

Project

IMPROVING CLIMATE DATA AND INFORMATION MANAGEMENT PROJECT

Consultancy

UPSCALING OF 15 COMMUNITY DISASTER RISK MANAGEMENT/CLIMATE CHANGE ADAPTATION PLANS



Document - Project Deliverable D6

**Validated Community Disaster Risk Management and Climate Change Adaptation Plan of
MITCHELL TOWN, CLARENDON**

Validated Plan, March 31, 2022

Funded by



Implementing agencies



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Document Version	Date	Status	Comments
V1	15/03/2021	Draft	Deliverable D3
V2	21/06/2021	Final Draft	Deliverable D4
V3	23/12/2021	Validated	Deliverable D6
V3 reviewed	31/03/2022	Final Validated	Deliverable D6

Outline

ACKNOWLEDGEMENT	6
GLOSSARY OF TERMS	7
ABBREVIATIONS.....	12
PREAMBLE	14
Name of the Plan.....	14
Background.....	14
Purpose of the Plan	14
Actors (and contact list)	15
Scope of Plan	16
Authority	16
Responsibility	18
Assumptions	18
Relationship to Parish and National Plans/Structure	18
Leadership of the CDRM Group	19
Frequency of CDRM Meetings.....	19
1 COMMUNITY PROFILE	20
1.1 Description of the community.....	20
1.1.1 Summary of main hazards	21
1.2 Location and districts of community in this Plan	21

1.2.1	Location map	22
2	DISASTER RISK MANAGEMENT (DRM) ORGANIZATIONAL STRUCTURE.....	23
2.1	National institutions	23
2.2	Parish and Community organizations.....	23
2.3	Gaps and challenges	25
3	DISASTER HISTORY	26
3.1	History of disasters and coping mechanisms	26
3.3	Lessons learnt	30
4	COMMUNITY ASSETS.....	31
5	COMMUNITY HAZARD MAP	33
6	IDENTIFICATION OF CLIMATE AND NON-CLIMATE HAZARDS AND IMPACTED ASSETS	36
7	IDENTIFICATION OF COMMUNITY VULNERABILITY.....	38
8	COMMUNITY CAPACITY ANALYSIS	41
9	DISASTER RISK REDUCTION	43
9.1	Prevention and Mitigation	43
9.1.1	Areas which should not be developed	43
9.1.2	Zoning	44
9.1.3	Areas which can be developed with Appropriate Mitigation Activities.....	44
9.1.4	Reducing Community Vulnerability through Disaster Risk Mitigation and Adaptation –	44
9.2	Preparedness and Initial response	47

9.2.1	Public education and awareness	47
9.2.3	Monitoring and Warning	49
9.2.4	Evacuation	49
9.2.5	Preparedness Action Plan.....	54
9.2.6	Response and Relief	54
9.2.7	Recovery	62
APPENDIX A – COMMUNITY EMERGENCY CONTACT LIST		64
APPENDIX B – VULNERABLE POPULATION		65
APPENDIX C – EQUIPMENT ALREADY AVAILABLE IN THE COMMUNITY		66
APPENDIX D – ITEMS REQUIRED EXTERNALLY		67
APPENDIX E – LIST OF OFFICIAL AND UNOFFICIAL EMERGENCY SHELTERS.....		69
APPENDIX F – EMERGENCY SUPPLIES TO BE TAKEN TO SHELTER BY SHELTEREES		70
APPENDIX G – HURRICANE STANDARD OPERATING PROCEDURES (SOPS)		71
	Purpose.....	71
	Objectives	71
	Threat Assessment.....	71
	Basic Planning Assumptions.....	72
	Concept of Operations.....	72
	Hurricane Categories	73
	Operating Procedures	74

APPENDIX H – EARTHQUAKES – STANDARD OPERATING PROCEDURES (SOP)	87
Purpose.....	87
Objectives	87
Threat Assessment	87
Basic Planning Assumptions	87
Concept of Operations	88
Acronyms.....	88
Definitions	89
Operating Procedures	92
APPENDIX I – Fire Standard Operating Procedures.....	100
Glossary of terms.....	102
Operating procedures	103
During the fire	107
After a fire	109
APPENDIX J – TERMS OF REFERENCE CDRM GROUP	112
CDRM Group.....	112
Executive Membership.....	112
Community Organization with responsibility for CDRM	113
Naming the CDRM Group.....	113
Leadership of the CDRM Group	113

Frequency of CDRM Meetings.....	113
Funding of CDRM Group and Activities	114
Interaction with Local Authorities and the Parish Disaster Committee (PDC)	114
Interact with ODPEM and other technical agencies/departments (local or national)	114
Interaction with Councillors, Members of Parliament and other Political Representatives	115
Interaction with Private Sector and other NGOs/CBOs	115
Recording keeping by CDRM Group	115
Wider Community Involvement	116
Roles and Functions of the Executive Membership for DRM	116
APPENDIX K – PHOTO GALLERY	121

ACKNOWLEDGEMENT



Planning Institute of Jamaica

Office of Disaster Preparedness and Emergency Management

Clarendon Municipal Corporation

Climate Investments Funds

The World Bank Group

IHCantabria – Environmental Hydraulics Institute of the University of Cantabria

GLOSSARY OF TERMS

This glossary of terms has been extracted and adapted from (i) The International Strategy for Disaster Reduction; Terminology: Basic Terms of Disaster Risk Reduction (2009), (ii) UNDRR Report of the open-ended intergovernmental expert working group on indicators and terminology relating to disaster risk reduction (2016) and (iii) ODPEM.

All Clear: An All Clear is a statement issued by the pertinent authority when a threat has passed. In the case of a hurricane/earthquake, is when the storm/earthquake has passed and the associated strong impacts from winds and rains/earthquake will no longer affect the country/community.

Adaptation: The adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploit beneficial opportunities. This definition addresses the concerns of climate change and is sourced from the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC). The broader concept of adaptation also applies to non-climatic factors such as soil erosion or surface subsidence. Adaptation can occur autonomously, for example through market changes, or as a result of intentional adaptation policies and plans. Many disaster risk reduction measures can directly contribute to better adaptation.

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

Capacity: The combination of all the strengths, attributes and resources available within a community, society or organization to manage and reduce the risks and strengthen resilience. Capacity may include infrastructure and physical means, institutions, societal coping abilities, as well as human knowledge, skills and collective attributes such as social relationships, leadership and management.

Capacity Building: Efforts aimed to develop human skills or societal infrastructures within a community or organization needed to reduce the level of risk.

Climate Change: The Inter-Governmental Panel on Climate Change (IPCC) defines climate change as “a change in the state of the climate that can be identified (e.g., by using statistical tests) by changes in the mean and/or the variability of its properties, and that persists for an extended period, typically decades or longer. Climate change may be due to natural internal processes, external forcing, or persistent anthropogenic changes in the composition of the atmosphere or land use”.

Coping Capacity: The ability of people, organizations and systems, using available skills and resources, to face and manage adverse conditions, emergencies or disasters.

Disaster: A serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its resources.

Disaster Risk Management: Disaster risk management is the application of disaster risk reduction policies, processes and actions to prevent new risk, reduce existing disaster risk and manage residual risk contributing to the strengthening of resilience.

Early Warning System: An interrelated set of hazard warning, risk assessment, communication and preparedness activities that enable individuals, communities, businesses and others to take timely action to reduce their risks.

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

Emergency Services: The set of specialized agencies that have specific responsibilities and objectives in serving and protecting people and property in emergencies.

Emergency Operations Centre: A multi-agency coordination centre that provides support and coordination to the on-scene responders.

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

Hazard: A dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

Hazard Analysis: Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour.

Hurricane: A hurricane is a large tropical storm with winds of 74 mph or greater, moving counterclockwise. In addition to intense winds, hurricanes are accompanied by heavy rains, flooding along the coast, flooding inland and tornadoes. The Saffir-Simpson Hurricane Scale is a one to five ratings based on the hurricane's present intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall. Wind speed is the determining factor of this scale.

Earthquake Magnitude: It is a measure of the amount of energy released during an earthquake. This is typically measured on the Richter scale for the Caribbean.

Mitigation: The lessening or limitation of the adverse impacts of hazards and related disasters.

Peak Ground Acceleration: is the maximum acceleration recorded, i.e. the peak value in the acceleration record (accelerogram). It is one of the most used parameters to represent the seismic hazard.

Preparedness: The knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions.

Prevention: Activities and measures to avoid existing and new disaster risks.

Recovery: The restoration, and improvement where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors.

Relief/Response: The provision of emergency services and public assistance during or immediately after a disaster to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected.

Resilience: The ability of a system, community or society exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions.

Retrofitting: Reinforcement or upgrading of existing structures to become more resistant and resilient to the damaging effects of hazards.

Risk: The combination of the probability of a hazardous event and its negative consequences, which result from interaction(s) between natural or anthropogenic hazard(s), vulnerability and exposure.

Structural/Non-Structural Measures: Structural measures: Any physical construction to reduce or avoid possible impacts of hazards, or application of engineering techniques to achieve hazard resistance and resilience in structures or systems. Non-structural measures: Any measure not involving physical construction that uses knowledge, practice or agreement to reduce risks and impacts, in particular through policies and laws, public awareness-raising, training and education.

Tremor: The shaking or seismic waves felt or caused by an earthquake or explosion.

Tropical Disturbance: A tropical disturbance is a cluster of thunderstorms poorly organized.

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

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

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

Tropical Storm Watch: issued when tropical storm conditions, including winds from 39 to 73 mph, pose a possible threat to a specified coastal area within 36 to 48 hours.

Vulnerability: The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

Zone: Disaster Risk Management Area/Zone specifically defined area at a local scale in which Disaster Risk Management issues are discussed, planned for and executed. This zone may be one or more communities, depending on the demographics of the community, nature of hazards, established governance structures, and the socio-political environment, as defined by the respective parish.

Zonal Committee: Organized community group within a zone that has accepted the responsibilities for leading the charge of disaster management issues of the zone, has a wide cross representation of the zone and has elected officers to serve as the executive of the committee under the guidance of the Parish Disaster Committee through the Parish Coordinator-Disaster Preparedness.

ABBREVIATIONS

AAR	After Action Report
CBO	Community Based Organizations
CCA	Climate change adaptation
CCAM	Caribbean Coastal Area Management Foundation
CDRM	Community Disaster Risk Management
CERT	Community Emergency Response Team (also referred to in this document as DRM Team)
DRM	Disaster Risk Management
EOC	Emergency Operations Centre
GoJ	Government of Jamaica
ICDIMP	Improving Climate Data and Information Management Project
MLSS	Ministry of Labour and Social Security
NDC	National Disaster Committee
NDRMC	National Disaster Risk Management Council
NEOC	National Emergency Operations Centre
NEPA	National Environment and Planning Agency
NGO	Non-Governmental Organization
NIC	National Irrigation Commission
NWA	National Works Agency
NWC	National Water Commission

ODPEM	Office of Disaster Preparedness and Emergency Management
PDC	Parish Disaster Coordinator/Committee
PEOC	Parish Emergency Operations Centre
PIOJ	Planning Institute of Jamaica
PPCR	Pilot Programme for Climate Resilience
RADA	Rural Agricultural Development Authority
SDC	Social Development Commission
SOP	Standard Operating Procedure

PREAMBLE

Name of the Plan

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

Background

The Government of Jamaica (GOJ), through the Planning Institute of Jamaica (PIOJ), is executing the Improving Climate Data and Information Management Project (ICDIMP) under the Pilot Programme for Climate Resilience (PPCR). In this framework, PIOJ in collaboration with key partners such as the Office of Disaster Preparedness and Emergency Management (ODPEM) seeks to update existing Community Disaster Risks Management (CDRM) Plans to include risk profiles and community level resilience mitigation and climate change adaptation (CCA) initiatives that can be implemented by the communities.

Purpose of the Plan

This plan provides:

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

Actors (and contact list)

Table 1. DRM actors and contact details

LEVEL	ACTOR	CONTACT PERSON	TELEPHONE Nº/EMAIL
Community and Parish	Disaster Risk Management Group (DRMG)	Brian Morris - President	(876) 454-2423
	CERT (Community Emergency and Response Team)	Marva Morgan	(876) 873-9223
	Clarendon Municipal Corporation	Eleanor Coombs – Parish Disaster Coordinator	(876) 986-2234
	Clarendon Parish Disaster Committee	Eleanor Coombs – Parish Disaster Coordinator	(876) 986-2234
	Ministry of Labour and Social Security (MLSS)	Mr Warren Green – Parish Manager	(876) 880-7991
	Social Development Commission	Stephanie Hylton – Field Supervisor	(876) 838-8942
	Jamaica Fire Brigade	District Officer Ryan David Superintendent Orrette Barnswell	(876) 355-1811/ clarendon.jfb@cwjamaica.com (876) 564-1622
	Jamaica Constabulary Force	Mr Christopher Phillips – Superintendent of Police	(876) 423-1067/ clarendon.phillips@jcf.gov.jm
	Ministry of Health and Wellness (MoHW) (Southern Regional Health Authority)	Dr. Kimberly Scarlett Campbell – Chief Medical Officer of Health	(876) 318-0940/ Kimberly.campbell@srha.gov.jm
National	Office of Disaster Preparedness and Emergency Management (ODPEM)	Camille Beckford-Palmer Regional Coordinator, South	(876) 906-9674-5 cbeckford@odpem.org.jm

Scope of Plan

The Plan will cover pre and post-impact aspects of disaster risk management, that is, prevention, mitigation, preparedness and response. The Plan will also cover long-term climate change adaptation strategies that will be important for the community to prepare for future variations in climatic conditions. The plan focuses on climate and non-climate natural hazards identified by the community including earthquakes, landslides, hurricanes, flooding and droughts.

Authority

This plan is the Community Disaster Risk Management (DRM) and Climate Change Adaptation (CCA) Plan for the community of Mitchell Town. It is one of several CDRM and CCA Plans that support the formation of the Zonal Disaster Risk Management and Climate Change Adaptation Committees/Plans for Clarendon.

Under the DRM Act (Section 20), 'each local authority for a parish shall be responsible for the functions of managing and giving effect to the prevention of, mitigation of, preparation for, response to and recovery from disasters.' According to section 23(1) of the DRM Act, each Parish Disaster Committee (PDC) in consultation with the Director General shall establish for each parish such number of Zonal Disaster Committees as it considers fit to address zones of particular vulnerability within the parish' (The DRM Act Section 23c). In effect, the PDC gives guidance and support to the Zonal Disaster Committees and ensures that disaster management and disaster operations are aligned to and consistent with those of the PDC.

The Zonal Disaster Management Framework allows for the division of parishes into more manageable disaster management areas known as Disaster Management Zones or Emergency Management Zone. These management zones permit a more effective distribution of support through advice/guidance, sourcing and provision of resources for risk reduction matters and execution of mitigation activities before, during and after emergency activities.

Each Zonal Disaster Committee is obligated to carry out certain duties within its zone. The functions of a Zonal Disaster Committee shall include the duty to:

- a) Provide public education within the applicable zones regarding disaster preparedness and emergency response;
- b) Liaise with the relevant PDC on matters relating to disaster preparedness and emergency response
- c) Nominate persons to be trained as shelter managers;
- d) Prepare a zonal disaster plan to be incorporated into the Parish Disaster Risk Management Plan' (Section 23c Disaster Risk Management (DRM) Act).

Local emergency/disaster response planning will trickle down from the Zonal Disaster Committees to the Community Disaster Risk Management (CDRM) Groups and Community Emergency Response Teams (CERTs). See diagram 1 for a visual of the structure from PDC to CERT.

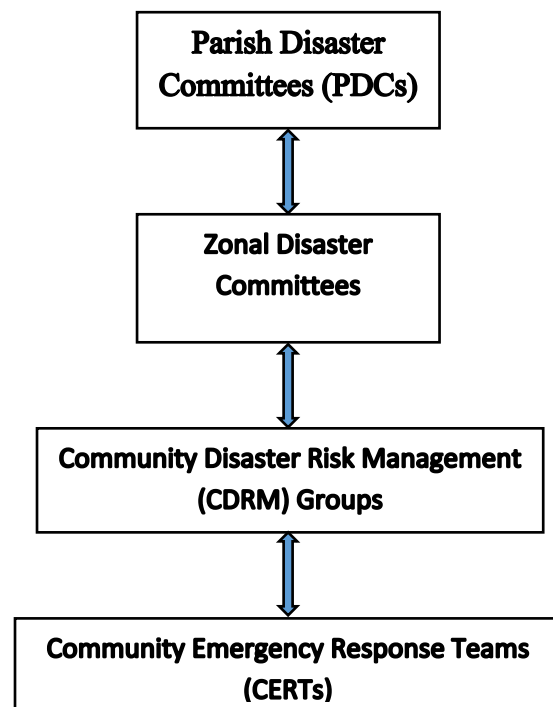


Diagram showing the relationship between the parish zones and the CDRMG

Responsibility

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

Assumptions

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

Relationship to Parish and National Plans/Structure

The Mitchell Town Disaster Risk Management and Climate Change Adaptation Plan represents the operational procedures and strategies to be employed at the community level in response to and preparing for a number of hazards. The community will be supported by and will work through the Clarendon Parish Disaster Committee, and will be closely integrated with the Parish Emergency Operations Centre (PEOC). Therefore, the CDRM Plan will be incorporated into the parish DRM plan as required under section 23(2) (d) of the DRM Act. It will draw on this plan and national plans where necessary for the mounting of an efficient response and preparedness programme. The ODPEM collaborates with the Clarendon Municipal Corporation on Disaster Risk Management matters through the Parish Disaster Committee and the Parish Disaster Coordinator.

Leadership of the CDRM Group

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

Frequency of CDRM Meetings

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

1 COMMUNITY PROFILE

1.1 Description of the community

Mitchell Town is a rural community located in South-East Clarendon, approximately 30 km south of the capital of May Pen. The community has a flat topography, on the Vere Plains and it is part of the Portland Bight Protected Area. The area is known for its wildlife (crocodiles and various species of birds) and mangroves. There are a few drainage features in the community such as the Salt River, located close to the community, and a series of drains that channel storm water away from the community. According to SDC's community profile, these drains include a large gully to the north of the Mitchell Town Primary School built about 70 years ago, six large and small drains that run parallel to the streets leading from the main street to the south into the sea at West Harbour and Brogue Ponds and two smaller paved drains that drain the housing scheme into the large gully located to the north. These drains together with the flat topography make the community vulnerable to flooding.

Based on the Statistical Institute of Jamaica's 2011 Population and Housing Census, the population of the community is approximately 1,872 persons, 48% of whom are females and 52% are males. Children (0-14 years) and the elderly (65 and older) make up about 36.5% of the population. A combined 91% of the community is educated at the primary, secondary, and tertiary levels. 35% of persons are employed; 22% are engaged in home duties; 16% are students and the others are unemployed or inactive. The main economic activities are farming and fishing. The main sources of employment are the Monymusk Sugar factory and the JAMALCO Bauxite Company. Most persons are self-employed as domestic workers, construction workers, labourers, dressmakers, shopkeepers etc.

Access to amenities varies with access to electricity being most prevalent. Electricity is the main source of power which is used by 69% of the community, however, kerosene and other antiquated means are still being used in the remaining households. Access to piped water is limited to persons who live along the main road or in the housing scheme; these and some other households make up 41% of those benefiting from the public water supply. Trucked water is also a major source of water for 31% of the households, and others are supplied by private and other sources. Concrete and block are the outer wall materials used for 70% of the houses, followed by wood (19%) and wood and concrete are used for 11% of the houses. The burning of garbage is practised by 67% of the community while public collection represents 30% of garbage management. Toilet facilities are not shared by 71% of houses, 18% are shared and 9% (54

households) completely lack these facilities. Most basic social services are available in the community such as basic and primary level schools, churches, a health centre and a postal agency. Other services such as a police station and fire service are accessed from May Pen or other nearby communities.

1.1.1 Summary of main hazards

The flat topography together with the location of sections of the community in the wetland makes flooding the main hazard for the community. In 2009 during a data collection exercise by SDC, earthquakes and hurricanes (including storm surges) were identified as other hazards that have affected the community.

1.2 Location and districts of community in this Plan

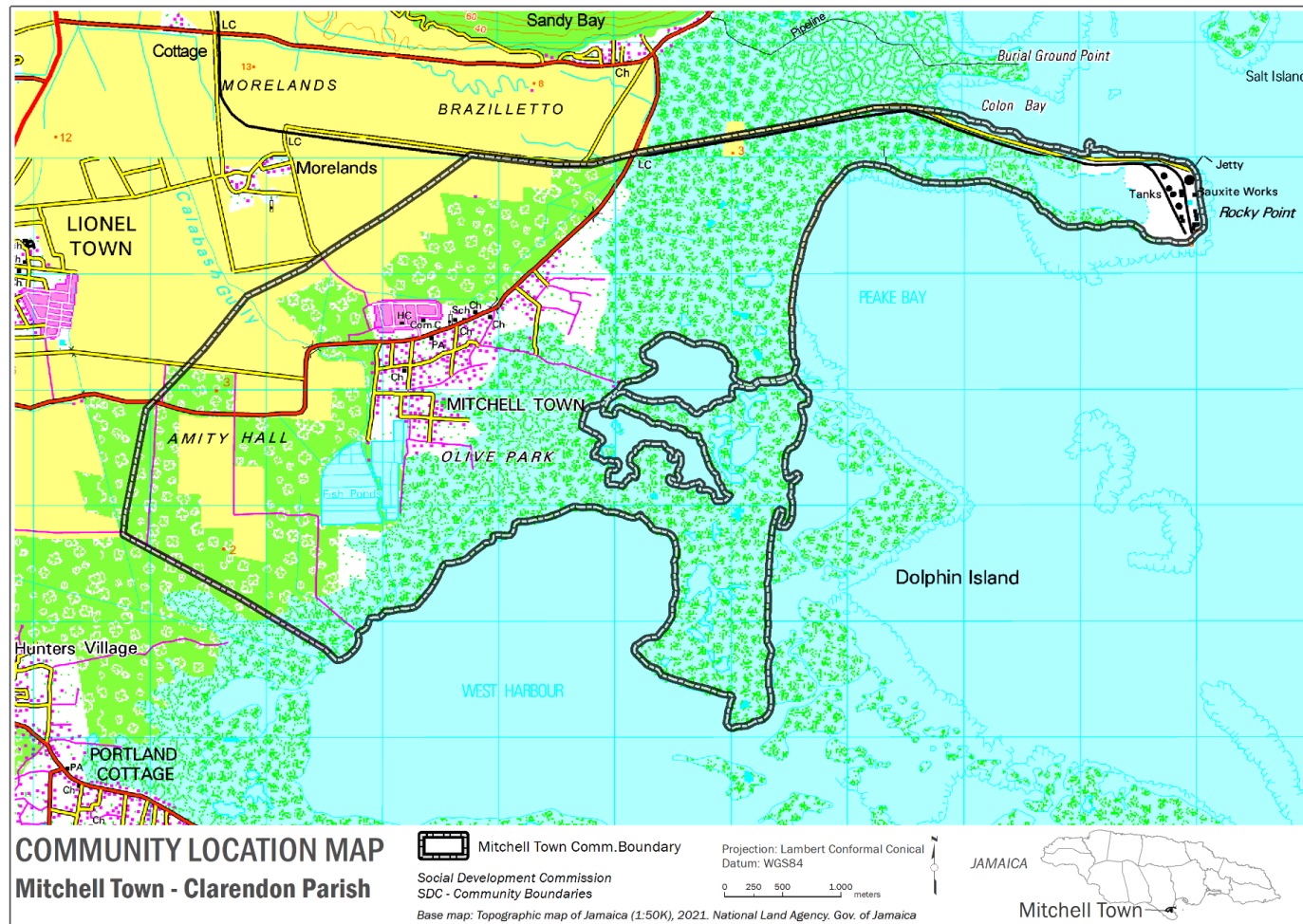
Based on SDC's community list, the districts that make up are Mitchell Town are Mitchell Town Proper, Mitchell Town Housing Scheme, Bottom Town, Swamp, Bogue and Belgium.

Table 2. Districts and Coordinators Contact List

The following are the districts that the community identifies as comprising Mitchell Town and the coordinators for those districts.

#	DISTRICT	TEAM LEADER	CONTACT #	E-MAIL
1.	Swamp	Florizel Thompson	(876) 424-0393	florizelmarkthompson@gmail.com
2.	Housing Scheme	Marva Morgan	(876) 873-9223	marvamorgan@gmail.com
3.	Collin Pasture	Merlene Palmer-Simpson	(876) 347-3808	-----
4.	Main Road	Angela Smith	(876) 341-5986	-----
5.	West Harbour Road	Everton Daley	(876) 330-2543	-----

1.2.1 Location map



2 DISASTER RISK MANAGEMENT (DRM) ORGANIZATIONAL STRUCTURE

2.1 National institutions

The institution at the national level that coordinates disaster risk management is the Office of Disaster Preparedness and Emergency Management (ODPEM). The ODPEM is also the secretariat to the National Disaster Risk Management Council (NDRMC), which is chaired by the Prime Minister of Jamaica. The deputy chairperson for the NDRMC is the Minister of Local Government and Rural Development, the ministry under which disaster management falls. The NDRMC leads the planning and coordination of disaster management. There are seven committees that work to support the National Disaster Committee – Finance, Planning and Administration, Recovery Planning, Preparedness and Emergency Operations, Emergency Health and Planning, Public Information and Education, Humanitarian Assistance and Prevention and Mitigation.

2.2 Parish and Community organizations

At the parish level, the Clarendon Municipal Corporation is responsible for coordinating disaster management including working with communities to develop their capacities and their plans. This coordination is done through a Parish Disaster Committee, which is chaired by the Mayor (or his designate). This committee comprises several agencies and communities at the parish level. The Parish Disaster Coordinator, the person appointed by each local authority to carry out the day-to-day execution of the disaster risk management functions, acts as the advisor to the Parish Disaster Committee (PDC).

The Parish Disaster Committee is linked to the national level through the ODPEM and all decisions taken by the PDC are aligned with the national level policies and plans.

Communities are also part of the disaster management organization and are represented at the parish level through zonal committees (also known as Community Disaster Risk Management Groups). This committee is made up of community members and the community can invite external organizations to participate in their risk reduction activities.

Table 3. DRM Group composition

CDRM GROUP POSITION	CONTACT PERSON	TELEPHONE Nº/EMAIL
Chairman	Brian Morris	(876) 454-2423
Vice Chairman	Florizel Thompson	(876) 424-0393
Secretary	Marva Morgan	(876) 873-9223
Treasurer	Merlene Palmer-Simpson	(876) 347-3808
Assistant Secretary	Angela Smith	(876) 341-5986
Coordinator – Public Education and Fundraising	Chadwick Simpson	(876) 482-3103
Coordinator – Vulnerability and Risk Identification	Everton Daley	(876) 330-2543
Coordinator – Prevention, Mitigation and Adaptation	Sherlene McNeil	(876) 572-2133
Coordinator - Response and Recovery	Gloria Edwards	(876) 345-3343
Coordinator - Preparedness	Stacy Butler	(876) 406-7656

CDRM Group will train and establish Community Emergency Response Team(s) (CERTs) that is the operative team under the Response and Recovery Coordinator. At minimum, CERT includes the following positions:

- First Aid coordinator and assistants.
- Initial damage assessment coordinator and assistants.
- Shelter management coordinator and assistants.
- Search and rescue coordinator and assistants.
- Communication (during the crisis) coordinator and assistants.
- Evacuation coordinator and assistants.

2.3 Gaps and challenges

Community Level

- » The CDRM group has very little communication with the Parish Disaster Coordinator and does not know how to contact the PDC. The ODPEM has conducted training in the community, but apart from this, their involvement has been minimal.

National level

- » There is no direct communication with ODPEM as community members are not informed on the process of communicating with the agency.

3 DISASTER HISTORY

3.1 History of disasters and coping mechanisms

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

Table 4. Historical Overview of Disasters

DISASTER YEAR	IMPACT	HOW DID THE COMMUNITY RESPOND?
Heavy rainfall – September, October and November 2020	There was tremendous flooding, approximately 2ft of flood water affected the community.	Some people stayed inside and tried to fix their houses.
Earthquake - 2014 or 2015	There was damage to houses.	Those who were affected repaired their houses.
Hurricane Dean, 2007	Economic Sector - Livestock Drowned.	Poultry houses were elevated. Chicken coops were reinforced with aluminium-zinc sheeting or tied to the fence.
	Infrastructure – Bridges collapsed, many trees fell, and light poles collapsed (even the concrete poles broke in two). The community lost electricity for 3 weeks. It was restored incrementally.	People had to depend on generators to charge their cell phones.
	Housing - The hurricane was too strong for many of the houses. Some houses collapsed, and furniture including mattresses were damaged.	Affected persons sheltered at other houses or the Mitchell Town Primary School and churches.
	The Food for the Poor houses were also damaged.	

DISASTER YEAR	IMPACT	HOW DID THE COMMUNITY RESPOND?
	<p>Cultural and Social – The roof of St John the Baptist Church was blown off. Sections of the Primary School and the Community Centre were damaged. Some persons were emotionally traumatised and they did not know what to do based on the severity of the storm.</p>	<p>The entire roof of the Methodist church was lost. The roof of the Seventh Day Adventist Church was severely damaged with a section torn off.</p>
Hurricane Ivan, 2004 (this is the worst hurricane to have been experienced in the community)	<p>Infrastructure – Utility poles were blown down and the community lost electricity for 2 months. Water supply was disrupted.</p>	<p>Householders had to use candles and flashlights for lighting. The Jamaica Red Cross brought water and Tru-Juice distributed juice to the community. Water had to be trucked to the community but it was insufficient.</p>
	<p>Housing – Many of the houses lost roofs, buildings and houses were blown down and collapsed due to heavy wind. Persons evacuated the houses after the storm. There was a big impact on Main Street.</p>	<p>Some mothers placed the children on mattresses under the bed. Many persons went to the Mitchell Town Primary School Shelter. Others sheltered in the St John the Baptist Church or sheltered with relatives.</p>
	<p>Health – Children had diarrhoea, fever and vomiting.</p>	<p>Persons relied on medicine they had in storage. Some were purchased from shops and pharmacies. Some people used homemade remedies. For vomiting: boiled gizzard, pomegranate skin or soda with lime. To cool the fever: vinegar and water.</p>

DISASTER YEAR	IMPACT	HOW DID THE COMMUNITY RESPOND?
	Cultural and Social – Many persons found the experience scary.	Some persons prayed that the storm would go away and life would return to normal and for the return of electricity as the nights seemed very long.
Hurricane Gilbert - 1988	Economic Sector – Livestock drowned (chicken, goats and cows). Some animals died after the storm, as their joints were cramped. The roofs of chicken coops were blown off.	<p>Persons had to start over with their livelihoods. Some residents cut lumber to rebuild the coops. Some persons reared the chickens inside the house.</p> <p>The government provided residents with grants of \$3000 to repair damages.</p> <p>Some persons depended on other family members to receive assistance. Politicians also provided assistance. Money set aside for crisis was also used to help.</p>
	Infrastructure – There was no power for 2 days. Roads were flooded especially the Mitchell Town Main Road. This was the first major storm in the community. Damage was mainly from wind – there was not much rainfall with the hurricane.	<p>Kerosene lamps, candles and flashlights were used for lighting. Some persons existed without the electricity.</p> <p>Water was available through wells and springs.</p> <p>The roads were not initially blocked by floodwaters so people could evacuate.</p>
	Housing – Some of the houses lost roofs, and some were flooded. Furniture and clothing were damaged.	Persons sheltered with other family members who lived in the community. Others placed the furniture on blocks to raise them above the flood waters. Clothes were rewashed and dried.
	Health – There were no deaths.	
	Cultural and Social – Persons did not take the hurricane bulletins seriously. People heard about Hurricane Charley	People were curious and wanted to open windows and doors during the storm to see what was taking place.

DISASTER YEAR	IMPACT	HOW DID THE COMMUNITY RESPOND?
	(1951) and were excited about experiencing Hurricane Gilbert. Some had mixed feelings.	Others were adventurous and went sightseeing immediately after the storm.
Flooding - 1986	Economic Sector – Livestock drowned.	Savings was used to buy livestock. Many persons had to diversify as people could no longer depend solely on money earned from farming.
	Infrastructure – roads were blocked. There was no loss of electricity. Loss of domestic water supply. The Alley bridge was washed away.	Many persons walked through the flood waters to get out of the community.
	Housing – Most of the houses in the scheme were flooded. The source of the flood water was the excess rainfall in northern (Upper) Clarendon resulting in flooding in the southern flood plain. Residents in Moneymusk were severely impacted as the water covered houses.	Most of the persons from that area were relocated, however some persons still squat there. There is also a new scheme nearby the area which may be susceptible to similar flooding in the future. Some remained in the flooded houses and tried to clean up the debris.
	Health – There was mosquito infestation and some persons had fever.	The government (Health Department) sprayed the community and did oiling of some areas. Residents also burnt fires to keep mosquitoes away. Mosquito oils were used on the children.
	Cultural and Social – The rain appeared suddenly and some people did not recall any rain forecasts.	Persons made effort to secure their property.
Health Hazards	The community has had a minimal impact where health hazards are concerned. There was no significant outbreak of Chick V, Dengue or COVID-19.	The area has Health Care centres that could cater to the needs of residents if there is a minor outbreak of disease.

3.3 Lessons learnt

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

- » The houses at the swamp are built too low and need to be elevated to prevent them from flooding.
- » Middle Street and the housing scheme need a pump.
- » Cleaning the main drains reduces flooding risk.
- » Some of the drains in the housing scheme do not have an appropriate outlet for storm water and this contributes to flooding.
- » Some roads are built higher than the houses and this contributes to flooding.
- » The Alley bridge needs to be strengthened as it is regularly affected during flood rains.

4 COMMUNITY ASSETS

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

- » NATURAL: Farming land, community springs, rivers, forests, ocean, etc.
- » PHYSICAL: Infrastructure such as roads, bridge into town, schools, clinics health centres and equipment (tools, machines) for transport, local water management/distribution system, telephone lines, mobile phone towers.
- » FINANCIAL, HUMAN AND SOCIAL: liquid assets such as livestock, professional capacities and knowledge (nurses, police, etc.).

The most important community assets/resources from each category were identified and highlighted in Table 5 below. The priority assets were selected based on their importance to lives and livelihoods in the community.

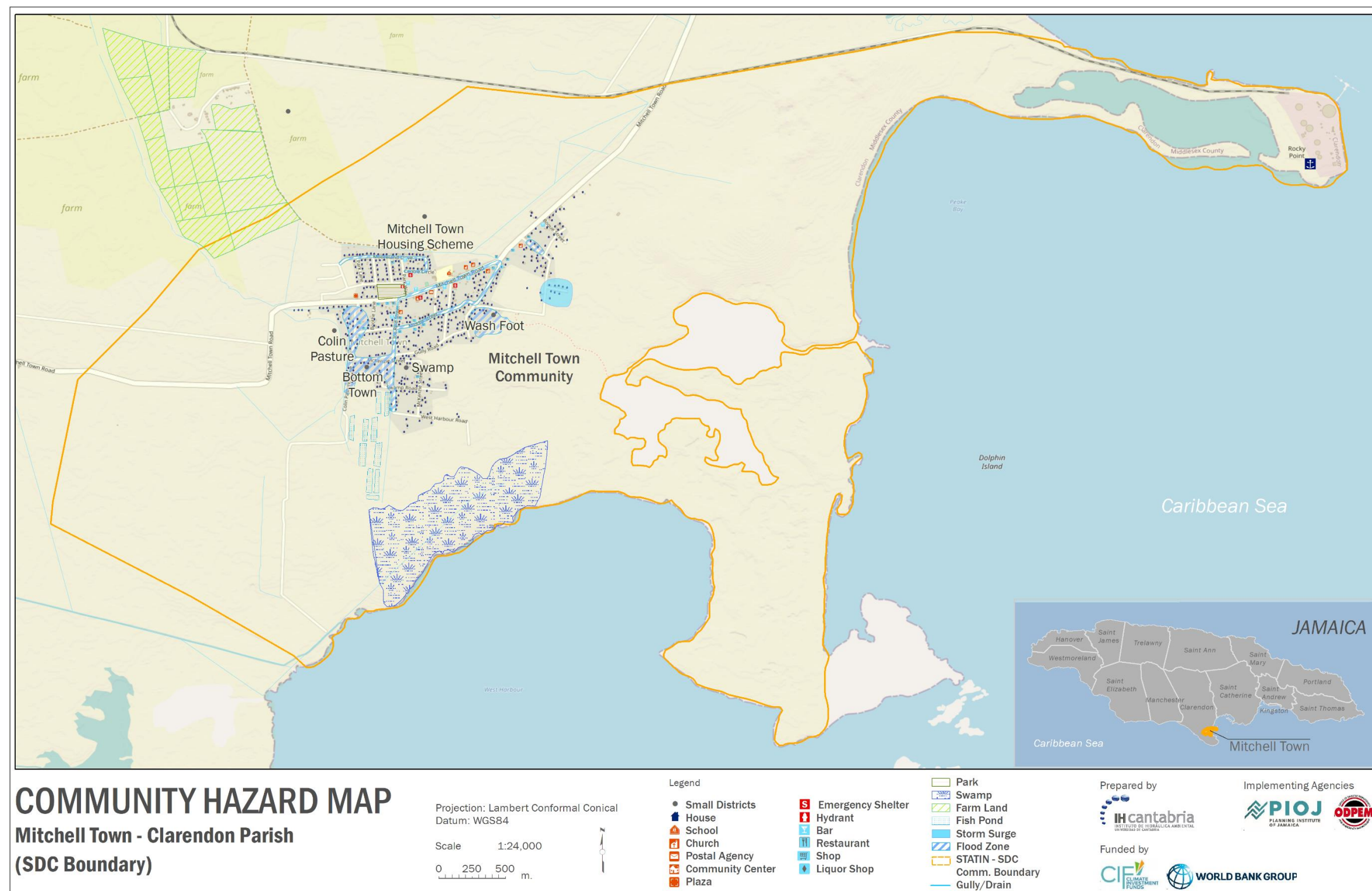
Table 5. Community Assets

ASSET CATEGORY	ASSETS
Natural	The community is part of the Portland Bight Protected Area
	Mangroves, swamps, several species of birds and a few crocodiles
	Fish ponds (no longer located at swamp)
	Arable lands
	The sea is used for fishing
Physical	One Primary school and one basic school
	One Postal agency
	One Community Centre
	One health centre operated by the Ministry of Health and Wellness
	The main road is in good condition

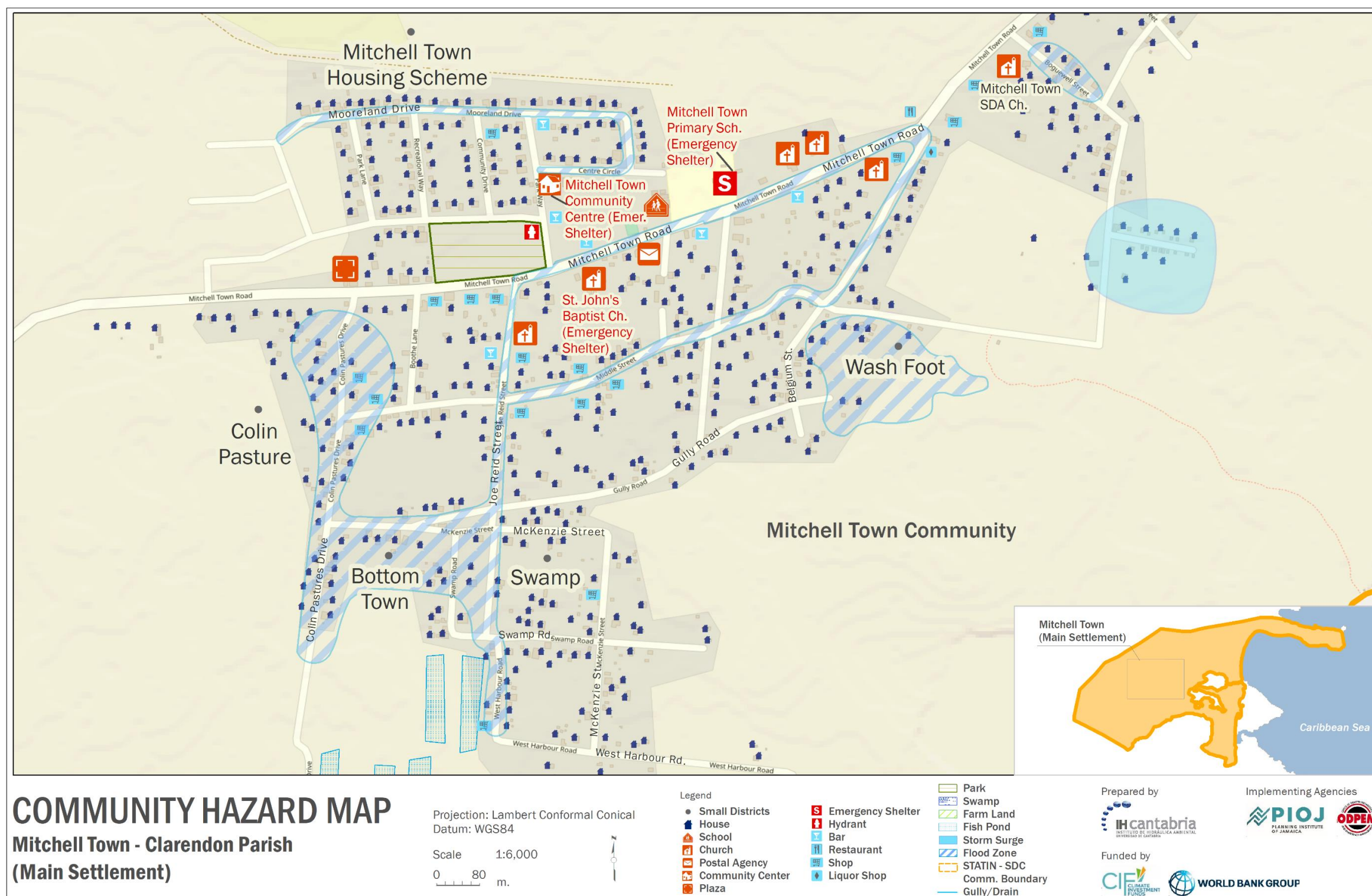
ASSET CATEGORY	ASSETS
	Fairly well laid out network of roads – Swamp and the Housing Scheme need roads desperately and Middle Street needs better roads
	Water main located along the main road only (water problem for crops) need fixing
	A recreational park located in the housing scheme
Financial, human and social	6 licensed taxis
	Variety of skill sets in the community – farmers, fisherfolk, dressmakers, tailors, barbers
	Community networks – Mitchell Town Citizens Association Benevolent Society, Football Club, Police Youth Club, Fisheries Council and Social Development Commission

5 COMMUNITY HAZARD MAP

The Community Hazard Maps were prepared with the involvement of the community during the Community Disaster Risk Management Plan workshop. The hazard maps identify the zones where hazards occur and the assets (houses, roads, shops, schools, shelters etc.) that are located in these zones. The community identified locations where they have historically experienced hazards and drew them on the map. The hand-drawn map can be found in the photo gallery (Appendix K).



Mitchell Town Community Hazard Map (SDC Boundary) Digitized from Community Input



Mitchell Town Community Hazard Map (Main Settlement) Digitized from Community Input

6 IDENTIFICATION OF CLIMATE AND NON-CLIMATE HAZARDS AND IMPACTED ASSETS

Table 6 identifies (i) climate and non-climate related hazards that the community experiences, and (ii) climate hazards expected to continue to experience into the future considering climate change scenarios. Climate change projected scenarios have been extracted from (CSGM), 2017: State of the Jamaican Climate 2015¹, scenario RCP 8.5, year 2050.

Table 6. Climate and non-climate hazards and their Impacts

HAZARD CATEGORY	HAZARD	PROJECTED SCENARIO WITH CLIMATE CHANGE	FREQUENCY	INTENSITY	ASSETS IMPACTED (FROM LIST)
CLIMATE HAZARD - PRESENT	Flooding	N/A	3 – 4 times yearly	Up to 3 feet of flood water has affected the community.	Houses, schools and businesses.
	Storm surge	N/A		4 feet.	-
	Hurricanes	N/A	Every 5 years	Flooding of up to 5ft is associated with hurricanes. Mainly tropical storm winds but stronger winds depending on the storm category.	All assets - school, business places, homes, livestock, community centres, utility poles, water.
	Drought	N/A	Annually (December to April)	Normal to severe.	Crops, livestock, domestic water supply.

¹ Climate Studies Group, Mona (CSGM), 2017: State of the Jamaican Climate 2015: Information for Resilience Building (Summary for Policy Makers). Produced for the Planning Institute of Jamaica (PIOJ), 16 Oxford Road, Kingston 5 Jamaica.

HAZARD CATEGORY	HAZARD	PROJECTED SCENARIO WITH CLIMATE CHANGE	FREQUENCY	INTENSITY	ASSETS IMPACTED (FROM LIST)
CLIMATE HAZARD – FUTURE CC SCENARIO	Hurricanes	Tropical storm/ hurricane genesis, frequency and tracks are similar to what has been experienced in the very recent past (last two decades), but intensities (rainfall rates and wind speeds) are significantly increased. This is consistent with an increase in the occurrence of higher category storms in the future under climate change i.e. there may not be more storms but when they do occur they will be more intense.			Homes, schools, churches, roadway, farms, wetlands.
	Storms				
	Drought	Year 2050, worst emissions scenario (Named RCP 8.5)	Drying trend: 10% less rainfall in the annual mean. The drying trend is primarily driven by a decrease in late wet season rainfall. Greater decrease in the south and east of Jamaica. % change of annual rainfall in Mitchell Town area: -21.25%		Homes, dust from roads and farms.
NON-CLIMATE HAZARD	Earthquake	N/A			

7 IDENTIFICATION OF COMMUNITY VULNERABILITY

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

Table 7. Community's Vulnerability

HAZARD CATEGORY	HAZARD	VULNERABLE ASSET	DRIVERS OF VULNERABILITY	DIRECT IMPACTS	INDIRECT IMPACTS
CLIMATE HAZARD - PRESENT	Flooding	Homes	<ul style="list-style-type: none"> » Increased frequency and intensity of storms. » Location of houses in flood-prone areas and the quality of the construction. 	<ul style="list-style-type: none"> » Flooding of homes. 	<ul style="list-style-type: none"> » Loss of livelihoods.
		Roads Bridges (Alley Bridge)	<ul style="list-style-type: none"> » Uncleaned drains - Drains run from Raymond to Mitchell Town and into the Fish Pond. Those drains would normally be cleaned and maintained by the Sugar Company; however, it is no longer so and the government agencies have not taken over the cleaning. » Additionally, the drains need to be cleaned beyond the 	<ul style="list-style-type: none"> » Damage to roadways. » Damage to bridges. » Loss of access – communities marooned. » Persons who normally use the bridge are marooned. 	<ul style="list-style-type: none"> » Increased transportation costs. » Longer travel time. » Increased maintenance cost for vehicles. » Delays in the delivery of food to the area. » Farmers are unable to get their products to the market.

HAZARD CATEGORY	HAZARD	VULNERABLE ASSET	DRIVERS OF VULNERABILITY	DIRECT IMPACTS	INDIRECT IMPACTS
			<p>fish pond, to West Harbour Pond. This would prevent flooding in Eden Pastures.</p> <ul style="list-style-type: none"> » The flood gate at Fish Pond is not properly constructed and causes flooding. » Roads are not properly built. » The bridge may not be structurally sound. 		<ul style="list-style-type: none"> » Teachers can not go to the schools. » Persons have to take a longer route. » Government has to pay to rebuild or repair the bridge.
	Hurricanes and storms	Same as flooding			
	Drought	Households Farms Businesses	Changes in climatic conditions	<ul style="list-style-type: none"> » Damage to the roofs of houses. » Water is not available for domestic purposes. » Farmers lose crops and livestock. » Water is not available or schools and businesses places. 	<ul style="list-style-type: none"> » Increase in health issues. » Loss of income and food security. » Schools have to be closed resulting in a loss of teaching/learning time.

HAZARD CATEGORY	HAZARD	VULNERABLE ASSET	DRIVERS OF VULNERABILITY	DIRECT IMPACTS	INDIRECT IMPACTS
					» Businesses have to be closed resulting in a loss of income.
CLIMATE HAZARD – FUTURE CC SCENARIO	Same as climate hazard – present. Direct and indirect hazards will be more severe.				
NON-CLIMATE HAZARD	Earthquakes	Houses and businesses	How they are constructed	Damage to businesses and houses	Loss of income

8 COMMUNITY CAPACITY ANALYSIS

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

Table 8. Community Capacity

CAPACITY	TYPE OF RESOURCE	TASK
Skills	Chainsaw operators	Assist in clearing roads, provide counselling, psychological support, providing food, tradesmen assist in prevention and mitigation.
	Counsellors, pastors	
	Tradesmen, plumber, farmer, teacher, mason, carpenter	
Knowledge	Hazard history of the community	Contribute to the development of the community, education and awareness of others and identification of hazard-prone areas.
	Coping mechanisms	
	Knowledge and awareness of communities vulnerabilities and risk reduction measures	
	Early warning systems	
	Evacuation procedures	
	Elements of disaster preparedness and response	Provide assistance during emergencies.
	Persons trained in emergency response – first aid, initial damage assessment, shelter management	
Networks	Community Based Organizations	Provide human resources who will assist in moving the elderly to emergency shelters and assist in shelter management.
Transportation	Taxi operators	Assist from one point to another with the general transportation of people, goods and materials.
	Truck operators	
	Owners of private motor vehicles	
Building/Infrastructures	Schools	These serve as an emergency shelter.
	Churches	

CAPACITY	TYPE OF RESOURCE	TASK
Means of Care/Medical Care	Registered nurse, nurse, community health aids	Provide first aid service and general health care.
	Health Centre	
Commercial Enterprises	Grocery shops	Provide quick access to food during an emergency.

9 DISASTER RISK REDUCTION

Risk reduction measures have been identified according to the information presented in previous sections. This section presents (i) prevention/mitigation and preparedness measures.

Risk reduction measures will take into account official recommendations from Jamaican authorities on the prevention of Covid-19 and other diseases, especially during evacuation.

9.1 Prevention and Mitigation

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

9.1.1 Areas which should not be developed

The following areas in Table 9 below were identified by the community as being unsuitable for future development in relation to the hazards and vulnerable elements identified.

Table 9. Areas for No Development

AREA	REASON FOR NO DEVELOPMENT
West Harbour – Natural Pond	Natural ponds and mangroves. This area is low-lying and houses flood regularly. The area is cut off by flood waters and is the first set of persons that would require evacuation. The roadway is blocked by seawater.
Peake Bay Forest Reserve	Natural ecosystem that protects the community from storm surge.
Maragh Scheme (Bogue Well Street)	This area is located in the swamp and experiences regular storm surge. Persons continue to build houses further into the swamp close to the sea.
Collin Pasture (Fish Pond Road)	Houses are being built on the sides of the major gully and this could cause it to collapse.

9.1.2 Zoning

The following areas in Table 10 below were identified by the community as being suitable for specific types of development considering hazard and vulnerability elements identified.

Table 10. Suitable Areas for Development

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
The community did not identify areas that can be developed without mitigation	

9.1.3 Areas which can be developed with Appropriate Mitigation Activities

Table 11. Special Areas for Development

AREA	MITIGATION MEASURES NEEDED
West Harbour Road	Road infrastructure with proper drainage is needed because the area is flood prone. It will allow the creation of a small fishing village with proper access which can be in the form of a boardwalk.
Park (this area is now fenced)	This area needs to be properly de-bushed and cleaned and playground equipment installed to create a recreational park. Shops can also be constructed.

9.1.4 Reducing Community Vulnerability through Disaster Risk Mitigation and Adaptation –

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

Table 12. Community Action Plan for Disaster Risk Mitigation and Climate Change Adaptation

HAZARDS IDENTIFIED	COMMUNITY RESPONSES	ARE THESE RESPONSES SUITABLE?	ADAPTATION/MITIGATION ACTIONS REQUIRED – EXTERNAL ASSISTANCE	ADAPTATION/MITIGATION ACTIVITIES - DONE WITHOUT EXTERNAL ASSISTANCE	SPECIFIC LOCATION
Flooding	Stay inside, go to a shelter.	No	<ul style="list-style-type: none"> » Constant cleaning of drains – Municipal Corporation. » Expansion of the drainage system especially in the housing scheme where the drain has collapsed – Municipal Corporation. » Replant coastal vegetation – National Environment and Planning Agency (NEPA) and Caribbean Coastal Area Management Foundation (CCAM). » Mosquito fogging, cleaning of drains, de-bushing – Ministry of Health and Wellness and the Municipal Corporation. » Sensitization campaigns re proper disposal of garbage and drain maintenance – Municipal Corporation. 	<p>Contribute labour to clean drains.</p> <p>Proper disposal of garbage to prevent blockage of drains.</p> <p>Destroying mosquito breeding sites around the yard.</p>	<p><u>Drains</u></p> <p>Mitchell Town Road</p> <p>Bougewell Street</p> <p>Collin Pasture Drive</p> <p><u>Districts</u></p> <p>Swamp</p> <p>Wash Foot</p> <p>Mitchell Town Housing Scheme</p>
Hurricane - wind	Batten down, stay inside, prepare by pre-purchasing food	No	<ul style="list-style-type: none"> » Provide hurricane straps to help resident protect their homes and businesses. 	<ul style="list-style-type: none"> » Maintain homes. » Heed hurricane warnings. 	All areas

HAZARDS IDENTIFIED	COMMUNITY RESPONSES	ARE THESE RESPONSES SUITABLE?	ADAPTATION/MITIGATION ACTIONS REQUIRED – EXTERNAL ASSISTANCE	ADAPTATION/MITIGATION ACTIVITIES - DONE WITHOUT EXTERNAL ASSISTANCE	SPECIFIC LOCATION
Drought	Purchase water	No	<ul style="list-style-type: none"> » Need more trucking of water – Municipal Corporation and National Water Commission (NWC). » NWC to provide service to areas that have no piped water e.g. some areas within Swamp and Washfoot districts – NWC. » Water harvesting using black tanks – CCAM. » Installation of water storage tanks (wayside tanks) across the community that can also serve farmers – Municipal Corporation. » Repair roads to help with dust nuisance – Municipal Corporation and National Works Agency (NWA). 	<p>N/A</p> <p>Community Contributes labour and some of the material such as water pipes for connection to the tanks.</p>	All areas
Landslide – landslide is not a problem for the area however soil erosion has destroyed some drains	Do nothing	No	<ul style="list-style-type: none"> » Rebuild damaged drains – Municipal Corporation. 		

HAZARDS IDENTIFIED	COMMUNITY RESPONSES	ARE THESE RESPONSES SUITABLE?	ADAPTATION/MITIGATION ACTIONS REQUIRED – EXTERNAL ASSISTANCE	ADAPTATION/MITIGATION ACTIVITIES - DONE WITHOUT EXTERNAL ASSISTANCE	SPECIFIC LOCATION
Earthquakes – only tremors have been experienced			» Assessment of buildings – Municipal Corporation.	Retrofitting/rehabilitation of old buildings so that meet the required standard	All areas

9.2 Preparedness and Initial response

This section focuses on identifying actions to build the capacities of people to help themselves (not individually but on a community basis) in case of a disaster. In many places, this approach to risk management has proven more efficient than the passive infrastructure-driven strategy based on large state-backed investments.

The preparation covers the knowledge and ability to anticipate, respond and effectively recover the effects of current or probable events or hazard conditions. This includes the development of plans, the storage of resources, training, monitoring, forecasting and early warning, among others.

9.2.1 Public education and awareness

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

Table 13. Public Education and Awareness

HAZARD	PUBLIC EDUCATION ACTION	COMMUNICATION CHANNEL	TIMELINE	RESPONSIBILITY
Fire	» Fire Safety Tips and Drills	» Print – posters, pamphlets » Sensitization sessions	» October annually during fire prevention month	Coordinator - Public Education and fundraising – Chadwick Simpson
Hurricanes and their secondary hazards	» Define hurricanes, their secondary hazards and their impacts » Hurricane safety and response » Mitigation Strategies	» Sensitization session on basic disaster management » Print – posters pamphlets	» April and May during hurricane preparedness month » Annually during the hurricane season June to November	Coordinator Public Education and fundraising – Chadwick Simpson
Earthquake	» Earthquake Preparedness » How to conduct drills » Earthquake response	» Sensitization session on basic disaster management » Print – posters pamphlets	» January during earthquake preparedness month	Coordinator Public Education and fundraising – Chadwick Simpson
Flooding	» Explain flooding and their impacts » Flood safety	» Sensitization session on basic disaster management » Print – posters pamphlets » Social media	» Ongoing and during hurricane preparedness activities	Coordinator Public Education and fundraising – Chadwick Simpson

9.2.3 Monitoring and Warning

The following persons (belonging to the CDRM Group) are responsible for monitoring and warning situations of impending disasters (e.g., hurricane, flooding, storm surge) that may affect the community and disseminate information to the DRM Group.

Table 14. Community Monitoring and Warning Programme

HAZARDS	MONITORING/WARNING METHOD	RESPONSIBILITY	PROCEDURES
Hurricane	Listening to the radio for official information or monitoring the internet for information.	Public Education and Fundraising – Chadwick Simpson	<ol style="list-style-type: none"> 1. The coordinator – public education and fundraising issues an alert to the zonal group via SMS or internet-based messaging system. 2. A town crier is dispatched to warn the community. 3. Shelter managers placed on alert.
	Marine weather forecasts.	Public Education and Fundraising – Chadwick Simpson	Warning sent to the President of the Fisherman's Cooperative.
Flooding	Community gauge – the community gauge was destroyed by previous flood events and needs to be replaced, particularly the one at Bridgewater Gate. A gauge is needed by Abner Gully.	Community gauge reader – Vincent Sherlock	See flood response plan (gauges need to be replaced).

9.2.4 Evacuation

The evacuation plan will be a guide for the community to coordinate their efforts by disseminating early warning to ensure timely and orderly evacuation of the vulnerable areas and persons. The evacuation plan will follow recommendations from Jamaican authorities regarding Covid-19 and other diseases, especially during stays in shelters; however, an evacuation order will prevail over any other lockdown/stay at home order or recommendation related to sanitary warnings.

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

The following evacuation route and transportation route are to be used. Community members should proceed to the designated shelters as outlined in the table below. It is not necessary to assemble at an assembly point.

Table 15. Areas to be evacuated during an emergency, Evacuation Route and Mode of Transportation to Emergency Shelter

EVACUATION ZONE	EVACUATION ROUTE	SHELTER	TRANSPORTATION	ASSEMBLY POINT COORDINATOR
Main Street	From the west, proceed in an easterly direction to the shelter. From the east, proceed in a westerly direction to the shelter located along the Mitchell Town Main Road.	» Mitchell Town Primary School » Community Centre <i>The Mitchell Town Basic School is no longer a shelter because there is no electricity.</i>	By foot or by car if available	District Team Leader
Swamp and West Harbour	Travel north along Joe Reid street to its intersection with Mitchell Town Main Road. Turn east along the main road for a few metres to the shelter located on the northern side of the main road.	» Mitchell Town Primary School » Community Centre	By foot or by car if available	District Team Leader
Middle Street	From Middle Street travel north along Joe Reid Street or Boothe Lane to their intersection with the Mitchell Town Main Road. Turn east along Mitchell Town Main Road. The shelter is north along the main road travelling for a few metres.	» Mitchell Town Primary School » Community Centre	By foot or by car if available	District Team Leader

EVACUATION ZONE	EVACUATION ROUTE	SHELTER	TRANSPORTATION	ASSEMBLY POINT COORDINATOR
Housing Scheme	Travel south along any of the roadways in the housing scheme to the Mitchell Town Main Road. The shelter is immediately east of the intersections.	» Mitchell Town Primary School » Community Centre	By foot or by car if available	District Team Leader
Bogue	Travel north along Bogue Street to its intersection with Mitchell Town Main Road. Then Travel west for a few metres. The shelter is located on the northern side of the main road.	» Mitchell Town Primary School » Community Centre	By foot or by car if available	District Team Leader
Collin Pasture	Proceed north along Collin Pasture Drive to its intersection with Mitchell Town Main Road. Travel east along the main road to the shelter located along the northern side of the main road.	» Mitchell Town Primary School » Community Centre	By foot or by car if available	District Team Leader
Washfoot	Travel north along Winston Maragh Street or Wilson Street to its intersection with the Mitchell Town Main Road. Turn in a westerly direction along the main road to the north.	» Mitchell Town Primary School » Community Centre	By foot or by car if available	District Team Leader

Table 16. Evacuation Procedures

ACTIVITY	PERSON RESPONSIBLE
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	Chairman – Brian Morris
Alert residents on possible evacuation	Coordinator – Response and Recovery – Gloria Edwards
Decide on timing	Coordinator - Response and Recovery – Gloria Edwards
Ensure vulnerable groups are assisted	Coordinator – Preparedness
Organize transportation	Coordinator - Response and Recovery – Gloria Edwards
Identify route to be used	Coordinator - Response and Recovery – Gloria Edwards
Ensure shelter available	Coordinator - Response and Recovery – Gloria Edwards
Register all persons who are evacuating and their destination	Coordinator - Response and Recovery - Gloria Edwards CERT
Start evacuation	Coordinator - Response and Recovery – Gloria Edwards
Check that all areas safely evacuated	Chairman – Brian Morris
Inform Parish Disaster Committee	Chairman – Brian Morris

Table 17 shows the community representative responsible for evacuating each evacuation zone and for monitoring all evacuation activities being conducted. The representative responsible for each evacuation zone will contact the representative in charge of the vulnerable groups or the vulnerable individuals (and/or vice versa). Appendix E highlights the designated shelters for the community. All persons are encouraged to take food to last them for three days. See Appendix D for the list of items needed.

Table 17. Evacuation Team

EVACUATION ZONE	PERSON RESPONSIBLE FOR EVACUATION	VULNERABLE GROUP TO EVACUATE	PERSON RESPONSIBLE FOR THE EVACUATION OF VULNERABLE GROUPS
Main Street	Gloria Chadwick Simpson	Elderly and persons with disabilities	Mitchell Town action team Red Cross – Alfred Thompson
Swamp and West Harbour	Janet Francis	Elderly and persons with disabilities	Mitchell Town action team Red Cross – Alfred Thompson action team
Middle Street	Stacy Butler	Elderly and persons with disabilities	Red Cross – Alfred Thompson Mitchell Town action team
Housing Scheme	Marcia Rhone	Elderly and persons with disabilities	Mitchell Town action team Red Cross – Alfred Thompson
Bogue	Veronica Winter	Elderly and persons with disabilities	Red Cross – Alfred Thompson Mitchell Town action team
Collin Pasture	Patricia Samuels Palmer	Elderly and persons with disabilities	Mitchell Town action team Red Cross – Alfred Thompson
Washfoot	Benjamin Germaine	Elderly and persons with disabilities	Mitchell Town action team Red Cross – Alfred Thompson

9.2.5 Preparedness Action Plan

The Community Action Plan sets out the preparedness activities to be done for a planning cycle. Among the activities, it must be included to conduct drills and simulation exercises for fire and earthquake preparedness and response must be included. These exercises will allow for the testing of the disaster plan to show strengths and weaknesses in the capability of the community to respond during an emergency.

Table 18. Community Preparedness Action Plan

ACTIVITY	RESPONSIBLE PERSON(S)/AGENCY(S)	TIMEFRAME
Conduct earthquake, fire and hurricane drills	Chadwick Simpson, Public Education and fundraising coordinator to contact JAMALCO for assistance	February – April
Conduct first aid training and train team members	CDRMG team and Jamaica Red Cross	On-going
Conduct drain cleaning, and cutting and clearing of bush	Sherlene McNeil, Prevention Mitigation and Adaptation Coordinator to contact Municipal Corporation and community	On-going
Replenish community resources (such as first aid items and search and rescue kits)	Brian Morris, Chairman and Florizel Thompson, Vice-Chairman	On-going
Make arrangements to access relief supplies	Brian Morris, Chairman and Florizel Thompson, Vice-Chairman CDRMG to liaise with Parish Disaster Coordinator for assistance	On-going

9.2.6 Response and Relief

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

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

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

9.2.6.1 Response

Search and Rescue/First Aid/Emergency Medical Care

Table 19. Community Response

ACTIVITY	RESPONSIBLE PERSON(S)/AGENCY(S)	SHORT REPORT
Send out Search and Rescue and First Aid Team to check on:		
Elderly	Gloria Edwards – Response and Recovery Coordinator	Committee Chair and Parish Disaster Coordinator
Persons with Disabilities	Gloria Edwards – Response and Recovery Coordinator	Committee Chair and Parish Disaster Coordinator
Single Mothers	Gloria Edwards – Response and Recovery Coordinator	Committee Chair and Parish Disaster Coordinator
Damaged Buildings and Houses for Occupants	Gloria Edwards – Response and Recovery Coordinator	Committee Chair and Parish Disaster Coordinator
Persons Stranded by Floodwater	Gloria Edwards – Response and Recovery Coordinator	Committee Chair and Parish Disaster Coordinator
Check for:		
Deaths	Gloria Edwards – Response and Recovery Coordinator	Committee Chair and Parish Disaster Coordinator
Injuries	Gloria Edwards – Response and Recovery Coordinator	Committee Chair and Parish Disaster Coordinator
Persons in Need of Emergency Assistance	Gloria Edwards – Response and Recovery Coordinator	Committee Chair and Parish Disaster Coordinator
Call for any External Assistance	Chairman – Brian Morris	Committee Chair and Parish Disaster Coordinator
Update PDC, ODPEM	Chairman – Brian Morris	Committee Chair and Parish Disaster Coordinator
Update Community	Chairman – Brian Morris	Committee Chair and Parish Disaster Coordinator

Table 20. Initial Damage Assessors

ACTIVITY	PERSON(S) RESPONSIBLE
Send out rapid assessment team to	
Check on:	
» Roads opened/closed	Initial Damage Assessment Coordinator
» Roads in need of urgent repair to provide access	Initial Damage Assessment Coordinator
Power:	
» Fallen lines, poles transformers	Initial Damage Assessment Coordinator
» Live wires	Initial Damage Assessment Coordinator
Water and Sewage:	
» Broken/missing water mains	Initial Damage Assessment Coordinator
» Water availability	Initial Damage Assessment Coordinator
» Sewage pipes broken/leaking	Initial Damage Assessment Coordinator
Describe State of:	
» Community	Initial Damage Assessment Coordinator
» Schools	Initial Damage Assessment Coordinator
» Clinic	Initial Damage Assessment Coordinator

ACTIVITY		PERSON(S) RESPONSIBLE
»	Church	Initial Damage Assessment Coordinator
»	Shops and businesses	Initial Damage Assessment Coordinator
»	Sea wall and sea defence	Initial Damage Assessment Coordinator
»	Mangroves, environment	Initial Damage Assessment Coordinator

9.2.6.2 Damage Assessment Procedure

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

Table 21. Community Damage Assessors

TYPE OF ASSESSMENT (BUILDING, AGRICULTURE, WELFARE, ETC.)	TEAM LEADER (NAME, CONTACT)	AGENCY REPORT IS TO BE SUBMITTED TO	TIMEFRAME
Situation overview			
Buildings, utilities and infrastructure	Coordinator - Response and Recovery - Gloria Edwards	Municipal Corporation	Within 8 hours
Welfare	Coordinator - Response and Recovery - Gloria Edwards	Ministry of Labour and Social Security	Within 8 hours
Agriculture	Lead farmer assigned by the Rural Agriculture Development Authority	Rural Agriculture Development Authority (RADA)	Within 8 hours
Initial damage Assessment			
Buildings, utilities and infrastructure	Coordinator - Response and Recovery - Gloria Edwards	Municipal Corporation	Within 8 - 12 hours but no more than 72 hours
Welfare	Coordinator - Response and Recovery - Gloria Edwards	Municipal Corporation	Within 8 - 12 hours but no more than 72 hours
Agriculture	Coordinator - Response and Recovery - Gloria Edwards	Municipal Corporation	Within 8 - 12 hours but no more than 72 hours

9.2.6.3 Response Action Plan

Table 22. Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	RESPONSIBLE PERSON(S)/AGENCY(S)	AGENCY TO REPORT TO
Evacuation Route Management	Coordinator - Response and Recovery - Gloria Edwards	Municipal Corporation – Parish Disaster Coordinator
Evacuation	Coordinator - Response and Recovery - Gloria Edwards	Municipal Corporation – Parish Disaster Coordinator
Trucking of Water	Coordinator - Response and Recovery - Gloria Edwards	Municipal Corporation – Parish Disaster Coordinator
Alternative Sources of Lighting	Coordinator - Response and Recovery - Gloria Edwards	Municipal Corporation – Parish Disaster Coordinator
Search and Rescue	Search and Rescue Coordinator	Municipal Corporation – Parish Disaster Coordinator
Children Welfare and Persons with disabilities	Coordinator - Response and Recovery - Gloria Edwards	Municipal Corporation – Parish Disaster Coordinator
Initial Damage Assessment	Coordinator - Response and Recovery - Gloria Edwards	Municipal Corporation – Parish Disaster Coordinator
Welfare Assessment	Damage Assessment Coordinator	Ministry of Labour and Social Security

9.2.6.4 Relief

Table 23. Relief Assistance

ACTIVITY	PERSON(S) RESPONSIBLE
Identify members of community who have:	
Received damage	Damage Assessment Coordinator
Need shelter	Shelter Management Coordinator
Lost means of income	Coordinator - Response and Recovery - Gloria Edwards
Need assistance	Coordinator - Response and Recovery - Gloria Edwards
Identify members of the community in need of psycho-social support or counselling	Coordinator - Response and Recovery - Gloria Edwards
Compile list and update PDC, ODPEM	Coordinator - Response and Recovery - Gloria Edwards

9.2.7 Recovery

Table 24. Recovery Action Plan

ACTIVITY	PERSON(S) RESPONSIBLE	TIMEFRAME
Identify hazards that could affect the community, identify their potential impact and anticipate possible recovery actions	Coordinator – Vulnerability and Risk Identification - Everton Daley	Before a hazard strikes
Prepare a summary of the impacts of the event in an easy to read format	Damage Assessment Coordinator	Within 7 days of the event
Develop a list of priority activities/ projects based on the damage sustained, hazard history and other criteria agreed by the CDRMG. Mobilize the community and get their input	Coordinator - Response and Recovery - Gloria Edwards Coordinator – Prevention, Mitigation and Adaptation - Sherlene McNeil	Within one month of the event
Develop the recovery plan, establishing timeframes for each activity and responsible person	Coordinator - Response and Recovery - Gloria Edwards	Within 6 weeks of the event
Coordinate with the Municipal Corporation and share the recovery plan and ask for assistance with financing	Chairman - Brian Morris	Within 7 weeks of the event
Secure outside help to implement the priority activities (NGO's, Food for the Poor, ADRA, Jamaica Red Cross, government departments, commercial enterprises in the community and private sector)	Coordinator - Public Education and Fundraising - Chadwick Simpson	Within 8 weeks of the event

ACTIVITY	PERSON(S) RESPONSIBLE	TIMEFRAME
Get wider community buy-in and support for the implementation of the recovery activities	Coordinator - Public Education and Fundraising - Chadwick Simpson	4 – 8 weeks after event
Identify skills and capacities that will be needed to implement the recovery projects/activities and conduct training as needed (Safer building/roof training, agriculture training in sustainable farming/livestock techniques, environmental protection etc.)	Coordinator - Public Education and Fundraising - Chadwick Simpson	4 – 8 weeks after event
Implement Recovery projects/activities: <ul style="list-style-type: none"> » Mobilize community members to assist each other in rehabilitation and reconstruction activities taking into account building codes and inclusion of mitigation measures » Mobilize the community to assist in the rehabilitation of critical facilities 	Coordinator – Response and Recovery - Gloria Edwards Coordinator – Prevention, Mitigation and Adaptation - Sherlene McNeil	Minimum of one month after the event
Document lessons learnt for the recovery experiences to enhance future recovery planning including updating the plan if necessary	Coordinator – Response and Recovery - Gloria Edwards	ongoing

APPENDIX A – COMMUNITY EMERGENCY CONTACT LIST

COMMUNITY EMERGENCY CONTACT LIST	CONTACT PERSON	TELEPHONE Nº/EMAIL
CDRM Group Chairman	Brian Morris	(876) 454-2423
CDRM Group Vice Chairman	Florizel Thompson	(876) 424-0393
Parish Disaster Coordinator	Eleanor Coombs	(876) 986-2234
Police	Christopher Phillips – Superintendent of Police	(876) 423-1067 clarendon.phillips@jcf.gov.jm
Fireman	District Officer Ryan David Superintendent Orrette Barnswell	(876) 355-1811 clarendon.jfb@cwjamaica.com (876) 564-1622
Ministry of Health	Dr Kimberly Scarlett Campbell - Chief Medical Office of Health	(876) 318-0940 kimberly.campbell@srha.gov.jm

APPENDIX B – VULNERABLE POPULATION

The table identifies the vulnerable groups in the community and their district locations:

TYPE OF VULNERABILITY (FOR EXAMPLE, ELDERLY, DISABILITY, SINGLE MOTHERS....)	NUMBER OF VULNERABLE PERSONS	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER AND CONTACT INFO	CDRT/CERT MEMBER RESPONSIBLE
PATH Beneficiaries	124 persons	Swamp, Belgium, Bougeville, Mitchell Town Proper	N/A	Coordinator – Response and Recovery - Gloria Edwards
Elderly	20 persons	Swamp, Belgium, Bougeville, Mitchell Town Main Road, Joe Reid, Smith Lane, Middle Street, Belgium	N/A	Coordinator – Response and Recovery - Gloria Edwards
Persons with Disability	13 persons	Bougewell, Mitchell Town Housing Scheme	N/A	Coordinator – Response and Recovery - Gloria Edwards

APPENDIX C – EQUIPMENT ALREADY AVAILABLE IN THE COMMUNITY

The table identifies the equipment and the quantity the CDRMG requires.

ITEMS (QUANTITY PER ITEM)	STORAGE LOCATION	CONTACT PERSON(S) FOR STORAGE	CONTACT NUMBER
Water Boots - Municipal Corporation	-	Eleanor Coombs	(876) 986-2234
Machetes - None available	-	-	-
Shovels - None available	-	-	-
Forks – None available	-	-	-
Hazardous infection diseases protection materials: masks and alcohol-based gel sanitisers - Municipal Corporation	-	Eleanor Coombs	(876) 986-2234

APPENDIX D – ITEMS REQUIRED EXTERNALLY

ITEMS REQUIRED	QUANTITY	SOURCE AGENCY/BUSINESS	CONTACT PERSON(S) FOR STORAGE	CONTACT INFORMATION
First Aid Kits	At least one 100-person kit	Ministry of Health, Jamaica Red Cross, Food for the Poor	Eleanor Coombs	(876) 986-2234
Hazardous infection diseases protection materials: masks	Minimum of 500 masks	ODPEM, Ministry of Agriculture, RADA, Jamaica Agricultural Society, Jamaica Fire Brigade	Eleanor Coombs	(876) 986-2234
Hazardous infection diseases protection materials: alcohol-based gel	TBD	ODPEM, Ministry of Agriculture, RADA, Jamaica Agricultural Society, Jamaica Fire Brigade	Eleanor Coombs	(876) 986-2234
Shovels	Minimum of 10	ODPEM, Ministry of Agriculture, RADA, Jamaica Agricultural Society, Jamaica Fire Brigade	Eleanor Coombs	(876) 986-2234
Water boots	Minimum of 15 assorted sizes	Hardware, Food for the Poor, Department of Fisheries, Fisherman's Corp	Eleanor Coombs	(876) 986-2234
Heavy duty gloves	Minimum of 24 pairs	ODPEM, Hardware	Eleanor Coombs	(876) 986-2234
Rain cloaks	Minimum of 24	ODPEM, Hardware	Eleanor Coombs	(876) 986-2234
Hard hats	Minimum of 24	Hardware, Food for the Poor, Livestock Association	Eleanor Coombs	(876) 986-2234
Machetes	Minimum of 24	Municipal Corporation, ODPEM, MLSS,	Eleanor Coombs	(876) 986-2234

ITEMS REQUIRED	QUANTITY	SOURCE AGENCY/BUSINESS	CONTACT PERSON(S) FOR STORAGE	CONTACT INFORMATION
		Red Cross		
Canvas Stretchers	Yes – more required – Team has cots	Hardware, Food for the Poor, Department of Fisheries, Fisherman's Corp	Eleanor Coombs	(876) 986-2234
Crow bars	Minimum of 3	Municipal Corporation, ODPEM, MLSS, Red Cross	Eleanor Coombs	(876) 986-2234
Rip/Crosscut Saws	1	Tankweld, Rhino	Eleanor Coombs	(876) 986-2234
Power saws	1	Wisynco, Hardware,	Eleanor Coombs	(876) 986-2234
Heavy duty Screw Drivers	At least 2 sets	Ministry of Health, National Water Commission	Eleanor Coombs	(876) 986-2234
Large/medium Cold Chisels		ODPEM, Hardware	Eleanor Coombs	(876) 986-2234
Claw Hammers	Yes- Team has none	ODPEM, Hardware	Eleanor Coombs	(876) 986-2234
Heavy duty Sledge Hammers	Minimum of 1	Gas Station	Eleanor Coombs	(876) 986-2234
Flashlights	Minimum of 12	ODPEM, Hardware	Eleanor Coombs	(876) 986-2234

APPENDIX E – LIST OF OFFICIAL AND UNOFFICIAL EMERGENCY SHELTERS

List of Official and Unofficial Emergency Shelters

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	AREA SERVED	SHELTER MANAGER AND CONTACT DETAILS	OTHER SHELTER TEAM MEMBERS AND KEY CONTACTS FOR FACILITY, AND CONTACT DETAILS
Official Shelter				
Mitchell Town Primary School	See evacuation routes for each district	Bogue, Swamp, Middle Street	Everton Daley (876) 330-2543	Mr. Thompson – Senior Shelter Manager Marcia Palmer Simpson
Unofficial Shelter				
Mitchell Town Community Centre	See evacuation routes for each district	Mitchell Town Housing Scheme, Collin Pasture	Marva Morgan (876) 873-9223	Mr. Thompson – Senior Shelter Manager Marcia Palmer Simpson
St. John’s Baptist Church – informal shelter used during past events	See evacuation routes for each district	Residents of main street and its congregation	Florizel Thompson (876) 424-0393	Mr. Thompson – Senior Shelter Manager Mrs Booth

APPENDIX F – EMERGENCY SUPPLIES TO BE TAKEN TO SHELTER BY SHELTEREES

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

APPENDIX G – HURRICANE STANDARD OPERATING PROCEDURES (SOPS)

Purpose

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

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

Basic Planning Assumptions

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

Concept of Operations

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

Procedures will be categorized into the following phases:

- Phase 1:** Prevention, Preparedness and Mitigation (January through to 144 hours before impact).
- Phase 2:** Alert (144 hours up to 72 hours before impact)
- Phase 3:** Event and Event Response (72 hours before impact through to 120 hours after landfall/All Clear)
- Phase 4:** Recovery

Hurricane Categories

Category One Hurricane

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

Category Two Hurricane

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

Category Three Hurricane

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

Category Four Hurricane

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

Category Five Hurricane

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

Warnings and Watches

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

Tropical Storm Watch

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

Tropical Storm Warning

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

Hurricane Watch

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

Hurricane Warning

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

Flash Flood Watch

Flash Flood Watch is issued when a flash flood is possible in an area. Everyone should stay alert

Flash Flood Warning

Flash Flood Warning is issued when a flash flood is imminent. Everyone in the area should take immediate action to protect lives and property.

Operating Procedures

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

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education and Fund Raising	Chadwick Simpson
2. Sensitize special needs population	Coordinator – Public Education and Fund Raising	Chadwick Simpson
3. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Stacey Butler
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	Stacey Butler

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator – Preparedness Coordinator - Response and Recovery	Gloria Edwards
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education and Fund Raising	Chadwick Simpson
7. Identify areas in the community where high potential for infrastructure/ property damages.	Coordinator - Vulnerability and Risk Identification	Everton Daley
8. Ensure DRM teams are aware of all high-risk locations in the community.	Coordinator - Vulnerability and Risk Identification	Everton Daley
9. Prepare areas for sheltering persons in need	Coordinator – Preparedness	Stacey Butler
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness	Stacey Butler
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention, Mitigation and Adaptation	Sherlene McNeil
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator - Prevention and Mitigation	Sherlene McNeil

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

ACTIVITIES	PERSON(S) RESPONSIBLE
<ol style="list-style-type: none"> 1. Meet and assess the community's state of preparedness for a hurricane 2. Advise community to listen to all weather advisories 	Chairman – Brian Morris
<ol style="list-style-type: none"> 1. Issue warning of threat 2. Alert and notify: <ul style="list-style-type: none"> » PDC that community DRM teams are activated » Other CBOs » Shelter Managers » Response personnel 3. Make available all relevant information on the hazard to the general community. 	Coordinator – Preparedness - Stacey Butler
<ol style="list-style-type: none"> 3. Pre-check and activate SOPs 4. Alert all trained community first aiders and search and rescue personnel. 5. Have first-aid kits prepared 	Coordinator – Preparedness - Stacey Butler
<p>Personal for families:</p> <ul style="list-style-type: none"> » Make sure your family goes over the family disaster plan. » Make plans for protecting your house, especially the roof, windows and doors. » Have flashlight and extra batteries » Have portable battery-operated radio and extra batteries 	<p>Coordinator – Preparedness - Stacey Butler</p> <p>Coordinator - Response and Recovery – Gloria Edwards</p>

ACTIVITIES	PERSON(S) RESPONSIBLE
» Ensure provisions are put in place for emergency food and water.	
Protecting the community: » Trim dead or weak branches from trees » Clear all drains that will cause flooding	Coordinator – Preparedness - Stacey Butler Coordinator - Response and Recovery – Gloria Edwards
Listen to all weather advisories and information from ODPEM, MET office, and communicate with PDC.	Coordinator – Preparedness - Stacey Butler Coordinator - Response and Recovery – Gloria Edwards

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

ACTIVITIES	PERSON(S) RESPONSIBLE
DRM Team Advise the Community to listen to all weather advisories and remain alert	Coordinator – Preparedness - Stacey Butler
Continue to listen to all weather advisories and reports.	Coordinator – Preparedness - Stacey Butler

A. HURRICANE WATCH - 48 Hours before Impact

ACTIVITIES	PERSON(S) RESPONSIBLE
<ol style="list-style-type: none"> 1. Personal preparation food supplies 2. Securing official documents 3. Securing home and get rid of all thing around the yard that can be missile in a hurricane 4. Check on neighbors that may need help 	Coordinator - Response and Recovery – Gloria Edwards
Ensure the Elderly and Physical challenged are notified and assisted to prepare for event.	Coordinator - Response and Recovery – Gloria Edwards

B. HURRICANE WARNING - 36 Hours before impact

ACTIVITIES	PERSON(S) RESPONSIBLE
<ol style="list-style-type: none"> 1. Activate and brief all community teams and volunteers 2. Test the systems of communication within the community. 3. If cell phones are the be used ensure credit is bought 4. Ensure phones can be charged 	Coordinator - Response and Recovery – Gloria Edwards
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers.	Coordinator - Response and Recovery– Gloria Edwards
<ol style="list-style-type: none"> 1. Activate and prepare emergency shelters 2. Deploy relief and welfare volunteers to emergency shelters 	Coordinator - Response and Recovery– Gloria Edwards
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary.	Coordinator - Response and Recovery – Gloria Edwards

ACTIVITIES	PERSON(S) RESPONSIBLE
Contact PDC and prepare to Initiate evacuation procedures for the community.	Coordinator - Response and Recovery – Gloria Edwards
<ol style="list-style-type: none"> 1. Re-check arrangements and MOUs with private bus owners and other volunteers in the community. 2. Pre-position the following resources to areas which will potentially be cut off: <ul style="list-style-type: none"> » Food stocks/welfare items » Communications equipment » Manpower » Power saws 3. Refuel vehicles 	<p>Coordinator - Response and Recovery – Gloria Edwards</p> <p>Coordinator – Preparedness - Stacey Butler</p>
<ol style="list-style-type: none"> 1. Encourage residents to activate family plans 2. Pre-position resources: List these resources <ul style="list-style-type: none"> » Equipment, ropes, etc » Food stocks/welfare items » Communications equipment » Manpower 	<p>Coordinator - Response and Recovery– Gloria Edwards</p> <p>Coordinator – Preparedness - Stacey Butler</p>

C. 24 HOURS BEFORE IMPACT

ACTIVITIES	PERSON(S) RESPONSIBLE
1. Notify PDC of activation of evacuation plan 2. Consult PDC on all matters relating to the activation of any or all evacuation systems.	Coordinator - Response and Recovery – Gloria Edwards
Activate and test local communications links and report to PDC.	Coordinator - Response and Recovery – Gloria Edwards
Brief community of activation of evacuation and persons to be evacuated: » Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate. » Communicate assembly points and deploy marshals. » Make contact with shelter managers to receive evacuees. » Inform PDC of actions to be taken. » All electricity and gas supplies should be shut-down when closing businesses or evacuating homes. » Ensure the Elderly and Physically challenged to be evacuated. » Ensure registration of all evacuated. » Check that all needing evacuees are safely evacuated.	Coordinator - Response and Recovery– Gloria Edwards
» Monitor radio for hurricane warnings and public information via news releases through ODPEM and Met office. » Monitor Radios for precautionary tips together with packaged information of the activities of responding agencies.	Coordinator - Response and Recovery– Gloria Edwards
Alert community Initial Damage Assessment Team(s).	Coordinator - Response and Recovery– Gloria Edwards
Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster.	Coordinator - Response and Recovery

D. 16 HOURS BEFORE IMPACT TO LANDFALL

ACTIVITIES	PERSON(S) RESPONSIBLE
<ol style="list-style-type: none"> 1. Maintain contact with PEOC. 2. Advise PEOC of weather conditions and state of preparedness. 3. Confirm arrival and status of evacuees in shelters. 4. Check in with standby teams and community response personnel. 	<p>Chairman – Brian Morris</p> <p>Vice Chairman – Florizel Thompson</p> <p>Coordinator - Response and Recovery – Gloria Edwards</p>

E. THE BLOW

ACTIVITIES	PERSON(S) RESPONSIBLE
Monitor and report events as far as possible.	<p>Chairman – Brian Morris</p> <p>Vice Chairman – Florizel Thompson</p>
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response and Recovery– Gloria Edwards

F. AFTERMATH (IMMEDIATELY FOLLOWING THE BLOW TO 5 DAY AFTER ALL CLEAR)

ACTIVITIES	PERSON(S) RESPONSIBLE
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear	Coordinator - Response and Recovery– Gloria Edwards
1. Deploy community damage survey teams or assessors. 2. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. 3. Check for deaths, injuries and persons needing emergency assistance. 4. Conduct first aid and search and rescue operations as necessary. 5. Notify PEOC of critical/emergency cases. 6. Provide PEOC with status report.	Coordinator - Response and Recovery– Gloria Edwards

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

ACTIVITIES	PERSON(S) RESPONSIBLE
Provide initial damage survey and needs of the community	Coordinator - Response and Recovery– Gloria Edwards
1. Provide ground reconnaissance intelligence to the PDC. 2. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC. 3. Assist with the establishment and staffing of registration centres.	Coordinator - Response and Recovery– Gloria Edwards
Beware of downed or lose power lines. Report them immediately to the JPS, Police or Fire Department.	Coordinator - Response and Recovery– Gloria Edwards

ACTIVITIES	PERSON(S) RESPONSIBLE
<p>Advise community members to enter their homes with caution:</p> <ul style="list-style-type: none"> » Open windows and doors to ventilate or dry your home. Do not use candles or open flames in doors. Use a flashlight to inspect for damage. » Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. » Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. » If they have to step in water to reach the electric box, call an electrician for advice. 	
<ol style="list-style-type: none"> 1. Check for sewage and water-line damage. 2. If you suspect there is such damage, call the NWC Company and or PDC. 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	Coordinator - Response and Recovery– Gloria Edwards

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

ACTIVITIES	PERSON(S) RESPONSIBLE
<p>Constantly advise the community:</p> <ul style="list-style-type: none"> » To conserve water and food. » To stay living at their homes if it is safe to do so. » To take particular care with hygiene and sanitary practices. » Of measures being taken with respect to provision of food and water and restoration of public utilities. 	Coordinator - Response and Recovery– Gloria Edwards
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of assistance through the PEOC. 2. Coordinate reconnaissance and damage assessment teams through the PEOC. 3. Ascertain the early requirements for Government assistance in re-establishing the community. 	Coordinator - Response and Recovery – Gloria Edwards

ACTIVITIES	PERSON(S) RESPONSIBLE
<p>Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.</p> <p>Encourage persons affected to stay with friends or family as first options.</p>	<p>Coordinator - Response and Recovery – Gloria Edwards</p>
<p>Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC.</p>	<p>Coordinator - Response and Recovery– Gloria Edwards</p>
<ol style="list-style-type: none"> 1. Assist with the distribution of supplies. 2. Assist with the tracing of missing persons. 3. Assist with needs assessments. 4. Assist in the provision of welfare information to persons affected. 5. Begin to effect minor repairs to critical facilities and clear road ways and drains. 6. Continue to provide feedback and assistance to the community through the PDC and PEOC. 	<p>Coordinator - Response and Recovery– Gloria Edwards</p> <p>Chairman – Brian Morris</p> <p>Vice Chairman – Florizel Thompson</p>

PHASE 4: Recovery

ACTIVITIES	PERSON(S) RESPONSIBLE
<ol style="list-style-type: none"> 1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities. 2. Encourage community members to rebuild bearing in mind mitigation measures (build back better). 3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others) 	<p>Coordinator - Response and Recovery– Gloria Edwards</p> <p>Coordinator - Prevention and Mitigation – Sherlene McNeil</p>
<ol style="list-style-type: none"> 1. Update PDC on recovery activities by external agencies/ departments/organizations. 2. Monitor progress and ensure deficiencies are reported. 	<p>Chairman – Brian Morris</p> <p>Vice Chairman – Florizel Thompson</p> <p>Coordinator – Public Education and Fund Raising – Chadwick Simpson</p>
Mobilize CDRM Group to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives.	Chairman – Brian MORris
<p>Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> » Challenges in responding to incidents » Which systems were overburdened? » What resources were lacking (human and physical)? » How did the community cope? » What areas of the SOPs need to be reconsidered? 	<p>Chairman – Brian Morris</p> <p>Vice Chairman – Florizel Thompson</p>
Revise SOPs as necessary	<p>Chairman – Brian Morris</p> <p>Vice Chairman – Florizel Thompson</p>

APPENDIX H – EARTHQUAKES – STANDARD OPERATING PROCEDURES (SOP)

Purpose

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

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

Basic Planning Assumptions

- » At least one moderate earthquake will probably affect the country/community in the next 5-100 years.
- » CDRM Group will remain active and functional.

- » Community members will be responsive to CDRM Group programmes, initiatives, warnings and other information.
- » There is commitment and support from agencies and departments of government to assist the community.
- » The community is willing to utilize its resources in preparedness and response as far as possible.
- » CDRM Group will train and establish Community Emergency Response Team(s) (CERTs).

Concept of Operations

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

Procedures will be categorized into the following phases:

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

Phase 2: Event, Event Response, Damage Assessment

Phase 3: Recovery

Acronyms

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

Definitions

All Clear

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

Emergency Operations Centre (EOC)

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

Incident

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

Earthquake

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

Epicentre

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

After-Shock

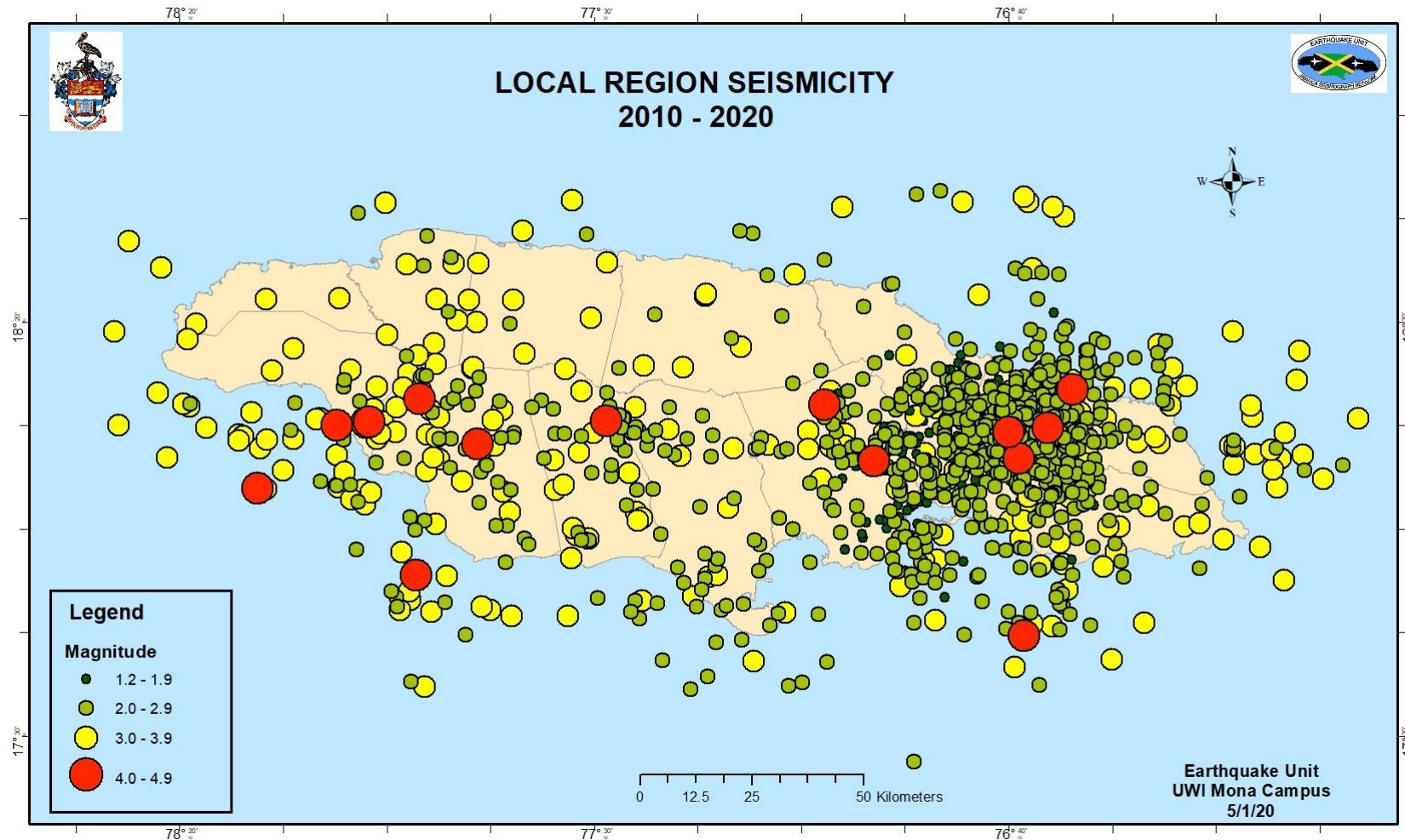
Tremors or smaller earthquakes that occur after the main shock is felt. After-shocks can occur over a few hours to months after the main shock.

Tremor

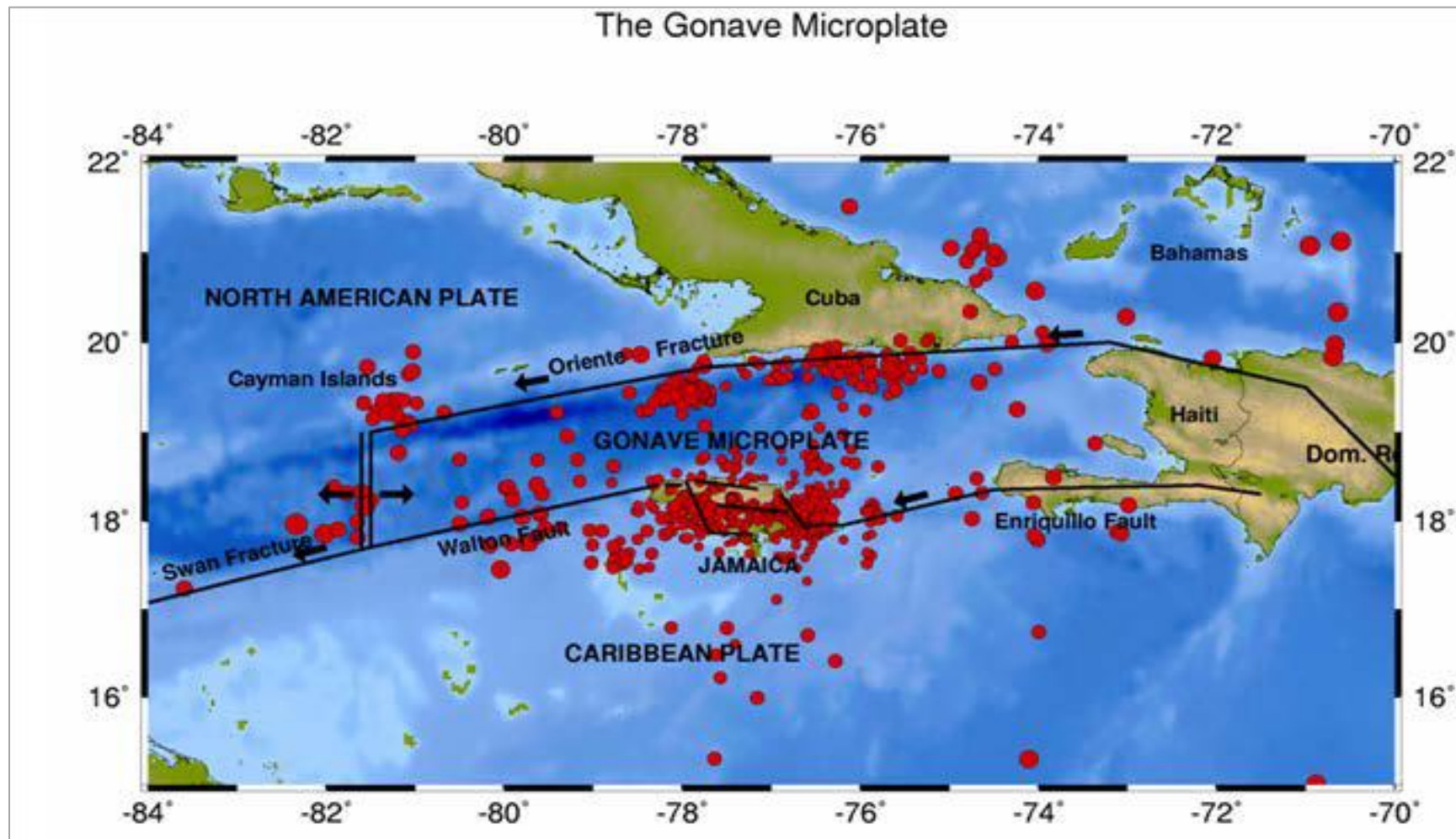
The shaking or seismic waves felt or caused by an earthquake or explosion.

Magnitude

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



Source: http://uwiseismic.com/Downloads/LYNDON_BROWN.pdf



Operating Procedures

PHASE 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education and Fund Raising	Chadwick Simpson
2. Sensitize special needs population.	Coordinator – Public Education and Fund Raising	
3. Organize how special needs population will be evacuated and transportation required.	Coordinator – Preparedness	Stacey Butler
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol.	Coordinator – Preparedness	
5. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible.	Coordinator – Preparedness	
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education and Fund Raising	Chadwick Simpson
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator - Vulnerability and Risk Identification	Everton Daley
8. Ensure DRM teams are aware of all high-risk locations in the community.	Coordinator - Vulnerability and Risk Identification	
9. Prepare areas for sheltering persons in need.	Coordinator – Preparedness	

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness	Stacey Butler
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention, Mitigation and Adaptation	Sherlene McNeil
12. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention, Mitigation and Adaptation	
13. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Vice Chairman	Florizel Thompson
14. Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets.	Coordinator – Preparedness	Sherlene McNeil
15. Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual.	Secretary	Marva Morgan
16. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	Coordinator – Prevention, Mitigation and Adaptation	Sherlene McNeil
17. Community inventory of building quality.	Coordinator – Prevention, Mitigation and Adaptation	Sherlene McNeil
18. Community inventory of road networks and updating of community map.	Coordinator – Prevention, Mitigation and Adaptation	Sherlene McNeil
19. Identify alternative sources of water, sources of alternative/temporary housing solutions.	Coordinator – Prevention, Mitigation and Adaptation	

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
20. Put mutual aid agreements in place for emergencies.	Coordinator – Preparedness	Stacey Butler
21. Meet and assess the community's state of preparedness for an earthquake	Coordinator – Preparedness	Stacey Butler
22. Organize or initiate and support drills » Trained community first aiders » Search and rescue personnel » Have first-aid kits prepared » Support for school and business community drills	Coordinator – Preparedness Coordinator - Response and Recovery Coordinator – Public Education and Fund Raising	Gloria Edwards Chadwick Simpson
23. Make available all relevant information on the hazard to the general community		
24. Personal for families: - Make sure your family goes over the family disaster plan		
25. Protecting the community: » Encourage residents to check and address building and roofing strength. Keep yards clear of debris » Keep roads and open lots clear of solid waste and debris.	Coordinator – Preparedness Coordinator - Prevention and Mitigation Coordinator – Public Education and Fund Raising	Sherlene McNeil Chadwick Simpson

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Monitor and report events as far as possible.	Chairman Vice Chairman	Brian Morris Florizel Thompson
2. Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response and Recovery	Gloria Edwards
3. Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator - Response and Recovery	Gloria Edwards

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
4. DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator – Preparedness	Stacey Butler

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Check with PDC for persons to return home but only after authorities say it is safe to do so. Keep tuned to your local radio or TV station for recovery information. Confirm All Clear.	Coordinator - Response and Recovery	Gloria Edwards
2. Deploy community damage survey teams or assessors		Gloria Edwards
3. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities.		Gloria Edwards
4. Check for deaths, injuries and persons needing emergency assistance.		Gloria Edwards
5. Conduct first aid and search and rescue operations as necessary.		Gloria Edwards
6. Notify PEOC of critical/emergency cases.		Gloria Edwards
7. Provide PEOC with status report.		Gloria Edwards
8. Provide initial damage survey and needs of the community		Gloria Edwards
9. Provide ground reconnaissance intelligence to the PDC.		Gloria Edwards
10. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC.		Gloria Edwards
11. Assist with the establishment and staffing of registration centres.		Gloria Edwards
12. Beware of downed or lose power lines. Report them immediately to the JPS, Police or Fire Department.	Coordinator - Response and Recovery Coordinator – Public Education and Fund Raising	Gloria Edwards Chadwick Simpson
13. Advise community members to enter their homes with caution:		Gloria Edwards

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
<ul style="list-style-type: none"> » Check for sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/ Municipal Corporation/PEOC. » Check for water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/ Municipal Corporation/PEOC. » Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. » Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. » If have to step in water to reach the electric » box, call an electrician for advice. 	Coordinator - Response and Recovery	
14. Check for general sewage and water-line damage in the community.		Gloria Edwards
15. If you suspect there is such damage, call the NWC company and or PDC.		Gloria Edwards
16. Advise community not to drink or prepare food with tap water until notified it is safe to do so.		Gloria Edwards
17. Constantly advise the community: <ul style="list-style-type: none"> » To conserve water and food; » To stay living at their homes if it is safe to do so; » To take particular care with hygiene and sanitary practices; » Of measures being taken with respect to provision of food and water and restoration of public utilities. 		Gloria Edwards
18. Coordinate requests for and offers of assistance through the PEOC.		Gloria Edwards

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

PHASE 3: RECOVERY

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Coordinator - Response and Recovery Coordinator – Public Education and Fund Raising	Gloria Edwards
2. Encourage community members to rebuild bearing in mind mitigation measures (build back better).		Chadwick Simpson
3. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others)		
4. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator - Response and Recovery	Gloria Edwards
5. Monitor progress and ensure deficiencies are reported.		Gloria Edwards
6. Mobilize CDRM Group to seek assistance from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) for community recovery initiatives.		Gloria Edwards
7. Identify and share Lessons Learnt to enhance future preparedness and response activities: » Challenges in responding to incidents? » Which systems were overburdened? » What resources were lacking (human and physical)? » How did the community cope? » What areas of the SOPs need to be reconsidered?		Gloria Edwards
8. Revise SOPs as necessary	Chairman	Brian Morris

APPENDIX I – FIRE STANDARD OPERATING PROCEDURES

Purpose

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

Objectives

The concepts and procedures in this SOP are set to:

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

Basic Planning Assumptions

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

Concept of Operations

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

Procedures will be categorized into the following phases:

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

Glossary of terms

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

Operating procedures

PHASE 1: Prevention and Preparedness

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education and Fund Raising	Chadwick Simpson
2. Sensitize special needs population.		
3. Organize how special needs population will be evacuated and transportation required.	Coordinator – Preparedness	Stacey Butler
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol.		
5. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.		
6. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Coordinator - Response and Recovery	Gloria Edwards
7. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible.	Coordinator – Preparedness	Stacey Butler
8. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education and Fund Raising	Chadwick Simpson
9. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator - Vulnerability and Risk Identification	Everton Daley

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
10. Ensure DRM teams are aware of all high-risk locations in the community.		
11. Prepare areas for sheltering persons in need.	Coordinator – Preparedness	Stacey Butler
12. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC and Fire Department for facilitating training or refresher courses.		
13. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator - Prevention and Mitigation	Sherlene McNeil
14. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC and Fire Departments.		
15. Meet and assess the community's state of preparedness for a fire.	Chairman	Brian Morris
16. Conduct Fire Drills at least once yearly.		
17. Personal for families and businesses: <ul style="list-style-type: none"> » Make sure your family goes over the family disaster plan. » All family members should know their evacuation plan. » Store important documents in fireproof box (where possible) or safe. » Houses should be safely wired. An electrical inspection should be conducted: <ul style="list-style-type: none"> ✓ For new buildings or building extensions; and ✓ For older buildings every 2-3 years; annually where rodents and termites are prevalent or where houses are located by the sea or where corrosion can take place. » Actively practice fire safety when cooking and in use of matches or flammable material, in monitoring children, when smoking, use of 	Coordinator – Preparedness Coordinator - Response and Recovery Coordinator – Public Education and Fund Raising	Gloria Edwards Chadwick Simpson

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
<p>electrics and the wiring of buildings, etc.</p> <ul style="list-style-type: none"> » Insure house/building, contents and other assets, where possible. » Have a business continuity plan (businesses). » Employees / Family members should know exit routes and what to do in case there is a fire. (Have regular drills). 		
<p>18. Protecting the community (from bush fires):</p> <ul style="list-style-type: none"> » Trim dead or weak branches from trees. » Keep yards free of debris. » Avoid open burning, especially dry season. » Remove all dead limbs, needles and debris from gutters. » Build fires away from nearby trees or bushes, always have a way to extinguish this fire. » Monitor all fires while they are burning. » Prune all branches around to a height of 8-10 feet. » Ensure trees adjacent to buildings are free of dead or dying wood and moss. 	<p>Coordinator – Prevention, Mitigation and Adaptation Coordinator – Preparedness</p>	Sherlene McNeil
<p>19. Protecting the community (businesses):</p> <ul style="list-style-type: none"> » Install smoke detectors within Business and institutions. » Exit signs must be fitted to all exit doors. Signs must be written in bold red and white background. » All buildings must have proper exits, evacuation routes and emergency assembly areas. » Encourage the usage of fire-resistant materials when building, renovating, or retrofitting structures. » Encourage the storage of combustible/ flammable materials in approved 	<p>Coordinator – Prevention, Mitigation and Adaptation Coordinator – Preparedness</p>	Sherlene McNeil

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
safety containers and keep away from home.		
<p>20. Ensure each response team are equipped with the following:</p> <ul style="list-style-type: none"> » Knowledge and drills for recognizing types of fire and assessment for response; » Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary); » Sand box and shovels; » Pails and water source (drum); » Fire Extinguisher (if possible); » First Aid kit. 	<p>Coordinator - Prevention and Mitigation Coordinator – Preparedness</p>	Sherlene McNeil
21. Obtain local building codes and weed abatement ordinances for buildings near wooded areas.	<p>Chairman Coordinator – Preparedness</p>	<p>Brian Morris Stacey Butler</p>
<p>22. Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> » Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate. » Communicate assembly points and deploy marshals. » Make contact with shelter managers to receive evacuees. » Inform PDC of actions to be taken. » All electricity and gas supplies should be shut-down when closing businesses or evacuating homes. » Ensure the Elderly and physically challenged to be evacuated and make special arrangement for them. 	<p>Coordinator - Response and Recovery</p>	Gloria Edwards

During the fire

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

DRILLS SAVE LIVES

- R – RESCUE** (the elderly, children, and persons with disabilities)
- A – ALARM/ASSESS** (simultaneous to immediate rescue)
- C – CORDON/CONFINE** (the area under fire, if possible)
- E – EXTINGUISH** (the fire) **OR EVACUATE** (persons at risk, if safe to the rescuer)

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Call out ALARM - If trapped in a fire you cannot out run it. Once a fire is detected immediately call the JPS, Police and Fire Department.		
2. Once an ALARM is activated: At location of fire (buildings): <ul style="list-style-type: none"> » Building should be immediately evacuated. Do not enter a burning building. » Ensure that persons who need assistance while evacuating are assisted (Elderly, Physically Challenge, Children). » Assess the situation. » Establish safety zone. » If a fire is small and its safe attempt to extinguish with a fire extinguisher. » Never allow fire to come between you and the exit path. » While evacuating touch closed doors with back of hand before opening. If door is hot or if smoke is visible do not attempt to open. » Close gas valves and turn off electricity at the main fuse box. 	Coordinator - Response and Recovery	Gloria Edwards

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
<ul style="list-style-type: none"> » Remove combustible items (outdoor furniture, umbrellas, tarp coverings, and firewood) from around the home. » Place valuables that will not be damaged by water, in a pool or pond – if necessary. 		
<p>At location of fire (bush):</p> <ul style="list-style-type: none"> » Quickly assess the situation – wind direction and speed, likely path and combustion, risks involved. » Ensure that persons who need assistance while evacuating are assisted (Elderly, Physically Challenge, Children). » If a fire is small and its safe attempt to extinguish with a fire extinguisher, water or sand. May consider beating the fire, if safe. » Never allow fire to come between you and the exit path. » Cut off path of fire to homes and farms, if safe to do so. » Remove animals and items that can be moved to safety, if necessary. 		
<p>Around the perimeter of the fire:</p> <ul style="list-style-type: none"> » Cordon the area and keep persons at a safe distance. » Ensure persons do not enter a burning building. » Keep the scene calm. Ensure the comfort/safety of the distraught. 		
<p>On exit of the building, at the assembly point or safety zone:</p> <ul style="list-style-type: none"> » Check for deaths, injuries and persons needing emergency assistance. » Attend to injured persons. Seek assistance for those who require serious medical intervention. » Conduct first aid and search and rescue operations as necessary » Conduct a roll call when students/ staff are assembled (institutions and businesses). 		

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
» Have information on the missing and injured available for emergency personnel (fire, EMS or police)		
3. Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.	Coordinator – Preparedness	Stacey Butler

After a fire

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Constantly advise the community that after fire persons should not re-enter building until authorities say it is safe to do so. Confirm All Clear.	Coordinator - Response and Recovery	Gloria Edwards
2. Conduct Damage and Needs Assessment <ul style="list-style-type: none"> a. Deploy community damage survey teams or assessors (with Municipal Corporation if more than 3 homes/properties are affected). b. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. c. Check for associated deaths, injuries and persons needing emergency or psychosocial assistance. d. Conduct first aid and search and rescue operations as necessary. e. Notify emergency personnel of additional critical/emergency cases. 		
» Provide initial damage survey results and needs assessment for the community to Fire Department, Municipal Corporation and other relevant authority (e.g. Social Worker from Ministry of Labour and Social Security)		

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
3. Encourage persons affected to stay with friends or family as first options after a fire.		
4. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.		
5. Coordinate requests for and offers of assistance through the Municipal Corporation <ul style="list-style-type: none"> » Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC. » Assist with the distribution of supplies. » Assist with needs assessments. » Assist in the provision of welfare information to persons affected. 		
6. Assist with the tracing of missing persons.		Gloria Edwards
7. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.		
8. Continue to provide feedback and assistance to the community through the PDC and PEOC.		
9. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.		
10. Encourage community members to rebuild bearing in mind mitigation measures (build back better).		
11. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.		
12. Update PDC on recovery activities by external agencies/departments/organizations.		

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
13. Monitor progress and ensure deficiencies are reported.		
14. Mobilize CDRM Group to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives, as required.		
15. After Action Assessment (Community and community/agency) – to identify and share lessons learnt to improve future preparedness and response activities (de-briefing of incident): <ul style="list-style-type: none"> » Challenges in responding to incidents » Which systems were overburdened? » What resources were lacking (human and physical)? » How did the community cope? » What areas of the SOPs need to be reconsidered? 		
16. Revise SOPs as necessary.	Chairman	Brian Morris

APPENDIX J – TERMS OF REFERENCE CDRM GROUP

CDRM Group

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

Executive Membership

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

The executive membership of the CDRM Group may assume that of an existing Community Based Organization (CBO) Structure. The coordinators outlined above must be made part of any existing structure to be used.

Community Organization with responsibility for CDRM

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

Naming the CDRM Group

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

Leadership of the CDRM Group

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

Frequency of CDRM Meetings

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

Funding of CDRM Group and Activities

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

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

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

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

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

ODPEM:

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

Other Technical Agencies:

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

Interaction with Councillors, Members of Parliament and other Political Representatives

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

Interaction with Private Sector and other NGOs/CBOs

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

Recording keeping by CDRM Group

- » Minutes/notes of all meetings of the group should be formally kept in a safe place.
- » Correspondence, financials and other documents regarding the CDRM Group or community should be in a safe and secure place.

- » A copy of the CDRM Plan must be in the possession of the Parish Council. A copy should also be in any dedicated facility used for meetings and planning.
- » General documents kept by the group such as minutes, brochures, financial records and other documents should be held by the President, Secretary or any other executive appointed by the group, where a dedicated facility does not exist.

Wider Community Involvement

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

Roles and Functions of the Executive Membership for DRM

Chairman: Assume similar duties as outlined in the existing CBO or Zonal Committee.

Vice-Chairman: Assume similar duties as outlined in the existing CBO or Zonal Committee.

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

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

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

Coordinator – Public Education and Fundraising

- » To develop DRM public education programmes for the schools, churches, and CBOs in the community.
- » To source and distribute Disaster Preparedness brochures and other educational material.
- » To identify Community DRM Training needs and communicate them to the Parish Disaster Coordinator.
- » To work with the PDC and other partners in organizing training programmes in the community.
- » Identify sources of funding for education and training programmes to be conducted.

- » Provide the Parish Disaster Coordinator (through the President) with updates and status reports on the effectiveness of training and public education and awareness programmes.
- » Conduct fundraising initiatives to support community DRM objectives.
- » Facilitate the delivery of risk transfer awareness sessions with national agencies such as the National Health Fund, NIS, etc.

Coordinator – Vulnerability and Risk Identification

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

Coordinator – Prevention, Mitigation and Adaptation

Duties Related to Mitigation and Adaptation

- » Assess hazard impacts.
- » Identify areas of damage that would require reconstruction to existing codes and regulations.
- » Renew and evaluate existing mitigation plans, emergency plans and strategies.

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

Duties Related to Prevention

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

Coordinator - Response and Recovery

- » The Response Coordinator has primary responsibility for the coordination and contractual management of the emergency response projects/initiatives.
- » Ensure that adequate needs assessments are carried out following good DRM practice.
- » Advice and support where necessary and monitor the response.
- » Recommend relevant and appropriate training where necessary in minimum standards in emergency response.
- » Ensure systems are in place for monitoring and evaluating the impact of the disaster.
- » Take lead in damage assessment and disaster recovery tasks.
- » Plan and organize disaster recovery activities along with the aid of the Parish Disaster Coordinator.
- » Report the status of the disaster recovery activity.
- » Identify acceptable recovery time periods.
- » Establish disaster recovery testing methodologies.
- » Recommend disaster recovery planning and training activities.

- » Provide instructional and informational materials on how to respond during an emergency.
- » Develop and maintain SOPs for emergency/disaster response and recovery with the aid of the PDC.
- » Plan regular exercises to test community plans.
- » Monitor the effectiveness of procedures during evacuation drills and revise the procedures as necessary.
- » Maintain contact with outside sources participating in reciprocal agreements.
- » Ensure that as new equipment, facilities, services, and systems are installed that the disaster response and recovery issues are highlighted and addressed.
- » Maintain contact with outside contingency planning professional organizations and local or regional emergency response groups.
- » Ensure and recommends the establishment of CERTs as appropriate. At least, it should include the following positions:
 - First Aid coordinator and assistants.
 - Initial damage assessment coordinator and assistants.
 - Shelter management coordinator and assistants.
 - Search and rescue coordinator and assistants.
 - Communication (during the crisis) coordinator and assistants.
 - Evacuation coordinator and assistants.

Coordinator – Preparedness

- » Coordinate the preparation of and update of the preparedness aspects of the community's disaster risk management plan such as the evacuation plans and sheltering.
- » Organize, initiate and support drills.
- » Coordinate with community and external stakeholders to ensure the community is prepared for all priority hazards.
- » Make available all information on hazards to the community.
- » Coordinate with the community to ensure families have a family disaster plan.
- » Organize and coordinate the deployment of CERTs and other community volunteers.
- » Coordinate the establishment, staffing and management of emergency shelters.
- » Develop an inventory of the community's resources and ensure they are maintained and replenished as necessary. These include food, welfare items, equipment and personnel.
- » Ensure the community contact list is updated.

- » Ensure that mutual aid agreements are in place and are current to meet the needs of the community.
- » Advocate for the establishment of community early warning or alert systems and mobilize the community to participate in the maintenance of the system.

APPENDIX K – PHOTO GALLERY



Flooding in Mitchell Town, October 2020 Rains
Source: Clarendon Municipal Corporation



Flooding in Mitchell Town, n.d
Source: Mitchell Town Community Profile 2010, Social Development Commission



Community Hazard Map Prepared by Mitchell Town Community