



PARISH DISASTER RESPONSE  
PLAN FOR KINGSTON AND ST  
ANDREW

# **KINGSTON AND ST. ANDREW**

## **PARISH DISASTER RESPONSE PLAN - 2020**

**“To effectively and efficiently manage natural disasters and other human-caused crisis/ disasters in an effort to minimise the loss of damage to property and the environment through a harmonisation of parish efforts”**

**Kingston and St. Andrew Municipal Corporation  
Parish Disaster Committee  
24 Church Street  
Kingston**

**Last Revised March 2020**



## ACKNOWLEDGEMENTS

The Kingston and St. Andrew Municipal Corporation and the Kingston Parish Disaster Committee expresses gratitude to the following contributors to the KSA Parish Disaster Response Plan.

- All citizens and other stakeholders in KSA who contributed to the drafting of the plan.
- The following officials and institutional representatives who have contribute to the development of the KSA Parish Disaster Response Plan: Supt Kevin Haughton (JFB), Mr Glenford Squire (MLSS), Mrs Pauline Lawrence (Jamaica Red Cross), Ms Debbie Antonio (NWC), Ms Opal Davis (NSWMA)
- Shelter Managers Ms Carolyn Evans, Mr Derrick Coward, Ms Alberta Jackson, and Sylvia Bravo.
- Ms. Sophia N. Mitchell, Regional Coordinator (East), Office of Disaster Preparedness and Emergency Management
- Ms. Terry Forrester, Parish Disaster Coordinator



## FOREWORD

This document is the outcome of a consultative process involving a cross section of professionals who work with the disaster management for Kingston and St Andrew.

Building resilience of the nations and communities to hazard impacts will be the overall focus for the Municipality of Kingston. It is proposed that resources will be allocated through the activation of the Parish Emergency Operations Center in response to any hazard event (Natural, and Anthropological hazards).

The plan intends to show the institutional arrangements in place in response to all hazards (natural and man-made, anthropogenic, technological, disease outbreaks and any other emergency requiring a coordinated response for Kingston and St Andrew).

The Kingston and St Andrew Disaster Committee will be the essential link between national and community actors to expedite the disaster management machinery. It is proposed that this resilience can be advanced through the pursuit of courses of action in line with the following themes:

- (1) Governance: Institutional and Policy Frameworks for risk Reduction
- (2) Knowledge Management
- (3) Community Disaster Planning
- (4) Risk Mitigation
- (5) Adaptation to Climate Change

We look forward to working to develop partnerships with our stakeholders in pursuit of the priority areas identified for the municipality.



# Table of Contents

Acknowledgements

Foreword

List of Maps

Abbreviations and Acronyms

Introduction

Background

Risk Management Framework



## LIST OF ABBREVIATIONS

ADRA	Adventist Development and Relief Agency
CBO	Community Based Organization
JCF	Jamaica Constabulary Force
JDF	Jamaica Defence Force
JIS	Jamaica Information Service
JFB	Jamaica Fire Brigade
JPS	Jamaica Public Service
JPPP	Jamaica Private Power Partners
MLSS	Ministry of Labour and Social Security
MOHW	Ministry of Health and Wellness
MOT	Ministry of Tourism
MET	Jamaica Meteorological Service
NSWMA	National Solid Waste Management Authority
NWC	National Water Commission
NWA	National Works Agency
Poor Relief	KSA Poor Relief Department
Red Cross	Jamaica Red Cross
SPR	St. Patrick's Rangers



# **Introduction**

## **Chapter One**

### **1.0 Scope and Objectives of the Plan**

The plan will assist in providing a risk management system for the management of hazards which affects the parishes of Kingston and St Andrew. The primary objectives of the plan are:

1. to establish appropriate measures for mitigation, preparedness, response and recovery of disasters
2. To identify adequate resources from stakeholders both public and private in response to incidents / accidents
3. To establish standard procedures for call out and notification for welfare and relief management and for hazard specific actions.
4. To outline the institutional framework for Disaster Risk Management at the municipality

### **1.1 Limitations**

If an incident or hazard overwhelms the capabilities of local resources, the notifications will be put in place to scale up to a national event.

### **1.2 Authority**

This plan is governed by the National Risk Management Act of 2015. The Kingston and St Andrew Parish Disaster Committee is responsible for the oversight and implementation of the KSA Parish Response Plan. The implementation of the plan is multi stakeholder in design and has roles and responsibilities outlined. Other MDAs with specific responsibilities depending on the hazards have policies, plans and legislations governing their operations.

The following is the lead entities with authority for the listed hazards:



<b>Primary Lead</b>	<b>Hazard</b>
KSAMC	Hurricane
KSAMC	Earthquake
KSAMC	Landslides
KSAMC	Flooding
MOHW	Epidemics and Pandemics
JFB	Fires
JFB	Chemical Spills
JFB	Transportation Accidents
JFB	Land Oil Spills
JCF	Civil Unrest & Riots/ Incursions
JDF	Marine Oil Spill
NWC	Chlorine type incidents

## **Municipality Profile**

### **1.3 Kingston and St. Andrew in Context**

Kingston is the capital of Jamaica. St Andrew is backed by the Blue Mountains and Kingston is most famous for its natural harbour. On the city's main streets in Downtown, modern building contrast sharply with the architectural relics of former centuries. It was founded in 1692 after the destruction of Port Royal by earthquake. In 1703 it became the commercial capital of Jamaica, in 1872 it became the political capital. In 1923 there was an amalgamation of the administration of Kingston and St Andrew forming the KSAMC, which has been subsequently renamed to the Kingston and St Andrew Municipal Corporation in 2018.

Kingston and St Andrew are located northwest on the southern end of the island. Kingston and St. Andrew have a total area of 452.5 square kilometres, which is approximately 4.12% of Jamaica's area.

The annual rainfall varies from 1000mm on the Liguanea Plain to 1500mm on the mountain slopes.





### **1.3.1 Relief and Topography**

The steep slopes in the interior mostly characterize the relief of St Andrew, Kingston has gentle slopes in the interior and along the Liguanea and coastal plains it is generally flat. The Wagwater belt that stretches from the northwest to the southeast section of the area and it is defined by the Wagwater fault and the Plantain Garden fault.

### **1.3.2 Drainage**

The parish of St. Andrew is drain by both rivers and manmade Storm Drains. The major rivers that drain the parish are the Hope River, Cane River, Chalky River, Yallahs River and Duhaney River. which flows south, and the Wagwater River, which flows northwest. Minor rivers such as the Mammee River, Plantain River, Ginger River New River and the Cassava River feed these two rivers. The drainage pattern is dendritic.

### **1.3.3 Geology**

The geology of the parishes is in 8 formations of materials, these are as follows:

1. Green Volcanic, which can be found in the eastern section north of the Blue Mountain fault.
2. Wagwater Formation, which comprises of a series of red and purple sediments.
3. Richmond formation, which comprises of alternations of brown, grey sandstone and shale.
4. Maberstadt volcanic, it comprises of basalt, which is present throughout Kingston.
5. Yellow Limestone, which is present in the Stony Hill area, Papine, Calcite/gypsum are between Bull Bay and Newstead.
6. White limestone comprises of two groups these are the Newport formation and the Troy/Claremont formation.
7. The Liguanea formation, which consist mainly of gravels, sand, loams and clay.
8. River terraces and alluvium from the Hope River.



The main structural feature is the Wagwater fault belt, which is found along the northwest to southeast section. It is defined by the Wagwater fault and Plantation Garden fault system.

#### 1.3.4 **Economic Base of the Parish**

The major economic activities present in Kingston and St. Andrew are:

- **Manufacturing:** Along Marcus Garvey Drive to Spanish Town Road. These manufacturing activities are predominantly manufacturing, oil refinery and the main wharves are present in this area as well. Companies such as Pepsi Jamaica, Wray and Nephew and Petrojam can be seen along this strip.
- **Industrial:** Along (Free Zone Downtown) Marcus Garvey Drive to Spanish Town Road
- **Commercial:** These commercial activities include shops, bank, stores, etc. They can be seen mainly in the Constant Spring, Half-Way-Tree, New Kingston, Cross Roads and Downtown Regions.
- **Tourism:** It is very small and can be identified in the New Kingston Area as well as sections of the Blue Mountain and Port Royal.
- **Administrative:** This activity is mainly located downtown Kingston however, a few governmental buildings can be seen along Half Way Tree and New Kingston.

#### 1.3.5 **Population Profile**

**Table 1: Total Population for Kingston And St. Andrew,**

<b>Parish</b>	<b>Population 2011</b>
Kingston	89,057
St. Andrew	<u>573,369</u>
Total =	662,426

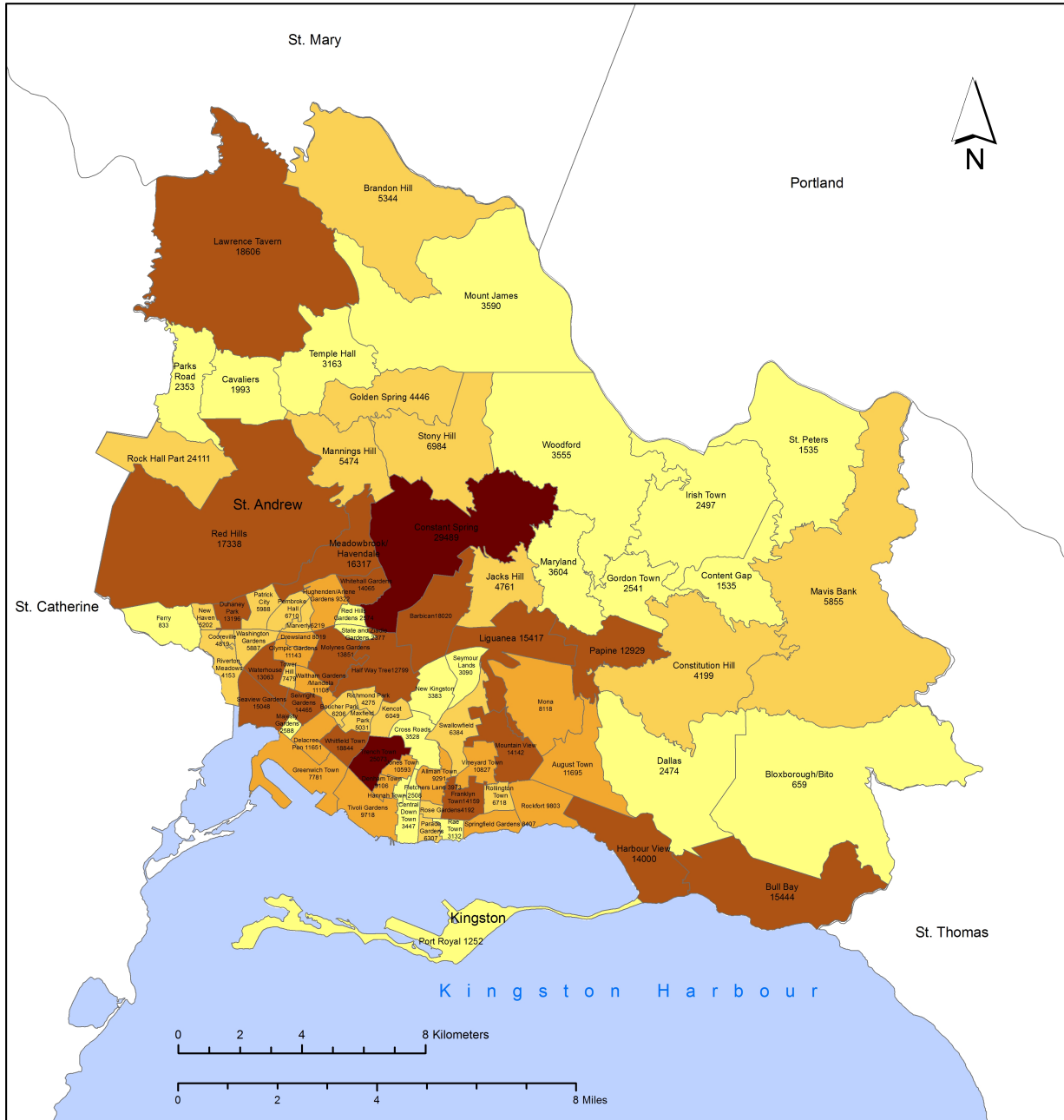


Kingston and St Andrew Parish Disaster Committee

***Source: Population Census 2011, Statistical Institute of Jamaica***



# Kingston and St. Andrew Population



## Legend

KSA Community Populations	
Light Yellow	659 - 3973
Yellow	3973 - 7479
Orange	7479 - 11695
Brown	11695 - 18844
Dark Brown	18844 - 29489



Date: March 2020  
 Scale: 1:165,347  
 STATIN Population 2011  
 Projection: JAD2001





### 1.3.6 Population Density

**Table 2: Population density of Kingston and St. Andrew 1999**

Parish	Area (Square Km)	Population	Density
Kingston	21.8	89057	4085
St. Andrew	430.7	573369	1331
Jamaica	10,990.5	2697983	245

*Source: Statistical Institute of Jamaica.*

The parish has a total population of 662,426 which is 24.55% of Jamaica's total population. Kingston has a density of 4085 persons per square kilometre, while St. Andrew has 1331 persons per square kilometre.

### 1.3.8 Disaster History

For Kingston and St. Andrew fires and mass movements generally occur simultaneously as the two most frequent hazards affecting the greater parts of the parish. Hurricanes are fairly common, but most of the recurrent landslides and floods occurred due to rainfall from tropical storms, adverse rainfall and depression that are considered annual events. The steep slopes in the parish are favourable to landslides.

#### **Major Disaster That Have Affected Kingston and St. Andrew**

The major disaster that have affected the parish are as follows:

- Hurricane
- Fires
- Landslides
- Earthquakes
- Flooding
- Drought
- Storm Surges
- Oil Spills
- Disease Outbreaks (Chikungunya, Zika -V, Dengue, Coronavirus)



The data dates as far back as 1692 for disasters affecting Kingston and St Andrew, with major disasters such as the great earthquakes of 1692 and 1907 that changed the face of Port Royal, Hurricane Charlie of 1951, and flooding caused by Hurricane Mitch in 1998 just to name a few.

The parish has also experienced other disasters such as traffic accidents, lightning strikes, tsunamis, disease outbreaks, hazardous materials accidents and medical emergencies.

### **1.3.9 Vulnerability**

The vulnerability of Kingston and St. Andrew has increased due to the increase in the population and the geology, relief of the land and the economic activities that occur there.

With the increase in the growth of the population, there is an increase in the population at risk. Lands along the coast or low-lying areas have become major sites for residential and economic activities. There is also an increase in squatting. Persons squatting in gully banks e.g. Mc Gregor Gully and Burger Gully, or in swamp or marshlands are likely to be at risk.

There are a number of communities that have been chosen for numerous studies to show the vulnerability to hazards. Some of these communities are Gordon Town, New Haven, Riverton, Bull Bay, Port Royal, Mavis Bank, Harbour View, Mandela Terrace and Jacks Hill. These communities are vulnerable to a number of hazards both natural, biological (disease outbreaks) and technological. However, for each community the vulnerability varies because of their location, their size, and their geology.

#### **The Natural Hazard that affect these communities**

The community of Bull Bay and Port Royal is susceptible due to the location, which is along the south coast and the geology. The communities of Gordon Town, Mavis Bank, Jacks Hill, New Haven, Harbour View and Riverton are susceptible due to the geology of the area. Mandela Terrace is susceptible to urban flooding and unplanned settlements in the community. Bull Bay is susceptible to tsunami/storm surge, flooding, and landslides. Gordon Town is susceptible to flooding and landslides. Jacks Hill is susceptible to landslides and all nine are susceptible to fire.



## **A Profile of the Communities**

### **GORDON TOWN**

The community of Gordon Town is situated in East Rural St. Andrew. This community encompasses a number of smaller districts with a total of 3264 as recorded during the 2011 census. Gordon Town is predominantly residential area with a significant percentage of the population working in the commercial area of the Kingston Metropolitan Region and there is some amount of commercial activity within the area. The community is made up of several districts, some of which are smaller farming districts such as Content Gap, Bellevue, Flamstead , Grove, Mammee River, Cornfield, Gayle Mount, Rodner Pen, Cottage Hill, Whiltshire, Shervinton, Savage Pen, Hart Hill, Industry Village, Enfield, Gordon Town Proper, Camron Hill, Jackfruit Tree, Sugar Loaf, Dublin Castle, Bold Retreat, Tamarind (Hill) Tree, Woodford and Penfield .

The community is located at an elevation of (1250 ft) 381m above sea level. The area is generally hill with some steep mountain slopes.

Geology: The area is located in the Wagwater Group. This group consists of Richmond formation, the Newcastle Volcanic and the Wagwater formation. The Newcastle volcanic consists of highly weathered volcanic rocks, the Richmond formation consists of sandstone and shales and the Wagwater Formation consist of conglomerates. The area has a large number of faults and folding throughout the hills. The relief is easily seen along the roadside, upon leaving the town square in the northern direction. The community is located in the upper region of the Hope River catchment basin and is a part of the Hope River Watershed Management unit.

**Schools** : Basic/Nursery and Primary

<b>Name/Type of School</b>	<b>Location</b>
St. Martin de Porres Basic	Gordon Town Road
Louise Bennett Coverley "Gordon Town" All-age (702-1582, 977-9426)	Mavis Bank Road



St. Martin de Porres Primary	
St. Martin de Porres Vocational Training Centre	

**Health Facilities:** Gordon Town Health Centre

**Social Services:** Police Station, Community Centre, Poor Relief Office, Postal Agency, Community Resource Centre, Churches – Catholic, Anglican, Methodist, Adventist and Evangelical (3)

For further information consult the Gordon Town Community Disaster Risk Management Plan 2018.

## **BULL BAY**

Bull Bay has a total population of 18592 persons. The area is located on the southern end of the fault bounded Wagwater Belt which comprises mainly of tertiary volcanic, plutonic, alluvial, submarine-deltaic sediments, limestone and gypsum.

The area is comprised of rocks such as shale, sandstone, gypsum, and basalt. Bull Bay is drained by the Hope, Bull Park and Chalky Rivers, which is fed by at least three converging tributaries which produce a dendritic drainage pattern for the stream, and the Hope River.

For further information consult the Bull Bay Community Disaster Risk Management Plan.

### **1.4.0 Location of Areas Prone to Hazards**

The locations of areas prone to hazards are:

- ▷ Seven Miles
- ▷ Bull Bay
- ▷ Gordon Town
- ▷ Irish Town- New Castle
- ▷ Constitution Hill
- ▷ Dallas
- ▷ Golden Spring
- ▷ Hall Delight
- ▷ Lawrence Tavern
- ▷ Papine
- ▷ Jacks Hill





- ◁ Mount James
- ◁ Coopers Hill
- ◁ Rock Hall

#### 1.4.1 **Major Hazards affecting Municipality**

The major hazards that have affected the parish are:

- ◁ Flooding
- ◁ Drought
- ◁ Fires
- ◁ Landslides
- ◁ Crime
- ◁ Accidents
- ◁ Epidemics
- ◁ Oil Spills
- ◁ Chemical and Hazardous material spills
- ◁ Storm surges
- ◁ Earthquakes
- ◁ Tsunami

#### 1.4.2 **Reported Case**

The reported cases presented were collected from the Gleaner. For more information it may be gathered from the Disaster catalogue at the Office of Disaster Preparedness and Emergency Management, as well as the other organisations that are listed in table 4.

**Table 4: Reported cases from October 1998 – September 1999 (published in the Gleaner)**

<b><u>Reported Cases Published in the Gleaner</u></b>	<b><u>Agencies that records them</u></b>
<b>Flooding and landslide</b> Parks Road Stony Hill Friday, November 13, 1998	<b>Office of Disaster Preparedness and Emergency Management (ODPEM)</b>
<b>Flood</b> Havendale Shortwood Road October 28, 1998	<b>Office of Disaster Preparedness and Emergency Management (ODPEM)</b>
<b>Fire</b> Queens Warehouse Norman Manley International Airport Wednesday, September 27, 1999	<b>Office of Disaster Preparedness and Emergency Management (ODPEM)</b>
<b>Traffic Accident</b>	<b>Reports at the Police Traffic Division at</b>



Sunday Observer February 14, 1999	<b>Elletson Road Kingston</b>
<b>Pollution of Drains</b> Marcus Garvey Dr Wednesday, December 23 1998	<b>Reports at the Public Works Department</b>
<b>Pollution of Drains</b> Sandy Gully near Waterloo Rd Wednesday August 26, 1998.	<b>Reports at the Kingston Metropolitan Parks and Markets</b>
<b>Earthquake</b> Friday, September 3, 1999	<b>Report at the Earthquake Unit (U.W.I)</b>
<b>Fire</b> Riverton Wednesday August 5, 1998	<b>Office of Disaster Preparedness and Emergency Management (ODPEM Kingston Metropolitan Parks and Markets</b>

*Source: Office of Disaster Preparedness and Emergency Management catalogue*

**Table 5**

<b>Year</b>	<b>Date</b>	<b>Event</b>	<b>Parish</b>	<b>Community</b>	<b>Hazard</b>	<b>Description</b>
<b>Anomalous Rains</b>						
2018	24-Oct	Short high intensity rainfall event	Kingston and St. Andrew	Marcus Garvey Drive	Flooding	Thousands of commuters were also left stranded after approximately two hours of heavy rain turned several of the city's roads into waterways.
2018	24-Oct	Short high intensity rainfall event	Kingston and St. Andrew	Downtown Kingston	Flooding	Thousands of commuters were also left stranded after approximately two hours of heavy rain turned several of the city's roads into waterways.
2018	24-Oct	Short high intensity rainfall event	Kingston and St. Andrew	sections of Michael Manley Boulevard	Flooding	Thousands of commuters were also left stranded after approximately two hours of heavy rain turned several of the city's roads into waterways.
2018	24-Oct	Short high intensity rainfall event	Kingston and St. Andrew	Vineyard Town	Flooding	Thousands of commuters were also left stranded after approximately two hours of heavy rain turned several of the city's roads into waterways.
2018	24-Oct	Short high intensity rainfall event	Kingston and St. Andrew	sections of Lyndhurst Road	Flooding	Thousands of commuters were also left stranded after approximately two hours of heavy rain turned several of the city's roads into waterways.
2018	24-Oct	Short high intensity rainfall event	Kingston and St. Andrew	Tinson Pen Aerodrome	Flooding	A section of the Tinson Pen perimeter fence was destroyed by flood waters that carried plastic bottles and other debris. This is the first time the airfield has been flooded to that magnitude.



2017	May 14-16	Surface trough	Island wide	island wide	Flooding	And now, three days of heavy rains associated with a trough across the central Caribbean have again wreaked havoc on the island's infrastructure, dumping up to a month's volume of rainfall on some areas, washing away bridges, tearing up roads, forcing rivers to burst their banks, and leaving a number of Jamaicans marooned. more than 30 people have so far had to be rescued by the Jamaica Defence Force and the Jamaica Fire Brigade.
2017	May 14-16	Surface trough	St. Andrew	Flamstead	landslide	In rural St Andrew, there were two massive landslides, at Flamstead and Milepost 16 in Newcastle
2017	May 14-16	Surface trough	St. Andrew	Milepost 16, Newcastle	landslide	In rural St Andrew, there were two massive landslides, at Flamstead and Milepost 16 in Newcastle
<b>Hurricanes</b>						
2016	4-Oct	Hurricane Matthew (Category 4)	Kingston	5 Nelson Road	flooding	Female resident house is inundated
2016	4-Oct	Hurricane Matthew (Category 4)	Kingston	Spanish Town Road	flooding	sections of the roadway are now impassable
2016	4-Oct	Hurricane Matthew (Category 4)	Kingston	Hagley Park Road	flooding	Sections of the roadway currently inundated. Several motorists experienced car problems
2016	4-Oct	Hurricane Matthew (Category 4)	Kingston	Molynes Road	flooding	Blocked drains threatening homes in the vicinity of the Block Factory



Kingston and St Andrew Parish Disaster Committee

2016	4-Oct	Hurricane Matthew (Category 4)	Kingston	Three Miles	flooding	Several roadways inundated and impassable
2016	4-Oct	Hurricane Matthew (Category 4)	Kingston	Constant Spring	flooding	Several roadways inundated
2016	4-Oct	Hurricane Matthew (Category 4)	Kingston	Port Royal	flooding	Flooding in this coastal community in the initial stages of the approach of hurricane Matthew
2012	October 23-24	Hurricane Sandy	St. Andrew	Kintyre	Damages	There was destruction of the bridge spanning the breath of the Hope River
2012	October 23-24	Hurricane Sandy	St. Andrew	Mt. Charles	Landslide	Landslide occurred as a result of the passage of Hurricane Sandy, also blocking access routes in certain areas
2012	October 23-24	Hurricane Sandy	St. Andrew	Hall's Delight	Landslide	Landslide occurred as a result of the passage of Hurricane Sandy, also blocking access routes in certain areas
2012	October 23-24	Hurricane Sandy	St. Andrew	Kintyre	Landslide	Landslide occurred as a result of the passage of Hurricane Sandy, also blocking access routes in certain areas
2012	October 23-24	Hurricane Sandy	St. Andrew	Lawrence Tavern	Landslide	Landslide occurred as a result of the passage of Hurricane Sandy, also blocking access routes in certain areas
2012	October 23-24	Hurricane Sandy	St. Andrew	Irish Town	Landslide	Landslide occurred as a result of the passage of Hurricane Sandy, also blocking access routes in certain areas



Kingston and St Andrew Parish Disaster Committee

2012	October 23-24	Hurricane Sandy	St. Andrew	Gordon Town	Landslide	Landslide occurred as a result of the passage of Hurricane Sandy, also blocking access routes in certain areas
2012	October 23-24	Hurricane Sandy	St. Andrew	Mount Airy	Landslide	Landslide occurred as a result of the passage of Hurricane Sandy, also blocking access routes in certain areas
2012	October 23-24	Hurricane Sandy	Kingston and St. Andrew	Multiple	Flooding	Admiralty Houses, Fort Charles, Historic Naval Hospital (suffered flooding from damages to the roof of the building) and the Jewish Cemetery suffered damages
2007	19-Aug	Hurricane Dean	Kingston and St. Andrew	Palisadoes		the road connecting Kingston and the Norman Manley International Airport was affected by storm surge causing flooding in the area of the Harbour View round-a-bout and piling sand approximately 1.5 meters high along the length of the road.
2007	19-Aug	Hurricane Dean	KSA	Bull Bay	Flooding/ Storm Surge	
2007	19-Aug	Hurricane Dean	KSA	Caribbean Terrace	Flooding/ Storm Surge	
<b>Drought</b>						
2019	April - May	All Island		Drought	Low frequency and intensity of rainfall, water shortages	News Report
2018	July - Sept					



Kingston and St Andrew Parish Disaster Committee

2014	April - July	Jamaica overall			Drought	It has been very severe in the southern parishes, encompassing the breadbasket region of Manchester and St. Elizabeth.	Jamaica Information Service online
<b>Tropical Storms</b>							
2018	16-Sep	Tropical Storm Isaac	Kingston and St. Andrew	Penwood Road		Flooding	Flooding occurred along this thoroughfare
2010	Sept 28-Oct 01	Tropical Storm Nicole	Kingston	Hope River		Flooding	The intense and prolonged rainfall caused extensive flooding in this area
2010	Sept 28-Oct 01	Tropical Storm Nicole	St. Andrew	Seaview		Flooding	Major damages to NWC's water supply systems
2010	Sept 28-Oct 01	Tropical Storm Nicole	St. Andrew	Long Mountain		Flooding	Major damages to NWC's water supply systems
2010	Sept 28-Oct 01	Tropical Storm Nicole	St. Andrew	Constant Spring		Flooding	Major damages to NWC's water supply systems



Kingston and St Andrew Parish Disaster Committee

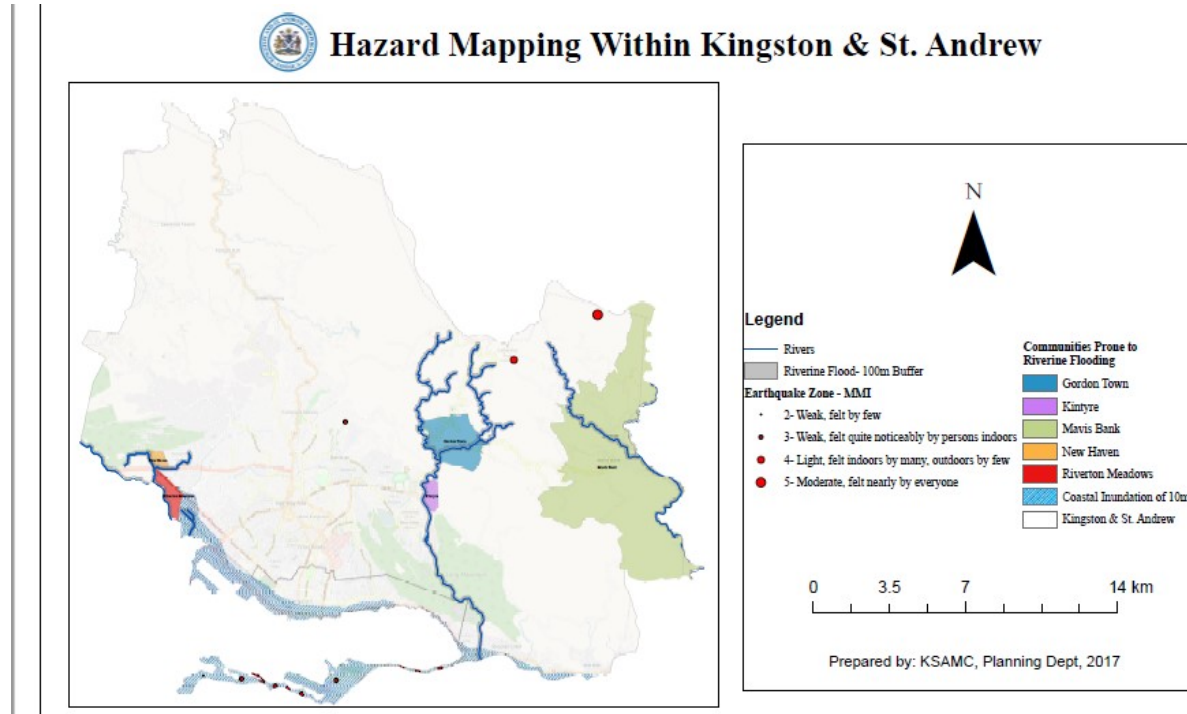
2010	Sept 28- Oct 01	Tropical Storm Nicole	St. Andrew	Hope Filter Plant	Flooding	Major damages to NWC's water supply systems
2010	Sept 28- Oct 01	Tropical Storm Nicole	Kingston and St. Andrew	August Town	Flooding	This community is included in the list of communities worst affected by Tropical Storm Nicole and considered disaster areas
2010	Sept 28- Oct 01	Tropical Storm Nicole	Kingston and St. Andrew	Hope Tavern	Flooding	This community is included in the list of communities worst affected by Tropical Storm Nicole and considered disaster areas
2010	Sept 28- Oct 01	Tropical Storm Nicole	Kingston and St. Andrew	Kintyre	Flooding	This community is included in the list of communities worst affected by Tropical Storm Nicole and considered disaster areas
<b>Earthquakes</b>						
<b>Year</b>	<b>Date</b>	<b>Time</b>	<b>Parish</b>	<b>Community (Epicentre)</b>	<b>Magnitude</b>	<b>Additional Reported Impacts</b>
2014	May 12.	1:44	St. Andrew	Stony Hill	3.3Mt	7.2km from stony hill with a depth of 10km
2013	Sept 09.	1:20	Kingston	Port Royal	3.2Mt	11.2km from port royal and depth 10km
2010	16-Aug	10:13pm	St. Andrew	Silver Hill Gap	3.0Mt	Focal Depth of 10 kilometres. Reportedly felt in Gordon Town, St. Andrew
2009	13-Oct	9:27am	St. Andrew	Woodford	3.5Mt	Focal depth of 17.2km in the Wagwater Trough North sub-area



# Chapter Two

## Risk Assessment

### 2.1 Population at risk and type



### 1.15. Population within the high-risk areas

**Table 5: High-Risk areas and their Population**

<u>High Risk areas:</u>	}	<u>Population</u>
Riverton City	}	17911
Seaview Gardens		
Taylor Lands	}	19844
Port Royal		
Bull Bay		
Chalky River		
Gordon Town		3264



Kingston and St Andrew Parish Disaster Committee

Golden Spring	6743
Duhaney Park (New Haven)	17931
Jacks Hill	2681
Mavis Bank	2308
Kintyre	2740
August Town	5958

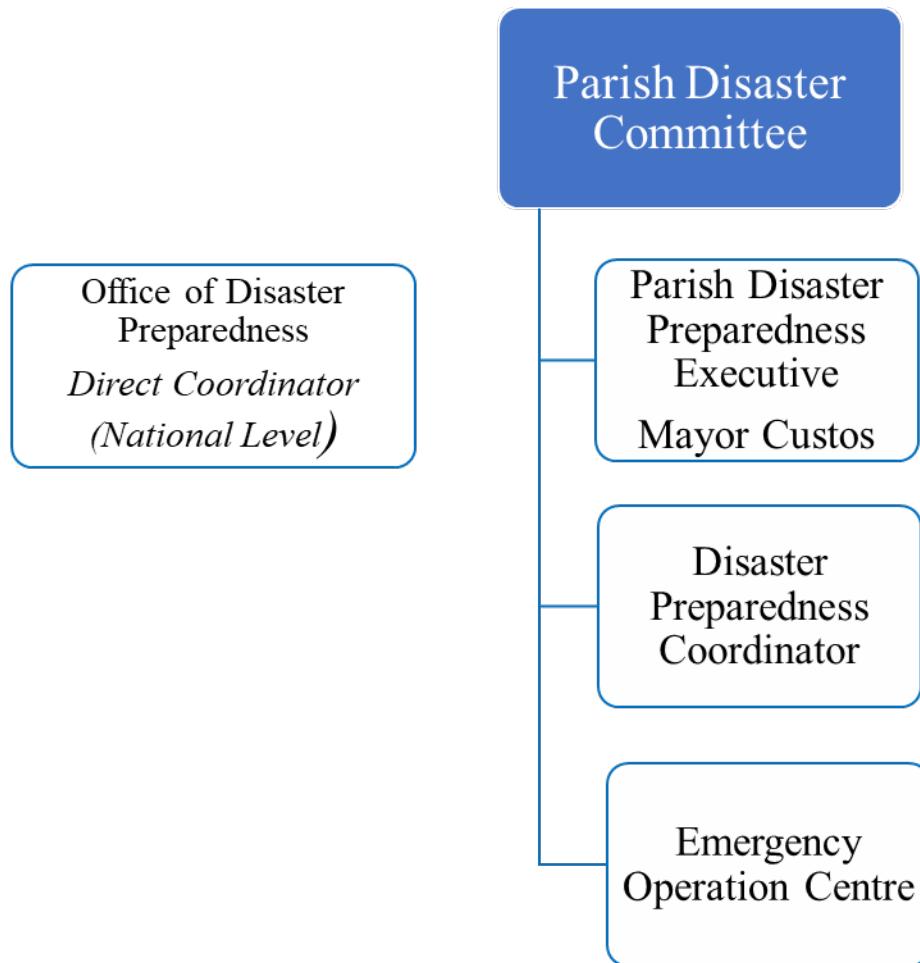
**Source: Statistical Population census 2011  
Statistical Institute of Jamaica**



## Chapter Three

# Institutional Arrangements & Governance Framework

### 3.0 Disaster Management Structure at the parish Level



### 3.1 Responsibility of sub-committees within the Parish Disaster Committees

There are three Sub-Committees of the Parish Disaster Committee:

#### 1. Health, Welfare & Public Education

- (Responsible for shelter activities, resource identification, training and take decisions on victims of small incidents)
- (Dissemination of helpful information to enable public preparedness)



## **2. Emergency Operations, Public Utilities and Communications**

- (Develop plans for rehabilitation and Damage Assessment of public utilities after a disaster)

## **3. Administration and Finance**

- Develop Budget and Financial support for Disasters

### **3.1 Roles and Responsibilities of the Parish Disaster Committee**

#### **Parish Disaster Committee**

##### General Responsibilities:

- To expedite the implementation of all measures considered necessary or desirable by the PDC to counter the effects of disaster within the Parish.
- The PDE will ensure that the PEOC carries out the following functions:

##### Pre-disaster

- Meet at monthly intervals or as considered necessary by the Chairman.
- All plans, or revisions thereof are to be communicated to the ODPEM by the CEO.
- Liaise with the ODPEM
- Establish operational plans for the procurement and deployment of resources (manpower, material and equipment) in the Parish during disasters
- Select and train persons for field operations in association with the ODPEM
- Participate in the overall planning of disaster preparedness in the Parish.
- Coordinate the development of Parish contingency plans for:
  - ◇ Emergency communications
  - ◇ Evacuation
  - ◇ Shelter management & Emergency Relief
  - ◇ Welfare and rehabilitation of victims
  - ◇ Transportation and road clearance
  - ◇ Health and search and rescue services



- ◇ Damage assessment
- ◇ Training and public awareness programmes
- ◇ Crisis Communication and Information
- Designate Casualty Collection Points (CCPs) for the Parish at Clinics and Health Centers to include a helicopter-landing zone.
- Advise the ODPEM each year of suitable buildings for use as emergency shelters and make the necessary arrangements for staffing and supply.
- Prepare lists of alternate shelters for use for designated facilities that are destroyed or otherwise rendered unsuitable
- Arrange for the training of shelter management personnel with the support of ODPEM.
- Assist the ODPEM in conducting shelter management training for the Parish.
- Advise Parish personnel on the locations of emergency shelters
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the PDC and submit after action reports to the Mayor.
- Select strategic storage areas for emergency supplies in the Parish.
- Provide quarterly reports to the Director General- ODPEM on disaster plans and activities, and state of preparedness
- Ensure that local emergency services are adequately prepared for emergency operations (e.g. fire service)
- Ensure that building codes adequately account for disaster risks and that such codes are enforced
- Prepare a list of all Parish communications facilities which can be used in a disaster to include but not limited to:
  - ◇ Police
  - ◇ Fire
  - ◇ Ministry of Health
  - ◇ HAMs
  - ◇ CBers
  - ◇ Other
- Select potential radio operators



## Kingston and St Andrew Parish Disaster Committee

- Participate in simulation exercises conducted by the ODPEM, to evaluate the effectiveness of the Parish's emergency communications system.
- Organize and monitor on-going awareness and educational programmes on all types of disasters as well as preventive measures in collaboration with the ODPEM, schools and other educational institutions
- Participate in the implementation of Parish Public Information plans and policies
- Develop a resource list of all transport, chain saws, heavy equipment, both Govt. and privately owned, that would be available to the Parish for use in a disaster
- Develop a vehicle deployment plan to cope with all transportation requirements in the event of a disaster at Parish level
- Compile and update a list of qualified relief drivers, heavy equipment operators that may be required for use in a disaster situation
- Develop a road clearance plan for implementation after a disaster
  - Identify suitable buildings to be designated as emergency shelters for inspection by the ODPEM and a representative from NWA
- Maintain a list of all approved emergency shelters to include:
  - ◇ Location
  - ◇ Ownership
  - ◇ Capacity
  - ◇ Facilities
  - ◇ Contact persons
  - ◇ Addresses
  - ◇ Telephone numbers
- Determine a probable number of persons to be fed and accommodated in each community at institutions such as:
  - ◇ Churches
  - ◇ Schools
  - ◇ Designated shelters
- Maintain a database of special provisions (e.g. medication) to be made for persons in the Parish, in the event that they have to be moved to shelters.



## Kingston and St Andrew Parish Disaster Committee

- Arrange for the staffing of welfare centres
- Assist in damage assessment after a disaster and pass information to the NEOC
- Select and train key disaster preparedness personnel such as:
  - ◇ Shelter wardens and aids
  - ◇ Emergency relief personnel
  - ◇ Messengers
  - ◇ Rescue workers
  - ◇ Support staff
  - ◇ Record keeping
  - ◇ Typing
  - ◇ Other
- Define clear job descriptions for members of the Parish EOC
- Develop operational plans for the Parish

### **Parish Disaster Coordinator Role and Responsibility**

- Prepare a Parish Disaster Plan.
- Ensure that Parish plans are published as separate documents and are available from the Parish concerned. Copies of these plans are to be held at Parish and National Headquarters and at appropriate Police Stations and the headquarters of other emergency, essential, or voluntary organizations in the Parish.
- Ensure that the Parish has adequate response plans in place
- Be aware of preparatory arrangements being made in the Parish
- Development of Risk Register
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the Emergency Operations, Public Utilities and Communication, and submit after action reports to the Executive.
- ◇ Advise and assist all officers of the Parish or with respect to disaster measures.



## **Other Responsibilities of the Coordinator**

In his or her capacity as officer-in-charge of a local emergency service, the Parish Disaster Coordinator may: Provide support and leadership for Parish Disaster Committee (Executive)

- ◇ Nominate suitable persons to be registered volunteer members of the ODPEM (NDVRP).
- ◇ Nominate suitable persons for attendance at disaster management training courses.
- ◇ Utilize the resources of MDA's in support of response within the Parish.
- ◇ Represent the Parish at National meetings
- ◇ Advise officers of the Parish in respect of such facilities as may be required for effective operation of the Parish Emergency Operations Centre.
- ◇ Exercise such other powers and perform such other functions and duties as are prescribed or, so far as not prescribed, as the Executives determines.

## **2.2 Membership of the Parish Disaster Committees and the Executive**

As written in third schedule of DRM Act 2015 Composition is as follows:

1. The Mayor - Chairman
2. Chief Executive Officer – Municipal Corporation
3. The Custos
4. Member of Parliaments
5. The Parish Councillors
6. The Senior Police Officer
7. The Senior Fire Brigade Officer
8. The Medical Officer of Health
9. The Parish Disaster Coordinator
10. The Inspector of Poor
11. The Chief Engineering Officer





## Kingston and St Andrew Parish Disaster Committee

12. The Parish Managers for Public Utilities (JPS, NWC, NWA, Digicel, Flow Jamaica etc.)
13. The Parish Managers of Central Government entities
14. Representatives of Service Clubs and Voluntary Organizations
15. Representatives of the Chamber of Commerce and Private Sector
16. Representatives of HAM/CB Clubs
17. Representative of JIS
18. Representative of SDC
19. Parish Manager - Ministry of Labour and Social Security

### **Primary responsibilities:**

- Response, readiness and plan implementation (Parish level)
- Logistic Administrative support (Parish level)
- Coordination of volunteers (Parish level)
- Damage assessment/Data gathering (Parish level)
- Distribution of relief to victims

### **Secondary responsibilities:**

- Public information/education
- Public service announcements

### **Support Responsibility**

- Communication
- Hazmat/Oil spill (land)
- Fire management
- Building inspection (demolition/declaration)
- Evacuation
- Emergency shelter/Mass care relief
- Rehabilitation
- Recovery



## **The Parish Disaster Executive:**

### **Composition:**

1. The Mayor - Chairman
2. The Deputy Mayor
3. The Chief Executive Officer
4. The Parish Manager - Ministry of Labour Social Security
5. The Parish Disaster Coordinator
6. The Senior Police Officer
7. The Senior Fire Brigade Officer
8. The Senior Medical Officer of the Parish Hospital
9. The Medical Officer of Health
10. Chief Engineering Officer -
11. Parish Manager NWA
12. A Representative of the HAM/CB Clubs
13. A Representative of JIS

## **Zonal Committee**

The Zonal committee is the community- based arm of Disaster Management at the parish level. Zonal Committees are entrenched in the Disaster Risk Management Act of 2015. Zonal Committees are expected to:

1. Provide for public education within the applicable zones regarding disaster preparedness and emergency response
2. Liaise with the relevant PDC on matters relating to disaster preparedness and emergency response
3. Nominate persons to be trained as Shelter Managers
4. Prepare a zonal disaster plan to be incorporated into the Parish Disaster Risk Management Plan.



Kingston and St Andrew Parish Disaster Committee

### **Membership of zonal preparedness/ executive membership**

The zonal programme works by dividing the island into clusters which are demarcated as zones. Each Zone is monitored by a Zonal Chairman. A zone may be further subdivided into operational sections which are called CERTs. Each CERT is led by a Team Leader. There can be more than one CERT per community. Active Zonal Committees include Gordon Town, New Haven, Bull Bay and Mavis Bank. Through SPR, a number of CERTs are active in the south-eastern sections of Kingston and Andrew.

**See Appendix for Terms and Conditions of the Parish Disaster Committee**



## Chapter Four

### Critical Infrastructure and Resource Capacities

**Name/Agency: Jamaica Defence Force Coast Guard**

**Address:** Headquarters, Jamaica Defence Force

**Officer in charge:** Commanding Officer

**Telephone no.:** 928- 8121-9, 9685540

**Vehicle available:** 1 dash crew and 140 ft. used for haulage,

**Name/Agency: Jamaica Defence Force Air Wing**

**Address:** Up Park Camp

**Officer in charge:** Duty Officer

**Telephone no.:** 968-5540 -2

**Vehicle available:** 7 helicopters

**Name/Agency: Jamaica Constabulary Force**

**Address:**

**Officer in charge:** SSP Donovan Graham (Area 4) / SSP Gary Griffiths (Area 5)

**Telephone no.:**

**Vehicle available:**

#### ST. ANDREW NORTH POLICE DIVISION

CONS. NO	STATIONS	ADDRESS	TELEPHONE	OFFICER I/C	VEHEICLES AVAILABLE
1.	Constant Spring	1-3 Cassava Piece Rd., Kingston 8	924-1421	Inspector	10
2.	Stony Hill	St. Christopher Road, Stony Hill, St. Andrew	942-2223	Inspector	1
3.	Lawrence Tavern	Lawrence Tavern P.O., St. Andrew	942-6322	Sergeant	1
4.	Red Hills	Red Hills P.O., St. Andrew	945-8370	Inspector	1
5.	Mavis Bank	Mavis Bank P.O., St. Andrew	977-8004	Sergeant	1
6.	Irish Town	Irish Town P.O., St.	944-8242	Sergeant	1



Kingston and St Andrew Parish Disaster Committee

		Andrew			
7.	Gordon Town	Irish Town P.O., St. Andrew	702-1870	Sergeant	1
8.	Grants Pen	35 Grants Pen Road, Kingston 8	755-1597	Inspector	3

*Information provided by Assistant Commissioner of Police i/c Area 5, 2007.*

**FIRE STATIONS IN THE KINGSTON AND ST. ANDREW REGION**

<b>Fire Stations</b>	<b>Half Way Tree</b>	<b>Trench Town</b>	<b>Rollington Town</b>	<b>York Park</b>	<b>Fire Boat</b>	<b>Stony Hill</b>	<b>Port Royal</b>
Address	144 Maxfield Avenue, Kingston 10	Spanish Town Road, Kingston 14	14 Giltress Street Rollington Town	178 Orange Street, York Park Kingston	Newport East Marcus Garvey Drive Kingston	2 Seaview Road, Kingston	CagWay Road Port Royal

Telephone	926-8166 536-2784 536-5007	923-4155 536-5008 536-5009	928-1041 536-5012 536-5014	922-2127-9 536-5004 536-5005 922-2121-2	922-7018 536-5016	942-3053 942-9238 536-5010-11	536-5013 536-5015
Vehicle available	#5-103 Fire Unit	#5-75 Fire Unit	#5-93 Fire Unit	#5-1, 10-4, 7-4, 75, 8-10 Fire Unit	Erif 1	#5-102 Fire Unit	#5-99 Fire Unit
Officer in charge	District Officer	District Officer	District Officer	District Officer Assistant Superintendent	District Officer/Captain Assistant Superintendent	District Officer	District Officer



Kingston and St Andrew Parish Disaster Committee

Name/Agency: Ministry of Health KSA Health Department

Address: Marescaux Road

Officer in charge: Dr. Heather Reid Jones

Telephone no.:

Vehicle available:

Capability:

Capacity:

**Health Centres in Kingston & St Andrew**

<b>Health Centre</b>	<b>Address</b>
Alpha Dental Health Centre	26 South Camp Rd. (Kgn 4)
Bull Bay Health Centre	Bull Bay P.O.
Chin Loy Health Centre	Tivoli Gardens
Community Health Psychiatry Health Centre	University of the West Indies (Kgn 6)
Comprehensive Health Centre	55 Slipe Pen Road (Kgn 5)
Content Gap Health Centre	Content Gap
Dallas Health Centre	Dallas P.O.
Denham Town Health Centre	19 Wellington Street, Kgn 14
Drewsland Health Centre	9 Drews Avenue, Kgn 20
Duhaney Park Health Centre	122a Baldwin Crescent, Kgn 20
East Queen St Baptist Health Centre	East Queen Street (Kgn)
Edna Manley Health Centre	35a Grant's Pen Road, Kgn 8
Essex Hall Health Centre	Essex Hall P.A.
Glen Vincent Health Centre	3 Trevennion Park Road, Kgn 5
Golden Spring Health Centre	Golden Spring P.A.
Gordon Town Health Centre	Gordon Town Road, Gordon Town P.O.
Hagley Park Health Centre	118 Hagley Park Road, Kgn 10
Hall's Delight Health Centre	Hall's Delight P.A.
Harbour View Health Centre	Fort Nugent Drive, Kgn 17
Jamaica College Health Centre	189 Old Hope (Kgn 6)
King Weston Health Centre	King Weston P.A.
Lawrence Tavern Health Centre	Lawrence Tavern P.O.
Lenworth Jacob Health Centre	East Street, Kgn
Majesty Gardens Health Centre	Majesty Gardens, Kgn 11
Marriage Guidance Health Centre	6 Hope Rd. (Kgn 10)
Mary Issa (VOUCH) Health Centre	1 National Heroes Circle ( Kgn 4)
Mavis Bank Health Centre	Mavis Bank P.O.
Maxfield Park Health Centre	89 Maxfield Avenue (Kgn 10)
Mount Charles Health Centre	Mount Charles, Lawrence Tavern P.O.



Kingston and St Andrew Parish Disaster Committee

Myrth Coore Dental Health Centre	Olympic Gardens, St. Andrew
Nannyville Health Centre	Nannyville Gardens
National Chest Dental Health Centre	36 ½ Barbican Rd. (Kgn 6)
Norman Gardens Health Centre	Range Crescent (Kgn 2)
Oak Glade Health Centre	Haile Selassie Drive, Kgn 13
Olympic Gardens Health Centre	200 Olympic Way (Kgn 11)
Operation Friendship Health Centre	2c East Bell Road (Kgn 14)
Padmore Health Centre	Padmore P.A.
Parks Road Health Centre	Parks Road, Lawrence Tavern P.O.
Port Royal Health Centre	Port Royal P.O.
Red Hills Health Centre	Red Hills Square, Red Hills P.O.
Rock Hall Health Centre	Rock Hall P.A.
Rollington Town Health Centre	37a Giltress Road (Kgn 16)
Saint Margaret's Health Centre	Cedar Valley Road, Red Hills P.O.
Seaview Garden Health Centre	Chesterfield Drive, Seaview. Garden,
Stony Hill Health Centre	Stony Hill P.O.
Sunrise Health Centre	Red Hills Road
Victoria Jubilee Health Centre	North Street (Kgn)
Windward Road Health Centre	16 ½ Windward Road

**Public Hospitals in Kingston & St Andrew**

Hospital	Type	Service
Bustamante Hospital for Children	Specialist	Paediatrics
Victoria Jubilee Hospital	Specialist	Maternity
Kingston Public Hospital	A	Highly Specialised Multidisciplinary
National Chest Hospital	Specialist	Pulmonary Medicine and Surgery
Hope Institute Hospital	Specialist	Oncology and Palliative Care
Sir John Golding Rehabilitation Centre	Specialist	Orthopaedic/Spinal Injury Rehabilitation

**Name/Agency: National Water Commission**

**Address: 4 Marescaux Rd, Kingston 5**

**Officer in-charge: Senior Vice President & Chief Operation**

**Telephone no.: 9293540, or 9293530**

**Vehicle available:**

**Capability:**

**Capacity:**





Kingston and St Andrew Parish Disaster Committee

Treatment Plant	Water Com. Water	Area Served	Location & Address

**Name/Agency:** Kingston and St Andrew Municipal Corporation  
**Address:** 24 Church Street  
**Officer in-charge:** Mr. Robert Hill, CEO  
**Telephone no.:** 922-2587  
**Vehicle available:**

**Name/Agency:** Flow Jamaica  
**Address:** 47 Half Way Tree Road, Kingston 5  
**Officer in charge:**  
**Telephone no.:** 926-9700  
**Vehicle available:**  
**Areas Served:**  
**Capacity:**  
**Locations:**

Offices	Areas Served	Main exchange area	Location & Address

**Name/Agency:** Jamaica Public Service  
**Address:** 6 Knutsford Boulevard, Kingston 5  
**Officer in-charge:** Manager, Safety  
**Telephone no.:** 926- 3290-9



Kingston and St Andrew Parish Disaster Committee

**Vehicle available:**

**Capacity:**

<b>J.P.S. Offices</b>	<b>Substations</b>	<b>Areas Served</b>	<b>Location &amp; Address</b>

**Name/Agency: Ports Authority**

**Address:** 15 Duke Street

**Officer in-charge:** Captain Hopeton DeLisser

**Telephone no.:** 922-0290 - 0940

**Name/Agency: Earthquake Unit**

**Address:** University of the West Indies, Mona, Kingston 7

**Officer in-charge:** Mr. Donovan Campbell

**Telephone no.:** 927-2586



## **Chapter Four**

### **4.0 Shelter & Welfare Action Plan & Relief Policy**

#### **4.1 Introduction**

The Kingston and St. Andrew Parish Disaster Committee under its Health and Welfare Subcommittee has developed an action plan for responding to emergencies associated with hazards to which the parishes are prone. Guided by the National Shelter and Welfare Policy (2004), Draft National Welfare, Shelter and Relief Clearance Plan (2011), the Parish Disaster Committee has charted formidable protocols and procedures to guide the processes relating to Shelter, Welfare and Relief. There is a total of 108 communities in the Kingston Metropolitan Area: 24 in Kingston and 84 in urban St. Andrew (KSA Sustainable Development Plan, 2005-2015). The population of the KMA is 670,012 (Population and Housing Census, 2011).

Aspects of the proposal for rationalizing the National Disaster Welfare Response Programme as presented to Cabinet dated June 15, 2008, will also be incorporated into this new draft plan. Part of this initiative will see the use of schools as registration centres following an emergency followed by an assessment process to facilitate the verification of victims. The proposal also seeks to streamline beneficiaries in such a way that existing baselines will be used as a ready frame of reference for the verification process.

The objectives of the plan are:

- Outline the agencies in the parishes of Kingston and St. Andrew that are responsible for the distribution of Emergency Relief, Welfare, Response/ Recovery and Rehabilitation to impacted persons, hence the development of the Parish Welfare Response Teams.
- To introduce a zoning of the parish to facilitate the welfare and relief distribution process among the established welfare voluntary agencies.
- Determine the type and range of assistance that is to be given to impacted persons.
- Develop the guidelines as to how the impacted will access short- and long-term assistance.



- Develop the guidelines needed for the production of the “One List” for assessment purposes.
- Develop guidelines for needs assessment of victims.

## **4.2 Assumptions**

- That the Health and Welfare Sub-committee shall coordinate the matters dealing with the welfare of victims of a disaster at the parish level.
- That emergencies may be categorised in two ways:
  - Slow onset, which can provide the disaster mechanism with advance warnings, which is used to facilitate timely and effective activation of parish arrangements.
  - Other emergencies, which occur with little or no advance warning thus requiring mobilization and almost instant commitment of resources, with prompt support from the KSAMC just prior to or after the onset of such emergencies.

## **4.3 Principles of Disaster Management in Jamaica**

The KSA Emergency Shelter/ Welfare Action Plan outline a programme or approach that is used to manage welfare relief and distribution to affected victims of a disaster event. The plan outlines the intended actions that are to be by the KSAMC and the other agencies in preparedness, response and recovery to welfare situation. The activities will also be made in reference to the Disaster Management Cycle and the activities of each agencies in relation to the cycle.

### **Disaster Management Cycle**

The disaster management cycle comprises of six elements exclusive of the actual event, they are listed below:

#### Before

- Prevention
- Mitigation
- Preparedness

#### During



- Event/ disaster

#### After

- Response
- Recovery
- Rehabilitation & Rehabilitation

### **4.4 Limitations**

The KSA Emergency Shelter/ Welfare Action Plan and Relief Policy supplies the authority with guidance on how to deal with disastrous events and how to best effectively help the affected population. It only acts as a framework of procedures and principles and not as a detailed instruction for every possible event. Disastrous events are usually unpredictable as they occur in various different levels, outcomes and effects.

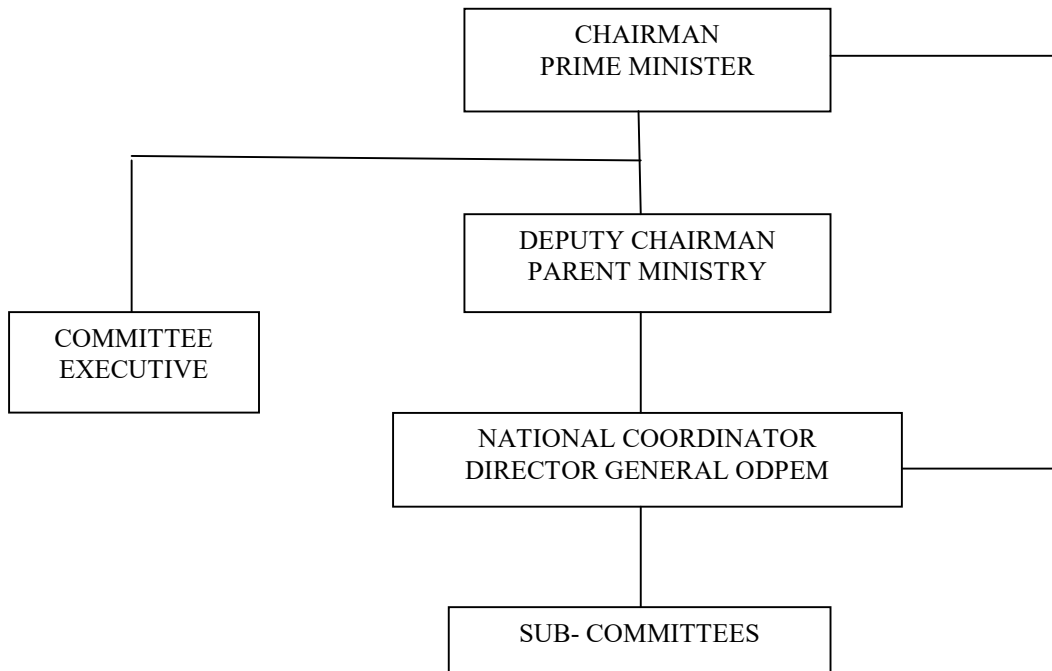
### **4.5 Welfare and Shelter Management in Jamaica**

#### **4.5.1 Position in the National Emergency Management Structure**

The Jamaican disaster management structure is broken into three tiers: national, parish and community. The same structures are used for each tier, with the difference being the positions in the structures.



The national structure of the National Disaster Committee is shown below:



The National Disaster Committee is divided into six sub- committees which each has a specific area of responsibility. The mammoth task of coordinating relief operations is carried out by the Sub-Committee of Welfare, Shelter and Relief Clearance.

#### **4.5.2 Welfare Functional Areas**

The needs of affected persons are varied in an emergency, the nature and scale of the emergency will determine the type of services that is required to meet those needs and how they should be delivered. The services that may be offered during an emergency are grouped into seven functional areas:

##### **Emergency Accommodation/ Shelter**

During an emergency a person's home may be at risk, severely damaged or totally destroyed hence the provision of shelter becomes a necessity. Shelters are operated at three levels: short term, long term and temporary housing.



## Kingston and St Andrew Parish Disaster Committee

- Short term shelters are activated up to the first 72 hours after an event.
- Long-term shelters are open for any period over 72 hours not exceeding six (6) months.
- Temporary housing is a longer-term shelter arrangement that is beyond six (6) months for a period that is specified based on the situation of the emergency/ disaster.

There is a MOU in place with the Jamaica Red Cross for the management of the thirteen priority shelters in St. Andrew as there is no priority shelters located in Kingston. (However, this MOU has expired)

### **Emergency Feeding**

The responsibility for the establishment of an Emergency Feeding Service will be for the following: for those rendered homeless, evacuees, casualties and welfare workers.

- Shelters – (MOU: ODPEM/Red Cross priority Shelters)
  - The primary agency that has responsibility for feeding in an emergency shelter is MLSS and are done through the support of organisations such as: Red Cross, ADRA, Salvation Army, Food for the Poor and other NGOs with KSA.
  - ODPEM shall provide support where parish resources are overwhelmed
- General
  - The KSAMC for the purposes of providing emergency feeding shall plan with local suppliers to supply foods items when necessary. This could be done through MOUs and standard procedures for accessing these supplies.
  - The KSA Health, Welfare, Shelter and Public Education sub-committees will maintain a resource listing of the feeding/ welfare agencies.

### **Emergency Clothing and Personal Requisites**

Shelterees are encouraged to take essential items and clothing to the shelter to last them and their family for at least 72 hours as outside help may not be able to provide such items within that time frame due to the disaster/ emergency. The provision of emergency clothing and personal items such as hygiene kits will only be provided for affected persons, eligible for assistance based on the availability of the resources.



## **Psycho-social Services**

The provision of services to affected persons to ensure that they receive the necessary support to cope with the effects of loss, stress, confusion, trauma and family disruption. This service can be in the form of information, advice and counselling services or referrals.

- The KSA Welfare team can request through the ODPEM for the activation of the Psycho-social Response Team provided through the Jamaica Red Cross.

## **Registration and Inquiry**

A registration and inquiry system will be implemented for the provision of tracing individuals, reuniting families and inquiries answered after a disaster. Registration centres will be the shelters in the first instance.

- Registration centres will be identified before an event and publicised.
- The registration centres (schools, churches, community centre) through the Welfare sub-committees.
- The registration centres should be affixed with a sign.
- The registration centres should be managed by volunteers from Zonal committee (Community Disaster Risk Management Team) or other community-based organizations.
- The welfare sub-committee is to provide the required forms, stationery, etc that is needed to conduct the registration.

## **Types of Assistance**

- Welfare/ Relief Assistance: food, comfort items
- Grants (compassionate, rehabilitation, emergency)

These activities are coordinated by MLSS and support is given by ODPEM, KSAMC and NGOs.

## **Security**

- The Jamaica Constabulary Force has overall responsibility for security arrangements for the nation and by extension the parishes of Kingston and St. Andrew; Shelter managers must report the activation of shelters to the nearest police station.
- Shelter managers are expected to maintain contact with the local police and PEOC and are to report any incidents or threats.





### 3.0 Roles and Responsibilities

#### 3.1 KSA Health and Welfare Sub-Committee of the Parish Disaster Committee

Composition:

1. Ministry of Labour and Social Security (Chairman)
2. Inspector of Poor (Co-Chair)
3. Red Cross
4. Salvation Army
5. Adventist Development and Relief Agency (ADRA)
6. Food for the Poor
7. Ministry of Health (KSA Public Health Department)
8. Jamaica Constabulary Force
9. Kingston Chamber of Commerce
10. Ministry of Education Region Officer
11. Churches
12. Service clubs
13. Voluntary Agencies (VOLAGS)

During the disaster management cycle, each agency is expected to provide an officer to assist in the management of the response. The officers will need to be located in the Parish Emergency Operation Centre (PEOC) as required.

Committee members are obliged to inform KSA Parish Disaster Coordinator about any potential changes, as the list will be reviewed once a year by the Parish Disaster Coordinator.

#### **Location:**

**Primary: 65 Hanover Street**

**Alternate: KSA Red Cross Branch (76 Arnold Road, Kingston 5)**

Parish Disaster Coordinators are obliged to inform ODPEM about potential changes.

#### **Responsibilities**

- Health Surveillance of vulnerable communities



## Kingston and St Andrew Parish Disaster Committee

- Prepare Health, Shelter & Welfare Plan for parish
- Coordinate Health, Shelter & Welfare Plan for Parish
- Develop Plan to address Emergencies
- Oversee and ensure coordination of all organisations, public and private involved in post disaster shelter and welfare
- Maintain current listing of needed and available resources, human and material
- Identify location of shelters
- Ensure adequate sanitary facilities are available in all buildings chosen as shelters
- Ensure physical integrity of all buildings chosen as shelters
- Ensure that adequate numbers of shelter managers are available for manning shelters
- Ensure training a provision of adequate resources (emergency gears and required stationery) for assigned shelter managers.

### 3.2 Zonal-Committee/ CDRM

#### Composition

- Co-ordinator
- Shelter Manager
- VOLAGS
- Churches

#### Location

Lists of Locations Primary and Alternate should be found in the Annex of this plan and the disaster coordinator is obliged to update this list and inform ODPEM about potential changes.

#### Responsibilities

- Initial Damage Assessment
- Needs assessment
- Relief distribution

### 3.3 Relief Planning



Relief planning and operations are grouped into phases to distinguish between the distinct types of tasks, roles and responsibilities for the Municipality of Kingston and St. Andrew. The activities are divided into three distinct phases at the parish level. The description below is specific for relief operations but should be consistent with any other disaster or emergency planning and operations.

### 3.3.1 Preparedness Activities

This phase incorporates the planning activities that are done before a disaster occurs and also the process of improving and revising plans and policies based on past disasters. The more effective the preparedness activities are the more efficient the coordination of welfare will be to the residents of Kingston and St. Andrew. The following table details the main activities that are incorporated in the preparedness phase and also the agencies that are responsible for these activities.

<b><u>Preparedness Activities</u></b>	<b><u>Primary</u></b>	<b><u>Secondary</u></b>
Identify suppliers of all emergency items	MLSS	KSAMC
Identify the amount of relief items immediately available after events	MLSS	KSAMC
Distribution points identified and assessed	MLSS	KSAMC
Storage identified, Warehousing and inventory management	KSAMC	MLSS
Procedure for relief distribution and documentation	MLSS	KSAMC
Communication to donors	KSAMC	MLSS
Transportation identified and MOUs and other agreements formulated and implemented	KSAMC	MLSS
Telecommunications	KSAMC	JCF
Activation of Welfare and Shelter Plan	MLSS	KSAMC
Communication/ information dissemination	MLSS	KSAMC

### 3.3.2 Response Activities

In this phase the assessment of relief needs, the acquisition of emergency supplies and the delivery of goods and services are considered. The procedures from the activated plans will be



undertaken. The following table details the main activities and the agencies responsible for those activities in the response phase.

<b><u>Response Activities</u></b>	<b><u>Primary</u></b>	<b><u>Secondary</u></b>
Acquisition and distribution of emergency supplies	MLSS	KSAMC
Activation of Distribution points	MLSS	KSAMC
Activate procedures for distribution and communication to donors	KSAMC	MLSS
Mobilization of transportation	KSAMC	MLSS
Telecommunication	KSAMC	JCF
Registration and assessment of victims	MLSS	Poor Relief
Ensure distribution “One List”	MLSS	KSAMC
Communication/ information dissemination	MLSS	KSAMC

### 3.3.3 Rehabilitation Activities

This is the closeout phase of relief operations after a major disaster. The aim of this phase is to ensure the transition to long-term reconstruction and preparedness activities; hence the relief tasks are carried out in this phase. The following table details the main activities and the agencies that are responsible for the activities in the rehabilitation phase.

<b><u>Rehabilitation Activities</u></b>	<b><u>Primary</u></b>	<b><u>Secondary</u></b>
Re-verification of victims	MLSS	Poor Relief
Coordination of NGOs involvement	MLSS	KSAMC
Coordination of government assistance to victims	MLSS	KSAMC
Communication/ information dissemination and Referrals	MLSS	KSAMC
Review/ Lessons learnt and Revision/ Modification of Plans/ Policies/ Procedures	KSAMC	MLSS

### 3.4 Relief Organisation and Affiliations

The following table describes the roles and responsibilities of organisations agencies in the provision of assistance. This table should be reviewed annually by the Welfare Sub-Committee to ensure that it is kept up to date.



<b><u>Agency</u></b>	<b><u>Roles/ Responsibilities</u></b>
Poor Relief Department	<ul style="list-style-type: none"> <li>• Designated Deputy Chair of the Parish Welfare Sub Committee</li> <li>• Provide representative at the PEOC</li> <li>• Distribute relief supplies to victims based on “One List” investigated cases</li> <li>• Member of the parish Welfare Assessment Team</li> <li>• Verify with Police/ Fire Brigade claims of victims</li> <li>• Attend and actively participate in Parish Health, Welfare, Shelter and Public Education Sub-Committee Meetings</li> <li>• Provide reports on emergency Response/ distribution activities</li> </ul>

**PRE-DISASTER ACTIVITIES (PREPAREDNESS)**

<b>ACTIVITY</b>	<b>AGENCY RESPONSIBLE</b>	<b>FOLLOW UP</b>
Identify suitable buildings for use as shelters such as Schools, Community Centres, Church Halls	PDC/Zonal Committee/ Poor Relief/Health	Coordinator PDC
Priority Shelters	RED CROSS	MLSS/ Coordinator
All other shelters and holding areas (overall supervision)	ADRA	MLSS/ Coordinator
Inspect shelters and declare suitability	PDC - agencies (MLSS / POOR RELIEF/	Coordinator/ ODPEM



Kingston and St Andrew Parish Disaster Committee

Shelters will be inspected by separating three teams across three zones (see map)  Each agency will assign 3-4 persons to complete inspection over three months	FIRE/MOH/PDC/MOH)	
Mark Shelters	PDC	Coordinator/ PDC/ODPEM
Develop Mutual Aid Agreement with owners of the buildings identified with respect to its use and access in the event of a disaster	PDC/Coordinator	ODPEM
Submission of list of shelters to the following:  <ul style="list-style-type: none"> <li>• ODPEM</li> <li>• Police for security</li> <li>• Fire for evacuation purposes</li> <li>• Red Cross/Salvation Army for relief purposes</li> <li>• Public (display in public places)</li> </ul>	PDC / Coordinator	ODPEM
Identification of persons to be trained as Shelter Managers by enlisting assistance from owners of shelters.	PDC (Welfare Sub-Committee & Disaster Committees.	ODPEM
Organize District Zonal Committees/CERTS	PDC Coordinator	ODPEM
Identify transportation, communication and	PDC / Zonal Committees	ODPEM



develop mutual aid agreements with owners	Police, NWA, Fire, JPS, NWC and JDF	
Organize training Programme, First Aid, Rescue, Welfare, Simulation	Parish Disaster Coord. & Regional Coordinator	ODPEM
Identify funds to purchase supplies and develop mutual aid agreements	PDC - local supplies, Red Cross, NGOs, OPD, M.P., Fund raising efforts Salvation Army, Zonal Committees, MLSS	ODPEM
Determination of number of persons in vulnerable communities.	PDC	ODPEM
Training and assignment to selected Shelters/Shelter Managers	ODPEM/PDC/Zonal Committees	PDC/ODPEM
Formulation of Agreement with Food and Emergency items. Distributors at Parish Level for delivery of these items immediately following disasters.	PDC/MLSS/WELFARE	ODPEM

**72 - 48 HRS. BEFORE HURRICANE (OR EVENTS WITH WARNING)**

ACTIVITY	AGENCY RESPONSIBLE	FOLLOW UP
		ODPEM



Initiate meeting with the Welfare Sub-Committee of the PDC to formulate strategy on accessing funding for Relief Distribution. Thereafter alerting food/ emergency items distributors (supermarkets, etc.)	PDC / Coordinator	
<p>Call PDC meeting to ensure:</p> <ul style="list-style-type: none"> <li>▪ Pre-positioning of Resources</li> <li>▪ Vehicles</li> <li>▪ Food</li> <li>▪ Volunteers</li> <li>▪ Meeting of PDC to lay strategies</li> <li>▪ Opening of Shelters</li> </ul>	PDC	ODPEM
Advise community-based groupings on approved expenditure levels for event	PDC / Coordinator	ODPEM

**48 - 24 Hrs. BEFORE A HURRICANE**

<b>ACTIVITY</b>	<b>AGENCY RESPONSIBLE</b>	<b>FOLLOW UP</b>
Alert residents of high-risk areas of possible evacuation	PDC (Fire Brigade, Police)	ODPEM
Request Transportation Services from JUTC	PDC Coordinator / ODPEM	ODPEM
Alert Shelter Managers	PDC - Coordinator, Zonal Committee, Shelter Managers	ODPEM
Dispatch of relief items food/emergency items to	PDC	ODPEM





Zones/Voluntary Agencies or permission given to Zonal Committees on level of expenditure		
Coordinate Welfare Relief Activities at Community level	PDC, Zonal Committee, Shelter Manager	ODPEM

**24 HRS. - ONSET BEFORE HURRICANE**

ACTIVITY	AGENCY RESPONSIBLE	FOLLOW UP
Evacuation of victims from elevated risk areas to shelters	JUTC, PDC (Fire Brigade, Police, JDF, Private owners of vehicles)	ODPEM
Call out of Emergency Workers inclusive of Shelter Managers	PDC - Coordinator	ODPEM
Establish Registration Centres	PDC - Coordinator	ODPEM

**AFTER THE EVENT**

ACTIVITY	AGENCY RESPONSIBLE	FOLLOW UP
Submission of Status Reports at both Parish and Community Levels	PDC/Zonal Committee	ODPEM
Submission of Status Report to ODPEM	PDC	Regional Coordinator
Welfare sub-committee meet to evaluate extent of impact of disaster and deciding on Recovery Efforts. All Clear is issued.	PDC	Regional Coordinator
Registration Centres set up at shelters and churches across the affected communities. Determining listing of victims between 5 - 10 days (7 working days) by categorising them in the following: <ol style="list-style-type: none"> <li>1. Those who are currently part of the state welfare programme (PATH/ Poor Relief).</li> <li>2. Those who are a part of the Senior</li> </ol>	MLSS / POOR RELIEF	ODPEM



Kingston and St Andrew Parish Disaster Committee

<p>Citizens Association. (NCSC Framework)</p> <ol style="list-style-type: none"> <li>3. Those who are a part of the National Disabilities Association</li> <li>4. Farmers and Fishermen registered with RADA and the Fisheries Division of the Ministry of Agriculture.</li> </ol> <p>Registration Centres will be activated with the following volunteers:</p> <ol style="list-style-type: none"> <li>1. NYS Volunteers</li> <li>2. Cadet Corps</li> <li>3. Zonal Committee/ CERTS</li> </ol>		
<p>Begin Victim Registration at Community Level</p>	<p>PDC, ADRA, Salvation Army, Cadet Corps, NYS Emergency Corps, SDC network, Zonal Committee/ CERT</p>	<p>ODPEM</p>
<p>Determining listing of victims between 1-5 days.</p>	<p>PDC/Zonal Committee MLSS, Poor Relief</p>	<p>ODPEM</p>
<p>Verification of victims (1 - 7 days)</p>	<p>MLSS, Poor Relief</p>	<p>Coordinator ODPEM</p>
<p>On completion of verification listing of qualified persons shared with Councillors, MPs and Caretakers for comments</p>	<p>MLSS</p>	<p>Coordinator</p>
<p>Provision of Psychological/Counselling</p>	<p>Red Cross and ADRA</p>	<p>Coordinator ODPEM</p>
<p>Dispensing of medium-term assistance to victims (food, mattresses, utensils, etc.)</p>	<p>ADRA, Red Cross, Salvation Army</p>	<p>Coordinator ODPEM</p>
<p>Determination of Rehabilitation Grants to victims within 30 - 60 days</p>	<p>ODPEM/MLSS</p>	<p>Coordinator ODPEM</p>
<p>Dispensing of Rehabilitation Grants to victims within 30 - 60 days</p>	<p>ODPEM, MLSS, Welfare Sub Committee</p>	<p>Coordinator ODPEM</p>



## RESPONDING TO EMERGENCIES WITHOUT WARNING SUCH AS EARTHQUAKES

ACTIVITY	AGENCY RESPONSIBLE	FOLLOW UP
Activation of PDC	PDC Heads of Sub-Committees/Coordinator	ODPEM
Welfare Sub Committee determining social dislocation and deciding on expenditure of sheltering and relief activities	PDC/MLSS/Poor Relief	Coordinator ODPEM
Establishing shelters where necessary or possible	PDC/Zonal Committees	Coordinator ODPEM
Ordering Relief Supplies for short- and medium-term relief	PDC/Zonal Committees	Coordinator ODPEM
Determination of long-term needs	Shelter and Welfare Sub-Committee/PDC	Coordinator ODPEM
Dispensing of Recovery and Rehabilitative Grants 30 - 60 days	Welfare Sub-Committee/ PDC	Coordinator ODPEM
Assessing external assistance	PDC/ODPEM	Coordinator ODPEM
Submission of Status Reports at Parish and Community Levels	PDC/ Zonal Committees	Coordinator ODPEM
Preparation of Final Reports	All Agencies /PDC	Coordinator ODPEM

## SHELTER MANAGER'S DUTIES AND RESPONSIBILITIES

PHASE	RESPONSIBILITIES
<b>PRE-ACTIVATION</b>	<ul style="list-style-type: none"> <li>▪ Conduct Preliminary inspection to determine if building is habitable.               <ul style="list-style-type: none"> <li>a) Obtain Keys</li> <li>b) Determine space available</li> <li>c) Check building for essential facilities in good working condition. (Running water, toilets, kitchen, power, etc.)</li> <li>d) Check for any visible defects. (Loose connections, bolts etc.</li> </ul> </li> <li>▪ Mobilize support team</li> <li>▪ Secure supplies</li> <li>▪ Prepare a management plan</li> </ul>
<b>ACTIVATION</b>	<ul style="list-style-type: none"> <li>▪ Coordinate activities</li> </ul>



	<ul style="list-style-type: none"><li>▪ Open shelter</li><li>▪ Registration of staff and residents</li><li>▪ Assign duties</li><li>▪ Conduct briefing/information sessions</li><li>▪ Establish areas for various activities</li><li>▪ Communicate with Parish Disaster Committee</li><li>▪ Maintain Discipline</li><li>▪ Distribution of supplies</li><li>▪ Preparation and distribution of meals</li><li>▪ Recreation</li><li>▪ Religious Activities</li><li>▪ Security</li></ul>
<b>DE-ACTIVATION</b>	<p>Arrange for proper evacuation of shelter</p> <ul style="list-style-type: none"><li>▪ Conduct a head count</li><li>▪ Obtain "All Clear" signal</li><li>▪ Retrieve supplies</li><li>▪ Request necessary transportation for those in need (Aged/disabled)</li><li>▪ Organize residents leaving by area</li><li>▪ Arrange for continued accommodation for those unable to return home.</li></ul>
<b>POST-ACTIVATION</b>	<ul style="list-style-type: none"><li>▪ Organize clean up and Secure Building</li><li>▪ Prepare reports</li></ul>



# RELIEF POLICY

## BACKGROUND

Disaster Relief is an activity aimed at assisting persons who have suffered in disasters. This activity for one reason or another has been carried out by many departments over the years, the primary agency being that of the Poor Relief Department attached to local authorities island wide.

In 1993 when the country was devastated by a series of events beginning with that of an earthquake, followed by many floods, the Office of Disaster Preparedness and Emergency Management (ODPEM) gave leadership to the Relief Programme and found itself actually delivering benefits by way of cheques to victims.

The Relief role of the ODPEM is to ensure assistance to victims during the Emergency and Recovery Phase, and to do this it appears feasible that ODPEM and Parish Disaster Committees island-wide have a Policy on its operation in Disaster Relief.

## OBJECTIVES

- To determine the agency responsible for dispensing Emergency Response/Recovery and Rehabilitation Relief to victims
- To determine type and range of assistance to victims
- To develop guidelines on how victims, access short- and long-term assistance
- To develop guidelines for the production of the "**One List**" for assessment sheet.
- To develop guidelines for needs assessment of victims.



## Some Agencies and their Role in Dispensing Assistance to Victims

AGENCIES	ROLE
<p><b>Fire Brigade</b></p>	<ul style="list-style-type: none"> <li>▪ Respond to disaster (fires, floods)</li> <li>▪ Alert Police/PDC Poor Relief</li> <li>▪ Combat Fire/Rescue etc.</li> <li>▪ Provides PDC/Poor Relief with preliminary list of victims.</li> <li>▪ Rescue and evacuate victims to shelters</li> <li>▪ Part of shelter inspection team.</li> </ul>
<p><b>Police</b></p>	<ul style="list-style-type: none"> <li>▪ Alert PDC (Fires, floods, etc.)</li> <li>▪ Respond to disaster (fire, floods etc.)</li> <li>▪ Alert Fire Brigade</li> <li>▪ Assist with Traffic Control</li> <li>▪ Rescue and evacuation of victims</li> <li>▪ Investigate Incident and verify victims</li> <li>▪ Provide security for shelters/Relief Centres</li> <li>▪ Provide communication</li> </ul>
<p><b>Ministry of Labour/Welfare</b></p>	<ul style="list-style-type: none"> <li>▪ Convene Parish Welfare Sub-Committee</li> <li>▪ Submit completed investigated claims to Coordinator/PDC</li> <li>▪ Responsible to budget for Emergency</li> <li>▪ Relief and Rehabilitation of victims below 20 families - fires, floods, etc.</li> <li>▪ Investigate claims of victims</li> <li>▪ Verify with Police Fire Brigade claims of victims</li> <li>▪ Staff Relief Registration Centres</li> <li>▪ Provide \$10,000 for emergency relief to victims</li> <li>▪ Rehabilitation of all victims</li> </ul>
<p><b>Regional Disaster Coordinator</b></p>	<ul style="list-style-type: none"> <li>▪ Activate Parish Emergency Operations Centre or</li> <li>▪ Direct and coordinate response and recovery at the Regional level through Parish Disaster Committees</li> <li>▪ Where incidents exceed 20 families, spare-head recovery initiatives on behalf of ODPEM</li> </ul>
<p><b>Parish Disaster Coordinator</b></p>	<ul style="list-style-type: none"> <li>▪ Call meeting with Welfare Sub-Committee.</li> <li>▪ Allocate Resources to Relief Distributors (Red Cross, Salvation Army Seventh Day Adventists)</li> <li>▪ Advise ODPEM of needs list</li> <li>▪ Dispense Relief</li> </ul>



<p><b>Parish Disaster Coordinator (cont'd)</b></p>	<ul style="list-style-type: none"> <li>▪ Provide Financial Support</li> <li>▪ Direct and Coordinate Response and Recovery at Parish level through the Welfare Sub-Committee</li> <li>▪ Identify Local Resources</li> <li>▪ Ensure distribution of "<b>One List</b>"</li> </ul>
<p><b>Relief Distributors</b></p> <ul style="list-style-type: none"> <li>• Red Cross</li> <li>• Salvation Army</li> <li>• ADRA</li> </ul>	<ul style="list-style-type: none"> <li>▪ Distribute material resources to victims based on investigated cases. (List from PDC assisted to NGOs for major event)</li> </ul>
<p><b>ODPEM</b></p>	<ul style="list-style-type: none"> <li>▪ Responsible to Budget for funds to assist disaster victims</li> <li>▪ Provide material, resources (beds, stoves, etc.) inclusive of recovery grant</li> <li>▪ Provide assistance through Coordinator PDC</li> <li>▪ Ensure the utilization of the Welfare/Shelter and Disaster Relief Policy in distributing assistance to the victims</li> </ul>
<p><b>Foreign Missions</b></p>	<ul style="list-style-type: none"> <li>▪ Coordinated by UNDP Foreign Missions will respond to disaster victims through representation by the ODPEM</li> </ul>
<p><b>Parish/Regional/Community, Relief Sites</b></p> <p><b>Disaster Survival Collection Points</b></p>	<ul style="list-style-type: none"> <li>▪ PDC through Zonal Committee establish relief sites regionally and at community levels to respond to needs of victims.</li> <li>▪ PDC selects a Parish Collection Point e.g. (Community Centres) to receive donations for disaster victims on an on-going basis.</li> <li>▪ PDC through Welfare Committee ensures disbursement of foods to needy victims from this point.</li> </ul>
<p><b>Poor Relief Department</b></p>	<ul style="list-style-type: none"> <li>▪ Assist Chair Parish Welfare Sub-Committee</li> <li>▪ Investigate claims of victims</li> <li>▪ Staff Relief/Registration Centres</li> <li>▪ Verify with Police/Fire Brigade claims of victims</li> <li>▪ Provide immediate assistance to victims</li> </ul>
<p><b>KSAMC</b></p>	<ul style="list-style-type: none"> <li>▪ Assist with provision of transportation for relief work</li> </ul>



**ZONING OF THE PARISH**

The parish will be divided into three zones to facilitate easier and a more organised relief process.

Each agency will be responsible for one zone with flexibility to assist each other depending on the magnitude of the event.

<b>ZONE 1 - EAST RED CROSS</b>	<b>ZONE 2 - CENTRAL SALVATION ARMY</b>	<b>ZONE 3 –WEST ADRA</b>
<b>Eastern – 11 miles Bull Bay along coast to South Camp Road</b>	<b>South Camp Road along the coast to Downtown</b>	<b>Left side of Hagley Park Road to Ferry</b>
Port Royal Harbour View South Camp Road Mountain View Ave. (both sides) Old Hope Road Windward Road (both sides) Papine Liguanea August Town UWI Dallas Castle Cane River Bito Bloxburgh Mavis Bank Constitution Hill Newcastle Content Gap Westphalia South Camp Road (List not exhaustive)	Marcus Garvey Drive Maxfield Avenue (all roads leading off.) Three Miles Payne Avenue Hagley Park Road (on the right) Hope Pastures UTECH Norbrook Burnside Valley Rock Hall Jacks Hill Skyline Drive Maryland Woodford Constant Spring Red Hills. (List not exhaustive)	Riverton Seaview Gardens Duhaney Park Cooreville Gardens Washington Gardens, Marverly Molynes Road Olympic Way Cockburn Pen Waterhouse Mount James Golden Spring Stony Hill Lawrence Tavern Toms River Cavaliers Meadowbrook. (List not exhaustive)





# KSA WELFARE ZONES



## PROCEDURE FOR DISPENSING RELIEF 20 FAMILIES AND OVER



- PDC through Preparedness and Emergency Operations Division (PEOD) or Welfare Committee delineate Registration Centres in the parish.

Registration Centres are activated within 24 hours of an event for no longer than 5 days.

- Registration Centres will be designated shelters which are staffed by Welfare Committee Personnel (i.e. MLSS, Poor Relief, Red Cross, Salvation Army, ADRA, NGO, etc.)
- Victims report to Registration Centres within the specified period and are registered and given "**CALL BACK**" cards.
- "**CALL BACK CARDS**" entitles victims to access emergency aid i.e. Food, clothing, bedding even before Registration Forms are fully processed, but after an initial assessment is done. The distribution takes place from one list presented to the EOC.
- Registration Forms are then processed by the Welfare Sub-Committee of the PDC and "Verification Teams" made up of Relief Distributors, MLSS, Poor Relief Personnel, NGO, etc. verify claims by checking victims damage.
- Then the Summary Claim Forms are filled out by the Welfare Sub-Committee led by MLSS, Chairperson of said committee.
- The Summary Forms duly authorized by the PDC, MLSS, Relief Distributors are sent to ODPEM for assistance.
- ODPEM, based on resources available, provides assistance by the following means:

- \* *Cheque* - *Rehabilitation Grant*
- \* *Mattress* - *Medium Term Assistance comfort items*
- \* *Food* - *(usually by authorizing PDC on level of expenditure for this commodity) in emergency phase*



- The Welfare team through the EOC at the Parish Level distributes aid to victims as specified by Welfare Sub-committee.
- Recommendation: Distribution of aid should be conducted at the Registration Centres with victims required to bring their "Call Back Cards"
- PDC through Welfare Sub-Committee send Final Report to ODPEM

## **PROCEDURE FOR DISPENSING RELIEF 20 FAMILIES AND BELOW**

Incidents involving 20 families and below are usually minor floods and fires.

- Fire Brigade would respond
- Fire Brigade would advise PDC of incident.
- PDC would call out MLSS/Poor Relief Personnel and identify local resources
- MLSS lead Agency for this response would provide emergency comfort items to the tune of Ten Thousand Dollars (\$10,000.00) per family.
- Emergency Relief items (food, toilet articles etc) would be distributed to victims by Relief Distributors, MLSS or Poor Relief Personnel.
- Victims would then be registered and processed for a Rehabilitation grant that would then be paid by MLSS.
- PDC through Welfare Sub-Committee would provide ODPEM with final report.

## **RECOMMENDATIONS**

<b>LEVEL OF DISASTER</b>	<b>LEVEL OF RESPONSE</b>	<b>RESPONSE/FUNDING SOURCE</b>
<b>Level 1</b>	Natural/Man-made Disaster affecting less than <20 families	Parish Disaster Committee MLSS, Voluntary Agencies
<b>Level 2</b>	Natural/Man-made Disaster affecting 20 - 499 families	Parish Disaster Committee ODPEM Voluntary Agencies



**Level 3**

500 families and over

MLSS/ODPEM  
Parish Disaster Committee  
Voluntary Agencies  
International Agencies

**PROPOSED EMERGENCY RECOVERY PACKAGE FOR DISASTER VICTIMS**

**LEVEL 1**

<b>EMERGENCY PHASE</b>	<b>PACKAGE</b>	<b>RESPONSE AGENCY</b>
Food, Comfort Items	\$6,000 - \$10,000 per fire	MLSS, PDC. Voluntary Agencies
<b>RECOVERY PHASE</b> Bedding, Temporary Shelter	\$3,000 - \$5,000 per fire	MLSS, PDC, Voluntary Agencies
<b>REHABILITATION PHASE</b>	\$5000 - \$10000 per fire	MLSS

**LEVELS 2 and 3**

<b>EMERGENCY PHASE</b>	<b>PACKAGE</b>	<b>RESPONSE AGENCY</b>
Food, Comfort Items	\$6000-\$10000 per fire	ODPEM, PDC, Welfare Agencies
<b>RECOVERY PHASE</b> Bedding, Temporary Shelter	\$5000 - \$30,000 per fire	ODPEM, PDC,
<b>REHABILITATION</b>	Housing/material etc.	MLSS



## **HOW VICTIMS ACCESS ASSISTANCE AND BENEFICIARIES**

### **HOW VICTIMS ACCESS ASSISTANCE**

1. Register at designated Registration Centre
2. Present acceptable means of identification i.e.
  - Electoral I.D. Card
  - NIS number (card)
  - Passport
  - Drivers Licence
3. Await result of assessment
4. Receive assistance prescribed by Assessment Team.

### **BENEFICIARIES**

- All persons for Emergency Relief
- Persons earning below the prescribed poverty line of approximately \$3,500.00 per week for all forms of relief.
- Persons deemed eligible by way of assessment



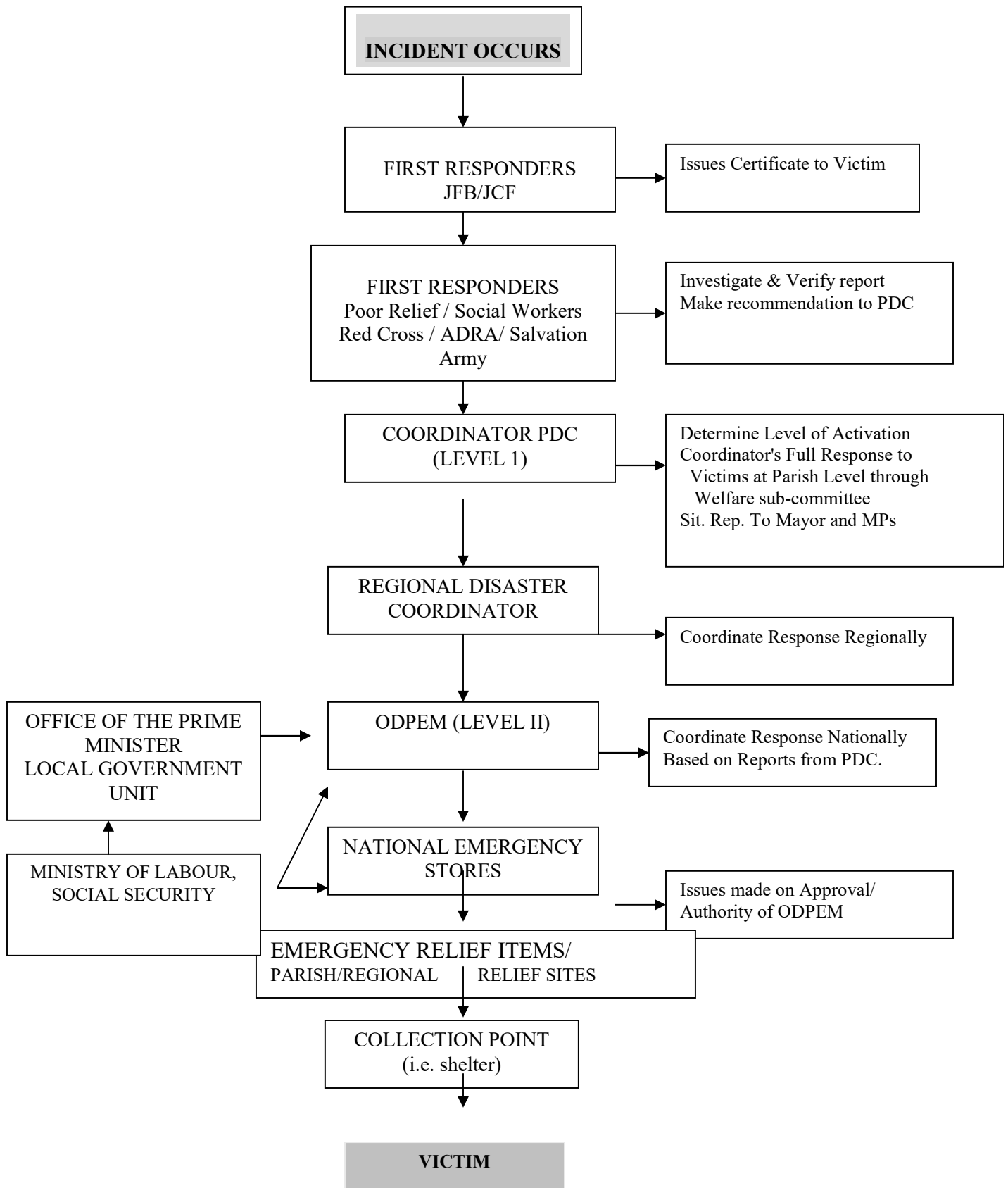
## DISASTER RELIEF FLOW CHART KEY

LEVEL 1	Parish Disaster Committee
LEVEL 2	Office of Disaster Preparedness & Emergency Management
LEVEL 3	Ministry of Labour Social Security

<b>KEY</b>	
MLSS	- Ministry of Labour and Social Security
PDC	- Parish Disaster Committee
ODPEM	- Office of Disaster Preparedness & Emergency Management
NES	- National Emergency Stores
JFB	- Jamaica Fire Brigade
JCF	- Jamaica Constabulary Force
PAD	- Public Assistance Department - MLSS
RDC	- Regional Disaster Coordinator
ADRA	- Adventist Development & Relief Agency
NGO	- Non-Government Organizations



## DISASTER RELIEF POLICY FLOW CHART





Kingston and St Andrew Parish Disaster Committee

### **References**

Gordon, A. (2005) St. Mary Shelter and Welfare Action Plan

Jackson, R. (2008) Proposal for Rationalizing the National Disaster Welfare Response Programme

KSA EOC. (2004) Zoning of the KSA





## Chapter 5

### Public Education

#### TRAINING AND CAPACITY BUILDING FOR COMMUNITIES

##### 5.0 LOGICAL FRAMEWORK

The results and outputs of this proposal are directly linked to the ODPEM's logical framework, (see Figure 1). The logical framework was developed taking into consideration a number of frameworks to include regionally, the Caribbean Disaster Management Agency's (CDEMA) Comprehensive Disaster Management Strategy (2014-2024) and internationally, the Sendai Framework of Action (2015 - 2030).

The results/indicators from this project are directly linked to the achievement of Outcome 2, of the logical framework for the ODPEM, that is, "Community Resilience to Disasters and Effects of Climate Change". It is also directly linked to Outputs 2.2 and 2.3 which states "Community Knowledge and Understanding of priority hazards and effects of Climate Change" and "Community Support Systems for Safety and Social Factors" are outlined. Outcome 5 specifically Output 5.1 also speaks to "Enhanced Early Warning Systems and Emergency Communications at all levels".

**Linkage with existing ODPEM Tools and databases** – ODPEM is currently developing a community plan database to include community profiles, hazard maps and selected details from community plans. All plans developed in communities through ODPEM's intervention will be included in this database.

##### 3.0 PRIORITY NEEDS

In order to build resilience, capacities of community members need to be built. The needs directly relating to building capacities are:



## Kingston and St Andrew Parish Disaster Committee

1. Strengthened community-based organisations and the re-activation of Community Disaster Risk Management (CDRM) Groups.
2. Increased training and knowledge in preparedness, response and mitigation through the establishment of Community Emergency Response Teams (CERTS)
3. Improved Community Based Disaster Risk Management Planning to include agricultural risk management practices and activities geared at adapting to climate change to facilitate early recovery of the production processes
4. Improved School –Based Emergency Planning for school within the municipality through the production of Emergency Preparedness and Response Plans (EPRP).

The strategy to improve the resilience of the communities in Kingston and St Andrew is to conduct comprehensive interventions that focus on lives and livelihood. The solution proposed includes the following key components:

1. Strengthening Partnerships & Building Institutional Capacity of Communities utilising the Building Disaster Resilient Communities (BDRC) model.
2. Building Community Disaster Risk Management Capacity
3. Training and Equipping

### **3.1 Building Institutional Capacity for Community DRM – Building Disaster Resilient Communities (BDRC) Model**

The primary objectives of the Building Disaster Resilient Communities (BDRC) approach are:

- Building capacity for community-based DRM action and for community emergency response.
- To facilitate lasting linkages between the parish and emergency response agencies and agency-arms through the Local Authority, namely the Parish Disaster Committee.
- The Parish Disaster Coordinator plays an integral role, along with agency representative that actively engage local communities.



The BDRC process was initially conceptualized as a generic model for building resilient communities. Its application in farming communities remains relevant but peculiarities of the agriculture sector will need to be factored. The ODPEM in 2014 improved on the model and has produced a document more suited to build resilience in farming communities.

The BDRC approach builds capacity through:

- Training CDRM / CERT Teams
- CDRM Planning
- Community Simulation Exercises
- Design, implementation and assessment of a Community DRR (C-DRR) Project.
- Facilitating linkages and partnerships for DRR

As a direct spinoff of preparing for community -based interventions, it is recognized that partnerships need to be built among key agencies for the sustainability of the process. These partnerships will speak to the process by which partners work with communities to identify and address disaster risk management at the local level, that is, community and parish.

To this end, a number of key partners would need to be engaged to operate at various levels while focussing on various elements. These include the KSAMC, Social Development Commission, ODPEM, Ministry of Labour and Social Security, Rural Agricultural Development Authority, Jamaica Constabulary Force, KSA Health Department, Food for the Poor and Faith Based Institutions and schools in the communities among others.

In addition to ensuring partners are supportive of the group, it is critical that the community itself needs to elect the leadership team that will champion the integration of DRM activities in the communities. This team will be identified and the standard Terms of Reference for the CDRM shared. **See Appendix 1 - CDRM TOR.**



### **3.2 Building Community Disaster Risk Management Capacity - CDRM & CERT workshops and CDRM Plan Preparation**

Developing and strengthening linkages at the *community-parish* level is conducted primarily through community training and Community/DRM activities. At the *parish or national levels*, there is the need for greater linkages and inclusion of the community voice in DRM via the Local Authority, as well as for more effective DRM, emergency response and communications facilitated through the joint planning and executing of the overall intervention process. It may also be necessary to consider strengthening internal processes of the Local Authority or national agency/organization for improved DRR and Emergency Response communications, planning or specific DRR activities.

Building capacity for disaster risk management in communities involves:

- Training community leaders and first responders in CDRM and emergency response and management skills
- Organizing the community for emergency response and DRM
- Preparation of a CDRM Plan with Community Map, Emergency SOPs and Emergency Contacts
- Conducting public awareness exercises for the CDRM Plan, and for the CDRM/CERT Teams & Roles
- Simulation exercises
- Community DRR Projects – e.g. establishing an Early Warning System and Team for floods, physical infrastructure such as putting in a drain and culvert, strengthening coping mechanisms by constructing a pedestrian bridge for flood prone areas or installing water catchment (house or community) and tanks in drought-prone areas.
- Creating sustainable CDRM/CERT structures (using a partnership approach)
- Community Advocacy
- National and Parish DRR Projects – (larger infrastructural and wider policy actions)
- Facilitating and developing linkages to National and Parish Disaster Committees, and other stakeholders to improve DRM and resilience through ongoing interaction (joint action) around community and/or parish-based interventions.



### **3.3 Community Disaster Risk Management Planning include:**

#### **Risk identification and Risk Profiling**

The hazards to which the communities are vulnerable will be identified through mapping and vulnerability capacity assessments. This will be further fed into a livelihood assessment and baseline study for the community.

#### **Community Disaster Planning**

ODPEM will work with the communities to develop their local multi-hazard Community Disaster Plans. These plans are comprehensive and will incorporate all elements of the risk management framework. The process involves community undertaking independent work to collect data required for the plan as well as facilitated sessions with community groups.

The plan will be developed using a Community Based Disaster Risk Management Plan template that has been developed by the ODPEM.

Upon completion of the plan, it is expected that testing of some elements of the plan will be undertaken.

### **3.4 Training and Equipping**

Training seeks to directly build capacities for managing and responding to disasters and emergencies at the community level through training and workshop/discussion interventions and building relationships. The process through which the communities are engaged also seek to forge relationships and linkages at the parish level to improve disaster response and emergency management at both the community and parish level.

It is envisioned that the trained disaster management groups will work in a networked system to take long-term hazard prevention measures and after every natural or man-made disaster are able to assess damage and analyse needs, ensuring that no vulnerable man or woman is left without the assistance they require.



Training may incorporate training for instructors which will ensure that capacity exists to widen the reach of the training intervention and also to ensure sustainability of the knowledge transferred from key agencies.

The ODPEM has developed a Training Diet (**see Appendix 2**) which outlines the likely training workshops that can collectively build DRM capacity at the community level. In practice, when the BDRC approach is used, most communities will do, as a minimum, the following workshops, beginning with the VCA:

- Vulnerability and Capacity Assessments (VCA) – **done by Jamaica Red Cross**
- Basic Community Disaster Management
- Basic First Aid with CPR
- Shelter Management
- Initial Damage Assessment
- Community Disaster Risk Management Planning (CDRM Plan)
- Other training workshops for CDRMs and CERTs (see full list at Appendix 2)

Shelter Management and Initial Damage Assessment (IDA) workshops are typically done as residential courses, while all other workshops are conducted as in-community workshops. However, there are instances where residential courses are offered in a camp-style setting. Community persons trained in CERT training workshops: First Aid, Shelter Management and Initial Damage Assessment, will obtain a certificate upon successful completion of the course.

Where time and resources are available or can be creatively used to ensure more training, the other elective workshops are also completed as stipulated in the Diet.

Community training should achieve the following:

- Individuals are **equipped with new knowledge and**, in some cases, **skills** for CDRM and/or emergency response.
- Individuals are trained as a part of a team and organized for effective team action.
- Trained Community First Responders and CDRM Teams understand their operational linkages with the Parish Disaster Committee/Coordinator and the National Disaster Management Framework.



- Training must **promote independent community action** (i.e. community members use their own initiative).

The basic rationale/ approach to conducting community training is as follows:

The Building Disaster Resilient Communities (BDRC) process recognizes that a community's database, tools and other information and data on community vulnerability and resources, can provide community information for damage assessment, hazard analyses and resource deployment. A BDRC intervention will:

1. Further develop the National Emergency Response and Damage Assessment Tool – where a number of geo-referenced databases are interconnected to existing geo-referenced and spatial databases provide user-directed analysis for risk analysis and management purposes.
2. Incorporate persons trained as part of Jamaica Volunteers (Jam Vol)
3. Development of a database of persons trained in all interventions
4. Take steps to ensure that data are shared with RADA and Ministry of Investment, Commerce, Agriculture and Fisheries (ICAF).

### **3.5 Training Outline**

---

Community Disaster Planning Training Modules will include:

- Vulnerability Analysis
  - Community Hazard Mapping (detailed)
  - Community Vulnerability Analysis (including gender issues)
  - Pre-Impact Data Collection and Assessment
- Emergency Response and Evacuations Plans with Community Protocols (Hazard Specific)
- Disaster Mitigation Priorities and Activities (1 year and 3-year plans)
- Roles and Responsibilities (Contact Sheet)
  - Community



## Kingston and St Andrew Parish Disaster Committee

- Parish Development Committee
- Technical and Government Agencies
- Emergency Response and Disaster Mitigation Partnerships
  - Evacuation Protocols
  - Strategy to promulgate awareness and protocols in the community
- Disaster Mitigation Planning
  - Types of Disasters
  - Disaster Mitigation Steps
  - Community Hazard Mitigation
  - Partnerships Required
  - Building Partnerships
  - Determine what Hazard Mitigation Activities the Community can perform and where partnerships are required.
  - Identify a Micro- Disaster Mitigation Project (where applicable).
  - The Disaster Mitigation Team
- Determine representation to Parish Disaster Committee
- Develop Emergency Response and Disaster Management 1-5 Year Community Strategic and Operation Plan (Community Disaster Action Plan)

### **3.6 Community Disaster Response Teams – Local Specialist Training**

---

Specialized Courses will be scheduled for each community. The number of courses allowed in each community will be determined on a budgetary basis and in keeping with disaster priorities identified by the community and partner stakeholders. Specialist training courses will include:

- Vulnerability Capacity Assessment (Red Cross: 1-2 days)
- Shelter Management (ODPEM/OFDA-USAID): 1-2 days
- Land Search and Rescue (Light) (Jamaica Fire Brigade; 1-2 days)
- Initial Damage Assessment (OFDA-USAID): 1-2 days
- CPR and First Aid Certification (Red Cross) – 2 days
- Psychological Support in a Disaster (Red Cross) – 1 day





- Fire Safety & Utilities & Fire Management before, during and after a Disaster (Jamaica Fire Brigade): ½ to 1 day

Once Community Emergency Response Teams/Community Disaster Response Teams are established further organizational support can be requested of ODPEM and the Parish Disaster Coordinator. Some forms of organizational support may be delivered by the SDC.

### **3.7 Community Disaster Training Participant Profile**

---

#### Community Participants

- Community members and CBO/CDC representatives
- 12-30 persons (50% male, 50% female)
- Varying educational levels, employment status
- Civic responsibility, initiative and leadership
- Varying levels of types of vulnerabilities and hazard risks.
- All may be members of an active community organization (if community organization does not exist, ODPEM & Red Cross will work closely with SDC to assess and assist the formation of an appropriate disaster organization)

### **3.8 Training of Trainers**

---

- Minimum of 12 suitably qualified candidates trained.
- PDC without skills in disaster instruction can be trained (as is the case for St. Thomas)
- Experienced disaster practitioners and support community development officers directly associated with the project provided with opportunity for USAID/ OFDA certification
- Network of disaster practitioners and community development officers strengthened – SDC, Red Cross, ODPEM, Jamaica Fire Brigade, MLSS, Parish Disaster Coordinators, other partners

### **3.9 Equipping Communities**



## **RECOMMENDED CERT ITEMS**

1. 1000 Gallon water tank
2. CERT Backpack (logo printed)
3. Disposable latex gloves
4. Duct Tape (2"x60 yds)
5. Dust Mask
6. First Aid Kit (10 person)
7. First Aid Kit (50 person)
8. Flashlight and batteries
9. Hard Hats
10. Leather work gloves
11. Whistle (fireman type)
12. Safety goggles
13. CERT safety vest
14. Raincoat
15. Water boot
16. Blanket
17. ½" Nylon Rope (for climbing/rappelling)
18. Chain Saw
19. Military Cots
20. Tarpaulin (variety of sizes)
21. 5 Gallon Water containers
22. Weed Cutter
23. Back board (lifting)
24. Wheelchair
25. Large garbage bags
26. Power Saws
27. Portable Standby Generator



<b>INDIVIDUAL PPE AND STATIONERY KITS FOR WELFARE ASSESSORS</b>	<b>INDIVIDUAL PPE AND STATIONERY SKIT FOR SHELTER MANAGERS</b>	<b>INDIVIDUAL PPE AND STATIONERY KIT FOR INITIAL DAMAGE ASSESSORS</b>
<ol style="list-style-type: none"><li>1. Raincoat</li><li>2. Flashlight with batteries</li><li>3. Water boot</li><li>4. Welfare assessment forms</li><li>5. Clip board</li><li>6. Pen</li><li>7. Pencil</li><li>8. Eraser</li><li>9. Sharpener</li><li>10. Plastic folder for forms</li><li>11. Backpack</li><li>12. Notebook</li><li>13. Whistle</li><li>14. CERT Vest &amp; Cap (ID)</li><li>15. Band-Aid</li></ol>	<ol style="list-style-type: none"><li>1. Raincoat</li><li>2. Flashlight with batteries</li><li>3. Water boot</li><li>4. Shelter Registration Forms</li><li>5. Pen</li><li>6. Pencil</li><li>7. Eraser</li><li>8. Sharpener</li><li>9. Plastic folder for forms</li><li>10. Backpack</li><li>11. Notebook</li><li>12. CERT Vest &amp; Cap (ID)</li><li>13. Band-Aid</li></ol>	<ol style="list-style-type: none"><li>1. Raincoat</li><li>2. Flashlight with batteries</li><li>3. Water boot</li><li>4. IDA Forms</li><li>5. IDA Field Ref. Guide</li><li>6. Clip Board</li><li>7. Pen</li><li>8. Pencil</li><li>9. Eraser</li><li>10. Sharpener</li><li>11. Plastic folder for forms</li><li>12. Backpack</li><li>13. Notebook</li><li>14. Whistle</li><li>15. CERT Vest &amp; Cap (ID)</li><li>16. Band-Aid</li></ol>



#### **4.0 BDRC (CIDA) Community Training & Intervention Steps**

Activity	Intervention	Target Group	Output	Responsibility
Stakeholder Consultation	Key partners important to the development and implementation of disaster plans for the community sensitized and engaged	Parish Disaster Committees Private Sector interests NGOs Other agencies	Partners engaged; responsibilities assigned; community training approach determined (with further modification from community sensitization agreed).	Parish Disaster Coordinator
Community Sensitization	Mobilization and Intervention Assessment <i>including</i> Needs & Hazard/ Vulnerability Analyses	CBOs, Community Members, Private Sector, CDCs, NGOs	Training approach and schedule finalized.  Output from training process agreed upon – CDP, disaster organization, etc.	SDC/ODPEM/PDCoordinator
Basic Community Disaster Management	Training	20-24 persons  CBO/CDC,	Community leaders and partners (NGOs, agencies, private sector,	ODPEM/Trainers & Red Cross



Kingston and St Andrew Parish Disaster Committee

Activity	Intervention	Target Group	Output	Responsibility
		Community Members (from all walks include. Local Pvt. Sector, etc.)	schools, churches, etc.) exposed to types of hazards, appropriate responses and risk reduction measures, the national disaster structure and developing a community disaster plan	
Community Emergency Response Team Training (Specialized Training)	Training	20-24 persons Select <b>community</b> persons – professionals, Pvt. Sector, Skilled and Semi-Skilled Workers, Vulnerable groups	Community persons trained in specialized skills; community emergency and disaster response team formed.	ODPEM/Trainers & Red Cross  Specialized Trainers
Community-Developed	Planning Support	Disaster Planning &	Community Disaster Plan	SDC/ODPEM Project Team



Kingston and St Andrew Parish Disaster Committee

Activity	Intervention	Target Group	Output	Responsibility
Community Disaster Management Plan		Mgmt. Team selected/identified thru prior training	approved by ODPEM.	
Simulation/Drills	Oversight and Guidance	Disaster Mgmt. Team, CERT/CDRT & Community (with appropriate representation)	Community disaster plan tested.	ODPEM with relevant technical authorities/agencies
1-5 Year Strategic and Operational Community Disaster Management Plan	Planning Support	Emergency Response Team (CDRT/CERT) & Disaster Mgmt. Team.	Disaster risk reduction solution sets developed for implementation.	SDC (planning & development)  ODPEM & Parish Disaster Cmte. – Review & inc. in relevant operational plans @ parish and national levels.  Technical Agencies – inclusion in respective operational plans, where relevant.



Kingston and St Andrew Parish Disaster Committee

Activity	Intervention	Target Group	Output	Responsibility
Micro Disaster Mitigation Project	Planning Support; Monitoring & Evaluation	Disaster Planning and Mgmt. Team.	Provision of a small disaster risk reduction solution or materials and equipment for the CDRT/CERT.	

**5.0 Basic Community Disaster Management Course for CBOs/Community Disaster Management Teams:**

**\* add 20-30 mins for hands-on activity**

**A Disaster Specialist is to be present where Trained Instructors are utilized (initially)**

MODULE	COMPONENTS	MATERIAL	TIME REQ'D	HANDS ON ACTIVITY	INSTRUCTING ORGANIZATION
DAY ONE					
Overview of Disaster Management  <i>This presentation defines basic concepts used in disaster management and speaks to response at the National, Parish and Community Levels. Additionally, factors that influence risk and vulnerability are highlighted and recommendations made on how to mitigate against such.</i>	<ul style="list-style-type: none"> <li>- Priority Caribbean Hazards</li> <li>- National Disaster Framework</li> <li>- Risks, Hazards &amp; Vulnerability</li> <li>- Need for Community &amp; Family Disaster Mgmt. Plans</li> <li>- Emergency Response Teams</li> <li>- (CERT/CDRT): roles &amp; responsibilities</li> <li>-</li> </ul>	ODPEM	1 hour	n/a	ODPEM-IT or Trained Instructor



MODULE	COMPONENTS	MATERIAL	TIME REQ'D	HANDS ON ACTIVITY	INSTRUCTING ORGANIZATION
Flood & Landslide Preparedness and Risk Reduction Basics	<ul style="list-style-type: none"> <li>- Intro. T the hazard</li> <li>- Safety precautions: <ul style="list-style-type: none"> <li>o before,</li> <li>o during</li> <li>o after</li> </ul> </li> </ul> <p><i>In conjunction with the Water Resources Authority, the Flood presentation, looks at flooding in general as well as the different types of flooding that can take place. The WRA focuses on components of early warning systems and provides an overview on how to interpret flood gauges</i></p>	ODPEM	1 hour	✓	ODPEM-IT or Trained Instructor
Hurricane Safety & Response Basics	<ul style="list-style-type: none"> <li>- Intro. T the hazard</li> <li>- Safety precautions: <ul style="list-style-type: none"> <li>o before,</li> </ul> </li> </ul>	ODPEM	1 hour	n/a	ODPEM-IT or Trained Instructor

MODULE	COMPONENTS	MATERIAL	TIME REQ'D	HANDS ON ACTIVITY	INSTRUCTING ORGANIZATION
<p><i>Hurricane Safety presentation provides a broad overview of the hurricane and Jamaica's vulnerability to hurricanes. It discusses measures that can be taken at the community level by individuals and businesses to minimize the kind of impact that could result. The cooperation between community members and the available resource in the area is emphasized as this facilitates greater preparedness</i></p>	<ul style="list-style-type: none"> <li>○ during</li> <li>○ after</li> </ul>				
<p>Earthquake Safety &amp; Response Basics</p> <p><i>The general aim of the Earthquake Safety presentation is</i></p>	<ul style="list-style-type: none"> <li>- Intro. T the hazard</li> <li>- Safety precautions:               <ul style="list-style-type: none"> <li>○ before,</li> <li>○ during</li> <li>○ after</li> </ul> </li> </ul>	ODPEM	1 hour	✓	ODPEM-IT or Trained Instructor

MODULE	COMPONENTS	MATERIAL	TIME REQ'D	HANDS ON ACTIVITY	INSTRUCTING ORGANIZATION
	<i>to build awareness and sensitize residents to the fact that the island is deemed to be in a highly seismic zone. The presentation, like Hurricane Safety equips residents with common do's and don'ts in preparing for earthquake. Mini drills usually form a part of this presentation with a view to test community's response mechanism</i>				
Fire Preparedness, Safety & Response Basics	-	ODPEM/ Fire Brig.	1 hour	✓	Jamaica Fire Brigade *
Introduction to Disaster Planning	-	ODPEM	2 hours	✓	ODPEM –MPRD or Trained Instructor
DAY TWO	-				

MODULE	COMPONENTS	MATERIAL	TIME REQ'D	HANDS ON ACTIVITY	INSTRUCTING ORGANIZATION
Review – Day One	-			n/a	Course Moderator / Instructor
Problem Identification	- Hazards & vulnerabilities identified and prioritized - Cause and Effect Analysis	SDC	1 hour		SDC/Trained Instructor
Community Hazard & Vulnerability Mapping	- Definition of mapping - Components of map - Desktop mapping of hazards in the community	ODPEM	2 hours	✓	ODPEM-IT or Trained Instructor
Community Disaster Plan	- Overview of the Master Template and application to the community.  - Key Issues must include: ▪ Building community disaster awareness ▪ Sustainable livelihoods ▪ Initial Damage Assessment	ODPEM	½ day	✓	ODPEM-IT or Trained Instructor

MODULE	COMPONENTS	MATERIAL	TIME REQ'D	HANDS ON ACTIVITY	INSTRUCTING ORGANIZATION
	<ul style="list-style-type: none"> <li>▪ Debris mgmt.</li> <li>▪ Light Rescue Operations</li> <li>▪ Food &amp; Supply Distribution</li> <li>▪ Pre-Impact Data</li> <li>▪ First Aid</li> <li>▪ Evacuation Plan</li> <li>▪ Shelter</li> <li>▪ Crisis Mgmt.</li> <li>▪ Communications</li> <li>▪ Key Partners</li> </ul> <p>- Deadline and support for preparation and submission of Community Emergency Response and Disaster Mgmt. Plan established.</p>				

MODULE	COMPONENTS	MATERIAL	TIME REQ'D	HANDS ON ACTIVITY	INSTRUCTING ORGANIZATION
Overview and Scheduling CERT/CDRT Training &	<ul style="list-style-type: none"> <li>- First Aid/CPR</li> <li>- Shelter Management</li> <li>- Initial Damage Assessment</li> <li>- Telecommunications</li> <li>- Search and Rescue Operations</li> <li>- Psychological Support in a Disaster</li> </ul>	Red Cross	½ hour	n/a	ODPEM-IT or Trained Instructor
Establishing Community Disaster Organizations	<ul style="list-style-type: none"> <li>- Identify/Confirm contact points and deliverables for the community: <ul style="list-style-type: none"> <li>▪ Relationship between CERT/CDRT, Disaster Management Team &amp; other CBOs (sustainability)</li> <li>▪ Representation to Parish Disaster Committee &amp;/or Parish Development Committee.</li> </ul> </li> </ul>	Guide TBD /SDC	20 minutes	✓	Course Moderator/ Instructor

MODULE	COMPONENTS	MATERIAL	TIME REQ'D	HANDS ON ACTIVITY	INSTRUCTING ORGANIZATION
	<ul style="list-style-type: none"> <li>▪ Preparation of Community Emergency Response &amp; Disaster Plan</li> <li>- Identify (rough &amp; ready) support requirements for:               <ul style="list-style-type: none"> <li>▪ Strengthening community organizations</li> <li>▪ Strengthening relationships in community</li> </ul> </li> </ul>				

**6.0 Stand Alone Training Sessions – SHELTER MANAGEMENT (TWO DAYS FOR CERTIFICATION) - (POSSIBLE VENUE KSAMC Council Room)**

Day /Timing	9:00 a.m. -10:00a.m.	10:00 -10:30 a.m.	10:30 -12:00 a.m.	12:05 – 13:10	1310 – 14:00	1410 -1600	1605-1630	1635 - 1640
Day 1	Unit 1 Introduction	BREAK	Unit 2 Risk Management Overview	LUNCH	Unit 3 National, Parish and Community Disaster	Unit 4  The Shelter	Shelter Exercise	Evaluation of Day's Work

					Programme			
Day 2	Unit 5 Administration	BREAK	Unit 6 Operations	LUNCH	Unit 7 Problem Solving	Shelter Simulation Exercise	Evaluation of Day's Work	Certificates to be distributed at a later date

**6.1 Stand Alone Training Sessions – INITIAL DAMAGE ASSESSMENT (TWO DAYS FOR CERTIFICATION) (POSSIBLE VENUE: KSAMC Council Chambers)**

<b>Day /Timing</b>	<b>9:00 a.m. -10:00a.m.</b>	<b>10:00 -10:30 a.m.</b>	<b>10:30 -12:00 a.m.</b>	<b>12:05 – 13:10</b>	<b>1310 – 14:00</b>	<b>1410 -1600</b>	<b>1635 – 1640</b>
Day 1	Unit 1 Introduction	BREAK	Unit 2 Risk Management Overview	LUNCH	Effects of Hazards	Unit 4  National Damage Assessment Programme	Evaluation of Day's Work
Day 2	Unit 5 Preparing to conduct an Initial Damage Assessment	BREAK	Unit 6 Conducting an Initial Damage Assessment	LUNCH	Unit 7 Damage Assessment Test	Review of Test and Course Closing	Certificates to be distributed at a later date

Field guides are a requirement for this course. Stationery Kits are handed over to participants at a later date.



**6.2 Stand Alone Training Sessions – VULNERABILITY CAPACITY ASSESSMENT (VCA) (TWO DAYS FOR CERTIFICATION) (VENUE: KSAMC Council ROOM)**

<b>Day /Timing</b>	<b>9:00 a.m. - 10:00a.m.</b>	<b>10:00 - 10:30 a.m.</b>	<b>10:30 -11:30</b>	<b>11:30 -12:00</b>	<b>12:05 – 13:10</b>	<b>1310 – 13:30</b>	<b>1330 -1400</b>	<b>1400-1500</b>	<b>1500 -1600</b>	<b>1600 - 1700</b>
Day 1	Session 1 Introduction	BREAK	Session 2 What is VCA?	Session 3 Hazards, risks, vulnerability and capacity Prevention, preparedness and mitigation	LUNCH	Session 3 Hazards, risks, vulnerability and capacity Prevention, preparedness and mitigation	Session 4 &5  Gathering information Briefing for field testing and Secondary Data	Session 6 & 7  Interviews and questionnaires  Focus Group Discussions	Session 8  Risk mapping, seasonal charts, transect walks, direct observation	
Day 2	Session 9 & 10 Working with Communities Dividers and Connectors	BREAK	Session 11 Planning and Organising VCA Field Work	Session 12 VCA Field Work	LUNCH	Session 12 VCA Field Work	Session 13 Debriefing of VCA Work	Session 14 & 15 Making sense of the data and developing recommendations From data to action: project design and planning	Session 16  Planning the actual VCA	Evaluation and Reflection

Lunch Venue would be located at the field site on Day 2

