.D.P.E.M	5-7 months	
B. Social/Economic			»					
Praedial Larceny	Neighbour watch	Yes	<ul style="list-style-type: none"> » Regular police patrolling » Police Post 	Whole community		Police, Municipal Corporation	On-going	
Hazard 6			»					
C. Health Related			»					
Hazard 7			»					
Hazard 8			»					
D. Political			»					
Hazard 9	N/A		»					
Hazard 10			»					

Community Led Adaptation and Mitigation Strategies

From the action plan, the following are some activities that the community can do without external assistance to plan for the expected changes in climatic conditions and reduce the impact from hazards.

TABLE 11: *Community Mitigation Activities*

HAZARD	ACTIVITY
Landslides	<ul style="list-style-type: none"> » Planting trees » Better farming practices (contouring, terracing etc.)
Drought	<ul style="list-style-type: none"> » Encourage Water harvesting » Mulching
Hurricanes	<ul style="list-style-type: none"> » Trim trees » Promote preparedness for families »
Fires	<ul style="list-style-type: none"> » Having fire trainings » Install fire breaks
Intense rainfall	<ul style="list-style-type: none"> » Clean drains » cut trenches » Store drinking water and food items
Praedial larceny	<ul style="list-style-type: none"> » Form neighborhood watch » update and maintain contact
	»
	»

Community Capacity Analysis

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

TABLE 12: *Community Capacity*

CAPACITY	TYPE OF RESOURCE	TASK
Skills	Dress Making, Chefs, Electricians, Masons, Farmers, Carpenters, Teachers, Plumbers.	Provide food for local consumption, install and repair pipes, install electricity, educate.
Knowledge	Teachers, Nurses, Pastor, University Graduates, Farmers.	Assist students, Health care, councilors, impart knowledge, and impart skill.
Networks	Members of Parliament, Councilors, JAS, RADA, E.H.F, J.P's.	To provide essential services such as: forming community groups, co-ordinate community activities.
Transportation	Robot Taxi, Bike, Bicycle.	Transport goods and persons from various destinations.
Building/Infrastructures	Electricity, Road Water, Bridges.	Community development.
Means of Care	School, Churches	Use as shelters during disasters
Medical Care	Health Centre, Pastors, Nurses, Teachers.	Provide health care.
Means of Communication	Cell Phones, Post Office, Text Messages.	Means of communication.
Commercial Enterprises	Shops, Mini Mart, Bars	To supply goods and services.

Community Strengths Weaknesses Opportunities and Threats (SWOT) Analysis

TABLE 13: SWOT Analysis

STRENGTH	WEAKNESS
<ul style="list-style-type: none"> » Farming » Schools (including training centres) » Churches » Ackee factory » Football club » » » » » » » » » 	<ul style="list-style-type: none"> » unemployment » lack of cooperation among residents » » » » » » » »
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> » » Medical opportunities (doctors/nurses/medical teams visit the community once per week) » Assistance for farmers through RADA » Assistance for young people (jobs) » » » » » » » » 	<ul style="list-style-type: none"> » Natural hazards (poor weather conditions » Migration of human skill sets » » » » » » » »

Risk Transfer

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

TABLE 14: *Formal and Informal Risk Transfer Options*

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

It is necessary for members of the community to be trained in several areas of preparedness and response to help them better cope before, during and after a disaster impacts the community. The following trainings have been identified as being necessary for the community. A list of persons to participate in the trainings is to be confirmed.

TABLE 15: *Community Preparedness and Response Training*

COMMUNITY MEMBER/TEAM	AREA OF TRAINING	PROVIDED BY	WHO RESPONSIBLE TO ORGANIZE	TIME FRAME	COST
CDRM Group	Hurricane Simulation and Drills	ODPEM	Lillerith Mathew		
CDRM Group	Earthquake simulation	ODPEM			
CDRM	Fire Awareness Training	Fire Department	Nigel Coore		
Shelter Management	Shelter Management	ODPEM	Lillerith Mathew		
Initial Damage Assessment (IDA)					
Search and Rescue	Light Search and Rescue	Fire Department	Nigel Coore		
CDRM	First Aid	St Johns Ambulance	Lillerith Mathew		

Public Education and Awareness

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

TABLE 16: *Public Education and Awareness*

HAZARD	PUBLIC EDUCATION ACTION	PUBLIC EDUCATION STRATEGY	TIMELINE	RESPONSIBILITY	EXECUTION
Intense Rainfall	Inform persons on what to do before during and after	Workshops, visitation to homes and schools	Start of the hurricane season, April and October	CDRM Group/ Parish Disaster Coordinator	
Landslides	Share safety procedures and prevention	Workshop, brochures	Prior to the rainy season	-do-	NWC, Forestry Department
Drought	Share water harvesting procedures	Workshop, brochures	Prior to the dry season	-do-	
Pradeal larceny	Public education on safety procedures	Sensitization meetings, posters, neighborhood watch meetings		CDRM group	

Preparedness and Initial Response

Monitoring

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

TABLE 17: *Community Monitoring Programme*

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	Joan Wright Deserie Cross
Listening to the radio for official information	CDRM Group
Monitoring marine weather forecasts	Nigel Coore
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Lillerith Matthew
Other	CDRM Group

Warning

The community must be alerted to the possibility of a threat or dangerous situation. Table 18 identifies the traditional warning systems to be used by residents to warn of impending disasters- hurricane/flooding, landslide, storm surge and fire for protection of the community.

TABLE 18: *Traditional Early Warning System*

HAZARD	METHOD OF DELIVERY	TARGET GROUP	RESPONSIBILITY
Hurricane	National Warnings Issued	Community members	CERT. community members
Drought	Word of mouth	Community Members	CERT. community members
Intense rainfall	National Warning Issued	Community	CERT community members

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

TABLE 19:*Early Warning Activity Responsibility*

ACTIVITY	PERSON(S) RESPONSIBLE	MEANS
Special need person	Joan Wright	visits

Evacuation

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

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

TABLE 20:*Areas to be Evacuated during an Emergency*

AREA	REASON FOR EVACUATING
Wisbeach	Flooding.
Tweedside Rock River Bridge	Flooding and Landslide

Evacuation Route

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

TABLE 21: *Evacuation Route and Mode of Transportation to Emergency Shelter*

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION	ASSEMBLY POINT COORDINATOR
Wisbeach		Tweedside Primary School and Wisbeach New Testament Church of God	Vehicle, Walk	
Tweedside Rock River Bridge		Tweedside Primary School and Tweedside Church of God	Walk, Vehicle	

TABLE 22:*Evacuation Procedures*

ACTIVITY	PERSON(S) RESPONSIBLE
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	Lillerith Mathew, Shaunette Johnson
Alert residents on possible evacuation	CDRM team
Decide on timing	Nigel Coore
Ensure special needs populations assisted	Joan Wright/ Paulet Anderson
Organize transportation	CDRM Team
Identify route to be used	CDRM Team
Ensure shelter available	Shaunette Johnson and Winston Lewin
Register all persons who are evacuating and their destination	Shaunette Johnson, Paulet Anderson
Start evacuation	CDRM team
Check that all areas safely evacuated	
Inform Parish Disaster Committee	Lillerith Mathew, Nigel Coore

TABLE 23: Evacuation Team

DISTRICT/AREA	EVACUATION TEAM/PERSON	# HOUSEHOLDS IN AREA	VULNERABLE GROUP & #'S TO EVACUATE	TEAM RESPONSIBLE
Wisbeach				
Tweedside/Road Rock Bridge				

Shelter

Table 24 below highlights the designated shelters for the community. All persons are encouraged to carry food to last them for three days. See Appendix D for list of items needed.

TABLE 24: List of Official and Unofficial Emergency Shelters

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER	AGENCY/LIAISON OFFICER
Official Shelter						
Tweedside Primary School	Along the Main Road	Fair	General	Tweedside Peckham	Worrell Williams 393-7405 Ann-Marie Elliot 774-6221	
Unofficial Shelter						
Wisbeach new Testament Church	Along the Main road	fair	General	Tweeside Wisbeach	Gloria Thompson 420-1338	

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER	AGENCY/LIAISON OFFICER

Preparedness Action Plan

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

TABLE 25: *Community Preparedness Action Plan*

ACTIVITY	RESPONSIBLE PERSON(S)/AGENCY(S)	TIMEFRAME
Drain Cleaning	National Works Agency Clarendon Municipal Corporation	Twice per year
Road Clearing		
Garbage Collection	Solid Waste	

Simulation and Drills

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

TABLE 26: *Simulations and Drills*

TYPE OF EXERCISE/DRILL	# DRILLS PER YEAR	DATE OF NEXT	ORGANIZER (WHO RESPONSIBLE)
Earthquake	1		Nigel Coore
Fire	1		Nigel Coore
Hurricane	1		Worell Williams

Response and Relief

TABLE PO1: Instructions for DRM Team

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

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

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

Response

Search and Rescue/First Aid/Emergency Medical Care

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

TABLE 27:Community Response

ACTIVITY	RESPONSIBLE PERSON(S)/AGENCY(S)	SHORT REPORT
Send out Search and Rescue and First Aid Team to check on:		
Elderly	Tweedside CDRM Team	Committee Chair and Parish Disaster Coordinator
Persons with Disabilities	Tweedside CDRM Team	Committee Chair and Parish Disaster Coordinator
Single Mothers	Tweedside CDRM Team	Committee Chair and Parish Disaster Coordinator
Damaged Buildings and Houses for Occupants	Tweedside CDRM Team	Committee Chair and Parish Disaster Coordinator
Persons Stranded by Floodwater	Tweedside CDRM Team	Committee Chair and Parish

ACTIVITY	RESPONSIBLE PERSON(S)/AGENCY(S)	SHORT REPORT
		DisasterCoordinator
Check for:		
Deaths	Tweedside CDRM Team	Committee Chair and Parish DisasterCoordinator
Injuries	Tweedside CDRM Team	Committee Chair and Parish DisasterCoordinator
Persons in Need of Emergency Assistance	Tweedside CDRM Team	Committee Chair and Parish DisasterCoordinator
Call for any External Assistance	Tweedside CDRM Team	Committee Chair and Parish Disaster Coordinator
Update PDC, ODPEM	Tweedside CDRM Team	Committee Chair and Parish DisasterCoordinator
Update Community	Tweedside CDRM Team	Committee Chair and Parish DisasterCoordinator

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

Initial Damage Assessment

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

TABLE 28:*Initial Damage Assessors*

ACTIVITY	PERSON(S) RESPONSIBLE
Send out rapid assessment team to	
Check on:	
» Roads opened/closed	Nigel Coore
» Roads In need of urgent repair to provide access	Worrel Williams
Power:	
» Fallen lines, poles transformers	Nigel Coore
» Live wires	Worrel Williams
Water and Sewage:	
» Broken/missing water mains	Howard McLeod
» Water available	Euclin Lewis
» Sewage pipes broken/leaking	
Describe State of:	
» Community	Nigel Coore

ACTIVITY	PERSON(S) RESPONSIBLE
» Schools	Joan Wright
» Clinic	Pauline Beccan
» Church	Gloria Thompson
» Shops and businesses	Sonia Johnson
» Boats and fishing gear	
» Sea wall and sea defense	
» Mangroves, environment	

Damage Assessment Procedure

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

TABLE 29: *Community Damage Assessors*

TYPE OF ASSESSMENT (Building, Agriculture, Welfare, etc.)	TEAM LEADER (Name, Contact)	AGENCY REPORT IS TO BE SUBMITTED TO	TIMEFRAME
Initial Assessment			
Buildings, utilities and infrastructure	Nigel Coore	Municipal Corporation	
Welfare	Lilleth Mathews	Ministry of Labour and Social Security	
Agriculture	Worrel Williams	RADA	
Preliminary Assessment			
Buildings, utilities and infrastructure	Worell Williams		
Welfare	Lilleth Mathews		
Agriculture	Nigel Coore		

Response Action Plan

TABLE 30:Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBLE PERSON(S)/AGENCY(S)	AGENCY TO REPORT TO
Evacuation Route Management	Pauline Beccan	
Evacuation		
Trucking of Water	Worrel Willimas	
Alternative Sources of Lighting		
Search and Rescue		
Children Welfare and the Disabled		
Initial Damage Assessment		
Welfare Assessment		

Relief

TABLE 31:Relief Assistance

ACTIVITY	PERSON(S) RESPONSIBLE
Identify members of community who have:	
Received damage	Lilleth Mathews
Need shelter	Pauline Beccan
Lost means of income	Euclin Lewin
Need assistance	Nigel Coore
Identify members of the community in need of psycho-social support or counseling	Shaunette Johnson
Compile list and update PDC, ODPEM	Lillethe Mathews

Recovery

Recovery Action Plan

TABLE 32: *Community Recovery Action Plan*

ACTIVITY	PRIORITY	PERSON(S) RESPONSIBLE	TIMEFRAME	COST
Clearing of Roads	1	Nigel Coore		
Repairing of damaged roofs	2	Worrel Williams		
Restoration of public utilities	2	Howard McLeod		
Evacuation of shelters for resumption of normal use	1	Pauline Beccan		

APPENDIX A – Vulnerable Population

VULNERABLE GROUP/PERSON & CONTACT INFO	TYPE OF VULNERABILITY (Disability &/Or Hazard)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT INFO	CDRT/CERT MEMBER RESPONSIBLE	PERSON RESPONSIBLE (What to Do)
Jane Mitchell	Hypertension	Wisbeach		Shaunette Johnson	
Louise Gordon	Hypertension	Wisbeach		Shaunette Johnson	
Emmeline Williams	Immobile	Wisbeach		Shaunette Johnson	
Clarendon Anderson	Immobile	Wisbeach		Shaunette Johnson	
Alberta Gordon	Immobile	Wisbeach		Shaunette Johnson	
Wilford Palmer	Immobile	Tweedside		Nigel Coore	
Nessa Cooke	Alzheimer's	Tweedside		Nigel Coore	
Francis Reid	Hearing Impaired	Tweedside		Nigel Coore	
Minnel "Tiny" Tomas	-do-	Tweedside		Nigel Coore	
Rose Dent	Hygiene	Tweedside		Nigel Coore	
Jasper Nemhard	Disabled	Tweedside		Nigel Coore	
Cecil Bolt	Disabled	Tweedside		Nigel Coore	
Daisy Gabbidon	Disabled	Tweedside		Nigel Coore	
Irvin Buchannan	Disabled	Tweedside		Nigel Coore	
Cecil Broomfield	Disabled	Tweedside		Nigel Coore	
Talbert Brown	immobile	Tweedside		Nigel Coore	
Iona Williams	immobile	Tweedside		Nigel Coore	
John Henry	blind	Tweedside		Nigel Coore	
Mrs. Henry	deaf	Tweedside		Nigel Coore	

APPENDIX B – Equipment/Assets/Resource List

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

Items the community already has

Emergency Supplies available in Community

ITEMS (QUANTITY PER ITEM)	STORAGE LOCATION	CONTACT PERSON(S) FOR STORAGE	CONTACT NUMBER
Water Boots	Community Residence Home	Lillieth Mathews	876 349-6895
Machetes	Community Residence Home	-do-	
Shovels	Community Residence Home	-do-	
Forks	Community Residence Home	-do-	
Wheelbarrows	Community Residence Home	-do-	
Hammers	Community Residence Home	-do-	
Nails	Community Residence Home	-do-	

APPENDIX C – Items Required Externally

ITEMS REQUIRED	QUANTITY	SOURCE AGENCY/BUSINESS	CONTACT PERSON(S) FOR STORAGE	RESPONSIBILITY
First AidKits	6	MOH/ Red Cross	Lilleith Mathews	
Shovels	10	Hardware	Nigel Coore	
Waterboots	15	Hardware	Nigel Coore	
Heavy dutygloves	15	Hardware	Pauline Beccam	
Raincloaks	15	Hardware	Nigel Coore	
Hard hats	15	Hardware	Nigel Coore	
Machetes	15	Hardware	Nigel Coore	
CanvasStretchers	15	MOH	Lilleth Williams	
Crowbars	15	Hardware	Nigel Coore	
Rip/CrosscutSaws	15	Hardware	Nigel Coore	
Axe Saws withextra blades	10	Hardware	Pauline Beccam	
Heavy dutyScrew Drivers	15	Hardware	Nigel Coore	
Large/mediumCold Chisels	15	Hardware	-do-	
ClawHammers	15	Hardware	-do-	
Heavy dutySledge Hammers	15	Hardware	-do-	
Flashlights	20	Hardware	-do-	

APPENDIX D – Emergency Supplies to be Taken to Shelter by Shelterees

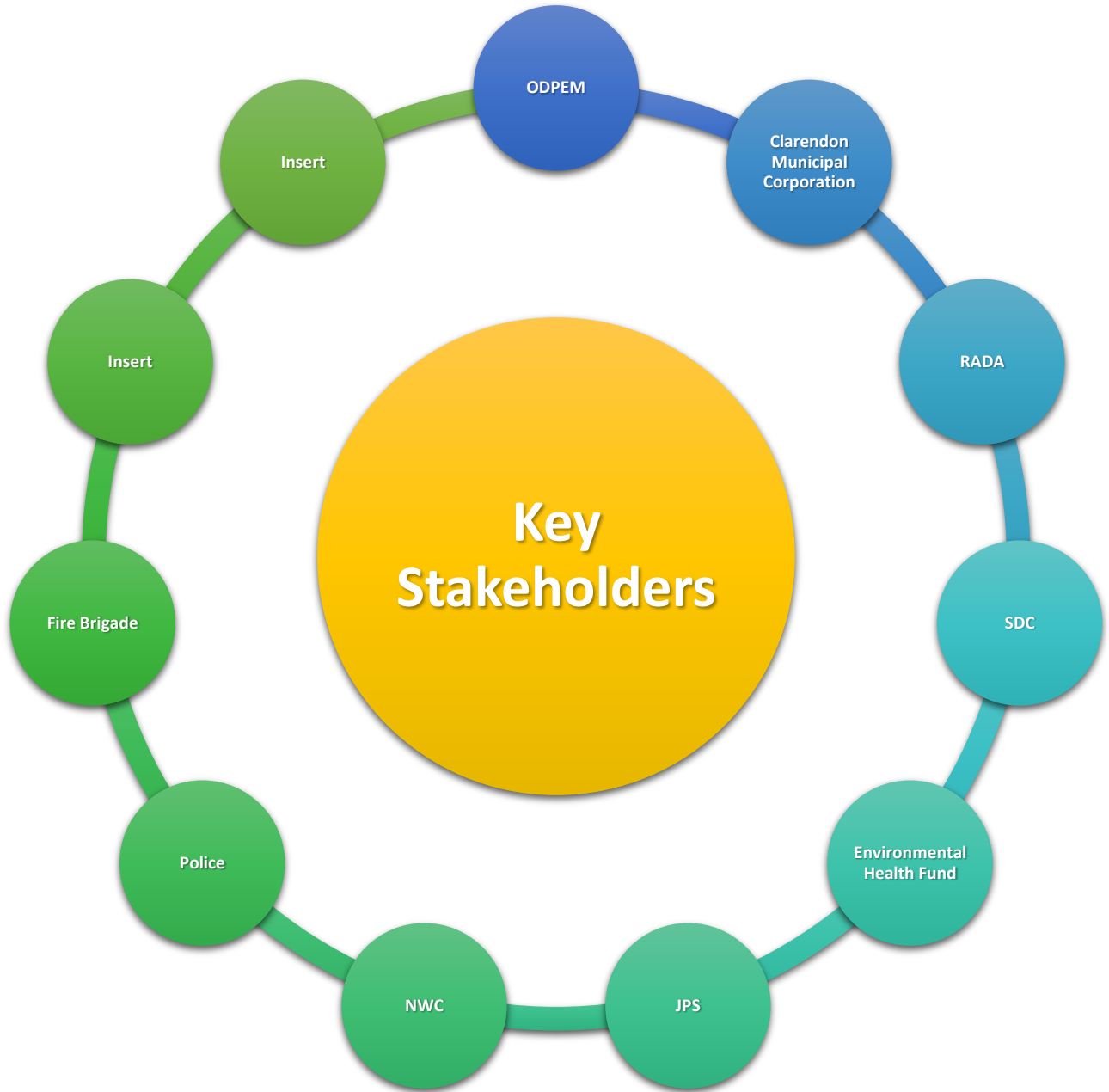
- » Tinned Food (mackerel, corned beef, mixed vegetable, sardines etc.)
- » Salt Fish
- » Crackers
- » Drinking Water
- » Medication
- » Lantern or Flashlight
- » Bedding or Blankets
- » Sponge Foam Pad for sleeping
- » Toiletries such as soap, toothbrush, toothpaste, rags, deodorant and shampoo.
- »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

APPENDIX E – Items Required Externally

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

AGENCY/ORGANIZATION REPRESENTATIVE	NATURE OF RELATIONSHIP	CONTACT PERSON	CONTACT NUMBER
Clarendon Municipal Corporation	Advise, coordinates and support disaster related activities	Eleanor Coombs	(876) 853-1407
National Works Agency (NWA)	Road repairs and maintenance		
Rural Agricultural Development Authority (RADA)	Assist Farmers	Keniel Campbell	(876) 997-0823
Social Development Commission (SDC)	Community Development	Shamariah Richards	(876) 816-4497
Jamaica Fire Brigade (JFB)	Provide training and emergency response	Ryan Davis	
Police	Security		
Environmental Health Fund (EHF)		Faradene Edwards	(876) 577-8829
HEART	Assist training	C. Pammer	(876) 332-2113

APPENDIX F – Stakeholder Analysis



APPENDIX G – Photo Gallery

[Insert important photos here, e.g. Hazard impacts, vulnerable areas, workshops, past/present community projects etc.]

APPENDIX H – Hurricane Standard Operating Procedures (SOPs)

Purpose

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

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

Basic Planning Assumptions

- » At least one major Hurricane will probably affect the country/community
- » CDRM Group will remain active and functional
- » Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.
- » There is commitment and support from agencies and departments of government to assist community.

- » Community is will to utilize their own resources in preparedness and response.
- » CDRM Group will train and establish Community Emergency Response Team(s) (CERTs).

Concept of Operations

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

Procedures will be categorized into the following phases:

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

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

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

Phase 4: Recovery

HURRICANE CATEGORIES

Category One Hurricane

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

Category Two Hurricane

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

Category Three Hurricane

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

Category Four Hurricane

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

Category Five Hurricane

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

Warnings and Watches

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

Tropical Storm Watch

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

Tropical Storm Warning

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

Hurricane Watch

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

Hurricane Warning

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

Flash Flood Watch

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

Flash Flood Warning

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

OPERATING PROCEDURES

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

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Continue to support and promote public information and awareness programmes.	Coordinator-Public Education and Fundraising	Paula Anderson Worrel Williams
2. Sensitize special needs population	Coordinator-Public Education and Fundraising	Paula Anderson Worrel Williams
3. Organize how special needs population will be evacuated and transportation required.	Coordinator-Preparedness	Worrel Williams
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator-Preparedness	Worrel Williams
5. Send a reminder/update to the Fire Brigade of the evacuation route for the	Coordinator-Preparedness	Worrel Williams

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
community. Do a walk through if possible		
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator-Preparedness	Worrel Williams
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator-Vulnerability and Risk Identification	Nigel Coore
8. Ensure DRM teams are aware of all high-risk locations in the community.	Coordinator-Vulnerability and Risk Identification	Winston Lewin
9. Prepare areas for sheltering persons in need	Coordinator-Preparedness	Worrel Williams
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator-Preparedness	Worrel Williams
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator-Prevention Mitigation and Adaptation	Nigel Coore
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator-Prevention Mitigation and Adaptation	Nigel Coore

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

ACTIVITIES	PERSON(S) RESPONSIBLE
1. Meet and assess the community's state of preparedness for a hurricane	Coordinator-Public Education and Fundraising Paula Anderson
2. Advise community to listen to allweather advisories	Worrel Williams
1. Issue warning of threat	Secretary, Shaunette Johnson
2. Alert and notify: <ul style="list-style-type: none"> » PDC that community DRM teams are activated » Other CBOs » Shelter Managers 	

ACTIVITIES	PERSON(S) RESPONSIBLE
<ul style="list-style-type: none"> » Response personnel <p>3. Make available all relevant information on the hazard to the general community.</p>	
<ul style="list-style-type: none"> 1. Pre-check and activate SOPs 2. Alert all trained community first aiders and search and rescue personnel. 3. Have first-aid kits prepared 	Coordinator-Preparedness , Worrel Williams
<p>Personal for families:</p> <ul style="list-style-type: none"> » Make sure your family goes over the family disaster plan. » Make plans for protecting your house, especially the roof, windows and doors. » Have flashlight and extra batteries » Have portable battery-operated radio and extra batteries » Ensure provisions are put in place for emergency food and water. 	Paula Anderson Worrel Williams
<p>Protecting the community:</p> <ul style="list-style-type: none"> » Trim dead or weak branches from trees » Clear all drains that will cause flooding 	Nigel Coore
<p>Listen to all weather advisories and information from ODPEM, MET office, and communicate with PDC.</p>	Lillerith Mathew

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

ACTIVITIES	PERSON(S) RESPONSIBLE
DRM Team Advise the Community to listen to all weather advisories and remain alert	Worrel Williams Winston Lewin
Continue to listen to all weather advisories and reports.	Worrel Williams Winston Lewin

A. HURRICANE WATCH - 48 Hours before Impact

ACTIVITIES	PERSON(S) RESPONSIBLE
<ol style="list-style-type: none"> 1. Personal preparation foodsupplies 2. Securing officialdocuments 3. Securing home and get rid of all thing around the yard that can be missile in ahurricane 4. Check on neighbours that may need help 	Worrel Williams Winston Lewin
Ensure the Elderly and Physical challenged are notified and assisted to prepare for event.	Worrel Williams Winston Lewin

B. HURRICANE WARNING - 36 Hours before impact

ACTIVITIES	PERSON(S) RESPONSIBLE
<ol style="list-style-type: none"> 1. Activate and brief all community teamsand volunteers 2. Test the systems of communication within the community. 3. If cell phones are the be used ensure credit is bought 4. Ensure phones can becharged 	Worrel Williams Winston Lewin
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers.	Worrel Williams Winston Lewin
<ol style="list-style-type: none"> 1. Activate and prepare emergencyshelters 2. Deploy relief and welfare volunteersto emergencyshelters 	Worrel Williams Winston Lewin
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary.	Worrel Williams Winston Lewin
Contact PDC and prepare to Initiate evacuation procedures for the community.	Worrel Williams Winston Lewin
<ol style="list-style-type: none"> 1. Re-check arrangements and MOUs with private bus owners and other volunteers in the community. 2. Pre-position the following resources toareaswhich will potentially be cut off: <ul style="list-style-type: none"> » Food stocks/welfareitems 	Eullin Worrel Williams

ACTIVITIES	PERSON(S) RESPONSIBLE
<ul style="list-style-type: none"> » Communication equipment » Manpower » Powersaws <p>3. Refuel vehicles</p>	
<p>1. Encourage residents to activate family plans</p> <p>2. Pre-position resources: List these resources</p> <ul style="list-style-type: none"> » Equipment, ropes, etc.. » Food stocks/welfare items » Communication equipment » Manpower 	Worrel Williams

C. 24 Hours Before Impact

ACTIVITIES	PERSON(S) RESPONSIBLE
<p>1. Notify PDC of activation of evacuation plan</p> <p>2. Consult PDC on all matters relating to the activation of any or all evacuation systems.</p>	Worrel Williams Winston Lewin
Activate and test local communications links and report to PDC.	Worrel Williams Winston Lewin
<p>Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> » Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate. » Communicate assembly points and deploy marshals. » Make contact with shelter managers to receive evacuees. » Inform PDC of actions to be taken. » All electricity and gas supplies should be shut-down when closing businesses or evacuating homes. » Ensure the Elderly and Physically challenged to be evacuated. » Ensure registration of all evacuated. » Check that all needing evacuees are safely evacuated. 	Worrel Williams Winston Lewin
<ul style="list-style-type: none"> » Monitor radio for hurricane warnings and public information via news releases through ODPEM and Met office. » Monitor Radios for precautionary tips together with packaged information of the activities of responding agencies. 	Worrel Williams Winston Lewin
Alert community Initial Damage Assessment Team(s).	Worrel Williams Winston Lewin
Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster.	Worrel Williams

ACTIVITIES	PERSON(S) RESPONSIBLE
	Winston Lewin

D. 16 Hours Before Impact to Landfall

ACTIVITIES	PERSON(S) RESPONSIBLE
1. Maintain contact with PEOC.	Lillerith Mathew
2. Advise PEOC of weather conditions and state of preparedness.	Nigel Coore
3. Confirm arrival and status of evacuees in shelters.	Worrel Williams
4. Check in with standby teams and community response personnel.	Winston Lewin

E. The Blow

ACTIVITIES	PERSON(S) RESPONSIBLE
Monitor and report events as far as possible.	Lillerith Mathew Nigel Coore
Maintain contact with PEOC, Shelters and response personnel.	Lillerith Mathew Nigel Coore

F. Aftermath (immediately following the blow to 5 Day after all clear)

ACTIVITIES	PERSON(S) RESPONSIBLE
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm AllClear	Lillerith Mathew Nigel Coore
<ol style="list-style-type: none"> 1. Deploy community damage survey teams or assessors. 2. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. 3. Check for deaths, injuries and persons needing emergency assistance. 4. Conduct first aid and search and rescue operations as necessary. 5. Notify PEOC of critical/emergency cases. 6. Provide PEOC with status report. 	Lillerith Mathew Nigel Coore

F. (a) Up to 48 Hours After All Clear

ACTIVITIES	PERSON(S) RESPONSIBLE
Provide initial damage survey and needs of the community	
<ol style="list-style-type: none"> 1. Provide ground reconnaissance intelligence to the PDC. 2. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC. 3. Assist with the establishment and staffing of registration centers. 	Worrel Williams Winston Lewin Lillerith Mathew Nigel Coore
<p>Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.</p> <p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> » Open windows and doors to ventilate or dry your home. Do not use candles or open flames in doors. Use a flashlight to inspect for damage. » Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. » Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. » If they have to step in water to reach the electric box, call an electrician for advice. 	Worrel Williams Winston Lewin
<ol style="list-style-type: none"> 1. Check for sewage and water-line damage. 2. If you suspect there is such damage, call the NWC Company and or PDC. 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	Lillerith Mathew Worrel Williams Winston Lewin

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

ACTIVITIES	PERSON(S) RESPONSIBLE
Constantly advise the community: <ul style="list-style-type: none"> » To conserve water and food. » To stay living at their homes if it is safe to do so. » To take particular care with hygiene and sanitary practices. » Of measures being taken with respect to provision of food and water and restoration of public utilities. 	Paula Anderson Worrel Williams
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of assistance through the PEOC. 2. Coordinate reconnaissance and damage assessment teams through the PEOC. 3. 3. Ascertain the early requirements for Government assistance in re-establishing the community. 	Lillerith Mathew Worrel Williams Winston Lewin
Coordinate the establishment, staffing and management of emergency shelters for sustained use in community. Encourage persons affected to stay with friends or family as first options.	Lillerith Mathew Worrel Williams Winston Lewin
Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC.	
<ol style="list-style-type: none"> 1. Assist with the distribution of supplies. 2. Assist with the tracing of missing persons. 3. Assist with needs assessments. 4. Assist in the provision of welfare information to persons affected. 5. Begin to effect minor repairs to critical facilities and clear road ways and drains. 	Nigel Coore
Continue to provide feedback and assistance to the community through the PDC and PEOC.	Lillerith Mathew

PHASE 4: Recovery

ACTIVITIES	PERSON(S) RESPONSIBLE
<ol style="list-style-type: none"> 1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities. 2. Encourage community members to rebuild bearing in mind mitigation measures (build back better). 3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others) 	Worrel Williams Winston Lewin
<ol style="list-style-type: none"> 1. Update PDC on recovery activities by external agencies/departments/organizations. 2. Monitor progress and ensure deficiencies are reported. 	Lillerith Mathew Nigel Coore

ACTIVITIES	PERSON(S) RESPONSIBLE
Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Lillerith Mathew Nigel Coore
Identify and share Lessons Learnt to enhance future preparedness and response activities: <ul style="list-style-type: none"> » Challenges in responding to incidents » Which systems were overburdened? » What resources were lacking (human and physical)? » How did the community cope? » What areas of the SOPs need to be reconsidered? 	Lillerith Mathew Nigel Coore Parish Disaster Coordinator
Revise SOPs as necessary	CDRM team

APPENDIX I – Earthquakes – Standard Operating Procedures (SOP)

Purpose

The purpose of this Earthquake SOP is to establish the necessary action steps for an effective and safe response to earthquakes that could potentially affect the community of Fellowship. Earthquakes can result in damages to community infrastructure and facilities, loss of life and property, and other incidents with varying severity from minimal to catastrophic; depending on the intensity of the earthquake. The CDRM Group shall work with government organizations, NGOs/CBOs, private sector and other stakeholders to facilitate the safety of community members. It is the intent of this SOP to maintain clearly defined procedures for before, during and after earthquake events.

Earthquake can happen at any time with varying degrees of strengths or magnitudes. The community recognizes that it must be prepared to respond, recover and mitigate against the effects of an earthquake.

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

BASIC PLANNING ASSUMPTIONS

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

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

CONCEPT OF OPERATIONS

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

Procedures will be categorized into the following phases:

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

Phase 2: Event, Event Response, Damage Assessment

Phase 3: Recovery

ACRONYMS

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

DEFINITIONS

All Clear

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

Emergency Operations Center (EOC)

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

Incident

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

Earthquake

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

Epicenter

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

After-Shock

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

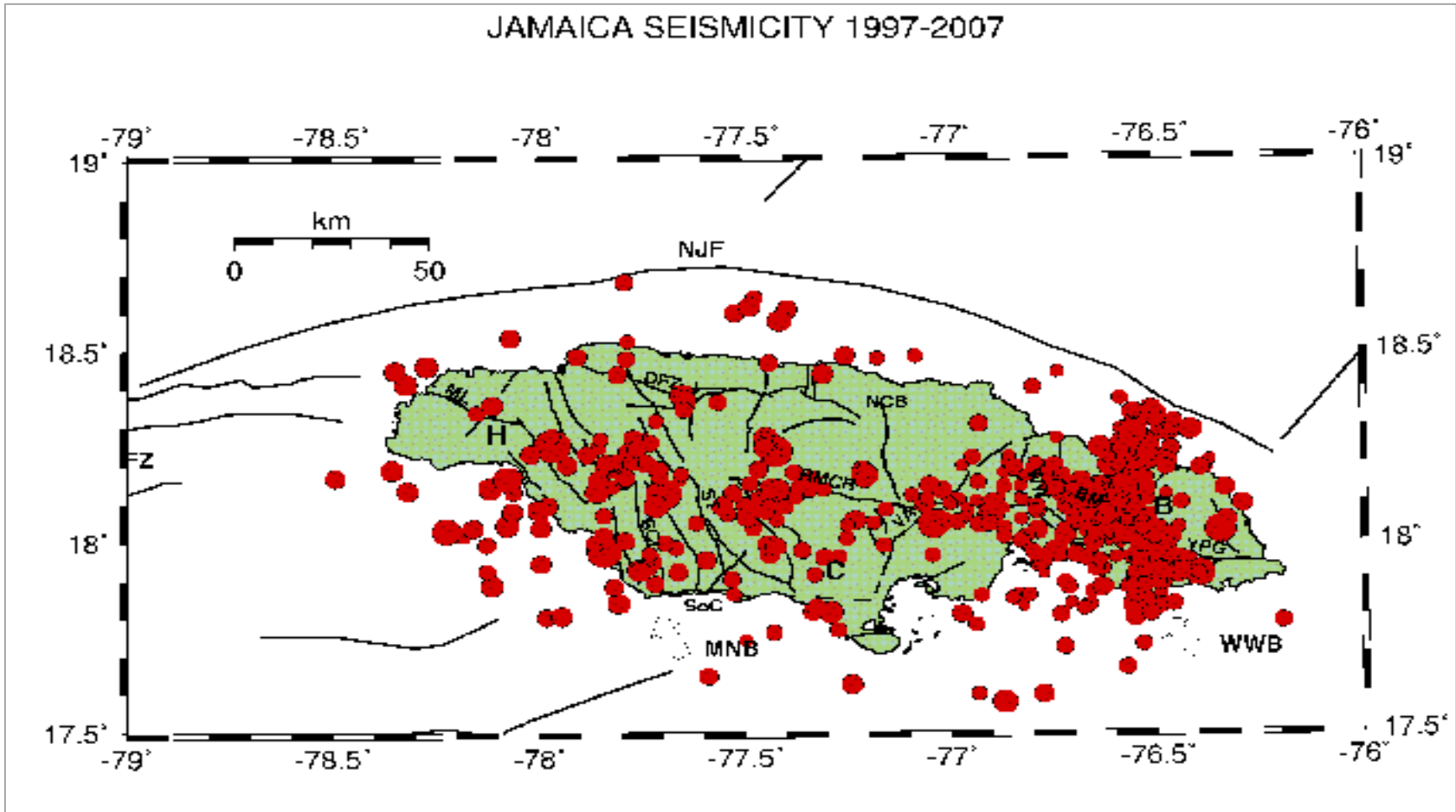
Tremor

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

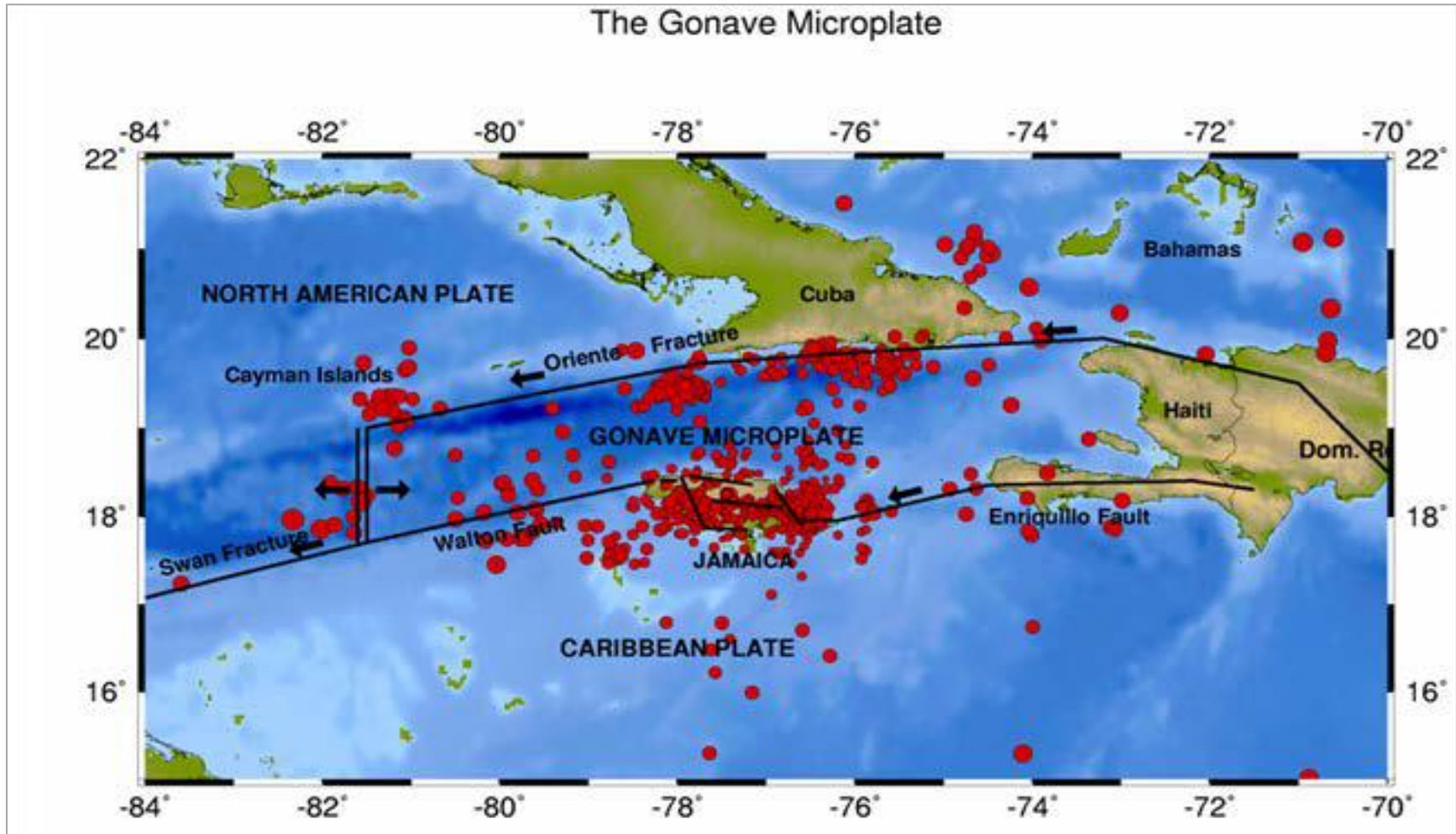
Magnitude

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

JAMAICA SEISMICITY 1997-2007



The Gonave Microplate



OPERATING PROCEDURES

PHASE 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Continue to support and promote public information and awareness programmes.	Coordinator- Public Education and Fundraising	Paula Anderson Worrel Williams
2. Sensitize special needs population.	Coordinator- Public Education and Fundraising	
3. Organize how special needs population will be evacuated and transportation required.	Coordinator -Preparedness	Worrel Williams
4. Put arrangements in place to have vehicles to be used in evacuation fueled with petrol.	Coordinator -Preparedness	
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible.	Coordinator -Preparedness	
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator-Public Education & Fundraising	Paula Anderson Worrel Williams
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator-Vulnerability & Risk Identification	Winston Lewin
8. Ensure DRM teams are aware of all high-risk locations in the community.	Coordinator-Vulnerability & Risk Identification	
9. Prepare areas for sheltering persons in need.	Coordinator-Preparedness	Worrel Williams
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator-Preparedness	
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator-Prevention, Mitigation & Adaptation	Nigel Coore
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC).	Coordinator-Prevention, Mitigation & Adaptation	
13. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, hand held positioned), contact list, SOP manual.	Shelter Manager	Worrel Williams Ann-Marie Elliot

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
14. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets.	Coordinator-Preparedness	Worrel Williams
15. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Coordinator-Damage Assessment	Nigel Coore
16. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	Coordinator-Prevention, Mitigation and Adaptation (primary)	Nigel Coore
17. Community inventory of building quality.	Coordinator-Prevention, Mitigation and Adaptation	Nigel Coore
18. Community inventory of road networks and updating of community map.	Coordinator-Prevention, Mitigation and Adaptation	Nigel Coore
19. Identify alternative sources of water, sources of alternative/temporary housing solutions.	Coordinator-Prevention, Mitigation and Adaptation	
20. Put mutual aid agreements in place for emergencies such as earthquakes.	Coordinator-Preparedness	Worrel Williams
21. Meet and assess the community's state of preparedness for an earthquake	DRM Team	
22. Organize or initiate and support drills <ul style="list-style-type: none"> » Trained community firstaiders » Search and rescue personnel » Have first-aid kits prepared » Support for school and business community drills 	Coordinator-Preparedness & Coordinator Response & Recovery	Worrel Williams
23. Make available all relevant information on the hazard to the general community	Coordinator Response & Recovery	Worrel Williams
24. Personal for families: - Make sure your family goes over the family disaster plan		Winston Lewin
25. Protecting the community: <ul style="list-style-type: none"> » Encourage residents to check and address building and roofing strength. Keep yards clear of debris » Keep roads and open lots clear of solid waste and debris. 	Coordinator-Prevention, Mitigation and Adaptation	Nigel Coore

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Monitor and report events as far as possible.	CDRM Team	Lillerith Mathew Nigel Coore
2. Maintain contact with PEOC, Shelters and response personnel.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
3. Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
4. DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator-Preparedness	Worrel Williams Winston Lewin

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
2. Deploy community damage survey teams or assessors	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
3. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
4. Check for deaths, injuries and persons needing emergency assistance.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
5. Conduct first aid and search and rescue operations as necessary.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
6. Notify PEOC of critical/emergency cases.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
7. Provide PEOC with status report.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
8. Provide initial damage survey and needs of the community	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
9. Provide ground reconnaissance intelligence to the PDC.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
10. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
11. Assist with the establishment and staffing of registration centres.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
12. Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
<p>13. Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> » Check for sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. » Check for water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. » Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. » Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fusebox. » If have to step in water to reach the electric box, call an electrician for advice. 	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
14. Check for general sewage and water-line damage in the community.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
15. If you suspect there is such damage, call the NWC company and or PDC.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
16. Advise community not to drink or prepare food with tap water until notified it is safe to do so.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
<p>17. Constantly advise the community:</p> <ul style="list-style-type: none"> » To conserve water and food; » To stay living at their homes if it is safe to do so; » To take particular care with hygiene and sanitary practices; » Of measures being taken with respect to provision of food and water and restoration of public utilities. 	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
18. Coordinate requests for and offers of assistance through the PEOC.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
19. Coordinate reconnaissance and damage	Coordinator- Response &	Worrel Williams

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
assessment teams through the PEOC	Recovery	Winston Lewin
20. Ascertain the early requirements for Government assistance in re-establishing the community.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
21. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
22. Encourage persons affected to stay with friends or family as first options.		
23. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
24. Assist with the distribution of supplies	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
25. Assist with the tracing of missing persons	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
26. Assist with needs assessments	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
27. Assist in the provision of welfare information to persons affected	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
28. Begin to effect minor repairs to critical facilities and clear road ways and drains	Coordinator- Response & Recovery	Worrel Williams Winston Lewin
29. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator- Response & Recovery	Worrel Williams Winston Lewin

PHASE 3: RECOVERY

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	CDRM Team, Public Education and Fundraising Coordinator	Paula Anderson Worrel Williams
2. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator-Response and Recovery	Worrel Williams Winston Lewin
3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)	CDRM Team, Public Education and Fundraising Coordinator	Paula Anderson Worrel Williams
4. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator-Response and Recovery	Paula Anderson Worrel Williams

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
5. Monitor progress and ensure deficiencies are reported.	Coordinator-Response and Recovery	Worrel Williams Winston Lewin
6. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Coordinator-Response and Recovery	Worrel Williams Winston Lewin
<p>7. Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> » Challenges in responding to incidents? » Which systems were overburdened? » What resources were lacking (human and physical)? » How did the community cope? » What areas of the SOPs need to be reconsidered? 	<p>Coordinator-Response and Recovery</p> <p>CDRM President</p>	<p>Worrel Williams Winston Lewin Lillerith Mathew</p>
8. Revise SOPs as necessary	CDRM Team Leaders and other stakeholders	Lillerith Mathew

APPENDIX J – Fire Standard Operating Procedures (SOP)

Purpose

The purpose of this Fire SOP is to establish the necessary action steps for an effective and safe response to fires that could potentially affect the community. Fires could result in damage to community infrastructure, and facilities, loss of life and property, and other incidents with varying severity from minimal to catastrophic; depending on the intensity of the fire. The CDRM Group shall work with government organizations, NGOs/CBOs, private sector and other stakeholders to facilitate the safety of community members. It is the intent of this SOP to maintain clearly defined procedures for before, during and after fire events.

Objectives

The concepts and procedures in this SOP are set to:

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

Basic Planning Assumptions

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

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

Concept of Operations

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

Procedures will be categorized into the following phases:

- Phase 1:** Prevention, Mitigation and Preparedness
- Phase 2 (a):** Event and Event Response – Building Fires (Homes, Small Businesses)
- Phase 2 (b):** Event and Event Response – Bush Fires
- Phase 3:** Recovery

GLOSSARY OF TERMS

TERM	MEANING
ALL CLEAR	An All Clear is a statement issued by the pertinent authority (Fire Department, Police – if the fire department is not present) when a threat has passed. The All Clear , for Fire – is when the fire has been fully extinguished and buildings and property are no longer threatened.
EMERGENCY OPERATIONS CENTRE (EOC)	A multi-agency coordination center that provides support and coordination to the on-scene responders.
INCIDENT	Natural or man-made event that requires the action of emergency services to protect lives, goods and environment.
FIRE	Combustion or Fire is a chemical reaction or series of reactions in which heat and light are evolved.
FACTORS NECESSARY FOR COMBUSTION	HEAT, FUEL and OXYGEN
WAYS IN WHICH HEAT CAN BE CREATED	OPEN FLAME, SPARKS, ARCS, FRICTION, CHEMICAL REACTION, ELECTRICAL
FUEL	Fuels are found in all three (3) stages of matter: SOLIDS: Cloth, Paper, Wood, Coal LIQUIDS: Gasoline, Kerosene, Alcohol, Paint GASES: Methane, Butane, Propane, Acetylene
OXYGEN	21.2 percent of the earth’s atmosphere is oxygen, but only 15 percent is needed for combustion.
BUSH FIRE	A fire in the bush or in a forest area that spreads quickly and goes out of control easily.
EMERGENCY EVACUATION	The immediate and rapid movement of people away from the threat or actual occurrence of a hazard.
EXTINGUISH	To put out a flame or fire; to cause a flame or fire to cease to burn or shine.
R.A.C.E	Acronym for R escue, A lert, C ontain (confine fire and smoke) and E vacuate or E xtinguish.
P.A.S.S.	Acronym for P ull, A im, S queeze, S weep (at base of fire). Use to remind users of fire extinguishers how to properly use a CO ₂ , Dry Powder or Water fire extinguisher.

OPERATING PROCEDURES

PHASE 1: Prevention and Preparedness

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Continue to support and promote public information and awareness programmes.	Coordinator –Public Education and Fundraising	Paulet Anderson Shaunette Johnson
2. Sensitize special needs population.	Coordinator –Public Education and Fundraising	
3. Organize how special needs population will be evacuated and transportation required.	Coordinator-Preparedness	Worrel Williams
4. Put arrangements in place to have vehicles to be used in evacuation fueled with petrol.	Coordinator-Preparedness	
5. Ensure that appropriate fire extinguishing materials are in place in community center and shelters.	Coordinator- Response and Recovery	Winston Lewin
6. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Coordinator-Preparedness	Worrel Williams Winston Lewin
7. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible.	Coordinator-Public Education and Fundraising	Paula Anderson Worrel Williams
8. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator –Public Education and Fundraising	Paula Anderson Worrel Williams
9. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator-Vulnerability and Risk Identification	Winston Lewin
10. Ensure DRM teams are aware of all high-risk locations in the community.	Coordinator-Vulnerability & Risk Identification	
11. Prepare areas for sheltering persons in need.	Coordinator-Preparedness	Paulet Anderson Shaunette Johnson
12. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC and Fire Department for facilitating training or refresher courses.	Coordinator – Preparedness	
13. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator-Prevention, Mitigation & Adaptation	Paula Anderson Worrel Williams
14. Organize mitigation and prevent projects and work	Coordinator-Prevention	

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
days with technical guidance from relevant agencies (with the help of the PDC and Fire Departments.		
15. Meet and assess the community's state of preparedness for a fire.	DRM Team	
16. Conduct Fire Drills at least once yearly.	DRM Team	
<p>17. Personal for families and businesses:</p> <ul style="list-style-type: none"> » Make sure your family goes over the family disaster plan. » All family members should know their evacuation plan. » Store important documents in fireproof box (where possible) or safe. » Houses should be safely wired. An electrical inspection should be conducted: <ul style="list-style-type: none"> ✓ For new buildings or building extensions; and ✓ For older buildings every 2-3 years; annually where rodents and termites are prevalent or where houses are located by the sea or where corrosion can take place. » Actively practice fire safety when cooking and in use of matches or flammable material, in monitoring children, when smoking, use of electrics and the wiring of buildings, etc. » Insure house/building, contents and other assets, where possible. » Have a business continuity plan (businesses). » Employees / Family members should know exit routes and what to do in case there is a fire. (Have regular drills). 	Coordinator-Preparedness/Coordinator Response & Recovery/Public Education	Paula Anderson Worrel Williams Winston Lewin
<p>18. Protecting the community (from bush fires):</p> <ul style="list-style-type: none"> » Trim dead or weak branches from trees. » Keep yards free of debris. » Avoid open burning, especially dry season. » Remove all dead limbs, needles and debris from gutters. » Build fires away from nearby trees or bushes, always have a way to extinguish this fire. » Monitor all fires while they are burning. » Prune all branches around to a height of 8-10 feet. » Ensure trees adjacent to buildings are free of dead or dying wood and moss. 	Coordinator-Prevention, Mitigation & Adaptation Coordinator-Preparedness	

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
<p>19. Protecting the community (businesses):</p> <ul style="list-style-type: none"> » Install smoke detectors within Business and institutions. » Exit signs must be fitted to all exit doors. Signs must be written in bold red and white background. » All buildings must have proper exits, evacuation routes and emergency assembly areas. » Encourage the usage of fire-resistant materials when building, renovating, or retrofitting structures. » Encourage the storage of combustible/flammable materials in approved safety containers and keep away from home. 	<p>Coordinator-Prevention. Mitigation & Adaptation</p> <p>Coordinator-Preparedness</p>	<p>Nigel Coore</p>
<p>20. Ensure each response team are equipped with the following:</p> <ul style="list-style-type: none"> » Knowledge and drills for recognizing types of fire and assessment for response; » Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary); » Sand box and shovels; » Pails and water source (drum); » Fire Extinguisher (if possible); » First Aid kit. 	<p>Coordinator-Prevention. Mitigation & Adaptation</p> <p>Coordinator-Preparedness</p>	<p>Nigel Coore</p>
<p>21. Obtain local building codes and weed abatement ordinances for buildings near wooded areas.</p>	<p>DRM Team President Coordinator-Preparedness</p>	
<p>22. Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> » Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate. » Communicate assembly points and deploy marshals. » Make contact with shelter managers to receive evacuees. » Inform PDC of actions to be taken. » All electricity and gas supplies should be shut-down when closing businesses or evacuating homes. » Ensure the Elderly and physically challenged to be evacuated and make special arrangement for them. 	<p>Coordinator-Response and Recovery</p>	<p>Worrel Williams Winston Lewin</p>

DURING THE FIRE

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

DRILLS SAVE LIVES

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

A – ALARM/ASSESS (simultaneous to immediate rescue)

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

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Call out ALARM - If trapped in a fire you cannot out run it. Once a fire is detected immediately call the JPS, Police and Fire Department.	Persons on or nearby the scene; Coordinator Response	
2. Once an ALARM is activated: At location of fire (buildings): <ul style="list-style-type: none"> » Building should be immediately evacuated. Do not enter a burning building. » Ensure that persons who need assistance while evacuating are assisted (Elderly, Physically Challenge, Children). » Assess the situation. » Establish safety zone. » If a fire is small and its safe attempt to extinguish with a fire extinguisher. » Never allow fire to come between you and the exit path. » While evacuating touch closed doors with back of hand before opening. If door is hot or if smoke is visible do not attempt to open. » Close gas valves and turn off electricity at the main fuse box. » Remove combustible items (outdoor furniture, umbrellas, tarp coverings, and firewood) from around the home. » Place valuables that will not be damaged by water, in a pool or pond – if necessary. 	Coordinator-Response	Worrel Williams Winston Lewin
At location of fire (bush): <ul style="list-style-type: none"> » Quickly assess the situation – wind direction & speed, likely path & combustion, risks involved. » Ensure that persons who need assistance while evacuating is assisted (Elderly, Physically Challenge, Children). » If a fire is small and its safe attempt to extinguish with a fire extinguisher, water or sand. May 	Coordinator-Response	Worrel Williams Winston Lewin

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
<p>consider beating the fire, if safe.</p> <ul style="list-style-type: none"> » Never allow fire to come between you and the exit path. » Cut off path of fire to homes and farms, if safe to do so. » Remove animals and items that can be moved to safety, if necessary. 		
<p><i>Around the perimeter of the fire:</i></p> <ul style="list-style-type: none"> » Cordon the area and keep persons at a safe distance. » Ensure persons do not enter a burning building. » Keep the scene calm. Ensure the comfort/safety of the distraught. 	Coordinator-Response	Worrel Williams Winston Lewin
<p><i>On exit of the building, at the assembly point or safety zone:</i></p> <ul style="list-style-type: none"> » Check for deaths, injuries and persons needing emergency assistance. » Attend to injured persons. Seek assistance for those who require serious medical intervention. » Conduct first aid and search and rescue operations as necessary » Conduct a roll call when students/ staff are assembled (institutions & businesses). » Have information on the missing and injured available for emergency personnel (fire, EMS or police) 	Coordinator-Response	Worrel Williams Winston Lewin
<p>3. Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.</p>	Public education and Fundraising Coordinator	Paula Anderson Worrel Williams

AFTER A FIRE

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Constantly advise the community that after fire persons should not re-enter building until authorities say it is safe to do so. Confirm All Clear.	Coordinator-Response & Recovery	
2. Conduct Damage & Needs Assessment a. Deploy community damage survey teams or assessors (with Parish Council if more than 3 homes/properties are affected). b. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. c. Check for associated deaths, injuries and persons needing emergency or psychosocial assistance. d. Conduct first aid and search and rescue operations as necessary. e. Notify emergency personnel of additional critical/emergency cases.	Coordinator Damage Assessment Coordinator- Response and Recovery	Worrel Williams Winston Lewin
3. Provide initial damage survey results and needs assessment for the community to Fire Department, Parish Council and other relevant authority (e.g. Social Worker from Ministry of Labour and Social Security)	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
6. Coordinate requests for and offers of assistance through the Parish Council. » Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC. » Assist with the distribution of supplies. » Assist with needs assessments. » Assist in the provision of welfare information to persons affected.	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
7. Assist with the tracing of missing persons.	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
10. Mobilize Community members to assist each other	Coordinator- Response	Worrel Williams

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
with rehabilitation and reconstruction activities.	and Recovery	Winston Lewin
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
14. Monitor progress and ensure deficiencies are reported.	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
15. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives, as required.	Coordinator- Response and Recovery	Worrel Williams Winston Lewin
16. After Action Assessment (Community & community/agency) – to identify and share lessons learnt to improve future preparedness and response activities (de-briefing of incident): <ul style="list-style-type: none"> » Challenges in responding to incidents » Which systems were overburdened? » What resources were lacking (human and physical)? » How did the community cope? » What areas of the SOPs need to be reconsidered? 	CDRM Team Leader Coordinator- Response and Recovery	Lillerith Mathew Nigel Coore Worrel Williams Winston Lewin
17. Revise SOPs as necessary.	CDRM Team Leader	Lillerith Mathew Nigel Coore

APPENDIX K – Terms of Reference CDRM Group

CDRM GROUP

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

N.B

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

EXECUTIVE MEMBERSHIP

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

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

Community Organization with responsibility for CDRM

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

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

Naming the CDRM Group

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

Leadership the CDRM Group

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

Frequency of CDRM Meetings

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

Funding of CDRM Group and Activities

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

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

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

- » The President or Vice President of the CDRM group must attend the PDC Meetings, as invited by the Parish Disaster Coordinator.

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

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

ODPEM:

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

Other Technical Agencies

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

Interaction with Councilors, Members of Parliament and other Political Representatives

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

Interaction with Private Sector and other NGOs/CBOs

- » CDRM Group should recognize existing private sector organizations and NGOs/CBOs within the community as critical stakeholders.

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

Recording keeping by CDRM Group

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

Wider Community Involvement

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

ROLES & FUNCTIONS OF THE EXECUTIVE MEMBERSHIP FOR DRM

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

Treasurer: Assume similar duties as outlined in existing CBO or Zonal Committee

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

Coordinator – Public Education & Fundraising

- » To develop DRM public education programmes for the schools, churches, and CBOs in the community.

- » To source and distribute Disaster Preparedness brochures and other education material.
- » To identify Community DRM Training needs and communicate them to the Parish Disaster Coordinator.
- » To work with the PDC and other partners in organizing training programmes in the community.
- » Identify sources of funding for educational and training programmes to be conducted.
- » Provide the Parish Disaster Coordinator (through the President) with updates and status reports on the effectiveness of training and public education and awareness programmes.
- » Conduct fundraising initiatives to support community DRM objectives.
- » Facilitate the delivery of risk transfer awareness sessions with national agencies such as National Health Fund, NIS, etc.

Coordinator – Vulnerability & Risk Identification

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

- » Identify the vulnerable assets of the community and the associated risks.
- » Solicit support of key community members for execution of responsibilities; especially elderly and trained professionals.

Coordinator – Prevention, Mitigation and Adaptation

Duties Related to Mitigation & Adaptation

- » Assess hazard impacts.
- » Identify areas of damage that would require reconstruction to existing codes and regulations.
- » Renew and evaluate existing mitigation plans, emergency plans and strategies.
- » Organize the development of Prevention, Mitigation & Adaptation Action Plans for implementation with the help of the Parish Disaster Coordinator and larger CDRM.
- » Along with Coordinator – Public Education & Fundraising, facilitate strategies that will raise awareness of hazard risks and measures to be taken to avoid/reduce the impacts.
- » Recommend appropriate hazard mitigation and adaptation measures for avoiding or reducing the impact of a disasters at the household and community level.
- » Review and evaluate existing hazard mitigation plans and other pertinent information, such as, urban renewal, rehabilitation, or master plans.

Duties Related to Prevention

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

Coordinator – Response & Recovery

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

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