

Project

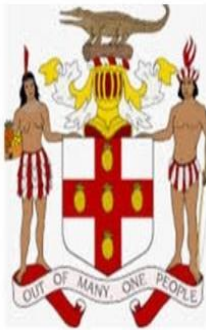
STRENGTHENING HUMAN RESILIENCE IN NORTHERN CLARENDON & WEST KINGSTON



**West Kingston Community Disaster Risk Management and Climate Change
Adaptation Plan**

Final version: November 2021

Funded by:



Implementing Agencies:



West Kingston CDRM&CCA Plan

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ACKNOWLEDGEMENT



Building Communities...
Building Jamaica

Government of Jamaica (GOJ)

United Nations Trust Fund for Human Security

UNDP

Clarendon Parish Development Committee Benevolent Society

Kingston & St Andrew Municipal Corporation

Jamaica Fire Brigade

Western Kingston Member of Parliament Office

Social Development Commission

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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. The All Clear, for 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 exploits 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 in autonomous fashion, 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 period of 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 or external forcing, or to persistent anthropogenic changes in the composition of the atmosphere or in land use”.

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

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

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 rating based on the

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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 in order 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 man-made hazard(s), vulnerability and exposure.

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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 is called a tremor.

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: Means a Disaster Risk Management Area/Zone which is a specifically defined geographical area (Local Level) in which Disaster Risk Management issues are discussed, planned for and executed in the context of the local area. This Zone maybe one or more communities, depending on the demographics of the community, nature of hazards, established governance structures, and the socio-political environment, as defined by the respective parish.

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

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ABBREVIATIONS

AAR	After Action Report
CBO	Community Based Organizations
CCA	Climate change adaptation
CDRM	Community Disaster Risk Management
CERT	Community Emergency Response Team (also referred in this document as DRM Team)
DRM	Disaster Risk Management
EOC	Emergency Operations Centre
GOJ	Government of Jamaica
NDRMC	National Disaster Risk Management Council
NEOC	National Emergency Operations Centre
NGO	Non-Governmental Organization
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
SOP	Standard Operating Procedure

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PREAMBLE

Name of the Plan

The name of the plan is the “**West Kingston Community Disaster Risk Management and Climate Change Adaptation Plan**”.

Background

The United Nations (UN) and The Government of Jamaica (GOJ), through the Clarendon Parish Development Committee Benevolent Society (CPDCBS), has executed the Disaster Risk Management Component under the UN/GOJ Human Security Joint Programme “Strengthening Human Resilience in Northern Clarendon and West Kingston Programme.” In this framework, the Kingston and St Andrew Municipal Corporation in collaboration with key partners such as the Office for Disaster Preparedness and Emergency Management (ODPEM) seek to develop a Community Disaster Risks Management (CDRM) Plan to include hazard maps, 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 West Kingston
4. A basic guideline for the community regarding the individual/entities responsible for various critical functions related to disaster risk and emergency management.
5. An overall framework for reducing risks in the community including mitigation, preparedness, response and adaptation.

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Stakeholders' Contact List

Table 1. Stakeholders and contact details

LEVEL	STAKEHOLDERS	CONTACT PERSON	TELEPHONE N°/EMAIL
Community and Parish	Member of Parliament	Hon. Desmond McKenzie, CD	876-967-1417
	Councillor- Tivoli Division	CLlr Donovan Samuels, JP	876-438-2799
	Councillor- Denham Town Division	CLlr Jermaine Hyatt	876-844-0505
	Parish Disaster Coordinator	Ms Terry Forrester, JP	876-967-3329/ 876-456-1183 / terry.forrester@ksamc.gov.jm
	Ministry of Labour & Social Security (MLSS)- Parish Manager	Mr. Vinroy Reid	876-352-4903 Vinroy.reid@mlss.gov.jm
	Ministry of Labour & Social Security (MLSS)- Social Workers	Ms. Marcia Dunbar Ms. Nichola Wright Mrs. Kadian Sewell-Williams Ms. Roxanne Harris Ms. Gloria Williams	876-967-0889 876-618-1296
	Jamaica Fire Brigade (JFB)- Divisional Head (Actg)	Supt. Patrick Gooden	876-469-1184 Dhksa.jfb@cwjamaica.com
	Jamaica Constabulary Force (JCF)- Kingston Western Division	SP Michael Phipps	876-948-6624/ 876-285-1964 / Michael.phipps@jcf.gov.jm
	Kingston & St Andrew Health Department (KSAHD)	Dr Susan Strachan-Johnson	876-317-9614 Susanjohnson.ksahd@gmail.com
	Kingston & St Andrew Health Department (KSAHD)	Dr Audre McIntosh	876-317-9563 m.audre.ksahd@gmail.com
	Denham Town Health Centre		876-967-0089
	Chin-Loe Health Centre		
	Comprehensive Health Centre		876-922-2095
	National Solid Waste Management Authority (NSWMA)- Public Cleansing Manager	Mr Daniel Heavens	876-570-3202
	National Solid Waste Management Authority (NSWMA)- Public Cleansing Manager	Mr Samuel Mullings	876-848-5000
National	Social Development Commission (SDC)	Ms. Judith Taylor	876-822-8752
	Office of Disaster Preparedness & Emergency Management (ODPEM)- Regional Coordinator (East)	Ms. Sophia Mitchell	876-430-5585 smitchell@odpem.org.jm

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Scope of Plan

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

Authority

This plan is the West Kingston Community Disaster Risk Management and Climate Change Adaptation Plan.

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.

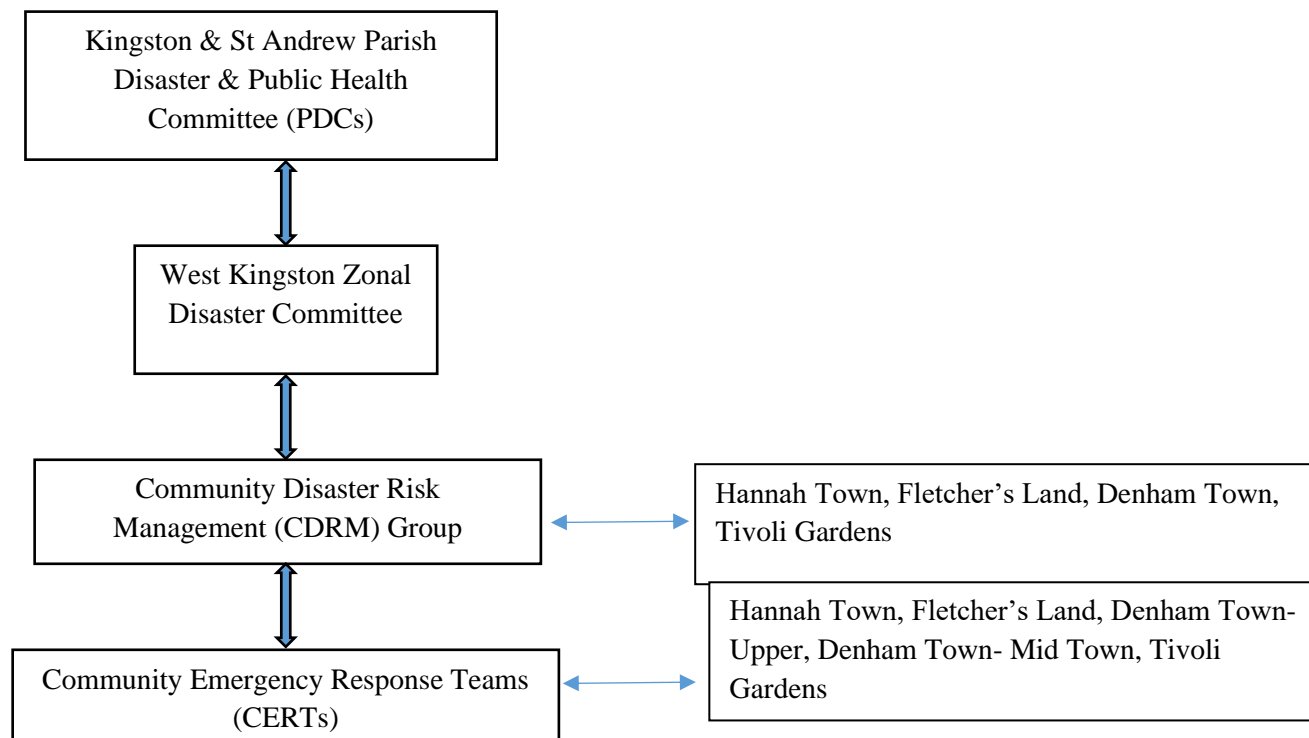
The Zonal Disaster Management Framework allows for the division of parishes into more manageable disaster management areas known as Disaster Management Zones or Emergency Management Zone. These zones of management permit a more effective distribution of support through advice/guidance, sourcing and provision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

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- a) Provide for 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 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 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.



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Diagram showing the relationship between the Parish, Zone, CDRMG and CERT

Responsibility

The responsibility for updating and testing the plan lies with the West Kingston Zonal Committee (Community Disaster Risk Management Group) who should 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.

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Relationship to Parish and National Plans/Structure

The West Kingston Community 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 preparation for a few hazards. The community will be supported by and will work through the Kingston and St Andrew Parish Disaster Committee and will be closely integrated with the Parish Emergency Operations Centre (PEOC). Therefore, the CDRM Plan will be incorporated in 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 Kingston and St Andrew Municipal Corporation on Disaster Risk Management matters through the Parish Disaster Committee and the Parish Disaster Coordinator.

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COMMUNITY PROFILE

1.1 Description of the community

West Kingston is an urban community that is in the western section of Kingston. West Kingston also covers the electoral constituency of Western Kingston. It is a densely populated urban community with a vibrant economic section known as Downtown Kingston which comprises of several small to large businesses to include the market district. The main settlements in the community are– Denham Town, Hannah Town, Fletcher’s Land and Tivoli Gardens Entrepreneurs is a major economic activity for this community as the market district is a major source of income benefiting the community. The nature of the formation of the community has resulted in unplanned settlements which often result in the community being prone to fires which may affect quite several residents.

Denham Town

Denham Town is an inner-city community with borders:

- » **North:** From where Asquith Street intersects with Studley Park Road proceeding onto Asquith Street, in a westerly direction, in the left, to where it intersects with East Road and Seven Street.
- » **South:** From the intersection of Little King Street and Spanish Town Road, proceeding in an easterly direction on Spanish Town Road, on the left to North Street, continuing easterly onto North Street to Blount Street.
- » **East:** From the intersection of North and Blount Streets going in a northerly direction, in the left proceeding in an imaginary line until it intersects with Asquith Street and Studley Park Road.
- » **West:** From the intersection of East Road and Seven Street going in a southerly direction on the left, in an imaginary line to Minstrel Street, continuous south on Minstrel Street to Race Course Lane, continuing southerly onto Spanish Town Road.

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The population estimate of the community is 2,831 which is 44.3 percent male and 55.7 percent female (Conducting Baseline Studies for Seventeen Vulnerable and Volatile Communities in support of the Community Renewal Programme- Denham Town Report, June 2020). Ninety-two percent of households occupied dwellings that are separate houses or semi- detached apartment buildings. Approximately 56 percent of households occupied dwellings with outer walls made with concrete and block while 31.7 percent of households occupied dwellings with concrete and wood outer walls.

Hannah Town

Hannah Town is an inner-city community located in the western section of the Kingston Metropolitan Region with borders:

- » From the imaginary line at Studley Park Road, going east on Studley Park Road on to Calabar Road to the intersection of Calabar Road and Orange Street.
- » From the intersection of Calabar Road and Orange Street, going in a southerly direction on Orange Street to the intersection of Orange and North Streets.
- » From the intersection of North and Orange Streets, going in a westerly direction on North Street to the intersection of North and Bond Streets.
- » From the intersection of North and Blount Streets, on to Blount Street going northerly on Blount Street to the imaginary line to Studley Park Road.

The estimated population of Hannah Town is 3,851 and is 49.5 percent male and 50.5 percent female (Conducting Baseline Studies for Seventeen Vulnerable and Volatile Communities in support of the Community Renewal Programme- Hannah Town Report, June 2020). Concrete and blocks were the main materials used in the construction of dwellings in Hannah Town accounting for approximately 73% while 16.2% of houses were constructed from brick, 9.7% from board and 1.5% % from wood (Hannah Town Community Profile, SDC).

Tivoli Gardens

Tivoli Gardens is an inner-city community which has the following borders:

- » **North:** At the intersection of Shoe Makers Gully and Spanish Town Road proceeding easterly on Spanish Town Road to where it meets North Street. Proceeding easterly on North Street to where it intersects Rose Lane.

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- » **South:** From an imaginary point in the Sea parallel to West Street, proceeding in a westerly direction to a point in the Sea parallel to Industrial Terrace
- » **West:** From an imaginary line emanating from the Waterfront, in a northerly direction onto Industrial Terrace (on the right) to the Railway Tracks. West along the Railway Tracks to where it intersects the Shoe Makers Gully. In a northerly direction along Shoe Makers Gully to where it intersects Spanish Town Road
- » **East:** From the intersection of North Street and Rose Lane, proceeding in a southerly direction along Rose Lane to where it meets Charles Street. Proceeding in an easterly direction along the right side of Charles Street onto West Street. In a Southerly direction on the right of West Street to the waterfront

The community of Tivoli Gardens consists of approximately ten thousand and ninety-four (10,094) individuals, with approximately 56% females and 44% males (Tivoli Gardens Community Profile, 2012). 61.4% of the houses in the community were constructed with a combination of concrete and block, while 25.7% were built with board. Eight percent of dwellings were constructed from wood (unprocessed board) while 4.2% were made from concrete and wood.

Fletcher's Land

Fletcher's Land is an Inner-city community located in the Western Kingston constituency with the following borders:

- » **NORTH:** Torrington Road & North Heroes circle
- » **EAST:** From the point of South Heroes Circle, proceeding in a southerly direction, (on the right) along East Street to where it intersects with North Street
- » **SOUTH:** From the intersection of East & North Streets, proceeding in a westerly direction (on the right) to where it intersects with Orange Street.

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» **WEST:** From the intersection of North and Orange streets, northerly along Orange Street (on the right) to where it intersects with Torrington Road

The community of Fletcher's Land consisted of approximately five thousand five hundred and seventy-three (5,573) individuals with approximately 56% of the population being females and 44% males. 57% of the homes in the community was constructed using concrete and block, while 41% utilised board to construct the houses. Only 2% used brick in the construction of their homes.

1.1.1 Summary of main hazards

Fire is the main hazard that affect the community. This is due mainly to the housing stock and electricity supply of the community that contributes to the fire situation. The community is also affected by the passage of Hurricanes or tropical storms when they affect the island.

1.2 Location and Districts of the Community in this Plan

Based on the Social Development Commissions' community list, the community of Western Kingston comprises of four small districts which are covered under this plan. These include Hannah Town, Denham Town, Tivoli Gardens and Fletcher's Land.

Table 2. Districts and Coordinators Contact List

The community identified the following areas as comprising the community and their coordinators.

#	DISTRICT	TEAM LEADER	CONTACT #	E-MAIL
	Hannah Town	Nicholas Campbell	876-588-1948	Nicholasfcampbell88@gmail.com
	Denham Town	Dellon Gayle	876-312-0858	dellongayle@yahoo.com
	Tivoli Gardens	Annette Irving	876-833-1486	annetteirving@yahoo.com
	Fletcher's Land	David Allen	876-885-2750	davidmatrixallen@yahoo.com

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1.2.1 Constituency Location Map

West Kingston Constituency



1.2.2 West Kingston Districts Boundaries Map

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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 for disaster management. There are seven committees that work to support the NDC – Finance, Planning and Administration, Recovery Planning, Preparedness and Emergency Operations, Emergency Health and Planning, Public Information and Education, Humanitarian and Prevention and Mitigation.

2.2 Parish and Community organizations

At the parish level, the Kingston and St Andrew 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 co-chaired by the Mayor (or his designate) or one of the Custodes. 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 day-to-day execution of the disaster risk management functions acts as the advisor the Parish Disaster Committee.

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 of the parish and are represented at the Parish Disaster Committee through the Community Disaster Risk Management Groups who can be invited to attend the PDC meetings. This Community Disaster Risk Management Groups comprises elected community members. The community can invite external organizations to participate in their risk reduction activities.

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Table 3. DRM Group composition

DRM GROUP POSITION	CONTACT PERSON	TELEPHONE N°/EMAIL
Chairman	Jacqueline King, JP	876-837-1177
Vice Chairman	Devon Robinson	876-860-7544
Secretary	Annette Irving	876-833-1486
Treasurer	Jacqueline King, JP	876-837-1177
Assistant Secretary	Nicholas Campbell	876-588-1948
Coordinator- Public Education & Fundraising	David Allen	876-885-2750
Coordinator- Preparedness	Fray McDonald/ Richard Robinson	876-465-2260/ 876- 841-6353
Coordinator- Vulnerability & Risk Identification	Dellon Gayle	876-312-0858
Coordinator- Prevention, Mitigation & Adaptation	Dellon Gayle/ David Allen	876-312-0858/ 876-885-2750
Coordinator- Response & Recovery	Nicholas Campbell	876-588-1948

CDRM Group will train and establish Community Emergency Response Team(s) (CERTs) that is the operative team under the Response & 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.

The community had persons trained in First Aid and Light Search & Rescue. Training in the other areas will be done in consultation with the CDRM group.

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2.3 Gaps and challenges

Community Level

- » DRM activities are only carried out when there is a disaster
- » Lack of a working relationship with some stakeholders
- » Community Based Organisations are not always functional
- » The invisible border lines in the community due to violence and warring factions

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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?
Fire (Orange Lane, Fletcher's Land), 1972	Housing: <ul style="list-style-type: none">• Houses damaged/ destroyed Social: <ul style="list-style-type: none">• Political Unrest• Loss of Life• Tribalism	The Community members assisted each other
Hurricane Gilbert, 1988	Housing: <ul style="list-style-type: none">• Several houses were destroyed.• Damaged homes• Board Villa Houses destroyed• Roofs blown off• Trees blown down Infrastructure: <ul style="list-style-type: none">• Utilities shut off	<ul style="list-style-type: none">• Assistance from the Member of Parliament with restoration of normalcy to community• Shelters was equipped with food supplies• Community used preservation methods on meats• Community members assisted each other• community members helped to rebuild structures destroyed• Shelters opened for at least 2 weeks

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	<ul style="list-style-type: none"> • Power lines blown down • Kingston Waterfront damaged <p>Social:</p> <ul style="list-style-type: none"> • Food shortage • No vehicular movement • Looting • 2 persons died • Shelters opened (Shiloh Apostolic Church, Tivoli Gardens High School, Denham Town Primary, One Love Building) 	<ul style="list-style-type: none"> • JCF and JDF helped with the re-building process for homes • Red Cross helped with the provision of clothing, food and bedding
Earthquake, 1993	<p>Housing:</p> <ul style="list-style-type: none"> • Fletcher's Land apartments had cracks 	
Incursion, 2001	<p>Social</p> <ul style="list-style-type: none"> • 27 persons died • Social and economic activities restricted • Schools shut down • Persons injured <p>Housing</p> <ul style="list-style-type: none"> • Houses damaged 	Community stayed inside until it was safe to leave

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Hurricane Ivan, 2004	<p>Housing</p> <ul style="list-style-type: none"> • Roofs damaged • Homes flooded by roof damage <p>Infrastructure:</p> <ul style="list-style-type: none"> • Utilities shut off • houses damage • looting/shooting • Water Main Damaged • Fallen trees <p>Social</p> <ul style="list-style-type: none"> • Shelter activated (Chetolah Park Primary) 	<ul style="list-style-type: none"> • Sought water at railway station (Tivoli Gardens) • Community members assisted each other • External Agencies assisted with food and clothing
Hurricane Dean, 2007	<p>Infrastructure:</p> <ul style="list-style-type: none"> • Utility Shut off • Fallen trees <p>Housing:</p> <ul style="list-style-type: none"> • Damaged roofs 	<ul style="list-style-type: none"> • MP Assistance • MLSS
Hurricane Gustav, 2008	<p>Infrastructure</p> <ul style="list-style-type: none"> • Utility Shut Off • Fallen tree 	<ul style="list-style-type: none"> • Sought water at railway station • Community members assisted each other

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Tivoli Incursion, 2010	<p>Infrastructure</p> <ul style="list-style-type: none"> ● Damage to homes ● Hannah Town Police Station burnt down ● Darlington Street Police Station burnt down <p>Social</p> <ul style="list-style-type: none"> ● Shortage of food supplies ● School shut down ● Health centre shut down ● Community was locked down so no social activities ● Abuse ● Emotional trauma ● Death of 75 residents ● Looting 	<ul style="list-style-type: none"> ● Jamaica Red Cross ● Ministry of Health ● Jamaica Urban Transit Company ● MLSS ● JCF ● JDF ● CSJP/ Ministry of National Security ● ODPPEM ● MP assistance
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3.2 Lessons learnt

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

- » Community members should heed to hurricane warnings from officials
- » Emotional trauma must be addressed with affected community members

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4. COMMUNITY ASSETS

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

- » NATURAL: Farming land, community springs, local river, forests on north side of town, ocean (fish).
- » PHYSICAL: Infrastructure such as bridge into town, schools, clinics and equipment (tools, machines) for transport, local water management/distribution system, telephone lines, mobile phone towers.
- » FINANCIAL, 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

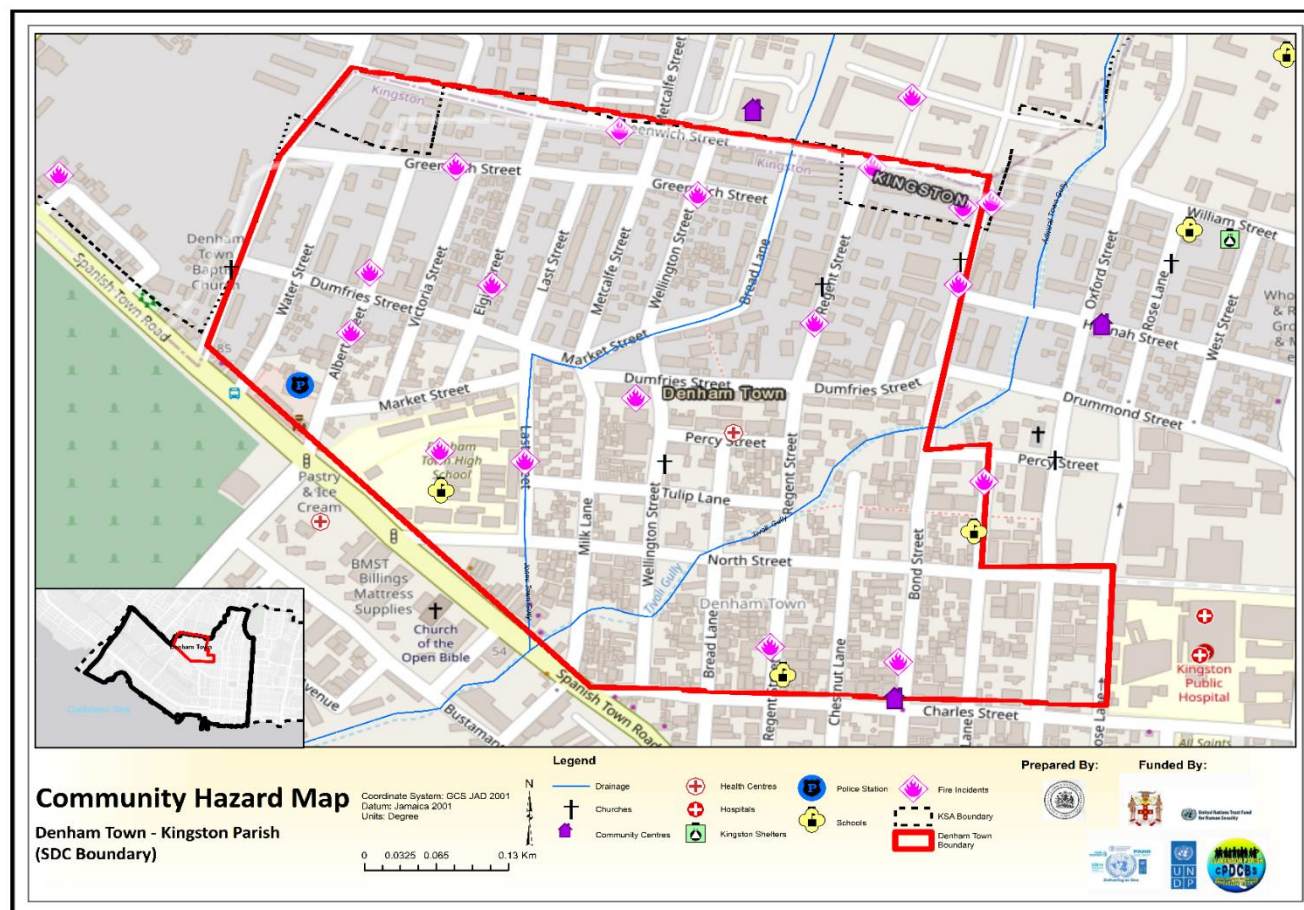
ASSET CATEGORY	ASSETS
Physical	Denham Town: - Edward Seaga Primary School, Denham Town High, Saints Annie's Primary, Saints Alban's Primary, Saints Alban's Basic, Denham Town Basic, Regent Street SDA Basic, Denham Town Health Centre, Denham Town Community Centre, Mid-Town Community Centre, St. Annie's Primary, Amha Selassie Basic School- Oxford Street, Ark of Christ Kindergarten & Prep-Metcalf Street, All Saints Infant- West Street, North Street Primary
	Hannah Town: - Edith Dalton James Basic, St John's Basic, Chetolah Mel Nathan Education Centre, Hannah Town Community Centre, St Anne's High CAP, Central Branch Infant & All Age- Slipe Pen Road.
	Tivoli Gardens: - Tivoli Gardens High, Charles Chinloy Basic, Carnival Basic School, Halibethian Basic, Kings Basic, Tivoli Gardens Community Centre, Tivoli Garden (Chin-Loe) Health Centre
	Fletcher's Land: -

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	St. Barnabas Basic School – 85-87 Love Lane, Mary Issa Pre-school/ Silver Foot (V.O.U.C.H Basic) – West Heroes Circle, Shiloh Basic - 5 Kingston Lane, St. Martins Basic – 188 Orange Street, Kingston High – 172 King Street, Hamden Basic School- Heroes Circle, Leap Centre/N, Fletcher’s Land Community Centre
Human	Skilled workers (tilers, mason, steelman, welder, mechanic, carpenter), Nurses, teachers, Doctors, architects

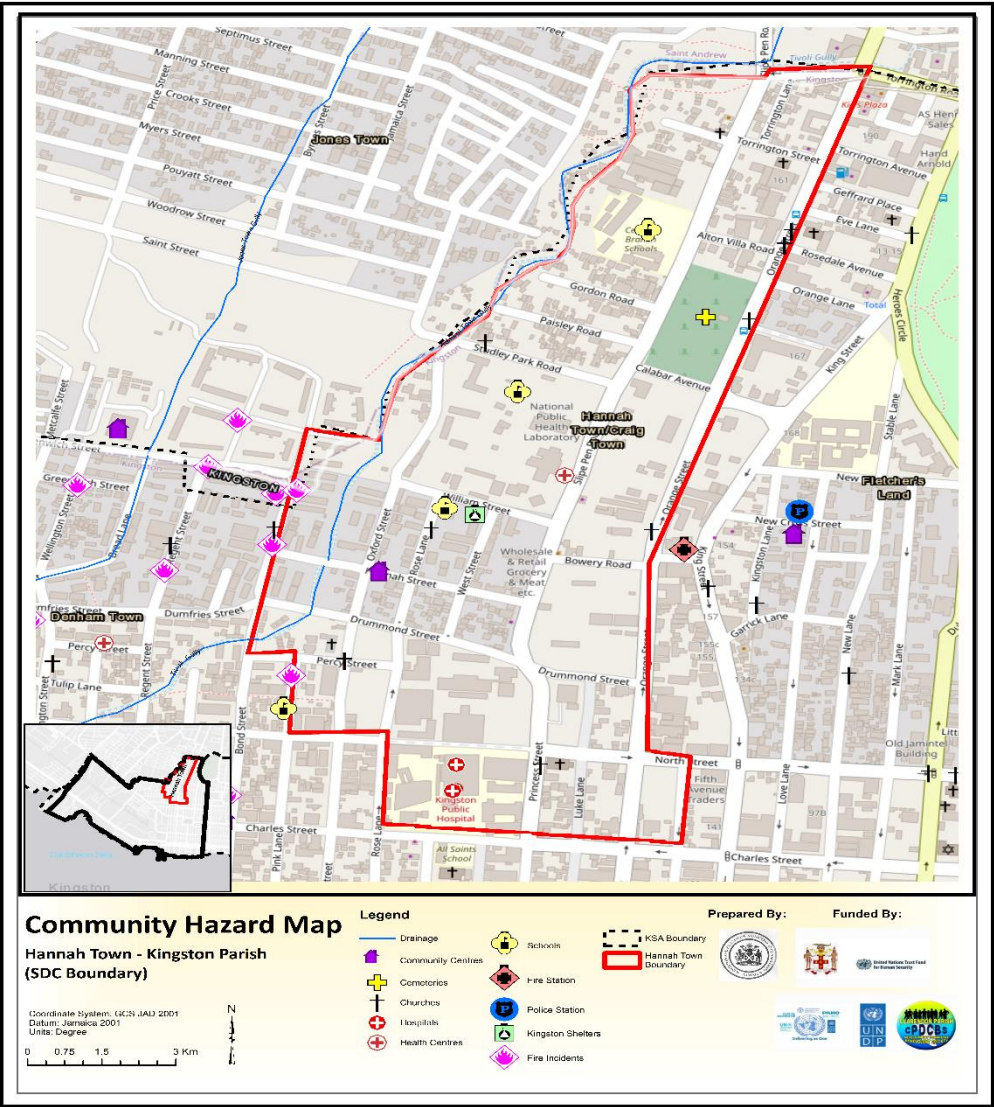
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5 COMMUNITY HAZARD MAPS



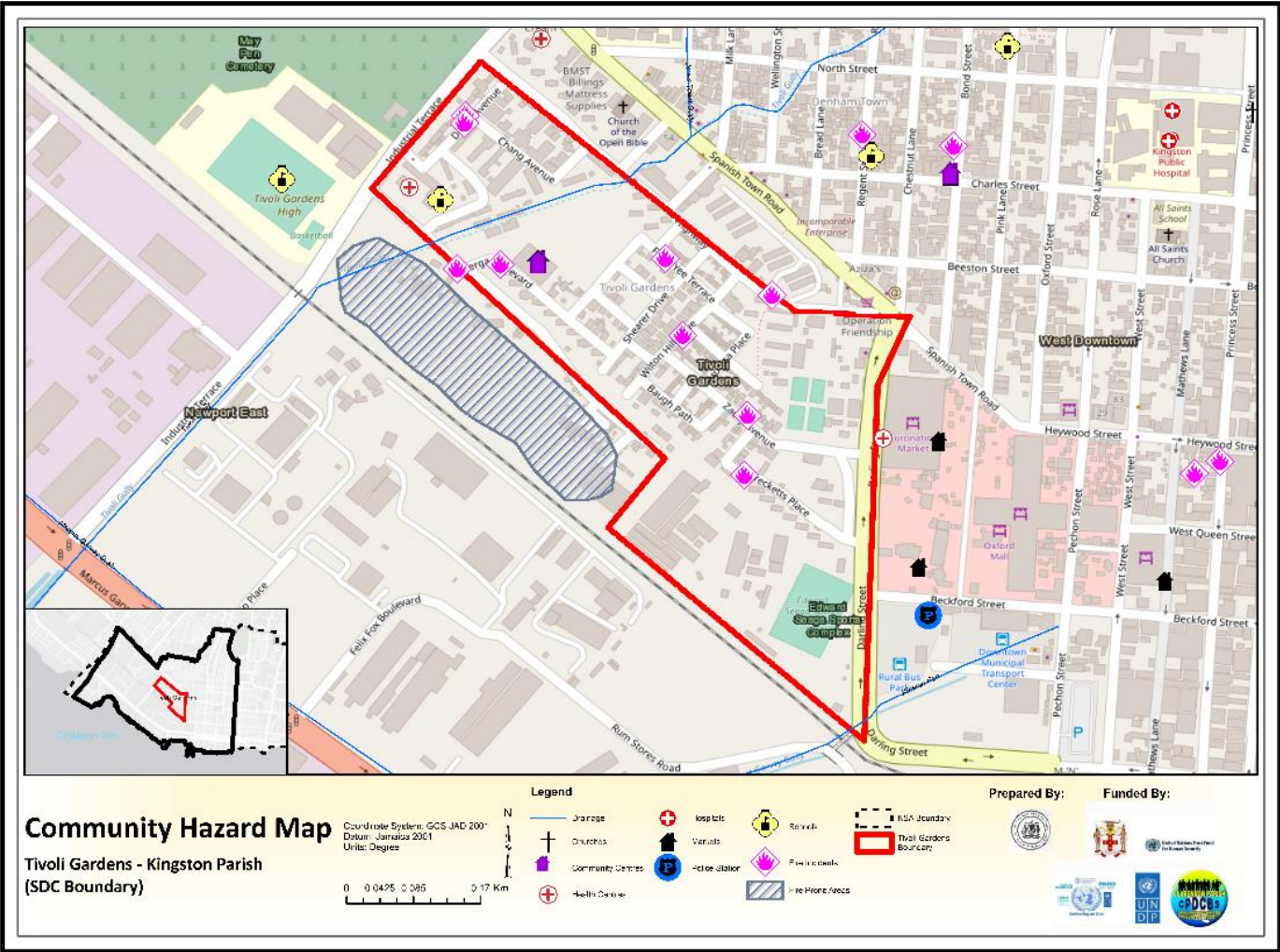
3.1 Denham Town Community Hazard Map

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3.2 Hannah Town Community Hazard Map

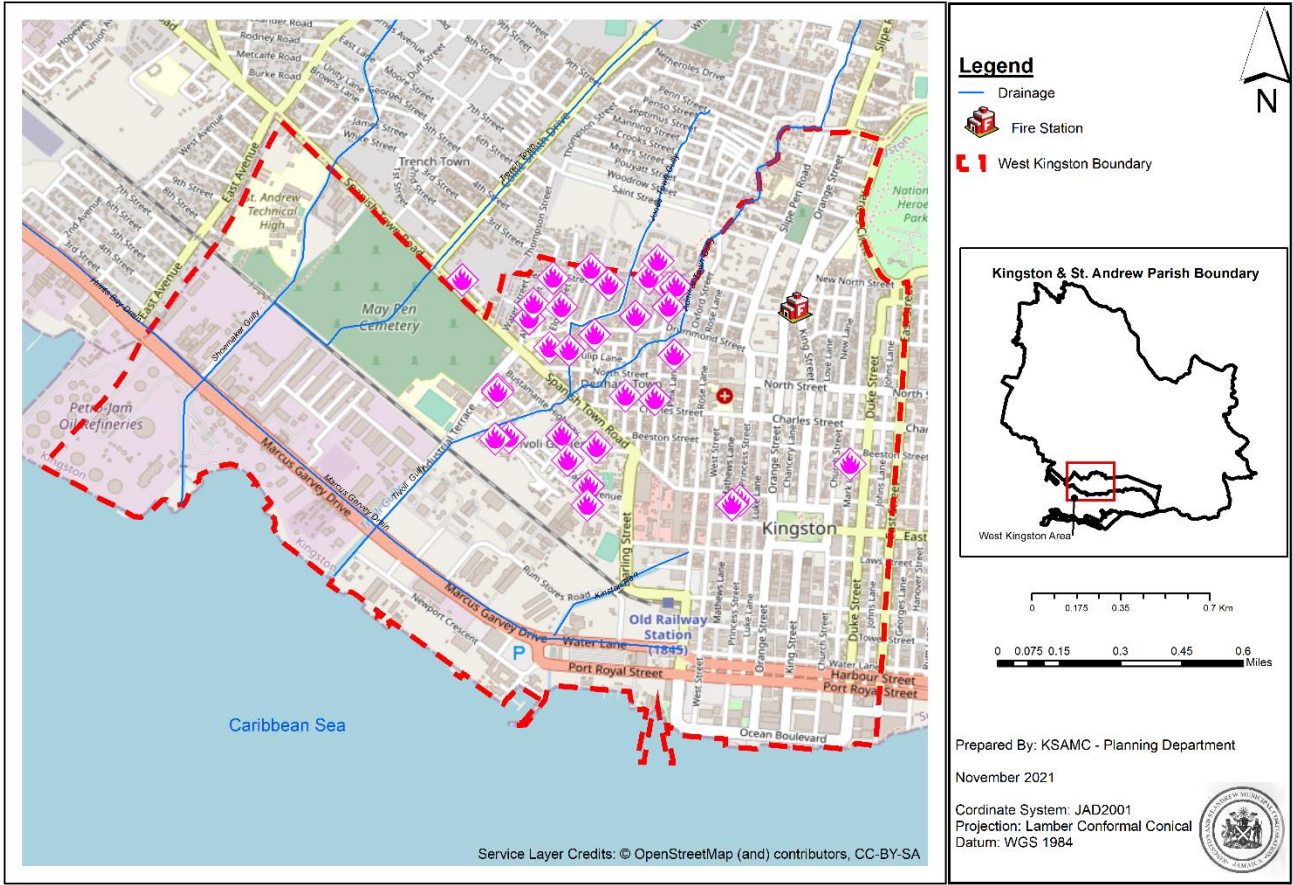
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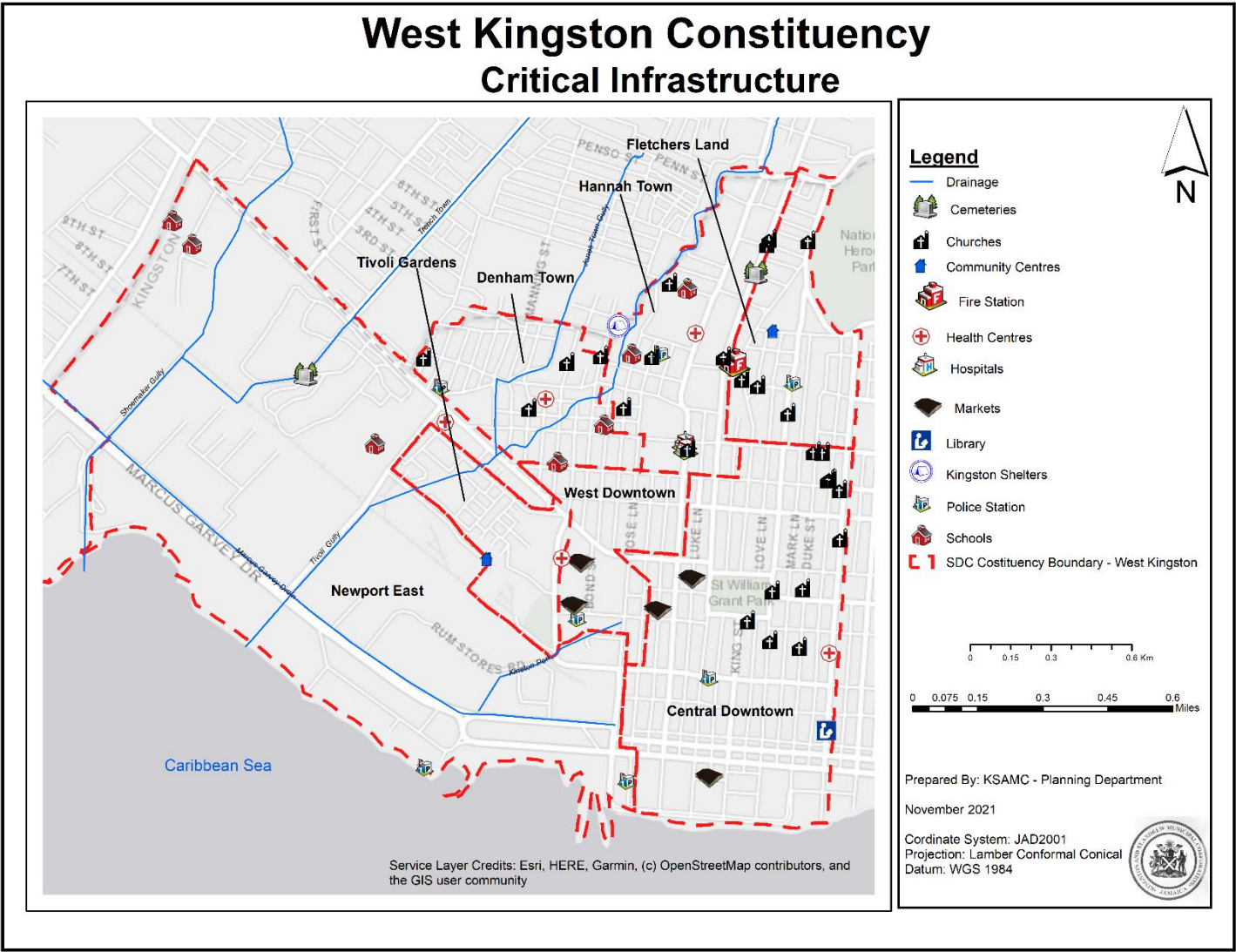
3.3 Tivoli Gardens Community Hazard Map

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Fire Hazard Incidents - West Kingston



3.4 Fire Incidents in West Kingston



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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.

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	Hurricanes	N/A	seasonal	-	Homes, churches, roads business places, trees and vegetation
	Intense Heat	N/A	Every Summer	-	Humans
CLIMATE HAZARD – FUTURE CC SCENARIO	Hurricanes	Tropical storm/ hurricane genesis, frequency and tracks are like 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.			Damage to homes and roofs
	Intense Heat	The increase in temperature over the last five years has contributed to each year being the hottest year in the records book.			

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HAZARD CATEGORY	HAZARD	PROJECTED SCENARIO WITH CLIMATE CHANGE	FREQUENCY	INTENSITY	ASSETS IMPACTED (FROM LIST)
	Drought (sometimes very significant)	N/A			Business and homes.
NON-CLIMATE HAZARD	Earthquakes	No scenarios generated	Frequent	-	Damage to homes and properties. Minor earthquakes resulting from the Blue Mountain Block of faults may cause cracks in the older structures. Major earthquake may also result in liquefaction of sections close to the southern belt of the community.
	Fire	No scenarios generated	Monthly	It spreads fast in highly populated areas	Damage to homes and property. Loss of property, Loss of livelihood

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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	Hurricanes	Houses, Road Network JPS power lines, NWC water mains, telephone network	The wind damages most home and removes zincs/shingles from the roofs of homes	Damage to homes, Damage to infrastructure	Loss of livelihood and income Disease outbreaks
	Intense Heat	Human health	Located in close proximity to an incinerator at the Kingston Public Hospital	Dehydration	Increased cost for rehydration liquids and medical costs.
	Fires	Houses, Humans, electricity posts and wires, animals.	Negligence - caused by human activity	Loss of housing, Community members getting injured, loss of	Loss of livelihoods, children cannot get to school

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HAZARD CATEGORY	HAZARD	VULNERABLE ASSET	DRIVERS OF VULNERABILITY	DIRECT IMPACTS	INDIRECT IMPACTS
			Location of houses- houses closely built with little or no space for emergency response, which assist with the spread of the fire.	lives of community members	
NON-CLIMATE HAZARD	Earthquakes	Homes, road network, JPS Power lines	Type of houses – materials used to make houses and the lack of maintenance of properties	<ul style="list-style-type: none"> » Loss of homes and lives » Loss of economic livelihood » Fires 	-
	Crime	Human Life	Lack of jobs, Unemployability	<ul style="list-style-type: none"> » Loss of economic livelihood » Loss of lives » Injury to community members 	Emotional trauma

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HAZARD CATEGORY	HAZARD	VULNERABLE ASSET	DRIVERS OF VULNERABILITY	DIRECT IMPACTS	INDIRECT IMPACTS
				» Damage to property	

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8 COMMUNITY CAPACITY ANALYSIS

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

Table 8. Community Capacity

CAPACITY	TYPE OF RESOURCE	TASK
Skills	<ol style="list-style-type: none">1. Entrepreneurs (Small & Medium sized)2. Tradesmen, plumber, mason, carpenter3. Heavy Duty Equipment operators,4. Counsellors, pastors,5. Working professionals	Tradesmen and small artisans are available to assist the community, Volunteer and Service groups may assist in the clearing of roads and blocked drains before external assistance is rendered to the community, provide counselling and welfare means.
Knowledge	<ol style="list-style-type: none">1. Hazard history of the community,2. Coping mechanisms,3. Knowledge and awareness of community's vulnerabilities and risk reduction measures,4. Evacuation procedures,5. Elements of disaster preparedness and response,6. Trained persons- First Aid, Community Fire Safety Warden, Basic Disaster Management, Fire Hose Handling & Pump	Contributed to the development of the community, education and awareness of others and identification of hazard prone areas

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CAPACITY	TYPE OF RESOURCE	TASK
	Operator, Emergency Lifts & Carries, Light Level Search & Rescue.	
Networks	Hannah Town CDC, Denham Town CDC, Tivoli Gardens CDC, Fletcher's Land CDC, MP Office	Provide human resource who will assist in moving the elderly to emergency shelters
Transportation	Taxi operators, truck operators, bikes and owners of private motor vehicle	Assist with general transportation of persons from one point to another
Building/Infrastructure	Schools/ Community Centres	These serve as emergency shelters or distribution points
Means of Care/Medical Care	Registered nurse, community health aid, nurse, Health Centres, Operation Friendship/ Ebenezer Clinic	Provide first aid service and general health care
Commercial Enterprises	Grocery Shops, Wholesales,	Provide quick access to food during an emergency

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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 consider official recommendations from Jamaican authorities on 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, 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 area(s) 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
Intersection of Wellington Street & Bread Lane	Reserved for Cultural Heritage importance

NB: Residents are encouraged not to construct structures on or near the gully banks in the community.

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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
Intersection of William Street & Rose Lane (Open Lot)	Community Park
Intersection of West Street & Hannah Street (Open Lot)	Community Park
Intersection of Slipe Pen Road & William Street (Open Lot)	Commercial
Rose Lane (behind Kingston Public Hospital)	Housing/ Car Park
Victoria Street (Open Lot)	Housing
Intersection Spanish Town Road & North Street	Commercial
1 McKenzie Drive (Old PWD Building)	Housing Solutions
Intersection of Industrial Terrace & McKenzie Drive	Walking Track
Intersection of Rose Lane & Beeston Street	Recreational Park
Orange Street (Old JPS Building)	Community Centre

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9.1.3 Areas which can be developed with Appropriate Mitigation Activities

Table 11. Special Areas for Development

The community did not identify any specific area that required appropriate mitigative activity for their development.

AREA	MITIGATION MEASURES NEEDED

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
Fire	-Community members assist each other with removing furniture and outing the fire	-Suitable but training is needed as injuries has happened in the past.	<ul style="list-style-type: none"> » Public education on fire safety » Public education on proper building practices » Equipping Community 	<ul style="list-style-type: none"> » Establish Bucket Brigade » Monitoring of derelict structures » Establish working relations with nearest fire 	Denham Town (Most Frequent Area)

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			Fire Wardens with gears and equipment	station (York Park or Trench Town)	
Hurricanes/ Storms	-Listen to the officials for warnings -Purchasing of items needed such as food, batteries, etc	-Suitable but sensitization needed for the community	» Public Education on Storms/ Hurricanes	» Establish CERT » Monitoring of vulnerable population	Entire Community
Solid Waste Management	-Containerisation of garbage -Cleaning of individual yards and tenements	More containerisation and separation of garbage required	» Social Programmes/interventions affiliated with the Zones of Special Operations	» Solid Waste Monitors have been trained throughout the community	Illegal Dump sites
Violence Flare up	Stays indoors	No	» Zones of Special Operations » Curfews	» Community members adopt shelter in place strategy. »	Entire Community

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9.2 Preparedness and Initial response

This section focuses on identifying actions to build 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 warning, among others.

9.2.1 Public education and awareness

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

Table 13. Public Education and Awareness

HAZARD	PUBLIC EDUCATION ACTION	PUBLIC EDUCATION STRATEGY	TIMELINE	RESPONSIBILITY
Fire	Fire Safety Tips	<ul style="list-style-type: none">• Erection of Community Notice Boards• Print- Information packets, Brochures, posters• Sensitization Sessions with residents• Training of Community Fire Wardens	<ul style="list-style-type: none">• Completed• Annually during Fire Safety Month• Completed	Coordinator - Public Education and fundraising

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Hurricane	<ul style="list-style-type: none"> » Hurricane safety and response » Mitigation Strategies for hurricanes 	<ul style="list-style-type: none"> » Sensitization session on hurricanes and hurricane safety » Circulate – posters, brochures 	<ul style="list-style-type: none"> » May and June during hurricane preparedness month » Annually during the hurricane season June to November 	Coordinator Public Education and Fundraising –
Earthquake	<ul style="list-style-type: none"> » Earthquake Preparedness » How to conduct drills » Earthquake response procedures 	<ul style="list-style-type: none"> » Sensitization session on earthquakes and earthquake safety » Circulate – posters pamphlets 	January during earthquake preparedness month	Coordinator Public Education and Fundraising

9.2.2 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, landslide) that may affect the community and disseminate information to the DRM Group.

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Table 14. Community Monitoring and Warning Programme

Hazards	Monitoring/Warning Method	Responsibility	Procedures
Hurricane	Listening to the radio for official information, and government social media site.	Coordinator - Public Education and Fundraising - The media	<ul style="list-style-type: none"> » The Coordinator – Public Education and Fundraising issues an alert to the zone group via SMS or internet-based messaging system » A town crier is dispatched to warn the community <p>1. Shelter managers placed on alert</p>
Tsunami	Feeling a strong earthquake that last for about one minute or more, see a sudden rise or fall in the sea exposing the ocean floor, hear a strange or loud roar coming from the sea. Receive tsunami warning message by phone, social media or commercial radio	Coordinator- Public Education and Fundraising- KSAMC Media	<ul style="list-style-type: none"> » Run away from coast and move further inland » Go the third floor or higher in the buildings » Climb a high tree » Move away from hazardous areas.

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9.2.3 Evacuation

The evacuation plan will be a guide for the community to coordinate their efforts with disseminating early warning to ensure timely and orderly evacuation of the vulnerable areas and persons. The 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
Tivoli Gardens	West along McKenzie Drive to Industrial Terrace West along Bustamante Highway to Industrial Terrace, South along Industrial Terrace	Tivoli High School	Walking distance: - By Foot or personal vehicles	Annette Irving
Hannah Town	North along Oxford Street to Williams Street	Chetolah Mel Nathan Education Institute	Walking distance: - By Foot or personal vehicles	Nicholas Campbell

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Denham Town	West along North Street towards Spanish Town Road to Denham Town High School	Denham Town High School	Walking distance: - By Foot or personal vehicles	Dellon Gayle/ Jacqueline King
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Table 16. Evacuation Procedures

ACTIVITY	PERSON RESPONSIBLE
Evaluate threat or liase with PDC/ODPEM on need for evacuation	Chairman
Alert residents on possible evacuation	Vice Chairman
Decide on timing	Coordinator – Preparedness
Ensure special needs populations assisted	Vice Chairman
Organize transportation	Vice Chairman
Identify route to be used	Assembly Point/ Evacuation Team Leaders
Ensure shelter available	Shelter Management Team Leader
Register all persons who are evacuating and their destination	Assembly Point/ Evacuation Team Leaders
Start evacuation	Assembly Point / Evacuation Team
Check that all areas safely evacuated	Assembly Point/ Evacuation Team
Inform Parish Disaster Committee	Chairman

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Table 17 shows the evacuation responsible for each evacuation zone who will monitor that all evacuation activities are being conducted. The evacuation zone responsible will contact vulnerable group responsible if needed (and vice versa). Appendix E highlights the designated shelters for the community. All persons are encouraged to carry food to last them for three days. See Appendix D for list of items needed.

Table 17. Evacuation Team

EVACUATION ZONE	EVACUATION RESPONSIBLE	VULNERABLE GROUP TO EVACUATE	VULNERABLE GROUP RESPONSIBLE
Denham Town	Jacqueline King	Elderly, disabled, homeless, single mothers with multiple children	Denham Town CDC
Hannah Town	Nicholas Campbell	Elderly, disabled, homeless, single mothers with multiple children	Hannah Town CDC
Tivoli Gardens	Annette Irving	Elderly, disabled, homeless, single mothers with multiple children	Tivoli Gardens CDC
Fletcher's Land	David Allen	Elderly, disabled, homeless, single mothers with multiple children	Fletcher's Land CDC

9.2.4 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. These exercises will allow for the testing of the disaster plan to show strengths and weakness in the capability of the community to respond during an emergency.

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Table 18. Community Preparedness Action (Training and Capacity Building)

ACTIVITY	RESPONSIBLE PERSON(S)/AGENCY(S)	TIMEFRAME
Community Emergency Response Team Refresher Workshop	KSAMC ODPEM JFB St. John's Ambulance Red Cross SDC	Ongoing
Conduct fire, earthquake and hurricane drills	Public Education and fundraising coordinator to contact ODPEM, JFB, KSAMC for assistance	February – April
Conduct first aid training and train team members	CDRMG team and Jamaica Red Cross/ St John's Ambulance	Every three years
Conduct drain cleaning	Prevention & Mitigation Coordinator (Dellon Gayle/ David Allen) to contact Municipal Corporation and community	On-going
Replenish community resources (such as first aid items and search and rescue kits)	Chairman (Jacqueline King) and Vice-Chairman (Devon Robinson) to discuss options	Portable water tank with water pumps, safety glasses, whistles, knapsack, first aid kits, bull horn, waterboots, raincoats, t-shirts, caps, emergency vests, flashlights, machetes, pliers, safety cones, helmets received by the CDRM group and safety wardens

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Make arrangements to access relief supplies	Chairman (Jacqueline King) and Vice-Chairman (Devon Robinson) CDRMG to contact Parish Disaster Coordinator for assistance	On-going
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9.2.5 Response and Relief

The West Kingston Command Centre will be located at the Mid-Town Community Centre it will serve as an assembly point for community members to garner information regarding the effect of the disaster. The districts will also operate a Command Centre at the respective community centres (Hannah Town, Tivoli Gardens, Denham Town and Fletcher's Land). The district command centres will feed information in the West Kingston Command Centre who will then channel the information appropriately. 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 West Kingston 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 West Kingston. The Denham Town Community Disaster Risk Management Group will also develop an inventory and assess damage, and where feasible, secure the perimeter of dangerous areas. West Kingston Community 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 the APPENDICES E and F.

9.2.5.1 Response

Search and Rescue/First Aid/Emergency Medical Care

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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	Nicholas Campbell – Coordinator- Response and Recovery.	Committee Chair and Vice Chair
Persons with Disabilities	Nicholas Campbell – Coordinator- Response and Recovery.	Committee Chair and Vice Chair
Single Mothers	[Nicholas Campbell – Coordinator- Response and Recovery.	Committee Chair and Vice Chair
Damaged Buildings and Houses for Occupants	Nicholas Campbell – Coordinator- Response and Recovery.	Committee Chair and Vice Chair
Check for:		
Deaths	Nicholas Campbell- Response and Recovery Coordinator	Committee Chair and Vice Chair
Injuries	Nicholas Campbell- Response and Recovery Coordinator	Committee Chair and Vice Chair
Persons in Need of Emergency Assistance	Nicholas Campbell- Response and Recovery Coordinator	Committee Chair and Vice Chair
Call for any External Assistance	Jacqueline King- Chairman	Committee Chair and Vice Chair
Update PDC, ODPEM	Jacqueline King- Chairman	Committee Chair and Vice Chair

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Update Community	Jacqueline King- Chairman	Committee Chair and Vice Chair
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Table 20. Initial Damage Assessors

ACTIVITY	PERSON(S) RESPONSIBLE
SEND OUT RAPID ASSESSMENT TEAM TO	
<i>Check on:</i>	
» Roads opened/closed	Initial damage assessment coordinator
» Roads In need of urgent repair to provide access	Initial damage assessment coordinator
<i>Power:</i>	
» Fallen lines, poles transformers	Initial damage assessment coordinator
» Live wires	Initial damage assessment coordinator
<i>Water and Sewage:</i>	
» Broken/missing water mains	Initial damage assessment coordinator
» Water available	Initial damage assessment coordinator
» Sewage pipes broken/leaking	Initial damage assessment coordinator
<i>Describe State of:</i>	
» Community	Initial damage assessment coordinator
» Schools	Initial damage assessment coordinator

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»	Clinic	Initial damage assessment coordinator
»	Church	Initial damage assessment coordinator
»	Shops and businesses	Initial damage assessment coordinator
»	Environment	Initial damage assessment coordinator

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9.2.5.2 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 Parish council.

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		KSAMC	Within 8 hours
Welfare		MLSS	Within 8 hours
Initial damage Assessment			
Buildings, utilities and infrastructure		KSAMC	Within 72 hours
Welfare		MLSS	Within 72 hours

The community will update the information once training in damage assessment is done, for the time being the Coordinator, Response & Recovery will oversee the activities. A team leader will be chosen from the training.

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9.2.5.3 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	Kingston and St Andrew Municipal Corporation – Parish Disaster Coordinator
Evacuation	Coordinator - Response and Recovery	Kingston and St Andrew Municipal Corporation – Parish Disaster Coordinator
Trucking of Water	Coordinator - Response and Recovery	Kingston and St Andrew Municipal Corporation – Parish Disaster Coordinator
Alternative Sources of Lighting	Coordinator - Response and Recovery	Kingston and St Andrew Municipal Corporation – Parish Disaster Coordinator
Search and Rescue	Search and Rescue Coordinator	Kingston and St Andrew Municipal Corporation – Parish Disaster Coordinator
Children Welfare and the Disabled	Coordinator - Response and Recovery	Kingston and St Andrew Municipal Corporation – Parish Disaster Coordinator
Initial Damage Assessment	Coordinator - Response and Recovery	Kingston and St Andrew Municipal Corporation – Parish Disaster Coordinator
Welfare Assessment	Damage Assessment Coordinator	Ministry of Labour and Social Security

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9.2.5.4 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 & Recovery
Need assistance	Coordinator - Response & Recovery
Identify members of the community in need of psycho-social support or counselling	Coordinator - Response & Recovery
Compile list and update PDC, ODPEM	Coordinator - Response & Recovery

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9.2.6 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	Before a hazard strike
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 Coordinator – Prevention, Mitigation & Adaptation	Within one month of the event
Develop the recovery plan, establishing timeframes for each activity and responsible person	Coordinator - Response and Recovery	Within 6 weeks of the event
Coordinate with the Municipal Corporation and share the recovery plan and ask for assistance with costing	Chairman	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	Within 8 weeks of the event
Get wider community buy-in and support for the implementation of the recovery activities	Coordinator - Public education and fundraising	4 – 8 weeks after event

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Identify skills and capacities that will be needed to implement the recovery projects/activities and conduct training as needed (Safer building/roof training, agriculture trainings in sustainable farming/livestock techniques, environmental protection etc)	Coordinator - Public education and fundraising	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 Coordinator – Prevention, Mitigation & Adaptation	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	ongoing

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APPENDIX A – COMMUNITY EMERGENCY CONTACT LIST

COMMUNITY EMERGENCY CONTACT LIST	CONTACT PERSON	TELEPHONE N°/EMAIL
CDRM Group President	Jacqueline King	876-837-1177
CERT President- Midtown	Jacqueline King	876-837-1177
CERT President- Denham Town	Dellon Gayle	876-312-0858
CERT President – Hannah Town	Nicholas Campbell	876-588-1948
CERT President- Tivoli Gardens	Annette Irving	876-833-1486
CERT President- Fletcher’s Land	David Allen	876-885-2750
Police	Supt Michael Phipps	876-948-6624/ 876-285-1964
Fireman	Supt Patrick Gooden	876-469-1184
Health		

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APPENDIX B – VULNERABLE POPULATION

This table will be completed as soon as the information and coordination arrangements for vulnerable population has been completed.

TYPE OF VULNERABILITY (For example, Elderly, Disability, Single mothers....)	VULNERABLE PERSON & CONTACT INFO	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT INFO	CDRT/CERT MEMBER RESPONSIBLE
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

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APPENDIX C – EQUIPMENT ALREADY AVAILABLE IN THE COMMUNITY

The table identifies the equipment and the quantity the DRM team requires. The storage locations are to be updated once they become available. Items will continue to be stored by PDC until storage arrangement has been finalised.

ITEMS	Quantity	STORAGE LOCATION	CONTACT PERSON(S) FOR STORAGE	CONTACT NUMBER
Portable Water Tank	5			
Raincoats	50			
Water Boots	50			
Batteries (D)				
Traffic Cone	25			
First Aid Kit	50			
Fire Extinguisher	25			
Water Pump	5			
Water Hoses	5			
Reflective Vests	50			
Hard Hat	50			
Safety Glasses	50			
Work Gloves	50			
Pliers	50			

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Caution Tape	50			
Bull Horn	12			
Machetes	50			

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APPENDIX D – ITEMS REQUIRED EXTERNALLY

This information will be updated when the information becomes available.

ITEMS REQUIRED	QUANTITY	SOURCE AGENCY/BUSINESS	CONTACT PERSON(S) FOR STORAGE	RESPONSIBILITY

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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 CONTCAT DETAILS
Official Shelters				
Denham Town High School	Spanish Town Road	Denham Town	Novlette Rose 876-844-4663	Donovan Hunter (Principal) 876-368-6065 Andrew McLeish (Facility Manager) 876-851-2890
Chetolah – Mel Nathan Education Institute	Along William Street	Hannah Town		Tamara Steele- Rowe (Principal) 876-844-9960
Tivoli Gardens High	Along Industrial Terrace	Tivoli Gardens	Keith Irving 876-8657981	Marvin Johnson (Principal) 876-366-3326 Christopher Murray (Ground Supervisor) 876-865-7981

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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
- » Hazardous infection diseases information posters.

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

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

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Basic Planning Assumptions

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

Concept of Operations

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

Procedures will be categorized into the following phases:

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

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

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

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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:

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Tropical Storm Watch

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

Tropical Storm Warning

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

Hurricane Watch

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

Hurricane Warning

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

Flash Flood Watch

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

Flash Flood Warning

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

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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	David Allen
2. Sensitize special needs population	Coordinator – Public Education and Fund Raising	David Allen
3. Organize how special needs population will be evacuated and transportation required.	Coordinator – Preparedness	Fray McDonald/ Richard Robinson
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator – Preparedness	Fray McDonald/ Richard Robinson
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 & Recovery	Fray McDonald/ Richard Robinson Nicholas Campbell
6. Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location.	Coordinator – Public Education and Fund Raising	David Allen
7. Identify areas in the community where high potential for infrastructure/ property damages.	Coordinator - Vulnerability & Risk Identification	Dellon Gayle

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8. Ensure DRM teams are aware of all high-risk locations in the community.	Coordinator - Vulnerability & Risk Identification	Dellon Gayle
9. Prepare areas for sheltering persons in need	Coordinator – Preparedness	Fray McDonald/ Richard Robinson
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness	Fray McDonald/ Richard Robinson
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention, Mitigation & Adaptation	Dellon Gayle/ David Allen
12. Organize mitigation and prevent projects and workdays with technical guidance from relevant agencies (with the help of the PDC).	Coordinator – Prevention, Mitigation & Adaptation	Dellon Gayle/ David Allen

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

ACTIVITIES	PERSON(S) RESPONSIBLE
1. Meet and assess the community's state of preparedness for a hurricane 1. Advise community to listen to all weather advisories	Chairman – Ms. Jacqueline King
1. Issue warning of threat 2. Alert and notify: » PDC that community DRM teams are activated » Other CBOs » Shelter Managers » Response personnel 1. Make available all relevant information on the hazard to the general community.	Coordinator – Preparedness Fray McDonald/ Richard Robinson
1. Pre-check and activate SOPs 2. Alert all trained community first aiders and search and rescue personnel. 1. Have first-aid kits prepared	Coordinator – Preparedness Fray McDonald/ Richard Robinson
Personal for families: » Make sure your family goes over the family disaster plan. » Make plans for protecting your house, especially the roof, windows and doors. » Have flashlight and extra batteries » Have portable battery-operated radio and extra batteries » Ensure provisions are put in place for emergency food and water.	Coordinator – Preparedness - Fray McDonald/ Richard Robinson Coordinator - Response & Recovery – Nicholas Campbell

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Protecting the community: » Trim dead or weak branches from trees » Clear all drains that will cause flooding	Coordinator – Preparedness - Fray McDonald/ Richard Robinson Coordinator - Response & Recovery – Nicholas Campbell
Listen to all weather advisories and information from ODPEM, MET office, and communicate with PDC.	Coordinator – Preparedness - Fray McDonald/ Richard Robinson Coordinator - Response & Recovery – Nicholas Campbell

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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 Fray McDonald/ Richard Robinson
Continue to listen to all weather advisories and reports.	Coordinator – Preparedness Fray McDonald/ Richard Robinson

A. **HURRICANE WATCH - 48 Hours before Impact**

ACTIVITIES	PERSON(S) RESPONSIBLE
1. Personal preparation food supplies 2. Securing official documents 3. Securing home and get rid of all things around the yard that can be missile in a hurricane 4. Check on neighbours that may need help	Coordinator - Response & Recovery Nicholas Campbell
Ensure the Elderly and Physical challenged are notified and assisted to prepare for event.	Coordinator - Response & Recovery Nicholas Campbell

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B. HURRICANE WARNING - 36 Hours before impact

ACTIVITIES	PERSON(S) RESPONSIBLE
1. Activate and brief all community teams and volunteers 2. Test the systems of communication within the community. 3. If cell phones are to be used ensure credit is bought 4. Ensure phones can be charged	Coordinator - Response & Recovery Nicholas Campbell
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers.	Coordinator - Response & Recovery Nicholas Campbell
1. Activate and prepare emergency shelters 2. Deploy relief and welfare volunteers to emergency shelters	Coordinator - Response & Recovery Nicholas Campbell
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary.	Coordinator - Response & Recovery Nicholas Campbell
Contact PDC and prepare to Initiate evacuation procedures for the community.	Coordinator - Response & Recovery Nicholas Campbell
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: » Food stocks/welfare items » Communications equipment	Coordinator - Response & Recovery – Nicholas Campbell Coordinator – Preparedness – Fray McDonald/ Richard Robinson

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ACTIVITIES	PERSON(S) RESPONSIBLE
<ul style="list-style-type: none"> » Manpower » Power saws 3. Refuel vehicles 	
<ul 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 & Recovery – Nicholas Campbell</p> <p>Coordinator – Preparedness – Fray McDonald/ Richard Robinson</p>

C. 24 HOURS BEFORE IMPACT

ACTIVITIES	PERSON(S) RESPONSIBLE
1. Notify PDC of activation of evacuation plan	Coordinator - Response & Recovery
1. Consult PDC on all matters relating to the activation of any or all evacuation systems.	Nicholas Campbell
Activate and test local communications links and report to PDC.	Coordinator - Response & Recovery Nicholas Campbell
<p>Brief community of activation of evacuation and persons to be evacuated:</p> <ul style="list-style-type: none"> » Review evacuation routes and gather your disaster supply kit in case you are instructed to evacuate. » Communicate assembly points and deploy marshals. 	<p>Coordinator - Response & Recovery</p> <p>Nicholas Campbell</p>

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» 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.	
» Monitor radio for hurricane warnings and public information via news releases through ODPEM and Met office.	Coordinator - Response & Recovery Nicholas Campbell
» Monitor Radios for precautionary tips together with packaged information of the activities of responding agencies.	
Alert community Initial Damage Assessment Team(s).	Coordinator - Response & Recovery Nicholas Campbell
Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster.	Coordinator - Response & Recovery Nicholas Campbell

D. 16 HOURS BEFORE IMPACT TO LANDFALL

ACTIVITIES	PERSON(S) RESPONSIBLE
1. Maintain contact with PEOC.	Chairman – Jacqueline King
2. Advise PEOC of weather conditions and state of preparedness.	Vice Chairman – Devon Robinson
3. Confirm arrival and status of evacuees in shelters.	Coordinator - Response & Recovery – Nicholas
4. Check in with standby teams and community response personnel.	Campbell

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E. THE BLOW

ACTIVITIES	PERSON(S) RESPONSIBLE
Monitor and report events as far as possible.	Chairman – Jacqueline King Vice Chairman – Devon Robinson
Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery – Nicholas Campbell

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 & Recovery Nicholas Campbell
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.	Coordinator - Response & Recovery Nicholas Campbell

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ACTIVITIES	PERSON(S) RESPONSIBLE
6. Provide PEOC with status report.	

G. Up to 48 Hours After All Clear

ACTIVITIES	PERSON(S) RESPONSIBLE
Provide initial damage survey and needs of the community	Coordinator - Response & Recovery Nicholas Campbell
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 & Recovery Nicholas Campbell
Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department. Advise community members to enter their homes with caution: » 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.	Coordinator - Response & Recovery Nicholas Campbell

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ACTIVITIES	PERSON(S) RESPONSIBLE
» If they have to step in water to reach the electric box, call an electrician for advice.	
1. Check for sewage and water-line damage.	Coordinator - Response & Recovery Nicholas Campbell
2. If you suspect there is such damage, call the NWC Company and or PDC.	
3. Advice community not to drink or prepare food with tap water until notified it is safe to do so.	

H. Up to 48 Hours to 5 Days After All Clear

ACTIVITIES	PERSON(S) RESPONSIBLE
<p>Constantly advise the community:</p> <p>» To conserve water and food.</p> <p>» To stay living at their homes if it is safe to do so.</p> <p>» To take particular care with hygiene and sanitary practices.</p> <p>» Of measures being taken with respect to provision of food and water and restoration of public utilities.</p>	Coordinator - Response & Recovery Nicholas Campbell
<p>1. Coordinate requests for and offers of assistance through the PEOC.</p> <p>2. Coordinate reconnaissance and damage assessment teams through the PEOC.</p> <p>3. Ascertain the early requirements for Government assistance in re-establishing the community.</p>	
<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>	Coordinator - Response & Recovery Nicholas Campbell

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ACTIVITIES	PERSON(S) RESPONSIBLE
Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC.	Coordinator - Response & Recovery Nicholas Campbell
<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 roadways and drains. 6. Continue to provide feedback and assistance to the community through the PDC and PEOC. 	Coordinator - Response & Recovery Nicholas Campbell Chairman – Jacqueline King Vice Chairman – Devon Robinson

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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 & Recovery - Nicholas Campbell</p> <p>Coordinator – Prevention, Mitigation & Adaptation – Dellon Gayle/ David Allen</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 – Jacqueline King</p> <p>Vice Chairman – Devon Robinson</p> <p>Coordinator – Public Education and Fund Raising- David Allen</p>
<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.</p>	<p>Chairman – Jacqueline King</p>
<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 – Jacqueline King</p> <p>Vice Chairman – Devon Robinson</p>
<p>Revise SOPs as necessary</p>	<p>Chairman – Jacqueline King</p>

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ACTIVITIES	PERSON(S) RESPONSIBLE
	Vice Chairman – Devon Robinson

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 Fellowship. Earthquakes can result in damages to community infrastructure and facilities, loss of life and property, and other incidents with varying severity from minimal to catastrophic, depending on the intensity of the earthquake. The CDRM Group shall work with government organizations, NGOs/CBOs, private sector and other stakeholders to facilitate the safety of community members. It is the intent of this SOP to maintain clearly defined procedures for before, during and after earthquake events.

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

Objectives

The concepts and procedures in this SOP are set to:

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

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Threat Assessment

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

Basic Planning Assumptions

- » At least one moderate earthquake will probably affect the country/community in the next 5-100 years.
- » CDRM Group will remain active and functional.
- » Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.
- » There is commitment and support from agencies and departments of government to assist community.
- » Community is willing to utilize their own resources in preparedness and response as far as possible.
- » CDRM Group will train and establish Community Emergency Response Team(s) (CERTs).

Concept of Operations

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

Procedures will be categorized into the following phases:

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

Phase 2: Event, Event Response, Damage Assessment

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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.

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Incident

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

Earthquake

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

Epicentre

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

After-Shock

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

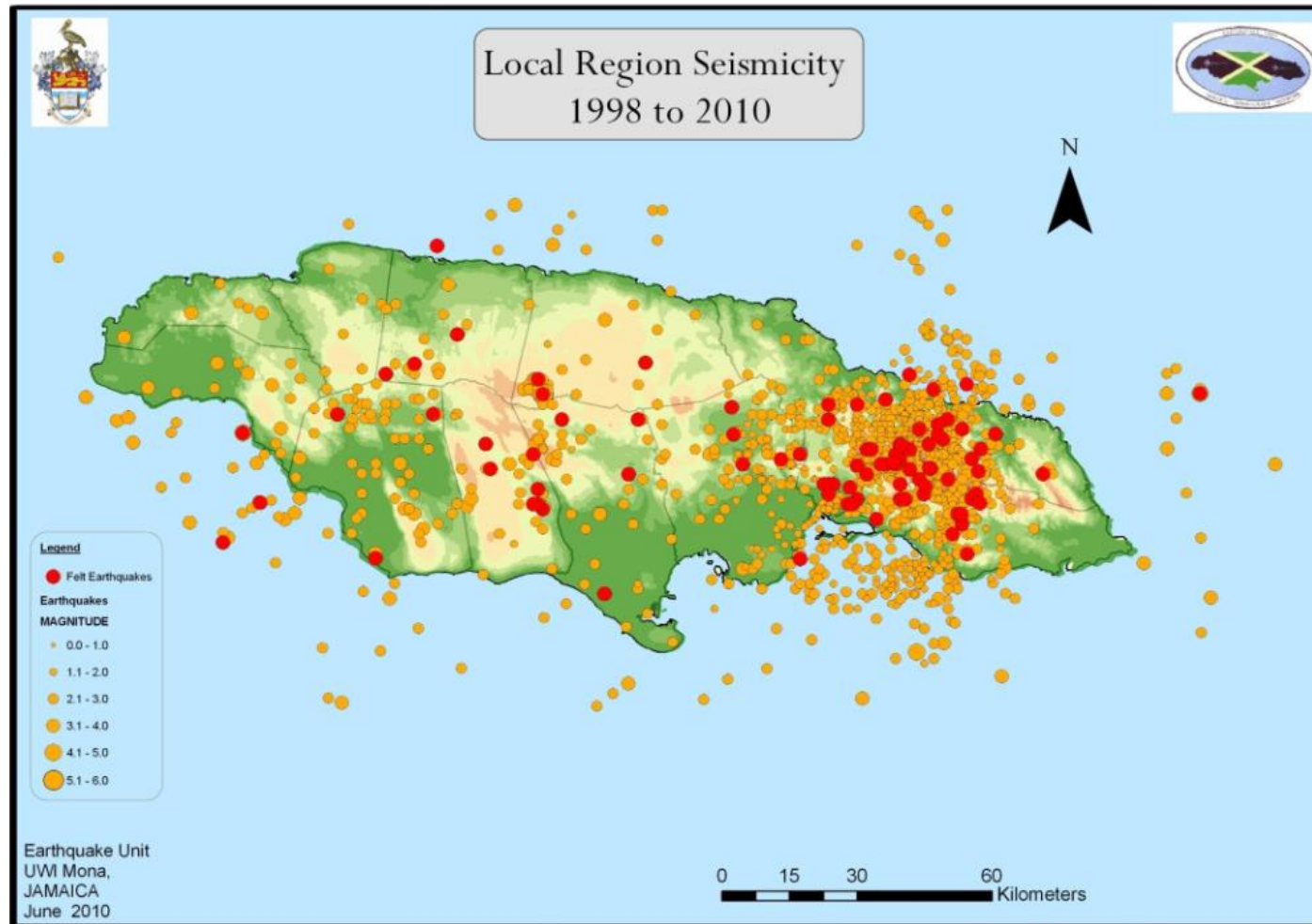
Tremor

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

Magnitude

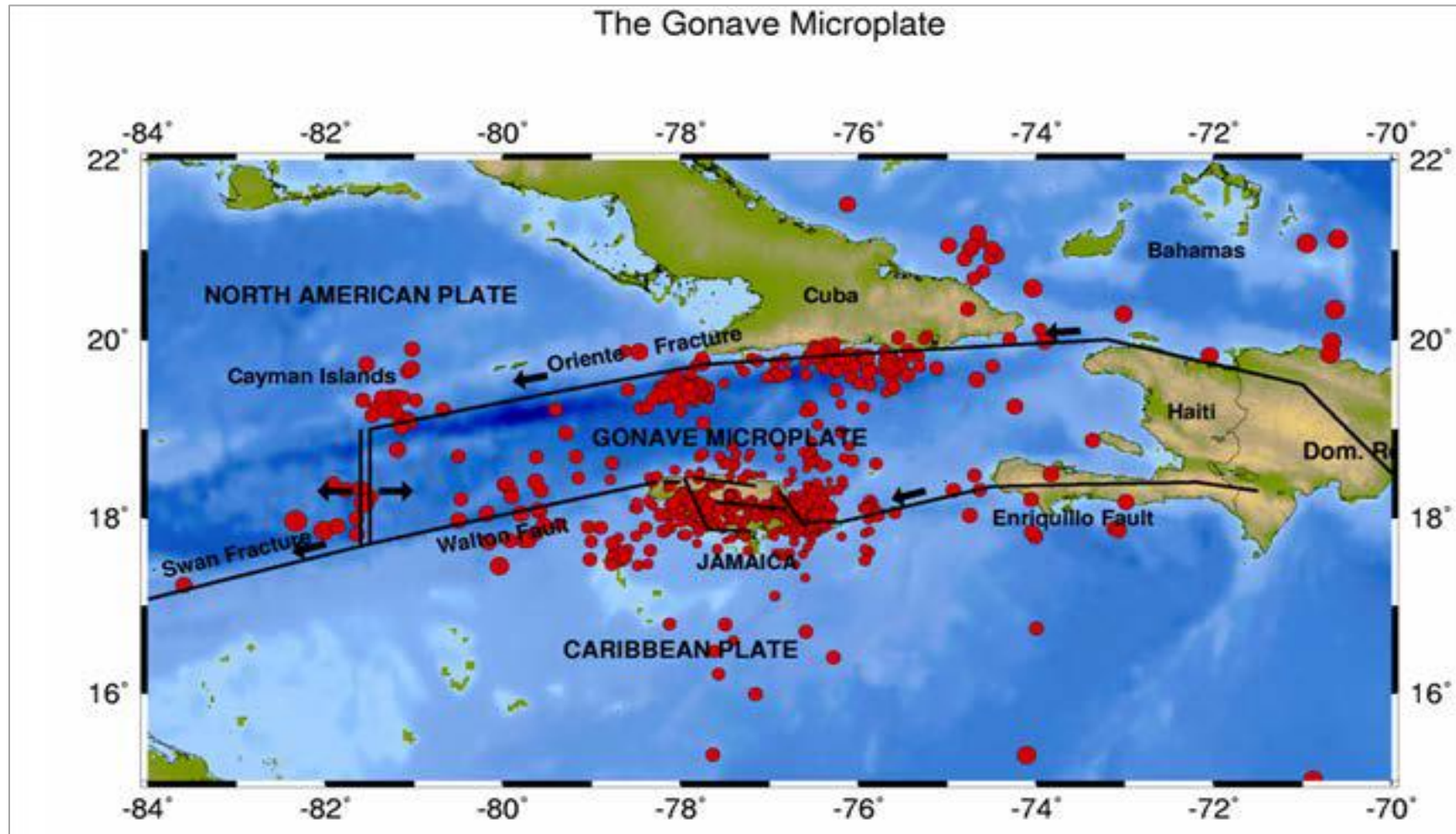
Magnitude is a measure of the amount of energy released during an earthquake. Magnitude is typically measured on the Richter Scale for the Caribbean.

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

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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	David Allen
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	Fray McDonald/ Richard Robinson
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	David Allen

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
7. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator - Vulnerability & Risk Identification	Dellon Gayle
8. Ensure DRM teams are aware of all high-risk locations in the community.	Coordinator - Vulnerability & Risk Identification	
9. Prepare areas for sheltering persons in need.	Coordinator – Preparedness	Fray McDonald/ Richard Robinson
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness	
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention, Mitigation & Adaptation	Dellon Gayle/ David Allen
12. Organize mitigation and prevent projects and workdays with technical guidance from relevant agencies (with the help of the PDC.	Coordinator – Prevention, Mitigation & Adaptation	
13. Procurement and placement of necessary response equipment and supplies for shelters – mattresses/blankets/sheets, water, first aid kits, hygiene kits, mutual aid agreements (for food), information sheets/pen, notice board, radio communications (base radio, handhelds positioned), contact list, SOP manual.	Vice Chairman	Devon Robinson
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.	Vice Chairman Coordinator – Preparedness	Devon Robinson Fray McDonald/ Richard Robinson

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
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	Annette Irving
16. Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes.	Coordinator – Prevention, Mitigation & Adaptation	Dellon Gayle/ David Allen
17. Community inventory of building quality.	Coordinator – Prevention, Mitigation & Adaptation	Dellon Gayle/ David Allen
18. Community inventory of road networks and updating of community map.	Coordinator – Prevention, Mitigation & Adaptation	Dellon Gayle/ David Allen
19. Identify alternative sources of water, sources of alternative/temporary housing solutions.	Coordinator – Prevention, Mitigation & Adaptation	
20. Put mutual aid agreements in place for emergencies such as earthquakes.	Coordinator – Preparedness	Fray McDonald/ Richard Robinson
21. Meet and assess the community's state of preparedness for an earthquake	Coordinator – Preparedness	Fray McDonald/ Richard Robinson

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
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 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	Coordinator – Preparedness Coordinator - Response & Recovery Coordinator – Public Education and Fund Raising	Fray McDonald/ Richard Robinson Nicholas Campbell David Allen
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, Mitigation & Adaptation Coordinator – Public Education and Fund Raising	Fray McDonald/ Richard Robinson Dellon Gayle David Allen

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	Jacqueline King Devon Robinson
2. Maintain contact with PEOC, Shelters and response personnel.	Coordinator - Response & Recovery	Nicholas Campbell

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
3. Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator - Response & Recovery	Nicholas Campbell
4. DRM Team Advise the Community to listen to all advisories and remain alert for after shocks	Coordinator – Preparedness	Fray McDonald/ Richard Robinson

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

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

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
9. Provide ground reconnaissance intelligence to the PDC.		
10. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC.		
11. Assist with the establishment and staffing of registration centres.		
12. Beware of downed or lose power lines. Report them immediately to the JPS, Police or Fire Department.	Coordinator - Response & Recovery Coordinator – Public Education and Fund Raising	Nicholas Campbell David Allen
13. Advise community members to enter their homes with caution: <ul style="list-style-type: none"> » Check for sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. » Check for water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/Parish Council/PEOC. » Check for gas leaks. If they smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. » Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. » If have to step in water to reach the electric » box, call an electrician for advice. 	Coordinator - Response & Recovery	Nicholas Campbell

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
14. Check for general sewage and water-line damage in the community.		
15. If you suspect there is such damage, call the NWC company and or PDC.		
16. Advise community not to drink or prepare food with tap water until notified it is safe to do so.		
17. Constantly advise the community: » 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.		
18. Coordinate requests for and offers of assistance through the PEOC.		
19. Coordinate reconnaissance and damage assessment teams through the PEOC		
20. Ascertain the early requirements for Government assistance in re-establishing the community.		
21. Coordinate the establishment, staffing and management of	Coordinator - Response & Recovery	Nicholas Campbell

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
emergency shelters for sustained use in community.	Vice Chairman	Devon Robinson
22. Encourage persons affected to stay with friends or family as first options.	Coordinator - Vulnerability & Risk Identification	Dellon Gayle
23. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC.		
24. Assist with the distribution of supplies		
25. Assist with the tracing of missing persons	Coordinator - Response & Recovery	Nicholas Campbell
26. Assist with needs assessments		
27. Assist in the provision of welfare information to persons affected		
28. Begin to effect minor repairs to critical facilities and clear roadways and drains		
29. Continue to provide feedback and assistance to the community through the PDC and PEOC.		

PHASE 3: RECOVERY

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Coordinator - Response & Recovery	Nicholas Campbell
2. Encourage community members to rebuild bearing in mind mitigation	Coordinator – Public Education	David Allen

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
measures (build back better).	and Fund Raising	
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 & Recovery	Nicholas Campbell
5. Monitor progress and ensure deficiencies are reported.		
6. 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.		
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?		
8. Revise SOPs as necessary	Chairman	Jacqueline King

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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, private sector and other stakeholders to facilitate the safety of community members. It is the intent of this SOP to maintain clearly defined procedures for before, during and after fire events.

Objectives

The concepts and procedures in this SOP are set to:

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

Basic Planning Assumptions

- » At least one major Fire will probably affect the country/community.
- » CDRM Group will remain active and functional.
- » Community members will be responsive to CDRM Group programmes, initiatives, warning and other information.

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- » There is commitment and support from agencies and departments of government to assist community.
- » Community is willing to utilize their own resources in preparedness and response.
- » CDRM Group will train and establish Community Emergency Response Team(s) (CERTs) to reduce the danger to which the community is exposed in the event of a bush or building fire.
- » CDRM actively ensure members of their community are aware of possible hazards and how to prevent, mitigate and prepare in the event of likely hazards, including fires.
- » The Jamaica Fire Brigade is recognized as the formal First Responder to fires as part of the National Emergency Response Matrix.

Concept of Operations

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

Procedures will be categorized into the following phases:

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

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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 <i>All Clear</i> , 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	Natural or man-made event that requires the action of emergency services to protect lives, goods and environment.
FIRE	Combustion or Fire is a chemical reaction or series of reactions in which heat, and light are evolved.
FACTORS NECESSARY FOR COMBUSTION	HEAT, FUEL and OXYGEN
WAYS IN WHICH HEAT CAN BE CREATED	OPEN FLAME, SPARKS, ARCS, FRICTION, CHEMICAL REACTION, ELECTRICAL
FUEL	Fuels are found in all three (3) stages of matter: SOLIDS: Cloth, Paper, Wood, Coal LIQUIDS: Gasoline, Kerosene, Alcohol, Paint GASES: Methane, Butane, Propane, Acetylene
OXYGEN	21.2 percent of the earth's atmosphere is oxygen, but only 15 percent is needed for combustion.
BUSH FIRE	A fire in the bush or in a forest area that spreads quickly and goes out of control easily.
EMERGENCY EVACUATION	The immediate and rapid movement of people away from the threat or actual occurrence of a hazard.
EXTINGUISH	To put out a flame or fire; to cause a flame or fire to cease to burn or shine.
R.A.C. E	Acronym for R escue, A lert, C ontain (confine fire and smoke) and E vacuate or E xtinguish.
P.A.S.S.	Acronym for P ull, A im, S queeze, S weep (at base of fire). Use to remind users of fire extinguishers how to properly use a CO ₂ , Dry Powder or Water fire extinguisher.

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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	David Allen
2. Sensitize special needs population.		
3. Organize how special needs population will be evacuated and transportation required.	Coordinator – Preparedness	Fray McDonald/ Richard Robinson
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 & Recovery	Nicholas Campbell

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
7. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible.	Coordinator – Preparedness	Fray McDonald/ Richard Robinson
8. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education and Fund Raising	David Allen
9. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator - Vulnerability & Risk Identification	Dellon Gayle
10. Ensure DRM teams are aware of all high-risk locations in the community.		
11. Prepare areas for sheltering persons in need.	Coordinator – Preparedness	Fray McDonald/ Richard Robinson
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, Mitigation & Adaptation	Dellon Gayle/ David Allen
14. Organize mitigation and prevent projects and workdays 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	Jacqueline King
16. Conduct Fire Drills at least once yearly.		
17. Personal for families and businesses: » Make sure your family goes over the family disaster plan.	Coordinator – Preparedness Coordinator - Response &	Fray McDonald/ Richard Robinson/ Nicholas Campbell

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
<ul style="list-style-type: none"> » All family members should know their evacuation plan. » Store important documents in fireproof box (where possible) or safe. » Houses should be safely wired. An electrical inspection should be conducted: <ul style="list-style-type: none"> ✓ For new buildings or building extensions; and ✓ For older buildings every 2-3 years; annually where rodents and termites are prevalent or where houses are located by the sea or where corrosion can take place. » Actively practice fire safety when cooking and in use of matches or flammable material, in monitoring children, when smoking, use of electrics and the wiring of buildings, etc. » Insure house/building, contents and other assets, where possible. » Have a business continuity plan (businesses). » Employees / Family members should know exit routes and what to do in case there is a fire. (Have regular drills). 	<p>Recovery</p> <p>Coordinator – Public Education and Fund Raising</p>	<p>David Allen</p>
<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 	<p>Coordinator – Prevention, Mitigation & Adaptation</p> <p>Coordinator – Preparedness</p>	<p>Dellon Gayle/ David Allen</p>

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
<p>extinguish this fire.</p> <ul style="list-style-type: none"> » 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>19. Protecting the community (businesses):</p> <ul style="list-style-type: none"> » Install smoke detectors within Business and institutions. » Exit signs must be fitted to all exit doors. Signs must be written in bold red and white background. » All buildings must have proper exits, evacuation routes and emergency assembly areas. » Encourage the usage of fire-resistant materials when building, renovating, or retrofitting structures. » Encourage the storage of combustible/ flammable materials in approved safety containers and keep away from home. 	<p>Coordinator – Prevention, Mitigation & Adaptation Coordinator – Preparedness</p>	<p>Dellon Gayle/ David Allen Fray McDonald/ Richard Robinson</p>
<p>20. Ensure each response team are equipped with the following:</p> <ul style="list-style-type: none"> » Knowledge and drills for recognizing types of fire and assessment for response. » Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary). » Sand box and shovels. 	<p>Coordinator – Prevention, Mitigation & Adaptation Coordinator – Preparedness</p>	<p>Dellon Gayle/ David Allen</p>

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
<ul style="list-style-type: none"> » Pails and water source (drum). » Fire Extinguisher (if possible). » First Aid kit. 		
21. Obtain local building codes and weed abatement ordinances for buildings near wooded areas.	Chairman Coordinator – Preparedness	Jacqueline King Fray McDonald/ Richard Robinson
22. Brief community of activation of evacuation and persons to be evacuated: <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. 	Coordinator - Response & Recovery	Nicholas Campbell

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During the fire

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

DRILLS SAVE LIVES

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

A – ALARM/ASSESS (simultaneous to immediate rescue)

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

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

ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
1. Call out ALARM - If trapped in a fire you cannot outrun it. Once a fire is detected immediately call the JPS, Police and Fire Department.	Coordinator - Response & Recovery	Nicholas Campbell
2. Once an ALARM is activated: <i>At location of fire (buildings):</i> » Building should be immediately evacuated. Do not enter a burning building.		

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

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
<ul style="list-style-type: none"> » Cut off path of fire to homes and farms, if safe to do so. » Remove animals and items that can be moved to safety, if necessary. 		
<p><i>Around the perimeter of the fire:</i></p> <ul style="list-style-type: none"> » Cordon the area and keep persons at a safe distance. » Ensure persons do not enter a burning building. » Keep the scene calm. Ensure the comfort/safety of the distraught. 		
<p><i>On exit of the building, at the assembly point or safety zone:</i></p> <ul style="list-style-type: none"> » Check for deaths, injuries and persons needing emergency assistance. » Attend to injured persons. Seek assistance for those who require serious medical intervention. » Conduct first aid and search and rescue operations as necessary » Conduct a roll call when students/ staff are assembled (institutions & businesses). » Have information on the missing and injured available for emergency personnel (fire, EMS or police) 		
<p>3. Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.</p>	<p>Coordinator – Preparedness Fray McDonald/ Richard Robinson</p>	

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After a fire

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

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.		
6. Coordinate requests for and offers of assistance through the Parish Council. » Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC. » Assist with the distribution of supplies. » Assist with needs assessments. » Assist in the provision of welfare information to persons affected.		
7. Assist with the tracing of missing persons.		
8. Begin to effect minor repairs to critical facilities and clear roadways and public spaces, if affected.		
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.		
10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.		
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).		
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.		

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ACTIVITIES	POSITION	PERSON(S) RESPONSIBLE
13. Update PDC on recovery activities by external agencies/departments/organizations.		
14. Monitor progress and ensure deficiencies are reported.		
15. 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.		
16. After Action Assessment (Community & community/agency) – to identify and share <i>lessons learnt</i> to improve future preparedness and response activities (de-briefing of incident): » 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?		
17. Revise SOPs as necessary.	Chairman	Mr. Edward Lafayette

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APPENDIX J – TERMS OF REFERENCE CDRM GROUP

CDRM Group

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

N.B

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

Executive Membership

- » Chairman
- » Vice Chairman
- » Secretary
- » Treasurer
- » Assistant Secretary
- » Coordinator – Public Education & Fundraising

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- » Coordinator – Vulnerability & Risk Identification
- » Coordinator – Prevention, Mitigation & Adaptation
- » Coordinator - Response & Recovery
- » Coordinator - Preparedness

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

Community Organization with responsibility for CDRM

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

Naming the CDRM Group

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

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Leadership the CDRM Group

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

Frequency of CDRM Meetings

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

Funding of CDRM Group and Activities

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

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

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

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

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

ODPEM:

- » ODPEM to provide the CDRM Group with technical advice for the development and review of the CDRM Plan through the Parish Disaster Coordinator.
- » ODPEM to provide the community with disaster related information through the Parish Disaster Coordinator
- » Any request for assistance or information by the CDRM Group must be 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 agencies' functions or execution of same in relation to the community.

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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 discuss with representatives from these groups (private sector, NGOs/CBOs) the possibilities of partnerships (mutual help).

Recording keeping by CDRM Group

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

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Wider Community Involvement

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

Roles & Functions of the Executive Membership for DRM

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

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

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

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

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

Coordinator – Public Education & Fundraising

- » To develop DRM public education programmes for the schools, churches, and CBOs in the community.
- » To source and distribute Disaster Preparedness brochures and other education material.

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

Coordinator – Vulnerability & Risk Identification

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

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- » Estimate expected damage in the event of a disaster.
- » Identify the vulnerable assets of the community and the associated risks.
- » Solicit support of key community members for execution of responsibilities, especially elderly and trained professionals.

Coordinator – Prevention, Mitigation and Adaptation

Duties Related to Mitigation & Adaptation

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

Duties Related to Prevention

- » To know the main areas of risk and to take steps to prevent hazard impact/exposure or detect any problems as early as possible.

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- » To assess training needs and communicate them to the Public Education Coordinator.
- » To ensure good lines of communication with all coordinators.
- » Conduct/facilitate community hazard hunts with the help of the Parish Coordinator and CDRM team.

Coordinator - Response & Recovery

- » The Response Coordinator has primary responsibility for the coordination and contractual management of the emergency response projects/initiatives.
- » Ensure that adequate needs assessments are carried out in accordance with good DRM practice.
- » Advice and support where necessary and to monitor the response.
- » Recommend relevant and appropriate training where necessary in minimum standards in emergency response.
- » Ensure systems are in place for monitoring and evaluating the impact of the disaster.
- » Takes lead in damage assessment and disaster recovery tasks.
- » Plan and organize disaster recovery activities along with the aid of the Parish Disaster Coordinator
- » Report the status of the disaster recovery activity.
- » Identifies acceptable recovery time periods.
- » Establishes disaster recovery testing methodologies.
- » Recommend disaster recovery planning and training activities.
- » Provides instructional and informational materials on how to respond during an emergency.
- » Develops and maintains SOPs for emergency/disaster response and recovery with the aid of the PDC.
- » Plan regular exercises to test community plans.
- » Monitors the effectiveness of procedures during evacuation drills and revises the procedures as necessary.
- » Maintains contact with outside sources participating in reciprocal agreements.

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- » Ensures that as new equipment, facilities, services, and systems are installed that the disaster response and recovery issues are highlighted and addressed.
- » Maintains contact with outside contingency planning professional organizations and local or regional emergency response groups.
- » Ensure and recommends establishment of CERTs as appropriate. 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 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 and inventory of the community's resources and ensure they are maintained and replenished as necessary. These include food, welfare items, equipment, 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

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- » Advocate for the establishment of community early warning or alert systems and mobilize the community to participate in the maintenance of the system

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Appendix K

Trained Community Fire Wardens

DISTRICT	NAME	CONTACT
Hannah Town	Anecia Fagan	876-590-1788
	Charmalee McLeod	876-455-1059
	Chitara Forbes	876-849-5684
	Chrishawn Solomon	876-358-0875
	Christopher Hooper	876-286-3893
	Nicholas Campbell	876-388-1948
	Oshane Jones	876-522-0279
	Rasheed Morris	876-590-1785
	Tamara Steele- Rowe	876-844-9960
Denham Town- Mid Town	Asprellia Alexander	876-426-3798
	Coery Hervin	876-889-6811
	Elijah Forsythe	876-880-0479
	Fray McDonald	876-465-2260
	John Mitchell	876-775-8748
	Marlon Duckett	876-898-4630
	Nathan Tomlinson	876-455-1644
	Oneil Henry	876-334-0644
	Ricardo Gayle	876-546-2815

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	Richard Robinson	876-841-6353
	Tahjay Dennis	876-826-0098
Denham Town- Upper	Crystal Dennie	876-510-6085
	Francine Chambers	876-227-0885/ 876-402-3719
	Julene Reid	876-401-3826
	Kadian Daley	876-880-4257
	Kenton Murray	876-791-0897
	Marcia Christian	876-363-2360
	Nadine Campbell	876-412-2995
	Patrina Williams	876-887-6711
	Suzie Wilson	876-776-9007
Fletcher's Land	Daniel Jones	876-486-0300
	David Allen	876-885-2750
	Devonte Hamilton	876-520-0070
	Jay-Shawn Brown	876-815-7044
	Kevin Wiltshire	876-416-7433
	Nicole Ramsay	876-410-3443
	Ricardo Jones	876-995-9227
	Shavar Kennedy	876-424-6583
	Steve Minto	876-591-0651
Tivoli Gardens	Maxine Love	876-436-5592

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	Milton McDermott	876-771-9856
	Sunil Morgan	876-353-6984
	Tuan Harriot	876-536-5271

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APPENDIX K – PHOTO GALLERY



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