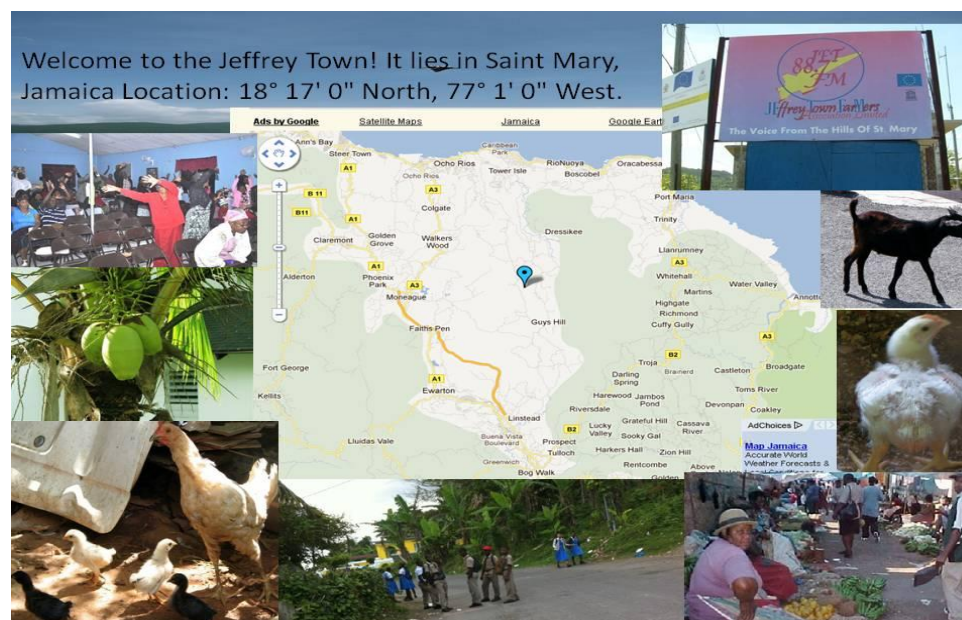




JEFFREY TOWN COMMUNITY DISASTER RISK MANAGEMENT PLAN



JEFFREY TOWN, ST. MARY



Funded by the

CANADIAN INTERNATIONAL DEVELOPMENT FUND

October 2011



TABLE OF CONTENTS

PAGE

Glossary of Terms	4
Abbreviations	7
Preamble	8
The Zonal Programme	11
Terms of Reference CDRM Group	14
Community Profile	21
SWOT Analysis	26
Disaster Risk Management Structure	28
PR Pre-Impact	
PR1 Identify hazards and coping mechanisms	31
Community Hazard Map	34
PR2 Identify hazards which may affect community in the future	35
PR3 Reducing vulnerability – corrective actions	36
PR4 Reducing vulnerability	38
PR5 Priority listing of hazards	41
PR6 Capacity and Resource Analysis	43
PR7 Areas for No Development	46
PR8 Areas for Development	46
PR9 Special Areas for Development	47
PR10 Community Mitigation Activities	48
PR11 Mitigation Activities Requiring external assistance	49
PR12 Risk Transfer	50
PR13 Training	51
PR14 Public Awareness and Education	52
PR15 Community Monitoring Programme	53
PR16 Community Early Warning system	54
PR17 Community Early warning Activity and Responsibility	55
PR18 Evacuation	56
PR19 Evacuation Routes	57

PR20	Evacuation Procedures	58
PR21	List of Official and Unofficial Emergency Shelters	61
PR22	Critical Facilities and Infrastructure	63
PR23	Preparedness Action Plan	64
PR24	Simulations and Drills	65

PO – POST IMPACT

PO1	Response Procedure	66
PO2	Initial Damage Assessment	67
PO3	Response Action Plan	68
PO4	Welfare and Relief	69
PO5	Recovery	70
PO6	Recognition of Volunteers	71

APPENDICES

<i>Appendix 1</i>	-	<i>Special Needs Population</i>	<i>72</i>
<i>Appendix 2</i>	-	<i>Emergency Supplies Available</i>	<i>75</i>
<i>Appendix 3</i>	-	<i>Emergency Supplies Required</i>	<i>77</i>
<i>Appendix 4</i>	-	<i>Stakeholder Partnerships</i>	<i>79</i>
<i>Appendix 5</i>	-	<i>Plan Development Process – Photo Gallery</i>	<i>81</i>
<i>Appendix 6</i>	-	<i>Hurricane Standard Operating Procedures (SOP)</i>	<i>83</i>
<i>Appendix 7</i>	-	<i>Earthquake Standard Operating Procedures (SOP)</i>	<i>96</i>
<i>Appendix 8</i>	-	<i>Fire Standard Operating Procedures (SOP)</i>	<i>113</i>

<i>ACKNOWLEDGEMENT</i>	<i>129</i>
------------------------------	------------

GLOSSARY OF TERMS

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

TERM	MEANING
Emergency Management:	The organization and management of resources and responsibilities for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation.
Hazard:	A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.
Hazard Analysis:	Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour.
Mitigation:	Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.
Preparedness:	Activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.
Prevention:	Activities to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters.
Recovery:	Decisions and actions taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk.
Relief/Response:	The provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.
Resilience:	The capacity of a system, community or society potentially exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure. This is determined by the degree to which the social system is capable of organizing itself to increase its capacity for learning from past disasters for better future protection and to improve risk reduction measures.

TERM	MEANING
Retrofitting:	Reinforcement of structures to become more resistant and resilient to the forces of natural hazards.
Risk:	The probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between natural or human-induced hazards and vulnerable conditions.
Structural/Non-Structural Measures:	Structural measures refer to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure. Non-structural measures refer to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk and related impacts.
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 sociopolitical environment, as defined by the respective parish.
*Zonal Committee:	Means an organised community group within a zone that has accepted the responsibilities for leading the charge of disaster management issues of the zone, has a wide cross representation of the zone and has elected officers to serve as the execute of the committee under the guide of the Parish Disaster Committee through the Parish Coordinator-Disaster Preparedness.

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

** Not from source quoted above*

ABBREVIATIONS

CBDRM	Community-Based Disaster Risk Management
CBO	Community Based Organizations
CERT	Community Emergency Response Team
CIDA	Canadian International Development Agency
DRM	Disaster Risk Management
IDB	Inter-American Development Bank
JFB	Jamaica Fire Brigade
JTFA	Jeffrey Town Farmers Association
JOAM	Jamaica Organic Agricultural Movement
JSIF	Jamaica Social Investment Fund
MLSS	Ministry of Labour and Social Security
MP	Member of Parliament
NGO	Non-Governmental Organization
ODPEM	Office of Disaster Preparedness and Emergency Management
PDC	Parish Disaster Coordinator/Committee
PEOC	Parish Emergency Operations Centre
RADA	Rural Agricultural Development Authority
SDC	Social Development Commission

Disaster Risk Management in **Jeffrey Town** will be taken on by the **Jeffrey Town Farmers Association**. The table outlines the membership of the committee and the roles and responsibility of each member is outlined in the DRM Group Terms of Reference on page 14.

PREAMBLE

Name of the Plan

The name of the plan is the “**Jeffrey Town Community Disaster Risk Management Plan**”.

Purpose of the Plan

This plan provides:

- ✚ The residents with a workable emergency system to minimize loss of life and property to prevent disasters from occurring.
- ✚ 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.
- ✚ An emergency contact list and identification of vulnerable populations living in Jeffrey Town.
- ✚ A basic guideline for the community as to who is responsible for what and who is in charge of critical functions in managing an emergency.
- ✚ An overall framework for reducing risks in the community including mitigation and preparedness.

Actors:

- Members of the Jeffrey Town Farmers Association
- St. Mary Parish Council
- Office of Disaster Preparedness and Emergency Management (ODPEM)
- Ministry of Labour and Social Security (MLSS)
- Jamaica Fire Brigade (JFB)
- Social Development Commission (SDC)
- Rural Agricultural Development Authority (RADA)
- Other stakeholders and Government agencies

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 following nine (9) districts are included in the Community of Jeffrey Town:

Jeffrey Town
Wallingford
Salisbury

Top Road
Decoy
Coffee Walk

Maiden Hall
Barker
Spring Garden

Authority

This plan was developed with the guidance and assistance of the ODPEM and the St. Mary Parish Council. Under the Disaster Preparedness and Emergency Management Act 1993, ODPEM has the responsibility for ensuring development of hazard management plans. The ODPEM also has the responsibility to collaborate with local government authorities and community based organizations in supporting disaster preparedness and mitigation.

Responsibility

The responsibility for updating and testing the plan lies with the **Jeffrey Town Farmers Association**. It is recommended that the Jeffrey Town Farmers Association review and test elements of the plan at least once per year and after every major event.

Assumptions

- There will always be a CBO in place that will continue to assume the leadership role for disaster risk management in the community
- In a disaster, utility services may be unavailable for extended periods (i.e., electricity, water, and telephone)
- 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
- The community will largely be on its own in the initial days following a disaster.
- There will be serious problems with transportation. Road closures will occur and access to outside help will not be possible.
- The community and the Parish Disaster Committee (PDC) will work together to identify and source resources to continue the development and maintenance of the plan.

Relationship to Parish and National Plans/Structure

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

THE ZONAL PROGRAMME

Disaster Risk Management at the Parish and Community Level (ODPEM'S perspective)

The parish organization structure stipulates that there be the mobilization of persons at the community level in organizations called Zonal Committees. These committees are the responsibility of the Parish Disaster Health & Welfare Sub-committee. The Parish Coordinator shall be responsible for providing secretariat support to both the committee and the zonal committees.

The Zonal Programme

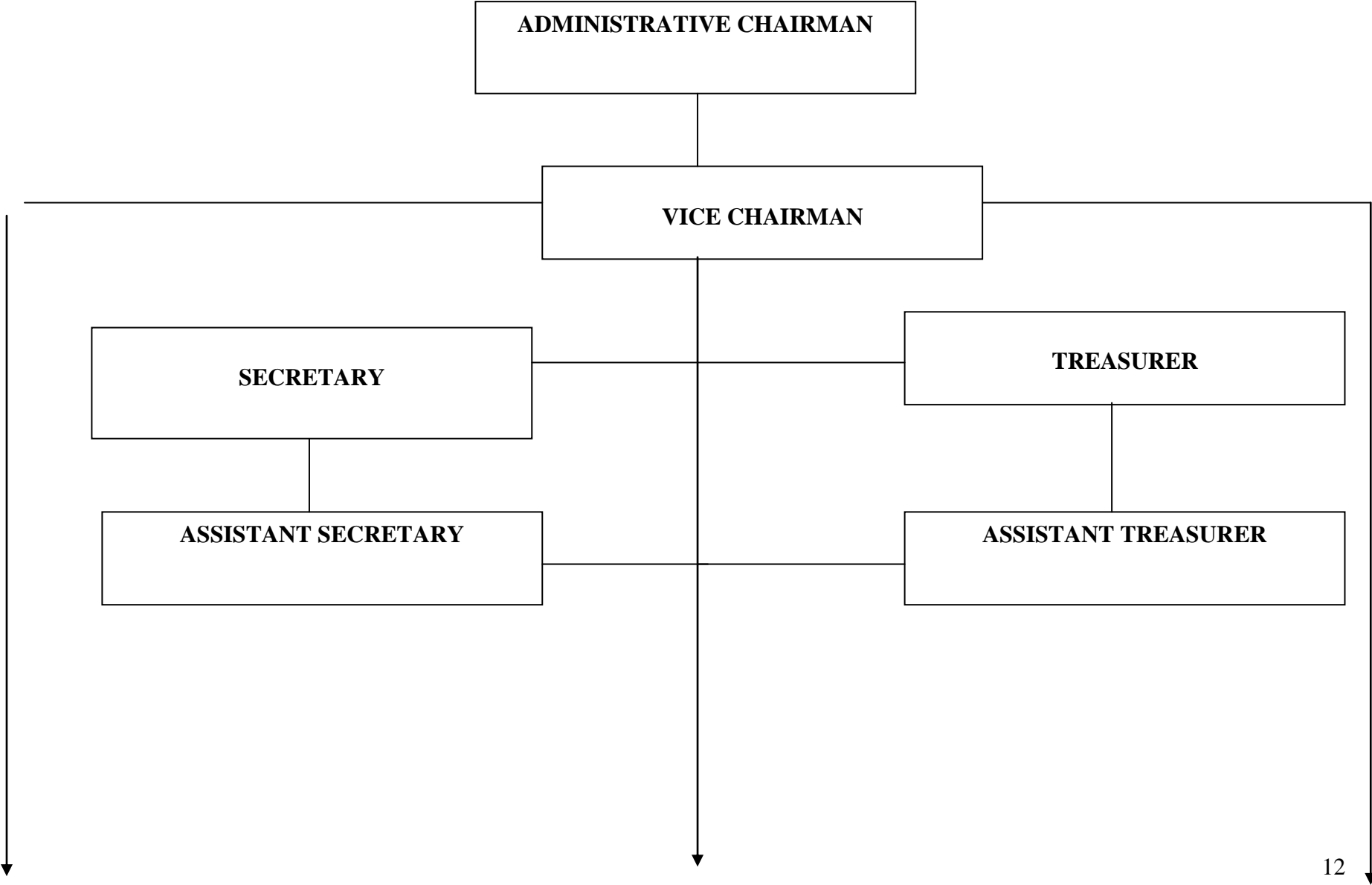
Within the National Disaster Management Framework, “The Zone” is envisaged as the smallest organized unit, outside of the family, that is empowered to prepare and respond to emergencies and disasters at the local level. The Zonal Programme conceptually represents the establishment of a formal organizational structure at the community level. This will provide an enhanced level of capacity, within communities, to prepare for and respond to emergencies/disasters at the community level.

Objectives of the Zonal Committee Programme

The objectives of the Zonal programme include the following:

- Organizing communities to prepare for emergencies/disasters utilizing local resources.
- Conduct hazard identification and analysis for communities within the zone.
- Management of emergencies and disasters utilizing local resources and other resources that may be channelled into the community.
- Develop the local capacity to survive the first 72 hours (three (3) days) of a disaster without external assistance
- Implement training and sensitization programmes as part of the preparation of local population for emergencies/disasters.
- Conduct damage assessment exercises for adverse events impacting the “zone”.
- Mobilize the community to undertake disaster mitigation programmes.

ZONAL COMMITTEE STRUCTURE



ZONAL COMMITTEE STRUCTURE CONT'D

ADMINISTRATION FINANCE AND FUNDRAISING SUB-COMMITTEE

Chair: Fund-raising Coordinator

Other members may include:

- Treasurer
- Assistant Treasurer
- (Interested members of committee and others)

PUBLIC EDUCATION HEALTH, WELFARE, TRAINING SUB-COMMITTEE

Chair: Public Education Coordinator

Other members may include:

- Vulnerability & Risk Identification Coord.
- Prevention & Mitigation Coordinator
- Preparedness Coordinator
- (Interested members of committee and others)

EMERGENCY OPERATIONS COMMUNICATIONS & TRANSPORTATION SUB-COMMITTEE

Chair: Response & Recovery Coordinator

Other members may include:

- Damage Assessment Coordinator
- Shelter Coordinator
- (Interested members of the committee and others)

TERMS OF REFERENCE CDRM GROUP CONCEPT

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 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 Zonal Committees (*background found on page* as that local/community level body with responsibilities for Disaster Management. CDRM teams are being postulated as a re-visioning of zonal groups in keeping with current Disaster Risk Reduction (DRR) initiatives. Therefore, for all intent and purposes the groups are interchangeable in name and function. Management and reduction of disaster risk being the major difference/improvement.

Executive Membership

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

The executive membership of the DRM 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 DRM Group.
- Where there is no existing CBO, the community should form the executive membership of the DRM 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 DRM 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 DRM tag should remain to indicate

Leadership the CDRM Group

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

Frequency of CDRM Meetings

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

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

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

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

ODPEM:

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

Other Technical Agencies

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

Interaction with 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 channeled through the Parish Disaster Coordinator.

- The CDRM group after formal introduction through the Parish Disaster Committee may make direct contact with political representatives regarding issues of the community. It is recommended that formal (written) communication be made as far as possible.

Interaction with Private Sector and other NGOs/CBOs

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

Recording keeping by CDRM Group

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

Wider Community Involvement

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

Roles & Functions of the Executive Membership for DRM

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

Coordinator – Public Education & Fundraising

- To develop DRM public education programmes for the schools, churches, and CBOs in the community
- To source and distribute Disaster Preparedness brochures and other education material
- To identify Community DRM Training needs and communicate them to the Parish Disaster Coordinator
- To work with the PDC and other partners in organizing training programmes in the community
- Identify sources of funding for educational and training programmes to be conducted
- Provide the Parish Disaster Coordinator (through the President) with updates and status reports on the effectiveness of training and public education and awareness programmes
- Conduct fundraising initiatives to support community DRM objectives.

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.
- Ensuring that the data can be located and retrieved by users.

- Takes lead in vulnerability assessment tasks.
- Notifying residents of vulnerable areas to disasters via the DRM Group meetings.
- Estimate expected damage in the event of a disaster.
- Identify the vulnerable assets of the community and the associated risks
- Solicit support of key community members for execution of responsibilities; especially elderly and trained professionals.

Coordinator – Prevention & Mitigation

Duties related to Mitigation

- 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 and Mitigation Action Plans for implementation with the help of the Parish Disaster Coordinator and larger CDRM.
- Recommend appropriate hazard mitigation measures for reducing the impact of a disaster.
- Review and evaluate existing hazard mitigation plans and other pertinent information, such as, urban renewal, rehabilitation, or master plans.

Duties related to Prevention

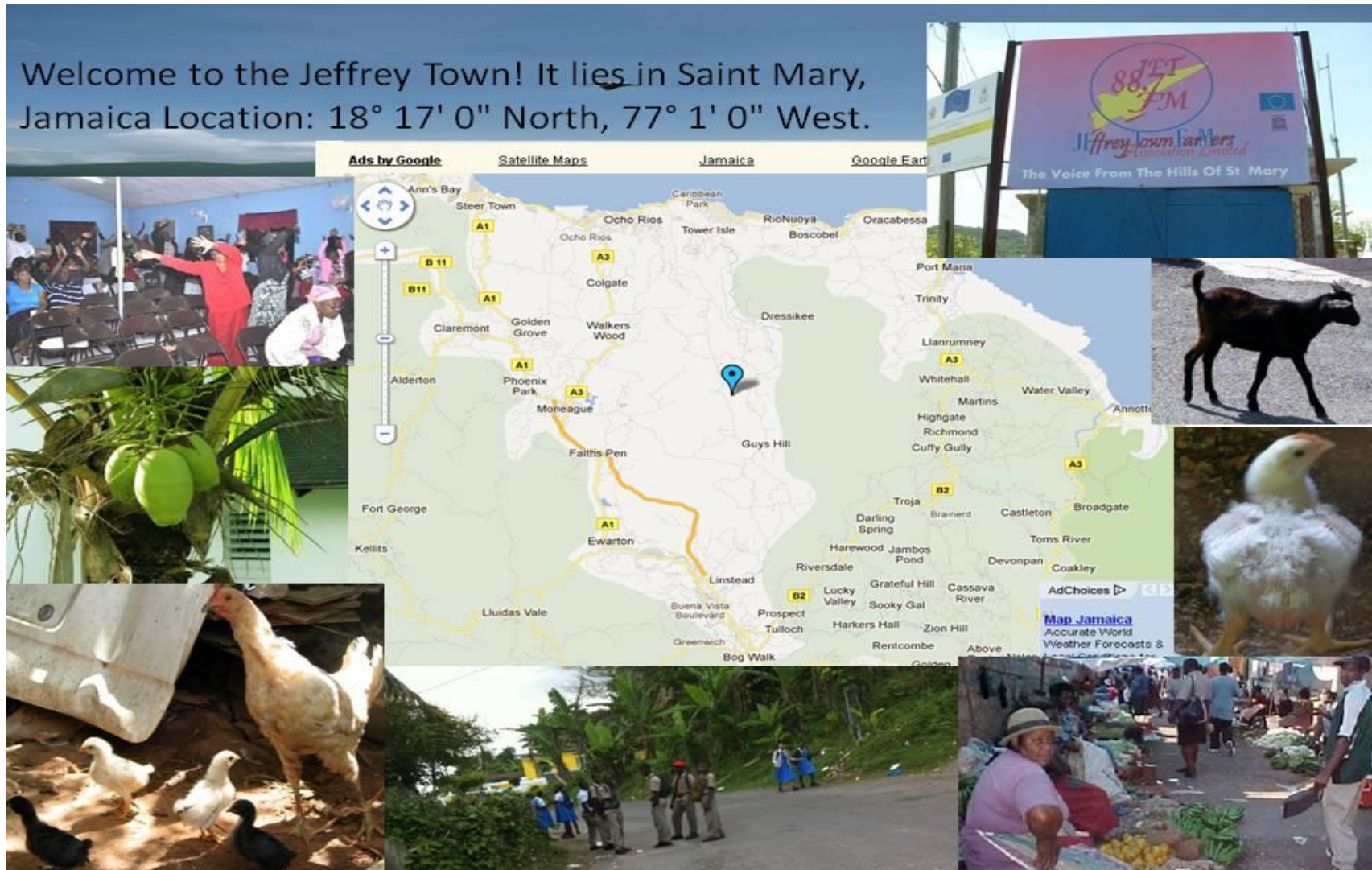
- To know the main areas of risk and to take steps to prevent hazard impact/exposure or detect any problems as early as possible.
- To assess training needs and communicate them to the Public Education Coordinator
- To ensure good lines of communication with all coordinators
- Conduct/facilitate community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

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

COMMUNITY PROFILE

Welcome to the Jeffrey Town! It lies in Saint Mary, Jamaica Location: $18^{\circ} 17' 0''$ North, $77^{\circ} 1' 0''$ West.



HISTORICAL PROFILE

The community known as Jeffrey Town is a small rural district located in the parish of St. Mary. Unknown to its residents is the origin of the name Jeffrey Town. There is no available documentation about the origin of the name of the community.

PHYSICAL PROFILE

Jeffrey Town is a small rural agricultural district in Western St. Mary. Its bordering districts include Gayle, Guys Hill, Retirement, Halifax, Lucky Hill, Maiden Hall, Pembroke Hall, Wallingford and Decoy. The community's landform varies from gentle to rapid sloped terrains. The high altitude of the area creates a cool and inviting atmosphere that seems to encourage the growth of a variety of crops and fruit trees.

The community, because of its geographical location, is accessible from many of the major towns such as Linstead, St. Catherine (15 miles away), Port Maria, St. Mary and Highgate (12 miles away). The road that leads into the area is in fairly good condition, when compared to other roads in the parish.

Lush vegetation and many fruit trees surround the community, and these residents attribute to the quality and high productivity of the soil. The physical infrastructures, for example, houses, shops, churches and schools range from fair to poor condition. This stems from the fact that many of the residents are from the lower socio-economic group. The structures are a mixture of wood and concrete and many were without inside sanitary conveniences such as toilet facility. Some residents have constructed outside pit latrine, while others make use of the outdoor areas (bushes). This unhygienic practice has become a major health issue within the area, as many now fear an outbreak of diseases associated with such an unhealthy practice.

Upon entering the Jeffrey Town community one can observe that most of the houses are located along the Jeffrey Town Road. The strategic location of the houses leaves a wide span of land that is mainly used for farming. The community comprises smaller subdivisions; these are Carter Mount (Top Road), Spring Gardens, Coffee Walk and Bottom Road (Wallingford).

ECONOMIC PROFILE

Jeffrey Town is a small farming community located in Western St. Mary hills. Farmers in this community cultivate a wide variety of crops, which form the major source of income for them and their families. These crops include breadfruit, lettuce, apples, bananas, tangerines, coconuts, peppers and irish potatoes. The survey revealed that there is a great demand and markets available for these produce. It was through this demand that many of the farmers were able to sell what little crops they were able to salvage to recover from the destruction left by Hurricanes Ivan, Dennis and Emily. The reality they state is that they have very little access to loans and grants from the People's Corporative Banks.

At present the community is in the process of planning what has become an annual event – The Breadfruit Festival. This festival started in the summer of 2004 and due to the overwhelming support and income that was generated many residents now look forward to this event.

“For everything there is a season”, and for Jeffrey Town, the month of March is very significant to the residents. This is the time when everyone is said to have money. In the community, March is referred to as “Irish Potato Month”, as large crops of potatoes come in and generate income for the resident.

However, outside of farming, the community has very little job opportunities and the seasonal nature of farming cause their income level to vary from fair to poor. This reality has compelled many of the residents to complement their farming skills with other skills in order to eke out a living. These skills include carpentry, masonry, plumbing, construction workers and mechanic. Their resilience and ambitious nature have helped many to create their own employment. These include dressmaking, barbering, market vending, operating bars and shops within the community. Those less skilled get involved in domestic work and taxi operation.

Farmers in the community are faced with the problem of praedial larceny, which seems to be on the increase. This problem is further compounded by severe weather that affected the island in 2005. Several members of the Farmers' Group stated that their contract to supply Walkers Wood with pepper is now threatened, because of the severe weather experienced by the island. The loss of plants has prevented them from fulfilling the required quota.

The Farmers' Group was identified as one of the most active groups operating in the community and as such agricultural development of the area will enhance the life chances of the residents. Therefore, there is the need for greater input from the agricultural agencies, especially in the area of technical assistance.

Notwithstanding this fact, the views expressed by some members of the group and also ex-members suggested that there is some degree of segregation and animosity within the group. This they stated stemmed from unequal distribution of farming materials, such

as tools and seeds. The fact that the farmers' group plays such a pivotal role in the community, it was recommended mediation and improved patterns of communication within the group.

SOCIAL PROFILE

This small district has a low crime rate and as such the increasing trend of praedial larceny has become a major issue of concern. The residents described their community as peaceful, friendly environment where people care about each other. The Farmers' Group that began in 1991 is today the only active group in the community. At present the community is in the process of forming a youth group. This effort is being spear-headed by Mr. Wordsworth Gordon, a very prominent figure in the community.

There is no active citizens association in the community. There are three schools operating in Jeffrey Town – two basic schools and one primary school. The primary school is constructed using containers.

A survey conducted revealed that high levels of truancy also exist within the community. This the residents attributed to the following reasons: (i) parents not able to afford taxi fare (ii) some of the parents are uneducated and do not see the importance of school and (iii) many of the children just do not want to attend school. Schools attended by community's children are Wallingford Primary, Luck Hill Primary, Guys Hill Primary, Guys Hill High School and Tacky High School. There is one small health clinic, which operates in the community, however, this clinic is said to be inadequately staffed.

Social capital included high levels of trust, cohesiveness, love of community and willingness to participate in community planned activities. These qualities will be very useful in efforts geared towards community building process.

The rating of the variables, job opportunities and skills training opportunities were consistently indicated to be very poor. However, other residents were able to point out that a HEART/NTA, training centre was located in Lucky Hill – four miles away and that Jeffrey Town residents could access this centre.

The residents' concept of leader and leadership were as follows: caring and helpful to others, a good organizer and planner, approachable and fair, trustworthy and unselfish. With these qualities in mind, they were able to identify these individuals – Mr. Wordsworth Gordon and Mrs. Ivy Gordon, Mrs. Shelia Stewart and Mr. Ronald Stewart and Mrs. Evelyn Timberlake.

The residents' estimation of the community's population again brought forth the question of community awareness. They estimated the population to be 3,000 – 5,000.

DEVELOPMENT PROFILE

Several residents expressed genuine interest in participating and working towards the development of the community. The nature of the community, coupled with its geographical location, show that it has great potential for extensive development in agriculture. This will therefore require educating, training and equipping the farmers with more technologically advance forms of farming such as tissue culture and experimenting with new crops. This kind of diversity should help to stimulate the interest of the young generation and aid in sustaining agriculture in the community. The skilled human resources present in the district are strengths of the community and utilizing this skills bank could be an available option.

The community members listed and ranked their major concerns as follows:

MAJOR ISSUES OF CONCERN	RANK/LEVELS OF PRIORITY
Better water supply to the area	1
Lack of employment	2
Better quality houses	2
Pradial Larceny	3
Need for technical assistance	4
Lack of landline telephone service	5
Refurbishing of the primary school	6
Poor Health Centre	7
Proper playfield	8

Source of information for Community Profile: “Community Profile of Jeffrey Town, St. Mary” – Author Unknown - Undated

COMMUNITY'S SWOT (Strength Weakness Opportunity Threats) ANALYSIS

An assessment of the community's strengths, weaknesses, opportunities and threats is vital to identify the internal capacities and the issues or problems which endanger the ability of the community to effectively reduce the vulnerabilities faced. The strengths and weaknesses are internal factors to the community, whilst the opportunities and threats are external forces that can be positive or negative for the community, respectively.

STRENGTHS

- Solar/Wind powered community radio station
- Wireless internet access
- Warm, friendly people
- Social capital
- Many natural springs
- Small scale agro-processing
- Greenhouse farming
- Organic farming (1 of 12 demonstration sites and member of Jamaica Organic Agricultural Movement (JOAM))
- Two time winners of Michael Manley Award for self-reliance
- Multiple Award winning community
- Community water distribution project and several other projects

WEAKNESSES

- General unemployment
- Political divisiveness and inequity in representation
- Politics in churches based on denomination
- Large scale landslide at Wallingford – Roads, houses, land at risk
- Lack of adequate drainage control
- Praedial Larceny

OPPORTUNITIES

- Funding opportunities through donor agencies
- Fresh water fish rearing in “one acre” pond and “Basco” pond
- Expansion of agro-processing through REDDY project (JSIF)
- Composting of farm waste
- JET Radio present opportunities for youths eg. Training, broadcasting, technicians
- Titling of factory site through LAMP Project

THREATS

- Funding pool dries up
- Interest rate escalating – destabilization of the economy
- De-forestation – contributes to land slippage, drainage problem, erosion
- Praedial larceny
- Climate change
- Migration – “brain drain”

Disaster Risk Management (DRM) Organizational Structure

The Disaster Risk Management in **Jeffrey Town** will be taken on by the **Jeffrey Town Farmers Association**. The table outlines the membership of the committee and the roles and responsibility of each member is outlined in the DRM Group Terms of Reference in *on page 14*.

Jeffrey Town Farmers Association - Disaster Risk Management Committee Executive

EXECUTIVE MEMBERSHIP POST	NAME	TELEPHONE	ADDRESS	EMAIL
President	Mr. Wordsworth Gordon	356-8271	Top Road, Jeffrey Town P.A.	wordsworth.p@gmail.com
Vice President	Mr. Orane Brown	855-0403	Coffee Walk, Jeffrey Town P.A.	
Secretary	Mrs. Ivy Gordon	823-3057	Top Road, Jeffrey Town P.A.	
Assistant	Ms. Romae Ormsby	370-4761	Top Road, Jeffrey Town P.A.	
Assistant (Disaster Preparedness)	Ms. Camille Tummings	445-0025	Barker, Jeffrey Town P.A.	
Treasurer	Mr. Stanley Archer	377-8903	Top Road, Jeffrey Town P.A.	
Assistant	Mrs. Ivy Gordon	823-3057	Top Road, Jeffrey Town P.A.	
Public Relations Officer	Ms. Hilda Townsend	352-6828	Top Road, Jeffrey Town P.A.	
Public Education Coordinator	Mr. Kesna Bailey	816-2293	Maiden Hall, Guys Hill P.O.	
Assistant	Ms. Antoinette Wellington	422-3447	Jeffrey Town, Jeffrey Town P.A.	
Fundraising Coordinator	Mr. Wordsworth Gordon	356-8271	Top Road, Jeffrey Town P.A.	
Assistant	Mr. Kesna Bailey	816-2293	Maiden Hall, Guys Hill P.O.	kesnaleopoldbailey@yahoo.com

EXECUTIVE MEMBERSHIP POST	NAME	TELEPHONE	ADDRESS	EMAIL
Vulnerability & Risk Identification Coord.	Mr. Wordsworth Gordon	356-8271	Top Road, Jeffrey Town P.A.	
Assistant – Vulnerability & Risk Co.	Mr. Lincoln Small	463-1881	Arcadia Housing Scheme, Gayle P.O.	
Prevention & Mitigation Coordinator	Ms. June Paddyfoot	867-2725	Top Road, Jeffrey Town P.A.	
Assistant	Mr. Headley Small	425-5447	Wallingford, Guys Hill P.O.	
Response & Recovery Coordinator	Mr. Wordsworth Gordon	356-8271	Top Road, Jeffrey Town P.A.	
Assistant	Mr. Carlton McLaren	387-6042	Decoy, Guys Hill P.O.	
Assistant	Mr. Ainsworth Forsythe	865-8687	Wallingford, Guys Hill P.O.	
Assistant	Mr. Stanley Archer	377-8903	Top Road, Jeffrey Town P.A.	
Assistant	Mr. Kesna Bailey	816-2293	Maiden Hall, Guys Hill P.O.	
Preparedness Coordinator	Ms. Novlette Marsh	484-4014	Barker, Jeffrey Town P.A.	
Assistant	Mr. Orane Brown	855-0403	Coffee Walk, Jeffrey Town P.A.	
Assistant	Ms. Dennesha Cormack	408-4843	Jeffrey Town, Jeffrey Town P.A.	
Assistant	Mr. Milton Moncrieffe, Jr	269-6897	Top Road, Jeffrey Town P.A.	
Shelter Coordinator	Ms. Antoinette Wellington	422-3447	Jeffrey Town, Jeffrey Town P.A.	
Assistant	Ms. June Paddyfoot	867-2725	Top Road, Jeffrey Town P.A.	
Damage Assessment Coordinator	Mr. Kesna Bailey	816-2293	Maiden Hall, Guys Hill P.O.	
Assistant	Mr. Headley Small	425-5447	Wallingford, Guys Hill P.O.	
Assistant	Mr. Carlton McLaren	387-6042	Decoy, Guys Hill P.O.	

EXECUTIVE MEMBERSHIP POST	NAME	TELEPHONE	ADDRESS	EMAIL
Parish Disaster Coordinator	Mrs. Yolande Jankie	877-9548	St. Mary Parish Council Port Maria, St. Mary	stmarydisasterpreparedness@yahoo.com
Regional Disaster Coordinator	Mrs. Allison Gordon	350-4398	ODPEM 2-4 Haining Road Kingston 5	odpemnorth@yahoo.com

DISTRICT COORDINATORS

DISTRICT	COORDINATOR	CONTACT #	ADDRESS	E-MAIL
Jeffrey Town	Ms. Antoinette Wellington	422-3447	Jeffrey Town P.A.	
	Mr. Carlton Irons	453-3815	Jeffrey Town P.A.	
Wallingford & Maiden Hall	Mr. Kesna Bailey	816-2293	Maiden Hall, Guys Hill P.O.	
	Mr. Headley Small	425-5447	Wallingford, Guys Hill P.O.	
Salisbury & Coffee Walk	Ms. Dennesha Cormack	408-4843	Salisbury, Jeffrey Town P.A.	
	Mr. Orane Brown	855-0403	Coffee Walk, Jeffrey Town P.A.	
Top Road & Spring Garden	Ms. Hilda Townsend	352-6828	Top Road, Jeffrey Town P.A.	
	Ms. June Paddyfoot	867-2725	Top Road, Jeffrey Town P.A.	
Decoy	Mr. Wayne Reynolds	806-3636	Decoy, Jeffrey Town P.A.	
	Mr. Carlton Jones	847-7493	Decoy, Jeffrey Town P.A.	
Barker	Ms. Camille Tummings	445-0025	Barker, Jeffrey Town P.A.	
	Mr. Raymond Cox	351-0003	Barker, Jeffrey Town P.A.	

HAZARD HISTORY

History of Hazards and Coping Mechanisms

The hazard analysis provides a detailed timeline account of the disaster history and significant events that happened in the community of Jeffrey Town and includes the impact as well as the coping strategy and/or mechanism.

Table PR1: Historical Overview of Disasters

HAZARD, YEAR	IMPACT	HOW DID COMMUNITY COPE?
Hurricane Charlie, 1951	House in Top Road lost its roof and windows were blown away Ground produce uprooted Animals died	Affected persons sheltered with neighbours and Royal Palm Leaves (Bunna) used to make roof Salvaged produce buried for preservation Injured animals were slaughtered and “corned” and smoked on “Creng Creng” to be preserved
Drought, 1974	Crops destroyed, animals died, animals suffered malnutrition, dehydration Food and water shortage	Carried water from spring and gullies on head Food provided by government at collection points A lot of roasted food such as banana and plantain was consumed. Cane was juiced to provide drink and used as sweetener
Flood, 1979	Many animals died, landslides occurred, rivers overflowed their banks, fish and shrimp washed on road, houses split in two, farms destroyed, graves destroyed	Residents ate the fish and shrimp that washed from the river, affected persons sheltered with neighbours, community cooking – shared resources, members planned rehabilitation strategy – citizens help each other - “day for day” (all concentrated on one persons farm per day, then the favour is rotated)

HAZARD, YEAR	IMPACT	HOW DID COMMUNITY COPE?
Hurricane Allan, 1980	Crops destroyed, fruit trees blown down, roofs blown off	Affected persons sheltered with neighbours and family members, citizens helped each other to rebuild, banana farmers were compensated by Banana Growers Association
Hurricane Gilbert, 1988	Trees destroyed, fruits flown off trees, houses destroyed, zinc blown off roofs, loss of electricity, landslides, hike in food price, long lines for food, no leaves were left on trees, trees died, no water in community for a long time, several roads were blocked	Affected persons sheltered with neighbours, corned chicken as means of preservative, persons rebuilt with zinc gathered from other places in community, persons went to emergency shelter, fruits blown off trees were eaten and used in a variety of ways, some persons sheltered under beds and cellars, young bananas were covered on ground until they were mature, battery radios, kerosene lamps, flashlights, bottle torch were used. Bamboo joints and calabash were used as vessels to drink water. Persons boiled and sold water.
Hurricane Ivan, 2004	Roofs flown off, trees fell on houses, loss of electricity, food spoiled, blocked roads	Chicken farmers corned chicken as means of preservative and give some away, affected persons sheltered in schools and churches, power saw operators assisted in clearing roads
Hurricane Dean, 2007	Loss of crops, vegetables, loss of electricity, trees fell and blocked roads	Farmers replanted crops, generators used
Tropical Storm Gustav, 2008	Loss of crops, vegetables, loss of electricity, trees fell and blocked roads	Farmers replanted crops, generators used
Tropical Storm Nicole, 2010	Destroyed banana, plantain, fruit trees, landslides occurred, electricity was out for almost 1 week.	Kerosene lamps, flashlights were used. Persons were charged \$100 to charge phones at Jet FM using solar energy

HAZARD, YEAR	IMPACT	HOW DID COMMUNITY COPE?
Fire, 1999	Jeffrey Town Primary School was destroyed	Students and teachers merged with Wallingford Primary school, Jeffrey Town Full Truth Deliverance Centre Church was used to house the younger children
Fire 2003	House destroyed at Maiden Hall	Family temporarily lived in the Maiden Hall Seventh-Day Baptist Church house. Family eventually received housing unit from Food for the Poor

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

- **The need to take the necessary precautionary measures**
- **The importance of proper garbage disposal**
- **Trees need to be trimmed at the start of the hurricane season and cuttings disposed of properly**
- **Families need to have emergency plans and supplies in storage**
- **Communities need to identify available resources prior to an event and have the necessary contact lists.**

[illegible]

Identification of Future Hazards

Table highlights the future hazardous events or changes in circumstances which may alter prevailing conditions in the community. Detailed consideration of the location and number of exposed households, physical infrastructure and critical facilities and their exposure to the different hazards is identified.

Table PR2: Future Hazards

HAZARD	POSSIBLE IMPACT
Untreated water	Water borne diseases
Landslides	Blocked roads and bridges, loss of houses, loss of lives, residents ability to travel, affect the transportation of goods and services, loss of crops and soil
Flood	Severe damage to roads, houses, farms, land, loss of lives
Fire	Loss of life and property
Hurricane	Loss of life and property, loss of livestock
Earthquake	Loss of life, severe damage to buildings and other infrastructure
Drought	Loss of life, severe damage to farms, loss of animals, loss of livelihoods
Improper use of pesticides and herbicides	Endanger the lives of humans and animals, pollution of the environment Sickness

Identification of Community Vulnerability, Possible Impact and Corrective Actions to Reduce 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 exposure of the different assets within the community to hazards.

Tables PR3: Vulnerability Summary Possible Impact and Corrective Actions to Reduce Community Vulnerability

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Untreated water	People living in community	Water borne diseases	Chlorination of pipe water Treat water from Joe Spring Connect water from main supply Public Education, boiling of water
Landslides	Roads, bridges, houses, people, farms	Blocked roads and bridges, loss of houses, loss of lives, residents ability to travel, affect the transportation of goods and services, loss of crops and soil	Tree planting, repair to weak infrastructure, constructing of retaining walls.
Flood	Roads, houses, people, farms	Severe damage to roads, houses, farms, land, loss of lives	Proper channeling of water, proper land husbandry to control water, proper harness and use of run-off from roofs, draining of ponds, public education
Fire	People, buildings, farms, vegetation	Loss of life and property	Public education on fire safety, fire hydrants, fire stations
Hurricane	People, buildings, farms, infrastructure	Loss of life and property, loss of livestock	Public education, retrofitting roofs, mitigation measures
Earthquake	People, buildings, infrastructure	Loss of life, severe damage to buildings and other infrastructure	Public education, build according to standards, practice earthquake drills, conduct earthquake hazard hunt

HAZARD	VULNERABLE ASSET	POSSIBLE IMPACT	CORRECTIVE ACTION/ACTIVITIES
Drought	Farms, trees, animals, people	Loss of life, severe damage to farms, loss of animals, loss of livelihoods	Public education, water conservation, preserve trees, construction of community tanks to harness water during heavy rains
Improper use of pesticides and herbicides	Animals, people, crops	Endanger the lives of humans and animals, pollution of the environment Sickness	Public education on proper use of herbicides and pesticides

Reducing Community Vulnerability

The vulnerabilities identified above can be addressed and the impact of the hazards reduced if the appropriate actions are employed. It is important that corrective actions be put in place as the table above shows that the value of the assets exposed is significant.

As most hazards cannot be controlled, the following corrective activities/actions were identified to reduce the environmental, social/economic, health related and political vulnerability of the community and the resources needed to achieve this objective.

Table PR4: Reducing Vulnerability

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
▪ Environmental		
Improper garbage disposal	Having community awareness meetings, distribute fliers, place garbage disposal drums, skips, etc. in community	Garbage bins, skips, fliers, National Solid Waste Management Authority, Parish Council
	Outreach/public education through community meetings, Parent Teachers Association Meetings and Club meetings	
Burning of Fire Coal	Reduce deforestation, replant trees	Trees from forestry department
Improper disposal of human waste	Encourage persons to build toilets – seek assistance from external sources	Habitat for Humanity, Food for the Poor
	Have awareness meetings and seminars through community groups and organizations	Community Groups
Improper farming practice resulting in landslide	Seek assistance from external agencies in land husbandry	RADA extension officers to offer training in correct farming practice
Blocked drains and gullies resulting in the breeding of mosquitoes	Cleaning of trenches and drains Vector Control Programmes Have community persons assigned to maintain drain	Tools and equipment from St. Mary Parish Council and other non-government organizations

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
▪ Social/Economic		
Idle Youth	Computerized remedial reading classes Public Education and community meetings	Computers/programme, human Venue – JET FM/ etc.
Praedial Larceny	Get the idle hands occupied through praedial larceny reduction programme. Use ticket book system and public education	Human resource: citizens, police, ticket book
▪ Health Related		
Malaria, Dengue Fever, Typhoid, Leptospyrosis, Cholera, Sinusitis, Asthma	Proper disposal of cans and garbage, sorting of garbage, Public education	National Solid Waste to conduct public education and training
D. Political		
Disunity in community	One-to-one discussion Joint Public Education Forum Social events such as Breadfruit Festival Sporting Activities	Human Resource from both political parties Coordinators of Community Associations
Lack of knowledge on the purpose of the Farmers Association (Political Stigma attached to group which is “unreal”	Public Education of the Association in an effort to dispel unreal perception	Team members from associations
Denomination – one does not support the other Denominations identified: <i>Seventh-Day Baptist</i> <i>Seventh-Day Adventist</i> <i>Baptist</i> <i>New Testament Church of God</i> <i>Church of God of Prophecy</i> <i>Full Truth Deliverance</i>	Public education and training in bringing teams together. Training such as Shelters and Shelter Management Invite members of churches to workshops and meetings	St. Mary Parish Council ODPEM Personnel from Churches

VULNERABILITY	CORRECTIVE ACTIVITIES/ACTION	RESOURCES NEEDED
<i>First Holiness Apostolic Free Baptist</i>		

Priority Listing of Hazards

The objective is to rank the main hazards affecting the community. The hazards were listed in the first column and then the likelihood that the hazard may occur in any given year was assigned a number using the “**probability of occurrence**” scoring system in the second column. In the other columns, the impact of each hazard on the community was identified using the “**impact**” scoring system below.

IMPACT
High - 3
Medium - 2
Low - 1
None - 0

PROBABILITY OF OCCURRENCE
Very Likely - 3
Likely - 2
Unlikely - 1

FORMULA TO DETERMINE TOTAL: Total impact on community x probability of occurrence

Table PR5: Priority Listing of Hazards

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON COMMUNITY					
		PEOPLE	BUILDINGS	INFRASTRUCTURE	CRITICAL FACILITIES	LIVELIHOODS	TOTAL
Untreated water	3	3	0	0	3	1	21
Landslide	2	2	1	3	1	1	16
Flood	2	2	1	3	1	2	18
Fire	2	2	2	1	1	2	16
Hurricane	3	3	3	3	3	3	45
Earthquake	2	2	2	2	2	2	20
Drought	3	3	2	2	2	2	33
Improper use of pesticides and herbicides	3	3	1	1	2	2	27

Community Resources and Capacity Analysis

Having prioritized the hazards above, the community's capacities to cope and manage disasters was assessed and a listing of the resources and capacities of **Jeffrey Town** are provided below.

- *Skills*
- *Knowledge of :*
 - Hazard history of the community
 - Coping mechanisms
 - Knowledge and awareness of community's vulnerabilities and risk reduction measures
 - Early warning systems
 - Evacuation procedures
 - Elements of disaster preparedness and response
 - Trained persons- light search and rescue, first aid, initial damage assessment, shelter management, psycho- social support
- *Network*
- *Transportation*
- *Schools/ Churches/Other Buildings*
- *Medical Care*
- *Means of Communication*
- *Commercial Enterprises*

Table PR6: Community Resources and Capacity Analysis

CAPACITY	TYPE OF RESOURCES	TASK
Skills	Farmers	Provision of food, assist other farmers in providing labour and technical assistance, provision of plants/seedlings to farmers who may have lost their farms during a disaster
	Electricians	Assist community members in checking the wiring of their homes, assist with repairs at the emergency shelters
	Construction Workers/Carpenters	Assist in reinforcing buildings prior to a disaster, assist in the reconstruction of buildings/houses after a disaster, provide voluntary service, assist in providing building materials (donations)
	Teachers	Assist children with homework, assist in the shelter management programme (managing the shelter and teaching children in shelter), assist in public education programme, temporarily take home children affected by disasters and teach them (based on parental consent)
	Nurses	Assist in the following areas: Basic first aid and medical treatment, health service at the emergency shelter
	Business persons	Assist in fundraising activities, provide building material, provide food and other emergency supplies
	Plumber	Assist in the following areas: emergency shelter, general members of the community
	Welder	Assist in repairing emergency vehicles, general service to the community
	Cabinet Maker	Assist in the repairing of furniture damaged during a disaster, assist at the Emergency shelter
	Power Saw Operators	Assist in the following areas: clearing of roads, trimming of trees

CAPACITY	TYPE OF RESOURCES	TASK
Transportation	Motorbikes	Assist in emergency transportation – taking messages, small supplies, small quantities of food, etc.)
	Bicycles	Assist in emergency transportation – taking messages, small supplies, small quantities of food, etc. to the needy)
	Cars	Assist in emergency transportation – taking messages, small supplies, small quantities of food, etc. to the needy)
	Vans	Assist in emergency transportation – taking persons to hospital, transporting food and other emergency supplies, evacuation process
	Trucks	Assist in emergency transportation – taking persons to hospital, transporting food and other emergency supplies, evacuation process
Medical Care	Nurses	Provide basic health service to the community during an emergency, assist with public education programmes, assist in first aid training, provide first aid items.
	Community Health Aids	Provide basic health care, assist in emergency shelter operations, assist with public education programmes
	Public Health Inspectors	Monitor threats of disease outbreak, conduct assessment of potential breeding sites for mosquitoes, rodents, etc., assist with public education programme
Building/Health	Jeffrey Town Health Centre	Serve as medical post in time of emergency
Schools/Churches/Other Buildings	Listed in critical infrastructure	
Means of Communication	Telephone (Cell)	Day-to-day and emergency communication
	Word of Mouth	Daily and emergency communication
	Motor vehicle	Assist in the relocation of residents, transportation of emergency supplies, transportation
	Runner	Emergency communication as required.
	Internet	
	Community Radio Station (JET FM)	

CAPACITY	TYPE OF RESOURCES	TASK
Commercial Enterprises	Hay's Hardware Store	Offer line of credit through the Farmers Association and other community members upon recommendation/guarantee
	McLaren's Hardware	Line of credit to community members
	Wholesale Supermarket	Availability of foods and other emergency supplies (credit line may be possible)
	Shops & Bars	Source of food supplies
Networks	RADA	Provide training, seeds and other assistance (under available programme)
	JAS	Provide seeds, tools and other materials to members
	Jamaica National Bank, Scotia Bank	Provide loans/grants to community members
	Digicel Foundation	Providing of grants (Clinic) to community
	EFJ	Funding of community projects in agriculture and disaster mitigation
	Chase Fund	Assist in funding the Clinic
	CIDA	Assist with the development of community business plan and the funding of drought and flood mitigation project.
	UNDP – Global Environment Facility Small Grant Programme	Assist with the funding of community disaster mitigation projects
	St. Mary Parish Council	Provide technical assistance on community projects
	Social Development Commission	Assist with training and planning
	Office of Disaster Preparedness and Emergency Management (ODPEM)	Provide technical assistance, facilitate training assist with community disaster risk management activities

MITIGATION

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

Areas Which Should Not Be Developed

The following areas in *Table 7* below were identified by the community as being unsuitable for future development because these areas are vulnerable to natural hazards.

Table PR7: Areas for No Development

AREA	REASON FOR NO DEVELOPMENT
Wallingford, Barker (Section)	Landslide/shifting of soil area

Table PR8: Zoning: Identify what type of development will be permitted where in the community

AREA	TYPE OF DEVELOPMENT WHICH WOULD BE SAFE
One Acre Pond, Top Road (drained, cleared and construct water channel and harness water)	Could be used for fish farming
Bascoe Pond, Wallingford (drained, cleared and construct water channel and harness water)	Could be used for fish farming

Areas Which Can Be Developed With Appropriate Mitigation Activities

These are “special areas” in the community which could be developed or could be made safer if certain mitigation activities were implemented.

Table PR9: Special Areas for Development

AREA	MITIGATION MEASURES NEEDED
Salisbury Playing Field and Salisbury Property	Basic and Primary School and Playing field (plans in progress), Housing development, Establishment of a cemetery
Top Road (“The Green”)	Children’s recreational area
Decoy Property	Housing Scheme, Farming, Processing plant, packaging and distribution centre
Maiden Hall Conference Centre	Skills Training Centre, Evening Institute, Home Work Centre, HEART/NTA Training Centre
Jeffrey Town Primary School	Refurbished and used as a community centre

Community Mitigation Activities

The following are some activities that the community can do itself to reduce the impact from hazards.

Table PR10: Community Mitigation Activities

HAZARD	ACTIVITY	TIMEFRAME
Untreated water	Public Education Campaign	January
Landslide	Tree and grass planting	February
Flood	Community clean up day, public education	July
Fire	Public Education (distribution of brochures, public forum inviting the fire department to address the matter of fire safety, Fire Drills	January
Hurricane	Assist neighbours in battening down (organize community teams), drain cleaning workday	April
Earthquake	Public Education (pamphlet distribution, public broadcast, public forum – invite qualified builder to address the group)	January
Drought	Public education on how to store water, conservation tips, recycling of water, public education on mulching and drip system for farmers	May
Improper use of pesticides and herbicides	(Requires external assistance)	As available

Mitigation Activities Requiring External Help

The mitigation activities are beyond the scope of the community and as such require external assistance for successful implementation.

Table PR11: Mitigation Activities Requiring External Help

HAZARD	ACTIVITY	AGENCY
Untreated water	Trucking of water to districts without the service	Parish Council, National Water Commission
Landslide	Construction of retaining walls, gabion baskets	St. Mary Parish Council, National Works Agency
Flood	River training, drain cleaning, redesigning of drainage system to harness water run-off (from Jeffrey Town to Barker and from Top Road to Wallingford)	St. Mary Parish Council, National Works Agency
Fire	Having a fire station in Gayle Extinguishing of fires Erecting of fire hydrants in the community	St. Mary Parish Council, (community to seek funding/partnership - JSIF, DIGICEL Foundation, CHASE Fund), Jamaica Fire Brigade
Hurricane	Retrofitting of government buildings (schools and community centre)	Ministry of Education
Earthquake	Retrofitting of government buildings (schools and community centre, Health Centre)	Ministry of Education, Ministry of Health
Drought	Trucking of water,	Jamaica Fire Brigade
Improper use of pesticides and herbicides	Training / public education (printed material distribution), recorded information from RADA and broadcast on JET FM	Rural Agricultural Development Authority

PR12: Risk Transfer

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

INFORMAL risk transfer options	▪ Community Partner Scheme
	▪ Funding through citizens associations/youth clubs dues and contributions
	▪ Income from fundraising events
FORMAL risk transfer options	• Insurance attached to mortgage
	• Insurance of personal property
	• Insurance through Credit Unions

PR 13: TRAINING

Community Member/Team	Area of Training	Provided by	Who responsible to Organize	Time Frame	Cost
CDRM Team, other committee members	Basic Disaster Management	ODPEM/ Parish Council	Mr. Wordsworth Gordon	February	To be Determined
Committee Executive members and other interested persons	Project Proposal Writing	SDC/ Parish Council	Mr. Wordsworth Gordon	February	-ditto-
All shelter managers and other interested persons	Shelter Management	ODPEM Parish Council	Mr. Kesna Bailey	March - May	-ditto-
Damage Assessment Team and other interested persons	Initial Damage Assessment	ODPEM Parish Council	Mr. Kesna Bailey	April	-ditto-
All interested persons (Search and Rescue team members compulsory)	First Aid, CPR	ODPEM Parish Council Red Cross	Ms. Novlette Marsh	April - June	-ditto-
CDRM Team members and other interested persons	Light Search and Rescue	ODPEM Parish Council Fire Brigade	Ms. Novlette Marsh	January	-ditto-

PR14: PUBLIC AWARENESS AND EDUCATION

Hazard	Public Education Action	Public Education Strategy	Timeline	Responsibility
Untreated water Landslide Flood Fire	Town Hall meeting	Town cry, letters to churches and schools, house-to-house visitation	January – December	Mr. Kesna Bailey Ms. Antoinette Wellington
	Setting up of information tents/booth	Partnering with other stakeholders when they are having fairs etc.	January - December	Mr. Kesna Bailey Ms. Antoinette Wellington
	Distribution of Pamphlets and posters	Using schools, other events, business places, use of notice boards (post office, schools, church, etc.	January – December	Mr. Kesna Bailey Ms. Antoinette Wellington
	House-to-house visits	Visit houses in specific communities and distribute pamphlets and other material	January – December	Mr. Kesna Bailey Ms. Antoinette Wellington
Hurricane Earthquake Drought Improper use of pesticides and herbicides	Town Hall meeting and invite resource persons	Town cry, letters to churches and schools	January – December	Mr. Kesna Bailey Ms. Antoinette Wellington
	House-to-house / one-to-one contact/information sharing	Visit houses in specific communities and have dialogue	January – December	Mr. Kesna Bailey Ms. Antoinette Wellington

PREPAREDNESS AND INITIAL RESPONSE

Monitoring

Table PR15: Community Monitoring Programme

SITUATION	RESPONSIBILITY
Hazards or dangerous situations in the community	Mr. Lincoln Small, Ms. June Paddyfoot, Mr. Headley Small
Listening to the radio for official information	Ms. Hilda Townsend, Mr. Kesna Bailey, Ms. Antoinette Wellington
Liaising with Parish Disaster Committee and Coordinator and ODPEM	Mr. Wordsworth Gordon

Warning

The community must be alerted to the possibility of a threat or dangerous situation. **Table 16** identifies the traditional warning systems to be used by residents to warn of impending disasters- hurricane/flooding, landslide, storm surge and fire for protection of the community.

Table PR16: Proposed Community Early Warning System

HAZARD	PROPOSED WARNING	RESPONSIBILITY (for alerting DRM Team)
Fire	Wallingford Baptist Church Bell Siren set up at JTFA Building to alert residents of emergencies	Mr. Wordsworth Gordon Mr. Orane Brown
Flood	Wallingford Baptist Church Bell Siren set up at JTFA Building to alert residents of emergencies	Mr. Wordsworth Gordon Mr. Orane Brown
Hurricane	Wallingford Baptist Church Bell Siren set up at JTFA Building to alert residents of emergencies	Mr. Wordsworth Gordon Mr. Orane Brown

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

Table PR17: Early Warning Activity and Responsibility

ACTIVITY	RESPONSIBILITY	MEANS
Warn the special needs residents:	District Coordinators	Telephone, personal visit
Old and sick Persons	District Coordinators	Telephone, personal visit
Mothers with babies and young children	District Coordinators	Telephone, personal visit
The Schools: (Listed in shelter list)	Ms. Antoinette Wellington Ms. June Paddyfoot	Telephone, personal visit
Rest of community	District Coordinators	Telephone, personal visit
Update ODPEM	Mr. Wordsworth Gordon	Telephone, email, fax
Update PDC	Mr. Wordsworth Gordon	Telephone, email, fax

Evacuation

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

The following areas or districts should be evacuated during an emergency.

Table PR18: Areas to be evacuated during an Emergency

AREA	REASON FOR EVACUATING
Decoy	Unsafe structure due to the threat of hurricane
Wallingford	Unsafe structure due to the threat of hurricane
Maiden Hall	Unsafe structure due to the threat of hurricane
Top Road	Unsafe structure due to the threat of hurricane
Spring Garden	Unsafe structure due to the threat of hurricane
Jeffrey Town	Unsafe structure due to the threat of hurricane
Barker Also go to the nearest shelter in Jeffrey Town	Unsafe structure due to the threat of hurricane
Coffee Walk	Unsafe structure due to the threat of hurricane
Salisbury	Unsafe structure due to the threat of hurricane

EVACUATION ROUTE TO SHELTER

The following evacuation route(s) are to be used as outline in the table below. Community members indicated that there was no need for residents to gather at an assembly point. However, District Coordinators who are responsible to commence the evacuation process should record all persons who decide to evacuate to designated shelters.

Table PR19: Evacuation Route and Mode of Transportation to Emergency Shelter

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION
Decoy	Decoy Main Road	Decoy community centre Guys Hill Apostolic Church	Private vehicle, walk, community arranged transportation where necessary (especially for elderly and physically challenged)
Wallingford	Wallingford Main Road	Wallingford Primary School Wallingford Baptist Church	Private vehicle, walk, community arranged transportation where necessary (especially for elderly and physically challenged)
Maiden Hall	Maiden Hall Main Road	Maiden Hall SDB Conference Centre	Private vehicle, walk, community arranged transportation where necessary (especially for elderly and physically challenged)

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION
Top Road	Top Road Main Road to Maiden Hall	Maiden Hall SDB Conference Centre Wallingford Primary School	Private vehicle, walk, community arranged transportation where necessary (especially for elderly and physically challenged)
Spring Garden	Spring Garden Main Road to Jeffrey Town	Jeffrey Town Primary School Maiden Hall SDB Conference Centre	Private vehicle, walk, community arranged transportation where necessary (especially for elderly and physically challenged)
Jeffrey Town	Jeffrey Town Main Road	Jeffrey Town Primary School Jeffrey Town Apostolic Church Jeffrey Town SDA Church Jeffrey Town Basic School Jeffrey Town Deliverance Centre Jeffrey Town New Testament Church	Private vehicle, walk, community arranged transportation where necessary (especially for elderly and physically challenged)
Barker Also go to the nearest shelter in Jeffrey Town	Barker Main Road	First Holiness Church	Private vehicle, walk, community arranged transportation where necessary (especially for elderly and physically challenged)

AREA FOR EVACUATION	EVACUATION ROUTE	SHELTER	TRANSPORTATION
Coffee Walk	Jeffrey Town Main Road to Coffee Walk Main Road	Closest shelter to them in Jeffrey Town	Private vehicle, walk, community arranged transportation where necessary (especially for elderly and physically challenged)
Salisbury	Salisbury Main Road	Closest shelter to them in Jeffrey Town	Private vehicle, walk, community arranged transportation where necessary (especially for elderly and physically challenged)

The evacuation procedure for the community is detailed below in **Table PR20**.

Table PR20: Evacuation Procedures

ACTIVITY	RESPONSIBILITY
Evaluate threat or liaise with PDC/ODPEM on need for evacuation	Mr. Wordsworth Gordon and Mr. Orane Brown
Alert residents on possible evacuation	Mr. Kesna Bailey and Ms. Antoinette Wellington
Decide on timing	Mr. Wordsworth Gordon and Mr. Orane Brown
Ensure special needs populations assisted	Ms. Antoinette Paddifoot and Antoinette Wellington
Organize transportation	Mr. Wordsworth Gordon and Mr. Carlton McLaren
Identify route to be used	Mr. Wordsworth Gordon and Mr. Carlton McLaren
Ensure shelter available	Ms. Antoinette Wellington and Ms. June Paddifoot
Register all persons who are evacuating and their destination	Shelter Managers as registrations will be done at shelter. Residents indicated there is no need for an assembly point
Start evacuation and register persons who are evacuating	District Coordinators
Check that all areas safely evacuated	Assistant District Coordinators

Shelter

The evacuated community members should be transported to the designated shelters listed in **Table PR21** below.

Table PR21: List of Official and Unofficial Emergency Shelters

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER & Contact Number	AGENCY/LIASION OFFICER
Official Shelter						
Wallingford Primary School	Wallingford Main Road	Very Good	School	Wallingford, Maiden Hall	Ms. Angella Small Ms. Rosemarie Small	Ministry of Labour and Social Security Public Health Inspector
Jeffrey Town Primary School	Jeffrey Town Main Road	Fair	School	Jeffrey Town, Coffee Walk, Salisbury	Ms. Dorothy Love	
Jeffrey Town Basic School	Jeffrey Town Main Road	Good	School	Jeffrey Town	Ms. Nissa Spencer	
Decoy Community Centre	Decoy Main Road	Very Good	Community Centre	Decoy	Ms. Claudine Panton	
Unofficial Shelter						
Wallingford Baptist Church	Wallingford Main Road	Good	Church	Wallingford, Top Road	Mr. Dean Forsythe	Ministry of Labour and Social Security Public Health Inspector
Maiden Hall Seventh-Day Baptist Conference Centre	Maiden Hall Main Road	Very Good	Conference Centre and Camp Site	Maiden Hall, Decoy, Top Road	Mrs. Donna Gordon	
Jeffrey Town New Testament	Jeffrey Town Main Road	Good	Church	Jeffrey Town	To be identified	Ministry of Labour and Social Security Public Health Inspector
Jeffrey Town S.D.A.	Jeffrey Town Main Road	Good	Church	Jeffrey Town	Mrs. Hilda Townsend	
Jeffrey Town Apostolic	Jeffrey Town Main Road	Good	Church	Jeffrey Town	Mr. Hoilett	

SHELTER NAME AND LOCATION	ACCESS ROUTE TO SHELTER	CONDITION OF SHELTER	TYPE OF USE	AREA SERVED	SHELTER MANAGER & Contact Number	AGENCY/LIASION OFFICER
Unofficial Shelter						
Barker First Holiness	Off Jeffrey Town Main to Barker Main Road	Good	Church	Barker	Ms. Kemeal Collington 457-8771	Ministry of Labour and Social Security
Guys Hill Apostolic Church	Guy's Hill Main Road (next door to Post Office)	Very good	Church	Decoy	Mr. Adian Russell	Public Health Inspector

Table PR22: Critical Facilities & Infrastructure in the Community

Area Served	Utilities	Institutions	Medical Facilities	Police Station	Fire station	Housing	Transport
Top Road	Claro Cell Tower Electricity	Basic School Radio Station	None	None	None	Board and concrete	Buses, cars, motor bikes, trucks
Spring Garden	Electricity	None	None	None	None	Board and concrete	Buses, cars, motor bikes, trucks
Maiden Hall	Electricity	Basic School	None	None	None	Board and concrete	Buses, cars, motor bikes, trucks
Wallingford	Gravity fed water supply system (Taylor Spring)	Primary School	None	None	None	Board and concrete	Buses, cars, motor bikes, trucks
Decoy	Gravity fed water supply system Electricity	None	None	None	None	Board and concrete	Buses, cars, motor bikes, trucks
Jeffrey Town	Electricity	Primary School and Basic School	Clinic	None	None	Board and concrete	Buses, cars, motor bikes, trucks
Barker	Gravity fed water system from bottom Barker to Herman Hill – standpipe used	None	None	None	None	Board and concrete	Buses, cars, motor bikes, trucks
Salisbury	Digicel Tower Electricity	None	None	None	None	Board and concrete	Buses, cars, motor bikes, trucks
Coffee Walk	Electricity	None	None	None	None	Board and concrete	Buses, cars, motor bikes, trucks

Preparedness Action Plan

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

Table PR23: Community Preparedness Action Plan

ACTIVITY	RESPONSIBILITY	ACTIVITY COORDINATOR	TIMEFRAME
Clean all drains	Jeffrey Town Farmers' Association, St. Mary Parish Council National Works Agency	Ms. June Paddyfoot Asst. Mr. Headley Small	April & May
Train team members	ODPEM St. Mary Parish Council	Ms. Novlette Marsh Asst. Mr. Orane Brown	January – December
Secure and or Replenish first aid and search and rescue kits	Jeffrey Town Farmers' Association ODPEM St. Mary Parish Council Non-government Organizations	Ms. Antoinette Asst. Ms. June Paddyfoot	May & June (After a major event)
Make arrangements for access to relief supplies (Memorandum of Understanding)	St. Mary Parish Council Ministry of Labour and Social Security Red Cross Other non-government Organizations	Mr. Wordsworth Gordon Asst. Ms. Novlette Marsh	April & May
Start hurricane awareness	Zonal Committees St. Mary Parish Council ODPEM Social Development Commission	Ms. Novlette Marsh Asst. Mr. Kesna Bailey	May & June July & August

Simulation and Drills

The Disaster Risk Management Team (DRMT) will organize with the relevant agencies to conduct drills and simulation exercises for fire and earthquake preparedness and response. These exercises will allow for the testing of the disaster plan to show strengths and weaknesses in the capability of the community to respond during an emergency.

Table PR24: Simulation and Drills

TYPE OF EXERCISE/DRILL	NUMBER PER YEAR	MONTH	WHO WILL ORGANIZE
Earthquake	1	February	Mr. Kesna Bailey
Fire	1	October	Mr. Headley Small
Hurricane	2	April & August	Ms. Antoinette Wellington
Call out Procedures	4	February, June, September, November	Mr. Wordsworth Gordon

RESPONSE

Search and Rescue/First Aid/Emergency Medical Care

Table PO1: Response Procedure – Search and Rescue/First Aid/Emergency Medical Care

ACTIVITY	RESPONSIBILITY	SHORT REPORT
Send out Search and Rescue and First Aid Team to check on:		
Elderly	Ms. Antoinette Wellington	To President to Parish Disaster Coordinator
Persons with Disabilities	Ms. June Paddyfoot	To president to Parish Disaster Coordinator
Single Mothers	Ms. Hilda Townsend	To President to Parish Disaster Coordinator
Damaged buildings and houses for occupants	Mr. Headley Small, Mr. Kesna Bailey Mr. Carlton McLaren	To president to Parish Disaster Coordinator
Persons stranded by floodwater	Mr. Raymond Cox	To president to Parish Disaster Coordinator
Check for:		
Deaths Injuries	Mr. Wordsworth Gordon	To president to Parish Disaster Coordinator
Persons in need of emergency assistance:	Mr. Horace Walters	To president to Parish Disaster Coordinator
Call for any external assistance	Mr. Wordsworth Gordon Mr. Orane Brown	To president to Parish Disaster Coordinator
Update PDC, ODPEM	Mr. Wordsworth Gordon Mr. Orane Brown	To Parish Disaster Coordinator to ODPEM
Update Community	Ms. Hilda Townsend Mr. Kesna Bailey Ms. Camille Tummings	To president to Public Education Coordinator to community members

Initial Damage Assessment

The following persons will conduct damage assessment and report damages and needs to relevant agencies:

Table PO2: Community Damage Assessors

ACTIVITY	RESPONSIBILITY	REPORT RECEIVED
Send out Rapid Damage Assessment Team to check on:		
Roads : Open - Closed In need of urgent repair to provide access:	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey	Parish Disaster Coordinator
Power:		Parish Disaster Coordinator
Fallen lines, poles, transformers:		
Any dangerous situation e.g. live wires, raw sewage, leaking gas etc		Parish Disaster Coordinator
Water lines:		Parish Disaster Coordinator
Broken, missing sections, availability		
Describe state of:		
Community Centre & Clinic	Mr. Headley Small Mr. Wayne Reynolds Mr. Baldwin Paddyfoot	
Schools, Churches, Shops, other businesses		
Shops, other businesses		
Means of livelihood	Ms. June Paddyfoot, Ms. Hilda Townsend, Mr. Elizabeth Sinclair	

Response Action Plan

Based on the initial damage assessments, the following priorities for response in the Action Plan were identified.

Table PO3: Community Response Action Plan

RESPONSE ACTIONS IN ORDER OF PRIORITY	PRIORITY	RESPONSIBILITY	TIMEFRAME
Evacuate vulnerable persons	1	Mr. Hilda Townsend, Mr. Raymond Cox	Before impact of the event
Clearing of blocked roads	1	Mr. Wordsworth Gordon Mr. Carlton McLaren	As soon as it is safe to do so
Feeding persons in shelters	1	Ms. Antoinette Wellington Ms. June Paddyfoot	As soon as possible
Attending to medical needs/emergencies	1	Ms. Venice Hyatt Ms. Jenese Green	As soon as possible
Provide counseling	2	Mrs. Winsome Conville	As needed

WELFARE AND RELIEF

Table PO4: Relief Assistance

ACTIVITY	RESPONSIBILITY
Identify members of community who:	
Received damage	Mr. Kesna Bailey Mr. Headley Small Mr. Carlton McLaren
Need shelter	
Lost means of income	Ms. June Paddyfoot Ms. Hilda Townsend
Need assistance	
Identify members of the community in need of psycho-social support or counseling	Ms. Antoinette Wellington Ms. Winsome Conville
Compile list and update PDC, ODPEM	Mr. Wordsworth Gordon, Mr. Orane Brown

RECOVERY

Recovery Action Plan

Table PO5: Community Recovery Action Plan

ACTIVITY	PRIORITY	RESPONSIBILITY	TIMEFRAME	COST
Clearing of Roads	1	Mr. Wordsworth Gordon Mr. Carlton McLaren	Immediately after event	To be determined
Repairing of damaged roofs	1	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Headley Small Mr. Baldwin Paddyfoot	Immediately after event	To be determined
Restoration of public utilities	1	Mr. Kesna Bailey	As soon as it is safe to do so	To be determined
Evacuation of shelters for resumption of normal use	1	Ms. Antoinette Wellington Ms. June Paddyfoot	As soon as all clear is given and it is safe for residents to return home	To be determined

LIST OF COMMITTEE MEMBERS ACTIVE IN THE PROCESS

#	NAME	ADDRESS	CONTACT #
1.	Mr. Kesna Bailey	Maiden Hall	816-2293
2.	Ms. Kemeal Collington	Barker, Jeffrey Town P.A.	457-8771
3.	Ms. Dennesha Cormack	Salisbury, Jeffrey Town P.A.	408-4843
4.	Mr. Raymond Cox	Jeffrey Town	351-0003
5.	Mr. Chase Daley	Top Road	289-6996
6.	Mrs. Sharon Fyffe Jagaroo	Saltrum	425-1301
7.	Mrs. Ivy Gordon	Top Road, Jeffrey Town P.A.	823-3057
8.	Mr. Wordsworth Gordon	Top Road, Jeffrey Town P.A.	356-8271
9.	Mr. Carlton Jones	Decoy	847-7493
10.	Ms. Deanna Marsh	Wallingford	581-8025
11.	Ms. Novlette Marsh	Jeffrey Town	484-4014
12.	Mr. Marlon Moncrieffe	Top Road, Jeffrey Town P.A.	269-6897
13.	Ms. Romae Ormsby	Top Road, Jeffrey Town P.A.	370-4761
14.	Mr. Baldwin Paddyfoot	Top Road, Jeffrey Town P.A.	421-2376
15.	Ms. June Paddyfoot	Top Road, Jeffrey Town P.A.	867-2725
16.	Mr. Wayne Reynolds	Decoy, Guys Hill P.O.	806-3636
17.	Ms. Tempi Shirley	Decoy, Guys Hill P.O.	461-1186
18.	Ms. Elizabeth Sinclair	Top Road	
19.	Mr. Headley Small	Wallingford	452-5447
20.	Ms. Nattoya Small	Top Road, Jeffrey Town P.A.	484-7553
21.	Ms. Rosemarie Small	Wallingford	874-9639
22.	Ms. Violet Small	Top Road, Jeffrey Town P.A.	573-5207
23.	Ms. Hilda Townsend	Top Road, Jeffrey Town P.A.	352-6828
24.	Ms. Camille Tummings	Barker, Jeffrey Town P.A.	445-0025

APPENDIX 1 – SPECIAL NEEDS POPULATION

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBILITY (WHAT TO DO)
Ms. Kerry-Ann Lennon	Mentally ill	Jeffrey Town	Ms. Naomi Francis	Ms. Antoinette Wellington	Visit, ensure safety in emergency situations
Mr. Carlos Reid	Blind	Jeffrey Town	Ms. Dorothy Love	Ms. Antoinette Wellington	Visit, ensure safety in emergency situations
Ms. Portia Maitland	Deaf and Dumb	Jeffrey Town	Ms. Mildred Ford	Ms. Antoinette Wellington	Visit, ensure safety in emergency situations
Mr. Donovan Davis	Mentally ill	Jeffrey Town	Lives alone – assisted by community persons	Ms. Antoinette Wellington	Visit, ensure safety in emergency situations
Ms. Deon Henry	Mentally ill	Jeffrey Town	Lives alone (Aunt lives nearby)	Ms. Antoinette Wellington	Visit, ensure safety in emergency situations
Mr. Elijah Bennett	Very old and sick	Jeffrey Town	Live alone	Ms. Antoinette Wellington 442-3447	Visit, ensure safety in emergency situations
Mrs. Lela Downie	Blind (96 yrs)	Top Road	Ms. June Paddyfoot	Ms. June Paddyfoot	Visit, ensure safety in emergency situations
Ms. Agatha Brown	Blind (over 100 yrs. Old)	Top Road	Ms. Leetie Brown	Ms. Hilda Townsend	Visit, ensure safety in emergency situations
Ms. H. Forsythe	Handicap in right leg	Top Road	Lives alone – mobile	Ms. Hilda Townsend	Visit, ensure safety in emergency situations
Ms. Louise Thompson	Aged multiple complications	Jeffrey Town	Ms. Sharon Malcolm	Ms. Antoinette Wellington	Visit, ensure safety in emergency situations
Mr. Fredrick Malcolm	Blind	Jeffrey Town	Ms. Sharon Malcolm	Ms. Antoinette Wellington	Visit, ensure safety in emergency situations

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBILITY (WHAT TO DO)
Mr. Henry	Blind	Top Road	Mrs. Claris Henry	Mr. Wordsworth Gordon	Visit, ensure safety in emergency situations
Ms. Violet Montgomery	Unable to walk properly	Top Road	Mrs. Hilda Townsend	Mrs. Hilda Townsend	Visit, ensure safety in emergency situations
Mr. Ronald Derrett	Blind / house bound	Top Road	Ms. Roseann Derrett	Ms. June Paddyfoot	Visit, ensure safety in emergency situations
Ms. Williams	Disabled	Top Road	Ms. Lola	Ms. June Paddyfoot	Visit, ensure safety in emergency situations
Ms. Linnette Malcolm	Disabled	Top Road	Ms. Lola	Ms. June Paddyfoot	Visit, ensure safety in emergency situations
Mr. Byron Gordon	Wheel chair	Top Road	Ms. Lola	Ms. June Paddyfoot	Visit, ensure safety in emergency situations
Mr. Shawn Moncrieffe	One leg	Top Road	Ms. Hyacinth Montgomery	Ms. Hilda Townsend	Visit, ensure safety in emergency situations
Ms. Hilda Brown	Disable	Top Road	Mr. Norris Brown	Ms. Hilda Townsend	Visit, ensure safety in emergency situations
Mrs. Cisylyn Hentley	Unable to walk (Arthritis)	Top Road	Ms. Elizabeth Sinclair		Visit, ensure safety in emergency situations
Mr. Elijah Brown	Blind	Wallingford	Mrs. Brown (wife)	Mr. Headley	Visit, ensure safety in emergency situations
Mr. Gerald Bailey	Blind	Wallingford	Mrs. Bailey (wife)	Mr. Kasna Bailey	Visit, ensure safety in emergency situations
Ms. Elizabeth Small	Blind	Wallingford	Ms. Patricia Small	Mr. Headley	Visit, ensure safety in emergency situations
Ms. Mary Mignott	Partially Blind (diabetic)	Wallingford	(Lives alone)	Ms. Rosemarie Small	Visit, ensure safety in emergency situations

VULNERABLE GROUP/PERSON	TYPE OF VULNERABILITY (DISABILITY/HAZARD)	LOCATION OF VULNERABLE	NEXT OF KIN/CARE GIVER & CONTACT	CDRT/CERT MEMBER RESPONSIBLE	RESPONSIBLIITY (WHAT TO DO)
Mr. Vivian Riley	Mentally Ill	Barker	Lives alone	Mr. Chase Douglas	Visit, ensure safety in emergency situations
Mr. Delroy Thompson Alias "Briggy:	Physical Disability	Barker	Lives alone	Mr. Rodney Cox	Visit, ensure safety in emergency situations
Ms. Dimples Cox	Physical disability	Barker	Ms. Joset Garnett (daughter)	Mr. Raymond Cox	Visit, ensure safety in emergency situations
Ms. Zel. Edwards Alias: Aunt Zel	Mentally ill	Barker	Lives alone	Mr. Raymond Cox	Visit, ensure safety in emergency situations
Ms. Elfreda Harris	Diabetic / Blind	Decoy	Ms. S. Kelly (grand daughter)	Ms. June Paddyfoot	Visit, ensure safety in emergency situations
Mr. Hoswell Henry	Blind	Top Road	Mr. Claris Henry	Ms. June Paddyfoot	Visit, ensure safety in emergency situations

EQUIPMENT/ASSETS/RESOURCE LIST

The table identifies the equipment and the quantity the DRM team has:

APPENDIX 2: Emergency Supplies Available

Items Available	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ Shovels	20	Personal property of committee members	Committee member	Committee member
▪ Water boots	10	Personal property of committee members	Committee member	Committee member
▪ Heavy duty gloves	10	Personal property of committee members	Committee member	Committee member
▪ Raincoats	10	Personal property of committee members	Committee member	Committee member
▪ Hard hats	10	Personal property of committee members	Committee member	Committee member
▪ Machetes	40	Personal property of committee members	Committee member	Committee member
▪ Crow bars	10	Personal property of committee members	Committee member	Committee member
▪ Rip/Crosscut Saws	10	Personal property of committee members	Committee member	Committee member
▪ Axe Saws with extra blades	20	Personal property of committee members	Committee member	Committee member
▪ Heavy duty Screw Drivers	20	Personal property of committee members	Committee member	Committee member
▪ Large/medium Cold Chisels	20	Personal property of committee members	Committee member	Committee member

Items Available	Quantity	Source Agency/ Business	Contact Person (s) for Storage	Responsibility
▪ Claw Hammers	50	Personal property of committee members	Committee member	Committee member
▪ Heavy duty Sledge Hammers	10	Personal property of committee members	Committee member	Committee member
▪ Flashlights	20	Personal property of committee members	Committee member	Committee member
▪ Wheel barrow	10	Personal property of committee members	Committee member	Committee member
▪ Chain Saw	6	Personal property	Mr. Wordsworth Gordon Mr. Ainsworth Forsythe Mr. Oniel Paddyfoot Mr. Derrick Minott Mr. Kirk Sparkes Mr. Rohan Palmer	Contact person indicated
▪ Standby Generator	2	Personal property	Jeffrey Town Farmers Association Mr. Stanley Archer	Contact person indicated
▪ Tarpaulin	5	Personal property	Committee member	Committee member

APPENDIX 3: Emergency Supplies Required

Items Required	Quantity	Source Agency/ Business	Location for Storage	Person Responsible
▪ First Aid Kits	20	Jamaica Red Cross Member of Parliament ODPEM Food for the Poor National Health Fund	JTFA Building	Mrs. Ivy Gordon
▪ Shovels	20	Hardware Stores Political Representatives JAS Food for the Poor	JTFA Building	Mrs. Ivy Gordon
▪ Water boots	30	Same as above	JTFA Building	Mrs. Ivy Gordon
▪ Heavy duty gloves	30	Same as above	JTFA Building	Mrs. Ivy Gordon
▪ Raincoats	30	Same as above	JTFA Building	Mrs. Ivy Gordon
▪ Hard hats	20	Same as above	JTFA Building	Mrs. Ivy Gordon
▪ Machetes	20	Same as above	JTFA Building	Mrs. Ivy Gordon
▪ Canvas Stretchers	10	Committee	JTFA Building	Mrs. Ivy Gordon
▪ Crow bars	5	Hardware Store	JTFA Building	Mrs. Ivy Gordon
▪ Rip/Crosscut Saws	5	Hardware Store	JTFA Building	Mrs. Ivy Gordon
▪ Claw Hammers	5	Hardware store	JTFA Building	Mrs. Ivy Gordon

Items Required	Quantity	Source Agency/ Business	Location for Storage	Person Responsible
▪ Heavy duty Sledge Hammers	5	Hardware store	JTFA Building	Mrs. Ivy Gordon
▪ Flashlights	20	Food for the Poor Hardware Stores ODPEM Political Representatives	JTFA Building	Mrs. Ivy Gordon
▪ Tarpaulin	50	Same as above	JTFA Building	Mrs. Ivy Gordon
▪ Blankets	100	Same as above	JTFA Building	Mrs. Ivy Gordon
▪ Foam pad/cots	50	Same as above	JTFA Building	Mrs. Ivy Gordon
▪ 5-gallon water bottles	50	Same as above	JTFA Building	Mrs. Ivy Gordon
▪ Power saw	3	ODPEM Food for the Poor Political representative	JTFA Building	Mrs. Ivy Gordon
▪ Rope	1 roll ½ inch 1 roll 1 inch	Hardware store	JTFA Building	Mrs. Ivy Gordon

APPENDIX 4: Stakeholder Partnerships

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

Agency/Organization/Representative	Nature of Relationship	Contact Person	Contact Number
Rural Agricultural Development Authority (RADA)	Training, Technical Assistance	Mr. Stanford Lawes Mr. Odane Brown	564-2423 864-3850
Jamaica Agricultural Society (JAS)	Technical assistance, provision of seeds and equipment after a disaster	Ms. Lavone Murdock	849-8486
Jamaica National (JN)	Grants through foundation and other forms of assistance with community activities		
Bank of Nova Scotia (BNS)	Financial partner		
Digicel Foundation	Fund construction of clinic (part sponsor)		
Member of Parliament	Financial contribution – Christmas treat, internet service and other forms of assistance, facilitate funding for community projects	Hon. Robert Montague, Minister of Agriculture	381-6398
Environmental Foundation of Jamaica (EFJ)	Grant funding		960-3224

Agency/Organization/Representative	Nature of Relationship	Contact Person	Contact Number
Chase Fund	Fund construction of clinic (part sponsor)		
Canadian International Development Agency (CIDA)	Fund community projects		
United Nations Development Programme (UNDP) Global Environment Facility Small Grant Programme	Fund community projects		
St. Mary Parish Council	Waiver on construction projects, technical assistance		
Social Development Commission (SDC)	Technical assistance with community projects, assistance in community mapping, surveys	Mrs. J. Rose Bryan	441-2108
Office of Disaster Preparedness and Emergency Management (ODPEM)	Training, Technical Assistance, assist in identifying sources of funding for community activities	Mrs. Allison Gordon	350-4398

APPENDIX 5 – THE PLAN DEVELOPMENT PROCESS – PHOTO GALLERY

THE PLAN DEVELOPMENT PROCESS – PHOTO GALLERY

Community members participating in workshop held at JETFM, Jeffrey Town, St. Mary (Oct. 4, 2011)



President of Jeffrey Town Farmers Assn., W. Gordon (in red shirt) sharing with group members



Community members hard at work – drawing their community hazard map. Facilitator was Mrs. K. Aikens Mitchell - ODPEM (15/11/11)



Members of Jeffrey Town Zonal Committee attentive during workshop session



It's all about teamwork – Members of Jeffrey Town Zonal Committee identifying hazard and drawing hazard map (15/11/11)



President of JTFA, Mr. W. Gordon (standing) briefing H. Glaze, Snr. Dir., ODPEM (seated in front) on the history of the Jeffrey Town Farmers' Assn. during a CDRM Plan Development session (29/11/11)



President JTFA, Mr. W. Gordon (right) introducing H. Glaze of ODPEM to the JET FM community radio system – Jeffrey Town, St. Mary (29/11/11)



President JTFA, Mr. W. Gordon (left) showing H. Glaze of ODPEM numerous awards of the Jeffrey Town Farmers Association (29/11/11)



Horace Glaze, Senior Director, Preparedness & Emergency Operations Division ODPEM addressing members of Jeffrey Town Zone during CDRM Plan Development session, Jeffrey Town, St. Mary (29/11/11)



Community members participating in workshop held at JETFM, Jeffrey Town, St. Mary (Photograph courtesy of JTFA)



Jeffrey Town Community members participating in CDRM Plan Development workshop. (facilitator, Allison Gordon – ODPEM is seated at table) Photograph courtesy of JTFA



Mrs. Karema Aikens Mitchell – ODPEM addressing participants during workshop developing the Community Hazard Map (15/11/11)



Photographs (Except two stated otherwise) courtesy of: Allison Gordon, Regional Disaster Coordinator, ODPEM

CDRM GROUP – HURRICANE – STANDARD OPERATING PROCEDURES (SOP)

JEFFREY TOWN, ST. MARY

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 **Jeffrey Town**. 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, Atlantic Basin Hurricane Forecast for 2010:*

- | | | | |
|----|--------------------|-----------------|--|
| 1. | 14-23 Named Storms | 8-14 Hurricanes | 3-7 Major Hurricanes (Category 3 or greater) |
|----|--------------------|-----------------|--|

Basic Planning Assumptions

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

- CDRM Group will train and establish Community Emergency Response Team(s) (CERTs).

Concept of Operations

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

Procedures will be categorized into the following phases:

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

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

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

Phase 4: Recovery and Mitigation

ACRONYMS

This list is not designed to be an authoritative source nor is it designed to be all-inclusive. This listing is merely a reference.

AAR – After Action Report

CERT – Community Emergency Response Team

DRM – Disaster Risk Management

CDRMG – Community Disaster Risk Management Group

EOC – Emergency Operations Center

PEOC – Parish Emergency Operations Center

NEOC – National Emergency Operations Center

DEFINITIONS

All Clear: State of emergency has been lifted. Disaster is finished; discontinue disaster plan activities and/or assignments. Return to normal operating procedures.

Emergency Operations Center (EOC): A multi-agency coordination center that provides support and coordination to the on-scene responders.

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

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.

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 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.

Hurricane Categories:

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.

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.

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.

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.

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:

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.

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.

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.

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.

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

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.

STANDARD OPERATING PROCEDURES (SOPs) - Hurricane

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 use as guide for other actions.

ACTIVITIES	POSITION	RESPONSIBLE PERSON
1. Continue to support and promote public information and awareness programmes	Coordinator – Public Education & Fundraising	Mr. Kesna Bailey Ms. Antoinette Wellington
2. Sensitize special needs population	Coordinator – Public Education & Fundraising	Mr. Wordsworth Gordon
3. Organize how special needs population will be evacuated and transportation required	Coordinator – Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr.
4. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator – Preparedness	
5. Send 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 a safer location.	Coordinator – Public Education & Fundraising	Mr. Kesna Bailey Ms. Antoinette Wellington Mr. Wordsworth Gordon
7. Identify areas in the community where high potential for infrastructure/ property damages.	Coordinator – Vulnerability & Risk Identification Coord.	Mr. Wordsworth Gordon Mr. Lincoln Small
8. Ensure DRM teams are aware of all high risk locations in the community	Coordinator – Vulnerability & Risk Identification Coord.	
9. Prepare areas for sheltering persons in need	Coordinator – Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr.
10. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses.	Coordinator – Preparedness	

ACTIVITIES	POSITION	RESPONSIBLE PERSON
11. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Ms. June Paddyfoot Mr. Headley Small
12. Organize mitigation and prevention projects and work days with technical guidance from relevant agencies (with the help of the PDC)	Coordinator – Prevention & Mitigation	

Phase 2 Alert (5 days up to 72 hours before impact)

ACTIVITIES	POSITION	RESPONSIBLE PERSON
<ol style="list-style-type: none"> 1. Meet and assess the community's state of preparedness for a hurricane 2. Advise community to listen to all weather advisories 	DRM Team Leader	Mr. Wordsworth Gordon & executive members and relevant persons
<ol style="list-style-type: none"> 1. Issue warning of threat 2. Alert and notify: PDC that community DRM teams are activated, other community-based Organizations, shelter managers and response personnel 3. Make available all relevant information of the hazard to the general community 	Coordinator - Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe
<ol style="list-style-type: none"> 1. Pre-check and activate SOPs 2. Alert all trained community first aiders and search and rescue personnel 3. Have first-aid kits prepared 	Coordinator - Preparedness	
Personal activities for families: <ol style="list-style-type: none"> 1. Make sure your family goes over the family disaster plan 2. Make plans for protecting your house, especially the roof, windows and doors 3. Have flashlight and extra batteries 4. Have portable battery-operated radio and extra batteries 5. Ensure provisions are put in place for emergency food and water. 	Coordinator – Preparedness & Coordinator – Response and Recovery	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Stanley Arc her

ACTIVITIES	POSITION	RESPONSIBLE PERSON
Protecting the community: <ul style="list-style-type: none"> Trim dead or weak branches from trees Clear all drains that will cause flooding 	Coordinator – Prevention & Mitigation & Coordinator - Preparedness	Ms. June Paddyfoot Mr. Headley Small Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr.
Listen to all weather advisories and information from ODPEM, MET Office and Communicate with PDC	DRM Team President and Coordinator - Preparedness	Mr. Wordsworth Gordon Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr.

Phase 3: Event and Event Response (72 hours before impact through to 5 days after landfall/All Clear)

ACTIVITIES	POSITION	RESPONSIBLE PERSON
DRM Team advise the community to listen to all weather advisories and remain alert	Coordinator – Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr.
Continue to listen to all weather advisories and reports	Coordinator – Preparedness	
A. HURRICANE WATCH – 48 HOURS BEFORE IMPACT		
<ul style="list-style-type: none">▪ Personal preparation food supplies▪ Securing official documents▪ Securing home and get rid of all things around the yard that can be missile in a hurricane▪ Check on neighbours that may need help	Coordinator – Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
Ensure the elderly and physically challenged are notified and assisted to prepare for event	Coordinator – Response & Recovery	

ACTIVITIES	POSITION	RESPONSIBLE PERSON
B. HURRICANE WARNING – 36 HOUR\$ BEFORE IMPACT		
<ul style="list-style-type: none">▪ Activate and brief all community teams and volunteers▪ Test the systems of communication within the community▪ If cell phones are the means to be used, ensure credit is bought▪ Ensure phones can be charged	Coordinator – Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
Activate volunteers to be on standby to assist with damage assessment. Conduct briefing of these volunteers	Coordinator – Response & Recovery	
<ul style="list-style-type: none">1. Activate and prepare emergency shelters2. Deploy relief and welfare volunteers to emergency shelters	Coordinator – Response & Recovery	
Ensure contacts are made with the PDC and other stakeholders for assessment of shelter facilities if necessary	Coordinator – Response & Recovery	
Contact PDC and prepare to initiate evacuation procedures for the community	Coordinator – Response & Recovery	
B. HURRICANE WARNING – 36 HOUR\$ BEFORE IMPACT CONT'D		
<ul style="list-style-type: none">1. Re-check arrangements and MOUs with private bus/transportation owners and other volunteers in the community2. Pre-position the following resources to areas which will potentially be cut off: Food stock/welfare items, communications equipment, manpower, power saws3. Refuel vehicles	<div>Coordinator – Preparedness</div> <div>Coordinator – Response & Recovery</div>	<div>Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr</div> <div>Mr. Wordsworth Gordon</div>
<ul style="list-style-type: none">1. Encourage residents to activate family plans2. Pre-position resources: List these resources: equipment, ropes, etc, food stocks/welfare items, communications equipment, manpower	<div>Coordinator – Preparedness</div> <div>Coordinator – Response & Recovery</div>	<div>Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey</div>

ACTIVITIES	POSITION	RESPONSIBLE PERSON
C. 24 HOURS BEFORE IMPACT		
<ul style="list-style-type: none"> Notify PDC of activation of evacuation plan Consult PDC on all matters relating to the activation of any or all evacuation systems 	Coordinator – Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
Activate and test local communications links and report to PDC	Coordinator – Response & Recovery	
1. 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/coordinators 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 evacuation are safely evacuated 	Coordinator – Response & Recovery	
2. Monitor radio for hurricane warnings and public information via news releases through ODPEM AND Met office. 3. Monitor radios for precautionary tips together with packaged information of the activities of responding agencies 4. Alert community Initial Damage Assessment Team(s) 5. Confirm lines of credit with merchants to enable easy access to relief supplies after the disaster	Coordinator – Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey

ACTIVITIES	POSITION	RESPONSIBLE PERSON
D. 16 HOURS BEFORE IMPACT TO LANDFALL		
1. Maintain contact with PDC 2. Advise PEOC of weather conditions and state of preparedness 3. Confirm arrival and status of evacuees in shelters 4. Check with the standby teams and community response personnel	CDRM Team President and Vice President and Coordinator – Response and Recovery	Mr. Wordsworth Gordon Mr. Orane Brown Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
E. THE BLOW/IMPACT		
Monitor and report events as far as possible	CDRM Team President / Vice President	Mr. Wordsworth Gordon Mr. Orane Brown
Maintain contact with PEOC, shelters and response personnel	Coordinator – Response & Recovery	Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
F. AFTERMATH (IMMEDIATELY following the blow to 5 days after all clear)		
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’ 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	Coordinator – Response & Recovery Coordinator – Response & Recovery	Mr. Wordsworth Gordon Mr. Orane Brown Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey

ACTIVITIES	POSITION	RESPONSIBLE PERSON
F (a). UP TO 48 HOUR\$ AFTER ALL CLEAR		
Provide initial damage survey/assessment and needs of the community	Coordinator – Response and Recovery	Mr. Wordsworth Gordon Mr. Orane Brown Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
1. Provide ground reconnaissance intelligence to the PDC 2. Assist the Fire Brigade and National Works Agency with road clearing, and search and rescue activities through the PEOC 3. Assist with the establishment and staffing of registration centres.	Coordinator – Response and Recovery	
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: 1. Open windows and doors to ventilate or dry your home. Do not use candles or open flames indoors. Use a flashlight to inspect for damage. 2. 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 3. Look for electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. 4. If they have to step in water to reach the electric box, call an electrician for advice.	Coordinator – Response and Recovery	
1. Check for sewage and water-line damage. 2. If you suspect there is such damage, call the NWC and or the PDC 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so.	Coordinator – Response and Recovery	
F (b). 48 HOUR\$ TO 5 DAY\$ AFTER ALL CLEAR		
Constantly advise the community: 1. To conserve water and food 2. To stay living at their homes if it is safe to do so 3. To take particular care with hygiene and sanitary practices 4. Of measures being taken with respect to provision of food and water and restoration of public utilities	Coordinator – Response and Recovery	Mr. Wordsworth Gordon Mr. Orane Brown Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey

ACTIVITIES	POSITION	RESPONSIBLE PERSON
F (b). 48 HOURS TO 5 DAYS AFTER ALL CLEAR CONT'D		
<ul style="list-style-type: none"> • Coordinate requests for and offers of assistance through the PEOC • Coordinate reconnaissance and damage assessment teams through the PEOC • Ascertain the early requirements for Government assistance in re-establishing the community • Coordinate the establishment, staffing and management of emergency shelters for sustained use in the community • Encourage persons affected to stay with friends or family as first options • Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC 	Coordinator – Response and Recovery	Mr. Wordsworth Gordon Mr. Orane Brown Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
<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 feed back and assistance to the community through the PDC and PEOC 	Coordinator – Response and Recovery CDRM Team President CDRM Team V/ President	
<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) 	Coordinator – Response and Recovery/ Coordinator – Prevention & Mitigation	Mr. Wordsworth Gordon Mr. Orane Brown Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
<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 	CDRM Team President CDRM Team V/President	
Mobilize CDRM Team to seek assistance from NGOs (eg: Red Cross, Food for the Poor, ADRA) to assist in community recovery initiatives	CDRM Team President	Ms. June Paddyfoot Mr. Headley Small

ACTIVITIES	POSITION	RESPONSIBLE PERSON
F (b). 48 HOUR\$ TO 5 DAY\$ AFTER ALL CLEAR CONT'D		
Identify and share Lessons Learnt to enhance future preparedness and response activities: <ul style="list-style-type: none"> Challenges in responding to incidents Which systems were overburdened? What resources were lacking (human and physical)? How did the community cope? What areas of the SOPs need to be reconsidered? 	CDRM Team President and Vice President and all other stakeholders	Mr. Wordsworth Gordon Mr. Orane Brown
Revise SOPs as necessary	CDRM Team President and Vice President and all other stakeholders	Mr. Wordsworth Gordon Mr. Orane Brown

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

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

Objectives

The concepts and procedures in this SOP are set to:

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

Threat Assessment

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

Basic Planning Assumptions

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

Concept of Operations

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

Procedures will be categorized into the following phases:

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

Phase 2: Event, Event Response, Damage Assessment

Phase 3: Recovery

ACRONYMS

AAR – After Action Report

CERT – Community Emergency Response Team

CDRMG – Community-based Disaster Risk Management Group

DRM – Disaster Risk Management

EOC – Emergency Operations Center

NEOC – National Emergency Operations Center

NGO – Non Government Organization

ODPEM – Office of Disaster Preparedness and Emergency Management

PDC – Parish Disaster Coordinator/Committee

PEOC – Parish Emergency Operations Center

DEFINITIONS

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

Emergency Operations Center (EOC)

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

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

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

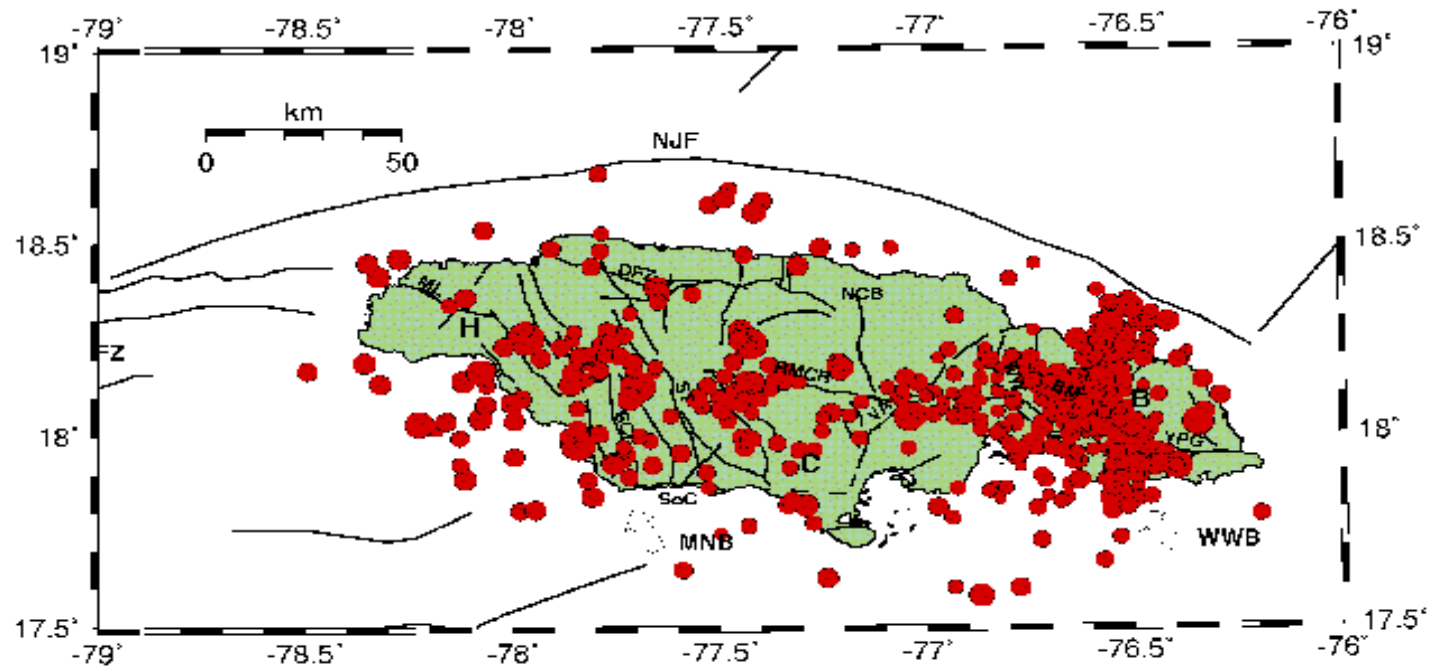
Epicentre: The position on the ground directly above where the slip under the earth's surface first occurs. The magnitude felt is likely to be greatest at this point. The damage is likely to be worst at this point.

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.

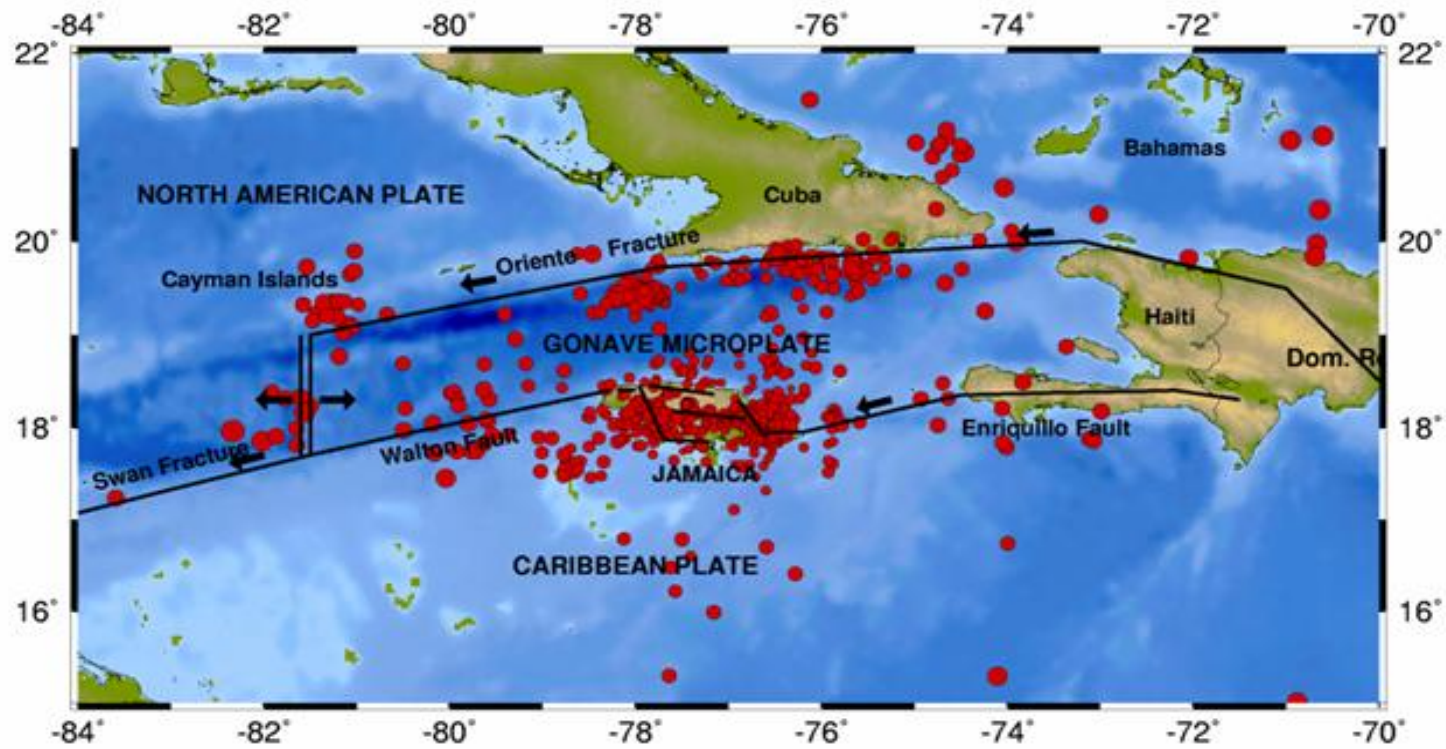
Tremor: The shaking or seismic waves felt or caused by an earthquake or explosion is called a *tremor*.

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.

JAMAICA SEISMICITY 1997-2007



The Gonave Microplate



OPERATING PROCEDURES

Phase 1: Prevention, Mitigation and Preparedness

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> Continue to support and promote public information and awareness programmes. 	Coordinator – Public Education & Fundraising	Mr. Kesna Bailey Ms. Antoinette Wellington
<ul style="list-style-type: none"> Sensitize special needs population 	Coordinator – Public Education & Fundraising	
<ul style="list-style-type: none"> Organize how special needs population will be evacuated and transportation required. 	Coordinator - Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr
<ul style="list-style-type: none"> Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol 	Coordinator - Preparedness	
<ul style="list-style-type: none"> Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible 	Coordinator - Preparedness	
<ul style="list-style-type: none"> Sensitization of persons in the community without vehicles of assembly area for transportation to more safe location. 	Coordinator – Public Education & Fundraising	Mr. Kesna Bailey Ms. Antoinette Wellington Mr. Wordsworth Gordon
<ul style="list-style-type: none"> Identify areas in the community where high potential for infrastructure/property damages. 	Coordinator – Vulnerability & Risk Identification	Mr. Wordsworth Gordon Mr. Lincoln Small
<ul style="list-style-type: none"> Ensure DRM teams are aware of all high risk locations in the community. 	Coordinator – Vulnerability & Risk Identification	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> Prepare areas for sheltering persons in need 	Coordinator - Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr
<ul style="list-style-type: none"> Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC for facilitating training or refresher courses. 	Coordinator - Preparedness	
<ul style="list-style-type: none"> 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. 	Shelter Managers / Shelter Coordinator	Ms. Antoinette Wellington Ms. June Paddyfoot
<ul style="list-style-type: none"> Procurement and placement of necessary response equipment and supplies for evacuation or sector team leaders – including first aid kits, ropes, masking tape, stretchers, splints, sheets. 	Coordinator - Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr
<ul style="list-style-type: none"> Organize and ensure supplies and systems for damage assessment are in place – damage assessment forms, working pens, means of communication to relevant persons, contact list, field reference guide and SOP manual. 	Coordinator – Damage Assessment	Mr. Kesna Bailey Mr. Headley Small
<ul style="list-style-type: none"> Liaison for maintenance and to keep open all access routes – main transportation routes and alternative access routes. 	Coordinator – Prevention & Mitigation (<i>Primary</i>) Sector Evacuation Leaders (<i>Secondary</i>)	Ms. June Paddyfoot Mr. Headley Small
<ul style="list-style-type: none"> Meet and assess the community's state of preparedness for an earthquake 	DRM Team	Mr. Wordsworth Gordon and Team

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
15.1. Community inventory of building Quality.	Coordinator – Prevention & Mitigation (working with Superintendent of Roads and Works and Director of Planning – St. Mary Parish Council	Ms. June Paddyfoot Mr. Headley Small
15.2. Community inventory of road Networks and updating of community Map.		
15.3. Identify alternative sources of water, sources of alternative/temporary housing solutions	Coordinator – Prevention and Mitigation	Ms. June Paddyfoot Mr. Headley Small
15.4. Put mutual aid agreements in place for emergencies such as earthquakes	Coordinator - Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr
15.5. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Ms. June Paddyfoot Mr. Headley Small
15.6. Organize mitigation and prevention projects and work days with technical guidance from relevant agencies (with the help of the PDC)		
<ul style="list-style-type: none"> Organize or initiate and support Drills Trained community first aiders Search and rescue personnel Have first-aid kits prepared Support for school and business community drills 	Coordinator - Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr
<ul style="list-style-type: none"> Make available all relevant information on the hazard to the general community. 	Coordinator - Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> • Personal for families: <ul style="list-style-type: none"> • Ensure your family goes over the family disaster plan 	<p>Coordinator – Preparedness &</p> <p>Coordinator – Response & Recovery</p>	<p>Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr</p> <p>Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey</p>
<ul style="list-style-type: none"> • Protecting the community: <ul style="list-style-type: none"> • Encourage residents to check and address building and roofing strength. Keep yards clear of debris • Keep roads and open lots clear of solid waste and debris 	<p>Coordinator – Prevention & Mitigation</p> <p>Coordinator - Preparedness</p>	<p>Ms. June Paddyfoot Mr. Headley Small</p> <p>Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr</p>

Phase 2: THE EARTHQUAKE – The first 3-6 Hours immediately following the event

ACTIVITIES	POSITION	RESPONSIBLE PERSON (s)
1. Monitor and report events as far as possible	DRM Team – President and Vice President	Mr. Wordsworth Gordon Mr. Orane Brown
2. Maintain contact with the PEOC, shelters and response personnel	Coordinator – Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
3. Depending on the severity, ensure all buildings are vacated. Account for missing persons.	Coordinator - Response & Recovery	
4. DRM Team advise the community to listen to All advisories and remain alert for after shocks	Coordinator - Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr

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

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
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	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
2. Deploy community damage survey teams or assessors 1. Deploy community response teams to check on vulnerable (elderly and physically challenged) and critical facilities. 2. Check for deaths, injuries and persons needing emergency assistance 3. Conduct first aid and search and rescue operations as necessary	Coordinator – Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
3. Communicate with Parish Emergency Operations Centre (PEOC) 1. Provide initial damage survey and needs of community to PEOC 2. Notify PEOC of critical/emergency cases 3. Provide PEOC with status report – general reconnaissance information on power lines, water/sewage mains, condition of critical infrastructure and facilities (roads, bridges, communication, hospitals, etc.)	Coordinator – Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
4. Assist the Fire Brigade and NWA with road clearing, and search and rescue activities through the PEOC .	Coordinator – Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
5. Assist with the establishment and staffing of registration centres.	Coordinator – Response & Recovery	
6. Beware of downed or loose power lines. Report them immediately to the JPS, Police or Fire Department.	Coordinator – Response & Recovery	
<p>7. Advise community members to enter their homes with caution and to check for:</p> <ol style="list-style-type: none"> 1. Sewage leaks in homes/yards. Cordon off area and report to NWC and Parish Disaster Coordinator/Parish Council/PEOC 2. Water leaks in homes/yards. Report to NWC and Parish Disaster Coordinator/ Parish Council/PEOC 3. 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 4. Electrical system damage. If they see sparks or frayed wires, turn off electricity at the main fuse box. 5. If have to step in water to reach the electric box, call an electrician for advice. 	Coordinator – Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>8. Check for general water/sewage leaks in the community:</p> <ol style="list-style-type: none"> 1. Check for general sewage and water-line damage 2. If you suspect there is such damage, call the NWC and or the Parish Disaster Coordinator 3. Advise community not to drink or prepare food with tap water until notified it is safe to do so. 	Coordinator – Response & Recovery	<p>Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey</p>
<p>9. Constantly advise the community :</p> <ol style="list-style-type: none"> 1. To conserve water and food 2. To stay living at their homes if it is safe to do so 3. To take particular care with hygiene and sanitary practices 4. Of measures being taken with respect to provision of food and water and restoration of public utilities 	Coordinator - Response & Recovery	<p>Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey</p>
<p>10. Coordinate requests for and offers of assistance through the PEOC.</p>	Coordinator - Response & Recovery	<p>Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey</p>
<p>11. Coordinate reconnaissance and damage assessment teams through the PEOC</p>	Coordinator - Response & Recovery	
<p>12. Ascertain the early requirements for Government assistance in re-establishing the community.</p>	Coordinator - Response & Recovery	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
13. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator - Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
14. Encourage persons affected to stay with friends or family as first options.	Coordinator - Preparedness	Ms. Novlette Marsh Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr Mr. Orane Brown
15. Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC	Coordinator - Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
Where Possible: <ol style="list-style-type: none"> 1. Assist with the distribution of supplies 2. Assist with the tracing of missing persons 3. Assist with needs assessments 4. Assist in the provision of welfare information to persons affected. 5. Begin to effect minor repairs to critical facilities and clear road ways and drains 	Coordinator - Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery	

PHASE 3: RECOVERY

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<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>CDRM Team, Coordinator - Public Education & Fundraising</p> <p>Same as above</p> <p>CDRM Team, Coordinator Response & Recovery</p>	<p>Mr. Wordsworth Gordon</p> <p>Mr. Kesna Bailey</p> <p>Ms. Antoinette Wellington</p> <p>Mr. Wordsworth Gordon</p> <p>Mr. Carlton McLaren</p> <p>Mr. Ainsworth Forsythe</p> <p>Mr. Stanley Archer</p> <p>Mr. Kesna Bailey</p>
<ol style="list-style-type: none"> 4. Update PDC on recovery activities by external agencies/departments/organizations. 5. Monitor progress and ensure deficiencies are reported. 	<p>Coordinator – Response & Recovery</p>	<p>Mr. Wordsworth Gordon</p> <p>Mr. Carlton McLaren</p> <p>Mr. Ainsworth Forsythe</p> <p>Mr. Stanley Archer</p> <p>Mr. Kesna Bailey</p>
<ol style="list-style-type: none"> 6. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives. 		

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<p>7. Identify and share Lessons Learnt to enhance future preparedness and response activities:</p> <ul style="list-style-type: none"> a. Challenges in responding to incidents b. Which systems were overburdened? c. What resources were lacking (human and physical) <ul style="list-style-type: none"> 1. How did the community cope? 2. What areas of the SOPs need to be reconsidered? 	Coordinator – Response & Recovery & CDRM Team Leader	<p>Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey</p>
Revise SOPs as necessary	CDRM Team Leader	<p>Mr. Wordsworth Gordon Mr. Orane Brown Other members of the team and relevant stakeholders</p>

FIRE - STANDARD OPERATING PROCEDURES (SOP)

Purpose

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

Objectives

The concepts and procedures in this SOP are set to:

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

Basic Planning Assumptions

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

- CDRM actively ensure members of their community are aware of possible hazards and how to prevent, mitigate and prepare in the event of likely hazards, including fires.
- The Jamaica Fire Brigade is recognized as the formal First Responder to fires as part of the National Emergency Response Matrix.

Concept of Operations

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

Procedures will be categorized into the following phases:

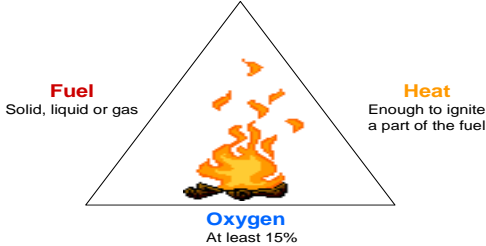
Phase 1: Prevention, Mitigation and Preparedness

Phase 2 (a): Event and Event Response – Building Fires (Homes, Small Businesses)

Phase 2 (b): Event and Event Response – Bush Fires

Phase 3: Recovery

GLOSSARY OF TERMS

TERM	MEANING
ALL CLEAR	An All Clear is a statement issued by the pertinent authority (Fire Department, Police – if the fire department is not present) when a threat has passed. The <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 <div style="text-align: center;"> <p>Triangle of Combustion</p>  <p>The diagram illustrates the Triangle of Combustion, a concept where three elements—Fuel, Heat, and Oxygen—must be present in a specific configuration for fire to occur. It is represented by a triangle with a fire at its base. The top vertex is labeled 'Fuel' in red, with the subtext 'Solid, liquid or gas'. The right vertex is labeled 'Heat' in orange, with the subtext 'Enough to ignite a part of the fuel'. The bottom vertex is labeled 'Oxygen' in blue, with the subtext 'At least 15%'.</p> </div>

TERM	MEANING
BUSH FIRE	A fire in the bush or in a forest area that spreads quickly and goes out of control easily.
EMERGENCY EVACUATION	The immediate and rapid movement of people away from the threat or actual occurrence of a hazard.
EXTINGUISH	To put out a flame or fire; to cause a flame or fire to cease to burn or shine.
R.A.C.E	Acronym for R escue, A lert, C ontain (confine fire and smoke) and E vacuate or E xtinguish.
P.A.S.S.	Acronym for P ull, A im, S queeze, S weep (at base of fire). Use to remind users of fire extinguishers how to properly use a CO ₂ , Dry Powder or Water fire extinguisher

OPERATING PROCEDURES

Phase 1: Prevention, 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 a **fire** emergency. Coordinators should utilize other information and measures highlighted in the CDRM Plan to as a guide for other actions.

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
4. Continue to support and promote public information and awareness programmes.	Coordinator – Public Education & Fundraising	Mr. Kesna Bailey Ms. Antoinette Wellington Mr. Wordsworth Bailey
5. Sensitize special needs population	Coordinator – Public Education & Fundraising	
6. Organize how special needs population will be evacuated and transportation required.	Coordinator - Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr.
7. Put arrangements in place to have vehicles to be used in evacuation fuelled with petrol	Coordinator - Preparedness	
8. Ensure that appropriate fire extinguishing materials are in place in community centre and shelters.	Coordinator - Preparedness	
9. Ensure that First Aid Kits and Rescue equipment are stocked and in good condition for use in the event of an emergency.	Coordinator – Response and Recovery.	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
10. Send a reminder/update to the Fire Brigade of the evacuation route for the community. Do a walk through if possible	Coordinator - Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr.
11. Sensitization of residents on fire safety to be conducted on a yearly basis.	Coordinator – Public Education & Fundraising	Mr. Kesna Bailey Ms. Antoinette Wellington Mr. Wordsworth Gordon
12. Identify areas in the community where high potential for infrastructure/property damages.	Coordinator – Vulnerability & Risk Identification	Mr. Wordsworth Gordon Mr. Kesna Bailey Mr. Lincoln Small
13. Ensure DRM teams are aware of all high risk locations in the community.	Coordinator – Vulnerability & Risk Identification	
14. Prepare areas for sheltering persons in need	Coordinator - Preparedness	Ms. Novlette Marsh Mr. Orane Brown Ms. Dennesha Cormack Mr. Milton Moncrieffe, Jr
15. Re-engage community volunteers to provide assistance in shelters and other areas. Consult with PDC and Fire Department for facilitating training or refresher courses.	Coordinator - Preparedness	
16. Ensure new developments are assessed and relevant measures put in place to safeguard community.	Coordinator – Prevention & Mitigation	Ms. June Paddyfoot Mr. Headley Small
17. Organize mitigation and prevent projects and work days with technical guidance from relevant agencies (with the help of the PDC and Fire Departments.	Coordinator – Prevention & Mitigation	
18. Meet and assess the community's state of preparedness for a fire.	DRM Team	Mr. Wordsworth Gordon Mr. Orane Brown and team
19. Conduct Fire Drills at least once yearly		

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> Encourage the storage of combustible/ flammable materials in approved safety containers and keep away from home. 	Coordinator – Mitigation and Prevention Coordinator - Preparedness	Ms. June Paddyfoot Mr. Headley Small Ms. Novlette Marsh Mr. Orane Brown
Ensure each response team are equipped with the following: <ul style="list-style-type: none"> Knowledge and drills for recognizing types of fire and assessment for response Fire Brigade telephone number and means of emergency telecommunications (mobile phone, radio – if necessary) Sand box and shovels Pails and water source (drum) Fire Extinguisher (if possible) First Aid kit 	Coordinator – Mitigation and Prevention/Coordinator - Preparedness	Ms. June Paddyfoot Mr. Headley Small Ms. Novlette Marsh Mr. Orane Brown
Obtain local building codes and weed abatement ordinances for buildings near wooded areas.	DRM Team President/ Coordinator – Preparedness	Mr. Wordsworth Gordon Ms. Novlette Marsh Mr. Orane Brown
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. 	Coordinator - Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ 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	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey

DURING A 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	RESPONSIBLE PERSON(S)
Call out ALARM - If trapped in a fire you cannot out run it. Once a fire is detected immediately call the JPS, Police and Fire Department.	Persons on or nearby the scene; Coordinator – Response	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
<p>Once an ALARM is activated:</p> <p><i>At location of fire (buildings):</i></p> <ul style="list-style-type: none"> ▪ Building should be immediately evacuated. Do not enter a burning building. ▪ Ensure that persons who need assistance while evacuating are assisted (Elderly, Physically Challenge, Children) ▪ Assess the situation. ▪ Establish safety zone. 	<p>Persons on or nearby the scene;</p> <p>Coordinator – Response</p>	<p>Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
<ul style="list-style-type: none"> ▪ 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>Persons on or nearby the scene;</p> <p>Coordinator – Response</p>	<p>Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey</p>
<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. 	<p>Persons on or nearby the scene;</p> <p>Coordinator – Response</p>	<p>Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey</p>

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
Remind community persons to have contact numbers for the Fire Department and Community Emergency Preparedness and Response Team.	Coordinator – Preparedness	Ms. Novlette Marsh Mr. Orane Brown

AFTER A FIRE

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
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	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
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 	Damage Assessment Coordinator: (a) Coordinator – Response & Recovery: (b-e)	Mr. Kesna Bailey Mr. Headley Small Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
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)	Damage Assessment Coordinator	Mr. Kesna Bailey Mr. Headley Small

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
4. Encourage persons affected to stay with friends or family as first options after a fire.	Coordinator - Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
5. Coordinate the establishment, staffing and management of emergency shelters for sustained use in community.	Coordinator - Response & Recovery	
6. Coordinate requests for and offers of assistance through the Parish Council. <ul style="list-style-type: none"> ▪ Coordinate requests, receipt and distribution of food, clothing and water supplies through the PEOC ▪ Assist with the distribution of supplies ▪ Assist with needs assessments ▪ Assist in the provision of welfare information to persons affected. 	Coordinator - Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
7. Assist with the tracing of missing persons	Coordinator - Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
8. Begin to effect minor repairs to critical facilities and clear road ways and public spaces, if affected.	Coordinator - Response & Recovery	
9. Continue to provide feedback and assistance to the community through the PDC and PEOC.	Coordinator - Response & Recovery	
10. Mobilize Community members to assist each other with rehabilitation and reconstruction activities.	Coordinator - Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
11. Encourage community members to rebuild bearing in mind mitigation measures (build back better).	Coordinator - Response & Recovery	

ACTIVITIES	POSITION	RESPONSIBLE PERSON(S)
12. Mobilize and conduct repairs to critical facilities and infrastructure (Schools, clinic, water supplies and others), if affected.	Coordinator - Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren
13. Update PDC on recovery activities by external agencies/departments/organizations.	Coordinator - Response & Recovery	Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
14. Monitor progress and ensure deficiencies are reported.	Coordinator - Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe
15. Mobilize CDRMG to seek assist from NGOs (e.g. Red Cross, Food for the Poor, ADRA and Others) to assist in community recovery initiatives, as required.	Coordinator – Response & Recovery	Mr. Stanley Archer Mr. Kesna Bailey
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): <ul style="list-style-type: none"> ▪ Challenges in responding to incidents ▪ Which systems were overburdened? ▪ What resources were lacking (human and physical)? ▪ How did the community cope? ▪ What areas of the SOPs need to be reconsidered? 	CDRM Team Leader / Coordinator – Response & Recovery CDRM Team Leader / Coordinator – Response & Recovery	Mr. Wordsworth Gordon Mr. Carlton McLaren Mr. Ainsworth Forsythe Mr. Stanley Archer Mr. Kesna Bailey
17. Revise SOPs as necessary	CDRM Team – President/V.P to lead	Mr. Wordsworth Gordon Mr. Orane Brown

ACKNOWLEDGEMENT



The Jeffrey Town Farmers Association wishes to thank the Office of Disaster Preparedness and Emergency Management (ODPEM) and the Canadian International Development Agency (CIDA) for partnering with us in developing this very important document. Disaster risk management at the community level indeed needs to be properly organized and managed as the community members are the first responders to any emergency. This plan clearly outlined all critical areas of disaster management – prevention, mitigation, preparedness, response and recovery. We are convinced that this document will greatly assist the residents of our community in not only preparing for disasters, but our response capacity will be enhanced.

The association wishes to express our gratitude to the facilitator, Mrs. Allison Gordon, Regional Disaster Coordinator, ODPEM, Mrs. Yolande Jankie, Parish Disaster Coordinator – St. Mary Parish Council, Mrs. Karema Aikens Mitchell, Mitigation Programme Officer – ODPEM and Mr. Horace Glaze, Senior Director, Preparedness and Emergency Operations Division – ODPEM for their support in developing this document.

We anticipate a continued working relationship and trust that you will continue to support disaster risk management activities in this community.

Regards,

Wordsworth Gordon
Chairman
Jeffrey Town Farmers Association

ACKNOWLEDGEMENT



The Office of Disaster Preparedness and Emergency Management (ODPEM) take this opportunity to express profound appreciation to the Canadian International Development Agency (CIDA) for funding the development of this very important and relevant document.

The organization recognizes the sacrifice, time, dedication and commitment of the leadership and members of the Jeffrey Town Farmers Association in contributing so ably to this Community Disaster Risk Management Plan.

Your level of involvement has demonstrated that you have accepted and owned the disaster risk management process in your community and are willing to play your part for a safer community.

This document is yours for use. Improve on it where you see necessary it is the beginning of the process, not the end.

We stand ready to continue to support your organization in whatever way possible as together we build a safer community.

Thank you.

Allison Gordon, MSc.
Regional Disaster Coordinator/Plan Development Facilitator
ODPEM
November 30, 2011