

THE
ST. CATHERINE PARISH COUNCIL



FIRST DRAFT
PARISH DISASTER PLAN



PREPARED BY: PARICIA LEWIS
PARISH DISASTER CO-ORDINATOR

THE ST. CATHERINE PARISH COUNCIL



FIRST DRAFT FOR THE PARISH DISASTER PLAN

PREPARED BY: PATRICIA LEWIS
PARISH DISASTER CO-ORDINATOR
JULY 2006

TABLE OF CONTENTS

| | |
|--|-----------|
| INTRODUCTION | 7 |
| 1.0.0 CHAPTER ONE | 9 |
| 1.1.0 DISASTER HISTORY | 9 |
| St. Catherine 9 | |
| 1.2.0 VULNERABILITY OF PARISH | 10 |
| High Risk Areas | 11 |
| Areas Prone to Landslide | 12 |
| 2.0 CHAPTER TWO | 13 |
| 2.1.0 PARISH DISASTER STRUCTURE | 13 |
| 2.1.1 PARISH COUNCILS 13 | |
| Support Responsibility: | 13 |
| 2.1.2 PRE-DISASTER 13 | |
| 2.1.3 ALERT 15 | |
| 2.1.4 RESPONSE 15 | |
| 2.2.0 PARISH DISASTER COMMITTEE | 17 |
| 2.2.1 Composition 17 | |
| Primary responsibilities: | 17 |
| Secondary responsibilities: | 18 |
| Support responsibilities: | 18 |
| 2.2.2 PRE-DISASTER 18 | |
| 2.3.0 PARISH DISASTER EXECUTIVE | 19 |
| Composition: | 19 |

| | |
|--|-------------------------------------|
| 2.3.1 PRE-DISASTER | 19 |
| 2.3.2 ALERT | 24 |
| 2.3.4 RESPONSE | 25 |
| 2.4.0 PARISH DISASTER COORDINATOR | 28 |
| 2.4.1 PRE-DISASTER | 28 |
| 2.4.2 ALERT | 29 |
| 2.4.3 RESPONSE | 30 |
| 2.5.1. Health & Welfar: | 30 |
| 2.5.2. Public Utilities | 30 |
| 2.5.3. Emergency Operations | 31 |
| 2.5.4. Public Education | 32 |
| 2.2.5. Administration | 32 |
| 3.0.0 CHAPTER THREE | 34 |
| 3.1.0 CRITICAL INFRASTRUCTURE | 34 |
| 3.1.1 WATER SUPPLY | 34 |
| 4.0.0 CHAPTER 4 | 35 |
| 4.1.0 THE EMERGENCY OPERATIONS CENTER..... | 35 |
| 4.1.1 PRE OPERATIONAL PROCEDURE | 37 |
| 4.1.2 PARISH RESOURCE LISTING | 73 |
| 4.2.0 RESOURCE CHECK LISTS | 37 |
| 4.2.0 ACTIVATION PROCEDURES | 40 |
| 4.2.1 WHEN TO CALL OUT | 40 |
| Who Will Initiate the Call | 40 |
| Who to Be Called | 40 |
| 4.2.2 KEY MEMBERS TO BE CALLED OUT | Error! Bookmark not defined. |
| 4.3.0 HOW EOC MEMBERS WILL BE NOTIFIED TO REPORT FOR DUTY | 41 |
| 4.3.1 SETTING UP THE E.O.C. | 41 |

| | |
|--|-------------------------------------|
| 4.4.0 COMMUNICATION | 44 |
| 4.4.1 EMERGENCY NOTIFICATION | Error! Bookmark not defined. |
| 4.4.2 MESSAGE HANDLING AND FLOW | 44 |
| INCOMING | 44 |
| OUTGOING | 46 |
| 4.4.3 SAMPLE MESSAGE FORM | 47 |
| 4.5.0 LIFE SUPPORT - EOC | 49 |
| 4.5.1 WELFARE NEEDS FOR EOC STAFF | 49 |
| 4.5.2 CONSIDERATIONS FOR WATER SUPPLY SOPs | 50 |
| 4.5.3 SANITATION AND MEDICAL NEEDS /CHECKS | 51 |
| 4.6.0 PREPARATION OF BRIEF/ UPDATE/ REPORTS | 53 |
| 4.6.2 TWELVE (12) THINGS TO REMEMBER WHEN CONDUCTING BRIEFING | 55 |
| 4.6.3 THE TEN COMMANDMENTS OF HANDLING QUESTIONS | 56 |
| 5.0.0 CHAPTER 5 | 57 |
| 5.1.0 PARISH RESPONSE ACTION PLANS | 57 |
| 5.1.1 LEVELS OF RESPONSE | 57 |
| 5.1.2 EMERGENCY OPERATIONS SCHEDULE | 59 |
| 5.1.3 EMERGENCY RESPONSE PHASE | 60 |
| 5.1.4 RECOVERY PHASE | 62 |
| 5.2.0 ST. CATHERINE PARISH EMERGENCY OPERATIONS CENTER HURRICANE PLAN | 62 |
| 5.2.1 STANDARD OPERATIONS PROCEDURES | 62 |
| 5.2.2 THE ACTIVATION PROCEDURE | 63 |

Article I.

| | |
|---|----|
| Figure 1: Chart showing the make up of the Emergency Operations Centre (EOC) | 36 |
| Figure 2: Sketch showing the layout of the relevant departments of the EOC. | 37 |
| Figure 3: Picture Chart showing the process of an Incoming Message | 45 |
| Figure 4: Flow Chart showing the process of outgoing messages | 46 |
| Figure 5: Flow chart showing | 60 |

| | |
|--|-------------------------------------|
| Table 1: Population of the different divisions in St. Catherine as at December 31, 2005. | 8 |
| Table 2: Major Disasters that Affected the Parish of St. Catherine | 10 |
| Table 3: Hazards that Affect the Different Communities in S. Catherine | 12 |
| Table 4: Number of Water Supply Schemes in St. Catherine 1996 | 34 |
| Table 5: Tools and Supplies that should Always be kept in Stock | 38 |
| Table 6: | 41 |
| Table 7: | 42 |
| Table 8: | 44 |
| Table 9: Checklist for supplying the needs of the E.O.C staff in the event of a disaster. | 50 |
| Table 10 | 49 |
| Table 11 | 52 |
| Table 12 | Error! Bookmark not defined. |

INTRODUCTION

The Disaster Preparedness and Emergency Management Act (1993) was a catalyst for renewed focus on hazard impact mitigation in disaster management planning and outlined the pathway towards a Parish hazard impact/disaster management plan.

St. Catherine's vulnerability to multiple hazards both natural and human-induced is one of the main challenges to the attainment of sustainable development. St. Catherine's vulnerability, particularly to natural hazards is largely a function of its geographical setting, especially with respect to hurricanes, earthquakes, and the location of population concentrations, topography and geology. The challenges created by these dynamic are further compounded by costal damages sustained from continued of hurricanes and their associated effects, flooding, landslides and earthquakes. There is also concern about the potential impact of global climate changes and indications are that Jamaica and the rest of the region will experience increased frequencies of hurricanes, floods and droughts.

In the absence of timely and appropriate disaster management, the increased frequency of these events will further erode St. Catherine's economic base, especially with regard to water resources, ecosystems, human settlement, agricultural systems, costal resources tourism infrastructure and human health.

As a consequence of recurrent disaster related damages St. Catherine is forced to divert scarce resources earmarked for development projects, to relief and reconstruction, resulting in impeded economic growth.

The main aim of the disaster management plan is to: -

- To secure the co-operation and involvement of the various communities in the identification of these problems so that there is a community focus and the inclusion of local knowledge at all times.
- Contribute to sustainable development through hazard vulnerability reduction.
- Minimization of physical, social and economic dislocation through disaster management and planning.

- Incorporate disaster management and planning into the everyday activities of all the citizens of St. Catherine.

The plan will achieve the following objectives: -

- ✓ Provide an integrated framework to address disaster management.
- ✓ Promote collaboration and co-ordination among agencies to achieve proper disaster management and hazard risk reduction.
- ✓ Social and economic benefits of vulnerability reduction.
- ✓ Ensuring accountability among stakeholders.

POPULATION AS AT DECEMBER 31, 2005

| LOCATION | POPULATION | MALE POPULATION | FEMALE POPULATION |
|-----------------|-------------------|----------------------------|------------------------------|
| Above Rocks | 3169 | 1627 | 1542 |
| Bog Walk | 11241 | 5608 | 5633 |
| Ewarton | 10807 | 5348 | 5459 |
| Glengoffe | 3231 | 1591 | 1640 |
| Guys Hill | 2646 | 1356 | 1290 |
| Hellshire | 5189 | 2487 | 2702 |
| Linstead | 15660 | 7715 | 7945 |
| Lluidas Vale | 2552 | 1267 | 1285 |
| Old Harbour | 23823 | 11737 | 12086 |
| Old Harbour Bay | 6344 | 3252 | 3092 |
| Point Hill | 2236 | 1125 | 1111 |
| Portmore | 156468 | 72288 | 84180 |
| Riversdale | 3101 | 1585 | 1516 |
| Rural | 102891 | 52640 | 50251 |
| Spanish Town | 131514 | 63795 | 67719 |
| Troja | 1393 | 746 | 647 |

Table 1: Population of the different divisions in St. Catherine as at December 31, 2005.

1.0.0 CHAPTER ONE

1.1.0 DISASTER HISTORY OF ST. CATHERINE

MAJOR DISASTERS THAT AFFECTED THE PARISH OF ST.CATHERINE

| EARTHQUAKES |
|---|
| 1688: On Sunday, February 9, 1688 at about 8:00 a.m. there were 3 light shocks, lasting about 1 minute altogether in Spanish Town, St., Catherine. Some sound accompanied the shocks |
| 1692: The following is an account of the 'Great Port Royal Earthquake', which occurred on June 7, 1692: <ul style="list-style-type: none"> • <i>The water forced its passage through the Salt Pond Hill (south-west of Port Royal on the opposite side of the channel), and gushed in torrents from its side at an elevation of 20, and in many places, 30 feet above its base, and continued running for several hours afterwards.</i> • <i>The mountains on each side the river-road (Bog Walk) leading from Spanish Town to Sixteen-mile-Walk were thrown down in such heaps as to obstruct the passage of the river, and for some time to prevent all communication between these two places.</i> • <i>A great part of a rocky mountain in St. David's fell down, and buried a whole plantation lying at the foot of it. The part from which this huge fragment was detached is now a precipice of solid rock, conspicuous from its height at a great distance, and remains a dreadful monument of that day's catastrophe</i> • It left not a house standing at Passage Fort; only at Liguanea; destroyed most of the planters' habitations in the country; and all in St. Jago de la Vega, except those built by the Spaniards. • <u>St. Jago (Spanish Town) (IX)</u> <i>All but a few low houses were destroyed</i> • <u>Saltpond Hills (VIII)</u> <i>Water issued in 20 or 30 places and flowed until down next day.</i> • <u>Sixteen-Mile-Walk (IX)</u> <i>Landslides dammed up the river for a day. Many landslides occurred in the mountains.</i> • <u>Passage Fort (X)</u> <i>Hardly a planters' house was left standing.</i> |
| 1801: On August 17, 1801 at 5:00 a.m. An intensity V shock of earthquake was reported felt at Spanish Town. Doors flew open and shut with a violent sound. |
| 1802: On September 25, 1802 at 10:00 p.m. An intensity V shock of earthquake occurred in Spanish Town. The shock alarmed Lady Nugent " <i>a good deal</i> ". (Lady Nugent's Journal) |
| 1802: On December 25, 1802 at 1:30 a.m. a shock of earthquake (IV) occurred in Spanish Town. On September 26, 1802 at 1:30 a.m. The earthquake was intensity V. " <i>An earthquake shook the bed very much.</i> " (Lady Nugent's Journal). An intensity IV shock of earthquake was reported felt in Spanish Town. " <i>...awoke by earthquake. Not severe.</i> " (Lady Nugent's Journal) |
| 1812: On July 6, 1812 two intensity IV shocks of earthquake occurred at 5:10 a.m. and were felt in Kingston and the adjacent parishes. They lasted for several seconds. |
| 1813: On October 15, 1813 a shock of earthquake of intensity IV (MH 2) occurred at 1:45 p.m. It was felt from Spanish Town to Montego Bay. |
| 1824: In Spanish Town and Old Harbour an intensity VII shocks of earthquake occurred a few minutes before 2.00 h. on April 10, 1824. The shocks were very strong. |
| 1873: On September 26, 1873 between 12.00 h. and 01.00 h. two smart shocks of "alarming nature" were felt (V) in Spanish Town. |

| |
|--|
| 1891: Long Hill, St. Catherine "At 1:37 a.m. Tuesday the 27 th October at Longhill two shocks of earthquake felt. The first shock, light but immediately followed by a sharper shock of some three seconds duration. Direction north to south. No damage was done." |
| 1896: Spanish Town "Earthquake at 10:33 p.m. on 28 th two shocks. The first was a sharp one and opened a door which was ajar; the second following immediately after but was not nearly so severe a shock. It was a very still calm night; the day had been very warm and close; and a heavy shower of rain fell between 5 and 7 p.m." |
| 1899: On July 11, 1899 a shock of earthquake was felt at 2:45 a.m. at Kingston, Spanish Town and Castleton. |
| "Spanish Town (VI) 06.35 h. A heavy shock. People panicked and many ran outdoors, while horses escaped from stables. No structural damage." Daily Chronicle, 4.8.1914 |
| "Linstead (VI). Two heavy shocks, the second much heavier than the first. People ran outdoors." Daily Chronicle, 4.8.1914 |
| "Linstead (IV) 02.20 h. Two shocks of which the second was the stronger." Daily Chronicle, 15.10.1914 |
| 1915: A No. III shock of earthquake occurred at Glengoffe on January 18, 1915 at 9:30 a.m. |
| A No. II double shock of earthquake occurred at Linstead and Ewarton on May 22, 1915 at 10:45 a.m. |
| A No. II shock of earthquake occurred at Mount Holstein, Linstead, Race Course and Port Antonio on September 11, 1915. It was accompanied by sound and was an aftershock. |
| 1917: "Linstead (V) About 06.15 h. A sharp short shock, accompanied by a loud rumbling sound. No damage was done." Daily Gleaner, 19.2. |
| "Spanish Town (IV) 06.24 h. Shock felt." Daily Gleaner, 19.2.1917 |
| 1919: A No. II shock of earthquake occurred at Glengoffe and Hope Bay on October 1, 1919 at 12:05 a.m. |
| A shock of earthquake was reported felt on December 10, 1919 in Harker's Hall and Bog walk at 03.05 h. This was a sharp earthquake. |
| 1920: A shock of earthquake occurred in Linstead on October 19, 1920 at 9:35 p.m. The shock was a sharp one. |
| 1921: A No. I shock of earthquake occurred in Spanish Town on June 13, 1921 at 4:18 p.m. |
| A No. I shock of earthquake occurred in Guy's Hill on November 18, 1921 at 5:00 a.m. |
| "Glengoffe (V) 13.17 h. A heavy shock. Many people ran outdoors. No damage reported." Daily Gleaner, 26.11.1921 |
| "Guy's Hill (VI) 13.17 h. A good many people ran outdoors. Some crockery fell. Daily Gleaner, 26.11.1921 |
| "Spanish Town (VI) 13.17 h. The walls of the Registrar's Office cracked in several places." Daily Gleaner, 26.11.1921 |
| A No. II shock of earthquake occurred in Ewarton and Chapelton on November 25, 1921 at 1:20 p.m. |
| 1924: A shock of earthquake was reported felt in Port Maria and Guy's Hill (IV) on January 30, 1924 at 15.55 h. This was a heavy shock in Port Maria and a shock of some severity in Guy's Hill, traveling east-south-east and lasting a few seconds. No damage was done. |
| A No. I shock of earthquake was reported felt in Moneague, Guy's Hill, Liberty Hill and Port Maria on January 30, 1924 at 3:55 p.m. |
| A shock of earthquake occurred in Bushy Park during the latter part of August 1924 at 4:42 p.m. |
| 1925: A No. II shock of earthquake occurred in Kingston, Stony Hill, Norris and Spanish Town on April 13, 1925 at 2:21 p.m. The duration of the shock in Kingston was 4 seconds |

Table 2: Major Disasters that Affected the Parish of St. Catherine

1.2.0 VULNERABILITY OF PARISH

The parish of St. Catherine has been proven to be prone to a number of hazards, mainly flooding and landslides. Table 3 shows the areas that have been considered to be high-risk areas and the hazard that they are prone to.

High Risk Areas

| Communities | Hazard | Comments |
|------------------------|--|--|
| Ewarton | Flooding, Oil Spill | |
| Old Harbour Bay | Flooding (Coastal, and surface run off) | |
| Old Harbour Road | Flooding (Ponding) | |
| Willowdene | Flooding (Ponding) | |
| Bannister | Flooding (Depression, Sink Holes) | Prolong periods of inundation after rain event. |
| Spanish Town | Inadequate Drainage systems | |
| Linstead (East Avenue) | Sink Hole | Prolong periods of inundation after rain event. |
| Bog Walk | River Flooding & Inadequate Drainage systems | |
| Tredegar Park | | |
| Nightingale Grove | River Flooding | Severe Flooding from Cole burn Gully |
| Lluidas Vale | Land Slides/Drought | |
| Worthy Park | Flooding | |
| Guanaboa Vale | Flooding | |
| Riversdale | Land Slide | |
| Amity Hall | Flooding | |
| Cabarita Point | Flooding | |
| The Needle | Flooding | |
| Dorothy | Flooding | |
| Sunny Side | River Flooding | Houses adjacent to the western banks of the Rio Magno continuously floods. Rainfall in St. Mary can result in the river becoming in spate. |
| Mt. Mount Rosser | Landslide | |
| Ginger Ridge | Landslide | |
| Guanaboa Vale | Landslide | |
| Treadway | Landslide | |
| Red Ground | Landslide | |

| | | |
|-----------------|--------------------------|--|
| Guys Hill | Landslide | |
| Above Rock | Landslide | |
| Harewood | Landslide | |
| St. Christopher | Landslide | |
| Bog Walk Gorge | Landslide/River flooding | |
| Bartons | Landslide | |
| Watermount | Landslide | |
| Redwood | Landslide | |
| Bagnolds | Landslide | |
| Ham Walk | Landslide | |
| Glengoffe | Landslide | |
| Parks Road | Landslide | |
| Sligoville | Landslide | |
| Lluidas Vale | Landslide | |
| Riversdale | Landslide | |

Table 3: Hazards that Affect the Different Communities in S. Catherine

2.0.0 CHAPTER TWO

2.1.0 PARISH DISASTER STRUCTURE

2.1.1 PARISH COUNCILS

Primary responsibility: - Building inspection (approval, demolition/declaration)

Secondary responsibilities:

- Readiness, response and plan implementation
- Establish emergency shelter for mass care relief
- Logistic administrative support
- Public cleansing and disposal of dead animals
- Data gathering and damage assessment
- Rehabilitation
- Distribution of potable water and other necessities

Support responsibilities:

- Transportation
- Communications
- Public information/education
- Public service announcements
- Fire management
- Evacuation
- Search and rescue
- Heavy rescue
- Tracking and clearance of incoming relief
- Coordination of volunteers

2.1.2 PRE-DISASTER

- Ensure construction standards are appropriate to the level of risk from various hazards and review current methods of enforcing these standards in the Public and Private sectors.

- Ensure that Public buildings are constructed and maintained to adequate standards of safety.
- Preposition heavy equipment in secure locations to reduce time that key routes are closed or partially closed after a disaster.
- Develop a deployment plan and training programme to cope with transportation, road clearance and logistic requirements at national and parish levels, to include but not be limited to:
 - A resource list of all transport services and heavy equipment available for use in a disaster throughout the Parish
 - Relief drivers to assist in road clearance.
 - The release of vehicles, equipment and marine craft to be used as emergency ambulances, or for other purposes, from any Government department or private agency or company during a disaster
 - The clearing of main roads and for the movement of emergency personnel and relief supplies as soon as possible after a disaster
 - Identification of solid waste disposal and land fill sites
 - Other
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the National Emergency Operations Centre (NEOC), and submit after action reports to the Office of Disaster Preparedness and Emergency Management (ODPEM)
- Develop, test and upgrade departmental disaster plans
- Inspect and repair Government buildings to ensure adequacy to withstand natural disasters

- Complete repairs for selected Govt. buildings by 15 May each year and report to the ODPEM
- Maintain drainage systems and other infrastructure designed to reduce the effects of disasters
- Be responsible for the inspection, maintenance, and retrofitting of the Country's emergency shelters.
- Provide expertise in engineering construction and property management to the ODPEM
- Conduct inventory of equipment and supplies held by private contractors and builders

2.1.3 ALERT

- Preposition heavy equipment in strategic locations to reduce time that key routes are closed or partially closed after a disaster.
- Secure government buildings and homes of key response personnel as directed by the ODPEM

2.1.4 RESPONSE

- Assist in rescue operations
- Coordinate engineering and construction resources for emergency operations.
- Secure temporary accommodation for Government operations.
- Assess damage to all public facilities, roads, related drainage, and protective works.
- Restore key roads, bridges, etc. by carrying out short term repairs, debris clearance, diversions, demolitions, etc. in association with the NEOC
- Provide expertise in engineering construction and property management during recovery from a disaster.

- Ensure that recommendations for hazard mitigation in the reconstruction of public facilities are implemented.
- Provide transport and logistic services at national and Parish levels as required by the NEOC to include:
 - Distribution of relief and rehabilitation supplies from the docks and airport to storage areas, kitchens and shelters.
 - Delivery of fuel from bulk storage to service points
 - Transportation of relief workers
 - Transportation of the dead
 - Other
- Clear roads and dispose of debris as directed by the NEOC
- Engage all Engineers, Architects, Foremen or any other capable persons in the department, in a country-wide survey of damage to public and private structures drainage, and roads, forms and report to the NEOC
- Provide engineering and construction resources for emergency operations
- Secure temporary accommodation for Govt. operations as required
- Coordinate collection and deployment of all Govt. vehicles for use in emergency operations through the NEOC
- Obtain private vehicles for use in emergency operations by request or requisition
- Allocate transport resources as directed by the NEOC, for disaster relief activities on a priority basis
- Assist in rescue operations in association with the NEOC and Fire Brigade.
- Assist the Parish Disaster Committees with the establishment and maintenance of shelters.

2.2.0 PARISH DISASTER COMMITTEE

2.2.1 Composition:

1. The Custos - Honorary Chairman
2. The Mayor - Chairman
3. Secretary/Manager - Parish Council
4. The Parish Disaster Coordinator
5. The Parish Councilors
6. The Senior Police Officer
7. The Senior Fire Brigade Officer
8. The Senior Medical Officer at the Hospital
9. The Medical Officer of Health
10. The Senior Poor Relief Officer/Inspector of Poor
11. The Superintendent - Public Works Department
12. The Parish Managers for Public Utilities (JPS, NWC, C&W, etc.)
13. The Parish Managers of Central Government entities
14. Representatives of Service Clubs and Voluntary Organizations
15. Representatives of the Chamber of Commerce and Private Sector
16. Representatives of HAM/CB Clubs
17. Representative of JIS
18. Parish Manager - Ministry of Labour, Social Security and Sports

Primary responsibilities:

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

Secondary responsibilities:

- Public information/education
- Public service announcements
- Tracking and clearance of incoming relief

Support responsibilities:

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

2.2.2 PRE-DISASTER

- Meet at quarterly intervals or as considered necessary by the Chairman.
- Communicate all plans, or revisions thereof to the ODPEM by the Parish Secretary.
- Establish and test plans for welfare relief
- Develop programmes for the rehabilitation of disaster victims
- Ensure plans exist for taking care of special groups (physically challenged, aged, etc.) and institutionalized population in an emergency.
- Formulate a system for the equitable distribution of critical food items arriving into the Island after a disaster and a policy for pricing these goods.
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

2.3.0 PARISH DISASTER EXECUTIVE

Composition:

1. The Mayor - Chairman
2. Chairman - The Parish Disaster Committee
3. The Deputy Mayor
4. The Secretary/Manager - Parish Council
5. The Parish Manager - Ministry of Labour Social Security and Sports
6. The Parish Disaster Coordinator
7. The Senior Police Officer
8. The Senior Fire Brigade Officer
9. The Senior Medical Officer of the Parish Hospital
10. The Medical Officer of Health
11. The Superintendent of Roads and Works - Parish Council
12. Superintendent of the Public Works Department
13. A Representative of the HAM/CB Clubs
14. A Representative of JIS

General Responsibilities:

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

2.3.1 PRE-DISASTER

- Meet at quarterly intervals or as considered necessary by the Chairman.

- All plans or revisions thereof are to be communicated to the ODPEM by the Parish Secretary.
- Liaise with the ODPEM
- Establish operational plans for the procurement and deployment of resources (manpower, material and equipment) in the Parish during disasters
- Select and train persons for field operations via the ODPEM
- Participate in the overall planning of disaster preparedness in the Parish.
- Coordinate the development of Parish plans for:
 - ◊ Emergency communications
 - ◊ Evacuation
 - ◊ Shelter management
 - ◊ Welfare and rehabilitation of victims
 - ◊ Transportation and road clearance
 - ◊ Health and search and rescue services
 - ◊ Emergency relief
 - ◊ Damage assessment
 - ◊ Youth affairs and volunteer deployment
 - ◊ Training and public awareness programmes
 - ◊ Evaluation
 - ◊ Public information
- Liaise with hotels in the Parish
- Designate Casualty Collection Points (CCPs) for the Parish at clinics and health centers to include a helicopter-landing zone.

- Advise the ODPEM by 31 March each year, of suitable buildings for use as emergency shelters, and make the necessary arrangements for their staffing and supply.
- Prepare lists of alternate shelters for use in the event that those designated are destroyed or otherwise rendered unsuitable
- Arrange for the training of shelter management personnel through the facilities of the ODPEM
- Assist the ODPEM in conducting shelter management training for the Parish.
- Advise Parish personnel on the locations of emergency shelters
- Designate a Chief Shelter Warden for the Parish.
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.
- Select strategic storage areas for emergency supplies in the Parish.
- Provide quarterly reports to the Director General - ODPEM on disaster plans and activities, and state of preparedness
- Ensure that local emergency services are adequately prepared for emergency operations (e.g. fire service)
- Ensure that building codes adequately account for disaster risks and that such codes are enforced
- Develop a communications deployment plan for implementation in a disaster, in collaboration with the ODPEM, to include messenger and runner services to inaccessible areas
- Prepare a list of all Parish communications facilities which can be used in a disaster to include but not limited to:
 - ◊ Police
 - ◊ Fire

- ◇ Ministry of Health
 - ◇ HAMs
 - ◇ CBers
 - ◇ National Works Agency
 - ◇ Other
- Select potential radio operators
- Participate in simulation exercises conducted by the ODPEM, to evaluate the effectiveness of the Parish's emergency communications system.
- Organize and monitor on-going awareness and educational programmes on all types of disasters as well as preventive measures in collaboration with the ODPEM, schools and other educational institutions
- Participate in the implementation of Parish Public Information plans and policies
- Develop a resource list of all transport, chain saws, heavy equipment, both Govt. and privately owned, that would be available to the Parish for use in a disaster
- Develop a vehicle deployment plan to cope with all transportation requirements in the event of a disaster at Parish level
- Compile and update a list of qualified relief drivers, heavy equipment operators that may be required for use in a disaster situation
- Develop a road clearance plan for implementation after a disaster
- Identify suitable buildings to be designated as emergency shelters for inspection by the ODPEM and a representative from NWA
- Recommend suitable buildings to the Parish shelter warden, listing their capacity and facilities available
- Maintain a list of all approved emergency shelters to include:

- ◇ Location
 - ◇ Ownership
 - ◇ Capacity
 - ◇ Facilities
 - ◇ Contact persons
 - ◇ Addresses
 - ◇ Telephone numbers

- Assist the Parish shelter warden in selecting personnel to manage and administer the shelter

- Determine a probable number of persons to be fed and accommodated in each village at institutions such as:
 - ◇ Churches
 - ◇ Schools
 - ◇ Designated shelters

- Arrange for structurally sound and suitably secured buildings for storage and emergency food and other supplies in the Parish

- Maintain a database of special provisions (e.g. medication) to be made for persons in the Parish, in the event that they have to be moved to shelters.

- Arrange for the staffing of welfare centers

- Assist in damage assessment after a disaster and pass information to the NEOC

- Select and train key disaster preparedness personnel such as:
 - ◇ Shelter wardens and aids
 - ◇ Emergency relief personnel
 - ◇ Messengers
 - ◇ Rescue workers
 - ◇ Support staff
 - ◇ Record keeping

- ◇ Typing
- ◇ Other

- Define clear job descriptions for members of the Parish Emergency Operations Centre (EOC)
- Develop operational plans for the Parish

2.3.2 ALERT

- Alert the Parish of impending disasters and precautionary measures to be taken
- Coordinate Parish communications resources to provide communications with the NEOC, towns, villages, shelters and other institutions
- Implement evacuation and shelter plans
- Coordinate the allocation, supervision and management of emergency shelters before the disaster, through the NEOC
- Establish and report to the Parish EOC
- Establish communications with the NEOC by any means
- Register persons occupying emergency shelters
- Advise and encourage the public to take precautionary measures as recommended by the NEOC
- Call in private and public transport and equipment and other resources that may be needed to combat the disaster, according to mutual aid agreements.
- Identify, warn and pre-position personnel to provide administrative support for disaster operations
- Assess disaster risk and ensure that mitigation strategies are implemented.

2.3.4 RESPONSE

- Assist in the registration of persons affected by the disaster, assist in emergency relief programmes, such as feeding, and shelter management.
- Provide for activation and assignment of personnel to named shelters.
- Assist in the provision of emergency clothing, feeding, lodging.
- Assist with debris clearance and refuse disposal where possible.
- Assist with the repair and operation of public facilities, including water plants, sewerage plants, power plants and communication system where possible.
- Participate in the provision of welfare services and counseling of disaster victims.
- Assess the social effects of disasters and emergencies and establish rehabilitation programmes sensitive to social needs of the victims.
- Provide and coordinate welfare and distribution of relief supplies to all as needed
- Take initial rescue and relief measures
- Provide periodic reports to the NEOC by any means available
- Initiate arrangements for the care of injured and homeless
- Assist damage assessment teams with available and accurate data
- Receive and transmit reports on persons who have suffered loss or damage to the NEOC
- Implement welfare and rehabilitation programmes
- Maintain communications between agencies as required

- Coordinate the allocation, assignment of personnel, supervision, and management of emergency shelters during and after the disaster, through the NEOC.
- Ensure provisions for food, clothing, supplies, storage and distribution to Parish after a disaster
- Ensure the availability of first aid and medical supplies and service
- Provide information to the NEOC for requesting assistance
- Assist in the collation of damage assessments for the Parish
- Provide the NEOC with regular reports of response efforts
- Keep the Parish informed of the situation
- Arrange for the use of additional vehicles to augment any existing service that may exist in the Parish
- Request medical supplies, equipment and other emergency services as may be considered necessary
- Ensure that field personnel are aware of all Parish casualty stations so that they could inform the public of the location and availability of this service
- Ensure that adequate trained first aid persons are available at emergency shelters and other first aid centers and stations
- Act in accordance with the NEOC
- Maintain a register of persons occupying emergency shelters
- Determine the quantity and type of assistance required
- Request relief supplies from the NEOC.
- Assist with the distribution of relief supplies to villages and institutions in the Parish

- Arrange for staff to assist with packaging and distribution of relief supplies to villages and institutions in the Parish
- Arrange for the transportation of relief supplies from warehouses to villages and institutions
- Maintain records of relief supplies received and distributed in Parishes and send reports to the NEOC
- Work in close association with voluntary agencies such as the Red Cross, Lions clubs, etc.
- Coordinate the provision of welfare assistance to the aged and disabled and others in need
- Coordinate a preliminary survey in each Parish within 48 hours of the disaster in order to determine needs:
 - ◊ Number of persons homeless
 - ◊ Number injured, missing, dead
 - ◊ Number of buildings destroyed
 - Totally
 - Seriously
 - Slightly
 - ◊ Number of persons requiring food, shelter and medical treatment
- Conduct a survey of roads, bridges etc. indicating location and extent of damage
- Coordinate a survey of food crops and food stocks
- Coordinate a survey of the extent of damage to telephone and electricity, lines, water supply and drainage facilities
- Report findings to the NEOC within 48 hours of the disaster

- Provide administrative support for disaster operations
- Coordinate youth activities in a recovery programme as soon as possible after a disaster
- Ensure the general welfare of young people is administered in a period where families are separated and dislocated

2.4.0 PARISH DISASTER COORDINATOR

2.4.1 PRE-DISASTER

- Prepare a Parish Disaster Plan (PDP).
- Ensure that Parish plans are published as separate documents and are available from the Parish concerned. Copies of these plans are to be held at Parish and National Headquarters and at appropriate Police Stations and the headquarters of other emergency, essential, or voluntary organizations in the Parish.
- Provide support and leadership for Parish Disaster Committee
- Develop job functions for officials of the Parish Disaster Committee
- Ensure that the Parish has adequate response plans in place
- Be aware of preparatory arrangements being made in the Parish
- Assesses potential requirements for assistance
- Represents the Parish at national meetings
- Keeps the Director of the ODPEM advised of the situation and conditions in the Parish
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the ODPEM.

- Complete Parish Return Form annually and deliver to the Director of the ODPEM by mid May each year.
 - ◇ Be responsible to the Director of the ODPEM for the care and maintenance of such equipment as is made available to the Parish by the ODPEM.
 - ◇ Advise and assist all officers of the Parish or with respect to counter-disaster functions.
 - ◇ Act as executive officer to the Parish with respect to the production of the local counter-disaster plan.
 - ◇ Act as officer-in-charge of such local emergency service as may be raised by the parish.

- In his or her capacity as officer-in-charge of a local emergency service, the Local Coordinator may:
 - ◇ Nominate suitable persons to be registered volunteer members of the ODPEM.
 - ◇ Nominate suitable persons for attendance at counter-disaster training courses.
 - ◇ Utilize the resources of the local emergency service in support of police or statutory services for emergency purposes within the Parish.
 - ◇ Advise officers of the Parish in respect of such facilities as may be required for effective operation of the local emergency service.
 - ◇ Exercise such other powers and perform such other functions and duties as are prescribed or, so far as not prescribed, as the Director determines.

2.4.2 ALERT

- Ensure that the PEOC is set up and ready to be activated

- Ensure that communications between NEOC, PEOC, and response agencies are established

2.4.3 RESPONSE

- Act as liaison between the Parish and the NEOC
- Assist the Parish in its attempts to return to normalcy
- Coordinate relief services and material to the Parish

2.5.0 SUB COMMITTEES OF THE PARISH DISASTER COMMITTEE

2.5.1. Health & Welfare:

- Senior Medical Officer (Health)
- Poor Relief Officer
- Voluntary Agencies - (VOLAGS)
 - Red Cross
 - Salvation Army
 - Seventh Day Adventist Churches – ADRA
 - Service Clubs
- Ministry of Labour, Social Security and Sports (MLSS)
- Social Development Commission (SDC)

Responsibilities: -

- ❖ Identify location of shelter
- ❖ Training of shelter managers
- ❖ Health surveillance of vulnerable communities
- ❖ Co-ordinate Health & Welfare activities before, during and after incidents
- ❖ Prepare Health & Welfare Plan for Parish
- ❖ Develop Plan to address Data collection on victims Develop Plan to address rehabilitative needs to victims
- ❖ Help implement Evacuation Plan

2.5.2. Public Utilities

- Public Works Department
- Cable and Wireless Jamaica Ltd.
- National Water Commission
- Jamaica Public Service
- Central Parks and Markets
- Ministry of Agriculture (RADA)
- Roads and Works Department – Supt.

Responsibilities: -

- ❖ To co-ordinate plans for speedy
- ❖ Restoration of utilities after emergencies
- ❖ Identify resources, equipment and manpower
- ❖ Develop Transport Plan Help
- ❖ Implement Evacuation Plan
- ❖ Damage Assessment
- ❖ Employ preventative measures e.g. Drain Cleaning

2.5.3. Emergency Operations:

- Fire
- Jamaica Defense Force
- Police
- Jamaica Special Constabulary Force
- Cadets

Responsibilities: -

- ❖ To develop Rescue Operation Plans
- ❖ To evacuate victims to safe areas (Shelters)
- ❖ To secure life and property
- ❖ To maintain Law and order
- ❖ To ensure that EOC's efficiency is maintained

2.5.4. Public Education:

- St. Catherine Parish Council
- Jamaica Information Service
- Jamaica Amateur Radio Association (JARA)
- Citizens Band Radio Operations (CBERS)
- St. Catherine Red Cross Branch
- Central Conference S.D.A.
- St. Catherine Parish Library
- St. Catherine Fire Brigade
- Social Development Commission (S.D.C)

Responsibilities: -

- ❖ To ensure the dissemination of helpful information of preparedness to the Public before disasters through planned Public Education Media Programmes
- ❖ To disseminate to the public, helpful information when there is an impending disaster
- ❖ To provide communication links in and out of parish
- ❖ To organize Volunteers during Emergencies
- ❖ To arrange drills and simulations
- ❖ To assist Parish Disaster Executive in Fund Raising Programmes

2.2.5. Administration:

- Executive
- Chamber of Commerce

Responsibilities:-

- ❖ To maintain Contact Lists: i. Parish Disaster Committee
ii. Establish Zone/Community Committees
- ❖ To ensure the equipping of Emergency Operation Centre with the following items:
 - Stationery
 - Maps
 - Map Boards
 - Status Report Boards

- Log
- Message Forms

- ❖ Develop Fund Raising Programs to achieve all objectives.
- ❖ To develop plans for Rehabilitation and Reconstruction after emergency

3.0.0 CHAPTER THREE

3.1.0 CRITICAL INFRASTRUCTURE

3.1.1 WATER SUPPLY

There are 78 water supply schemes in the parish of St. Catherine: 32 operated by the National Water Commission, 40 by the St. Catherine parish council, and 6 by private interests (See Table 4). Appendix 3 gives a table that shows the different areas in Eastern St. Catherine served by NWC water plants.

Number of Water Supply Schemes, St. Catherine, Jamaica. 1996
River Treatment

| | Plant | Rivers | Springs | Wells | Catchments | Total |
|----------------|-------|--------|---------|-------|------------|-------|
| NWC | 3 | | 3 | 26 | | 32 |
| Parish Council | 1 | 1 | 22 | | 16 | 40 |
| Private | | | 2 | 4 | | 6 |

Table 4: Number of Water Supply Schemes in St. Catherine 1996
Source: National Water Commission Water Supply

Name/Agency: National Water Commission
Address: 4 Marescuax Rd, Kingston 5
Officers in charge: Senior Vice President & Chief Operation
Telephone no.: 9293540 or 9293530

Name/ Agency: St. Catherine Parish Council
Address: Emancipation Square, Spanish Town P.O.
Officers in charge: Superintendent Roads & Works
Telephone no.: 984-3111-2; 907-1795; 907-0296

4.0.0 CHAPTER 4

4.1.0 THE EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) is the designated location where the parish's response mechanism is coordinated. It is where all the heads of the different departments, relevant to the relief phase, meet to deliberate and make decisions concerning the issue at hand. *Figure 1* illustrates the administrative components of the EOC.

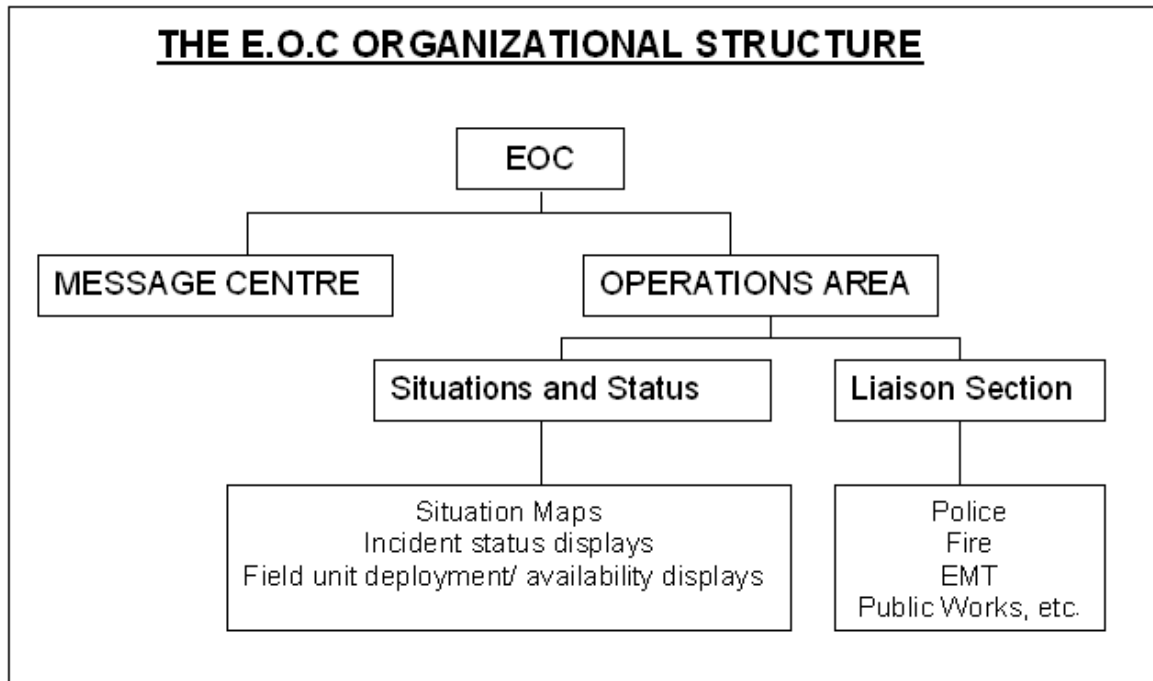


Figure 1 Chart showing the organisational structure of the EOC

THE EMERGENCY OPERATIONS CENTRE MODEL

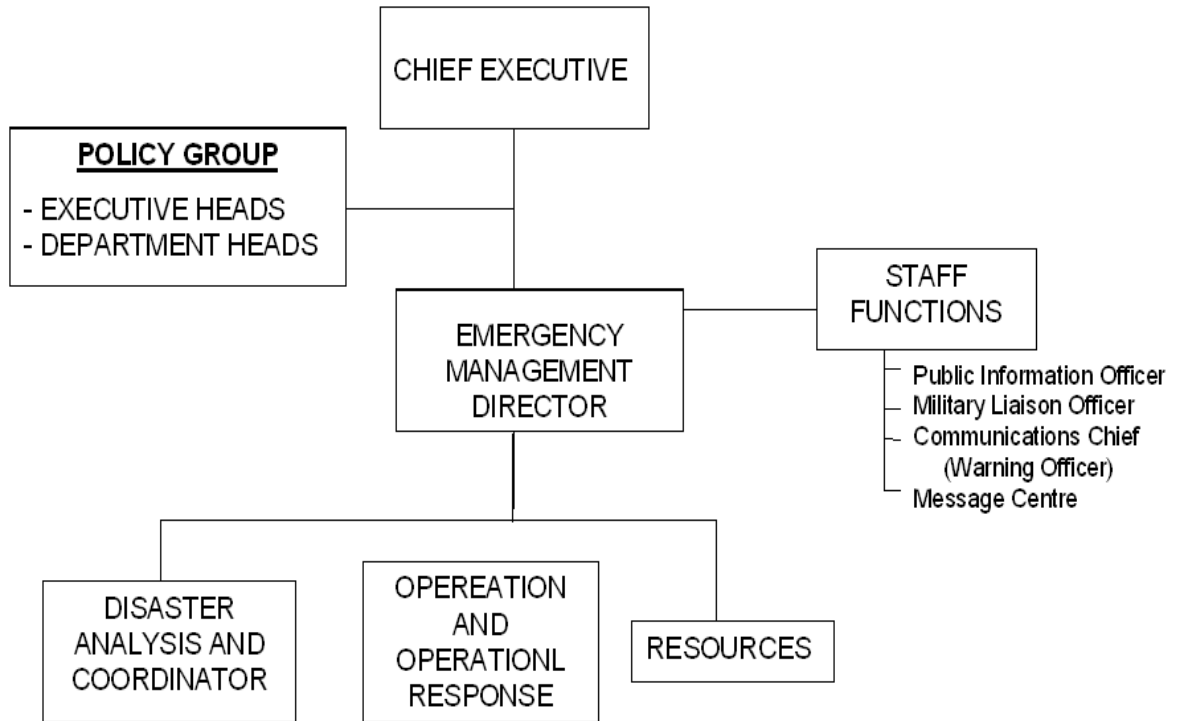


Figure 2: Chart showing the administrative make up of the Emergency Operations Centre (EOC)

4.1.1 PRE OPERATIONAL PROCEDURE

1. **Designated Emergency Operations Centre and Alternate Sites** - As a pre operational procedure all staff members should be acquainted with a draft of the spatial layout of the Emergency Operations Centre (See Figure 3). This way they will be better able to familiarize themselves with the orientation of the different departments and the relationship between each.

SITE LAYOUT OF THE EOC

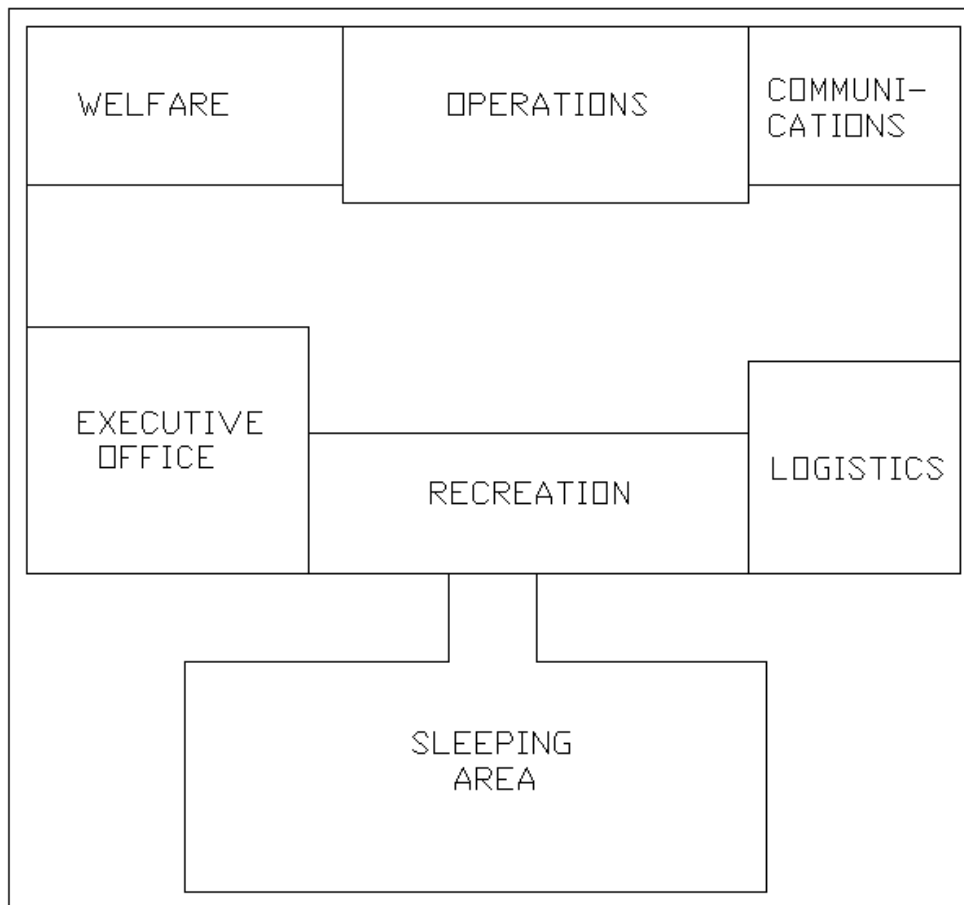


Figure 3: Sketch showing the layout of the relevant departments of the EOC.

2. Resource Checklists -

- i) **Minimum tools, equipment and supplies to be in stock at all times** - When the EOC has been activated there are a number of tools and supplies that should be present in the

centre. Table 5 suggests a list of the most essential tools equipment and stationary that should be kept in stock at all times. This is to ensure that the needs of the staff present in the shelter be met so that they can efficiently carry out the task of caring for the persons who need relief.

TOOLS AND SUPPLIES TO BE ALWAYS KEPT IN STOCK

| TOOLS | EQUIPMENT | STATIONERY & SUPPLIES |
|---------|--------------------|---------------------------------|
| Hammer | Stand by generator | Fuel |
| Pliers | Radio (transistor) | First Aid Kit |
| Nails | Flashlight | Maps (1:50,000) |
| Cutlass | Batteries | Flip Chart paper |
| Shovel | Lanterns | Markers (assorted) |
| | Cots | Assorted pins (for map marking) |
| | | Masking Tape |
| | | Letter size paper |
| | | Water Boots |
| | | Rain coats |
| | | Matches/lighter |
| | | Thumb tacks |
| | | Message forms |
| | | Ruled sheets |
| | | Pencils, pens, |
| | | Sharpener |
| | | Signs (for EOC) |
| | | Staff Identification badges |
| | | Cooking utensils |
| | | Eating utensils |

Table 5: Tools and Supplies that should always be kept in stock

ii) Furniture and Appliance - In the administrative section of the EOC certain office furniture and small household appliances are needed to ensure the comfort of the staff. A

comfortable staff is considered to be an efficient and productive one. The presence of the appliances in the workplace gives the feeling of being at home hence promoting greater comfort.

- ❑ Work areas
- ❑ Refrigerator
- ❑ Storage Cabinets
- ❑ Overhead projector
- ❑ Copier
- ❑ Coffee Maker
- ❑ Filing cabinets
- ❑ Microwave oven
- ❑ Status Boards
- ❑ Seating
- ❑ Stoves
- ❑ Projection Screen

*iii) **Equipment and Supplies Checklist*** – The following checklist is especially important to the function of the administrative staff of the EOC. This is because the stationery mentioned include items that determine the success or failure of the attempts of the EOC as effective communication is improved through them.

- ❑ Paper
- ❑ Stationery
- ❑ Position signs/markers
- ❑ Standard Operation Procedures (SOPs) Checklists
- ❑ Situation Reports Forms
- ❑ Tape
- ❑ Flip Chart
- ❑ Typewriters
- ❑ Emergency Plan
- ❑ Message Forms
- ❑ EOC Badges
- ❑ Trash Receptacles
- ❑ Activity logs
- ❑ Stapler/paper clips
- ❑ Pens/pencils/markers

- ❑ In/out baskets
- ❑ Resource Lists
- ❑ Clock
- ❑ Damage Assessment Forms
- ❑ Tool kit

4.1.2 ACTIVATION PROCEDURES

When to Call Out

All members of the Emergency Operations Centre should be on the alert at all times, expecting to be “called out”. This is because a hazard, such as an earthquake or a fire can occur at any time. They however should be especially on the alert during the hurricane season as history has proven that our nation is vulnerable to hurricanes, which cause severe flooding and landslides. Members of the EOC however, are to be officially called out once an emergency is pending or when an emergency has occurred.

Who Will Initiate the Call

- ✓ The Parish Disaster Coordinator
- ✓ The Secretary/Manager
- ✓ The Regional Disaster Coordinator
- ✓ The Chairman of the Parish Disaster Committee

Who to Be Called (See Appendix 1)

- ✓ Heads of Agencies on the Parish Disaster Committee
- ✓ Other members of the Parish Disaster Committee

PLEASE NOTE: EACH PARISH IS TO PREPARE LIST OF KEY PERSONS TO BE CALLED OUT (contact numbers are to be included in SOP). The number of EOC members that are to be called will depend on the magnitude of the emergency/disaster.

How E.O.C Members Will be Notified to Report for Duty

The EOC members will be contacted mainly via the telephone. They may also see and hear public announcements being aired requesting their presence at the EOC through the media. Runners, including the police, soldiers and firefighters may also be used to deliver messages. The initial consensus held between the members, the EOC and the Parish Council will give their understanding that they should report for duty as soon as the situation has occurred or they have received notice.

4.3.0 SETTING UP THE E.O.C.

| ACTION | AGENCY/ INDIVIDUAL RESPONSIBLE |
|---|---|
| <p>1. Layout of EOC (See Figure 1)</p> <p>2. Setting up of Operations Room –</p> <p style="text-align: center;">AREAS OF FOCUS</p> <p>a. Designated sub-committees work areas</p> <p>b. Signage</p> <p>c. Mounting of status boards and maps</p> <p>d. Maintenance and updating of status boards</p> | <p>→ Parish Disaster Coordinator</p> <p>→ Building Officer</p> <p>→ Director of Planning</p> <p>➤ Operations Sub-Committee</p> <p>➤ Parish Disaster Coordinator</p> <p>➤ Parish Council Planners</p> <p>➤ Parish Council Works Overseers</p> <p>➤ J.D.F.</p> <p>➤ J.C.F.</p> <p>➤ Others</p> |

Table 6:

SET- UP CRITERIA OF THE E.O.C

In setting up the Emergency Operations Centre (E.O.C) there are certain criterions that need to be met for the efficient functioning of the E.O.C once it has been activated.

Table 7 suggests some important questions that should be helpful when setting up the E.O.C.

| AREA OF FOCUS | QUESTIONS |
|------------------------|--|
| KEYS | 1. Who has them? |
| | 2. Where are they located? |
| FURNITURE | 1. Where is it stored? |
| | 2. Where does it go? (Include floor plan that shows furniture layout.) |
| | 3. Who is responsible for setting up the furniture? |
| | 4. How are they alerted? |
| COMMUNICATIONS | 1. If communication devices are not permanently installed in the EOC, where are they stored (phone sets, cellular phones, radios, etc.)? |
| | 2. Where should they be located in the EOC? |
| | 3. Who is responsible for communications set up and how are they alerted? |
| DISPLAY SERVICES | 1. If display services are not permanently mounted, where are they stored? |
| | 2. Where should they be located? |
| | 3. Who is responsible for setting up the displays? |
| EQUIPMENT AND SUPPLIES | 1. Where are the equipment and supplies stored? |
| | 2. Who is responsible for distributing supplies? |

Table 7: Questions to be asked when setting up the EOC

PLEASE NOTE: This checklist should be applied for deactivating the EOC to ensure that everything is put back in place and is ready for the next activation.

4.3.2 STANDARD OPERATING PROCEDURES (SOPs)

Standard Operating Procedures (SOPs) is a system of measures that provides the mean to carry out the emergency management and responsibilities of the EOC in a timely and efficient manner. SOPs contribute to effective emergency operations as they serve as an emergency reference, whereas they provide quick reference to vital information as well as a training tool for staff, whether official or volunteer. It also aids to ensure that workers follow the validated procedures in the EOC. The following (Table 8) is a standard list of standard operating procedures that should be present in the EOC.

SOPs WORKSHEET

| S.O.P | WHO IS INVOLVED | WHO IS THE EXPERT |
|---------------------------------|-----------------|-------------------|
| Activation | | |
| Deactivation | | |
| Set Up | | |
| Notification | | |
| Alerting | | |
| Shift Changes | | |
| Chain of Command | | |
| Internal and External Messaging | | |
| Communications System | | |
| Maintenance | | |
| Displays | | |
| Life Support | | |
| Stress Management | | |
| Security | | |
| Reports | | |
| Public Warning | | |
| Handling Emergencies in the EOC | | |
| Finance | | |
| Agency Coordination | | |

OTHER:

Table 8: Worksheet for the SOPs that are to be present in the EOC.

4.4.0 COMMUNICATION

4.4.1 MESSAGE HANDLING AND FLOW

INCOMING



- Received by Operator/Receptionist (who will complete message form) by one of the following methods:

- Runner
- Passerby
- Radio Operator
- Telephone call
- Other

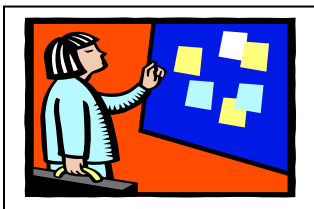


- Message is logged by Log Recorder

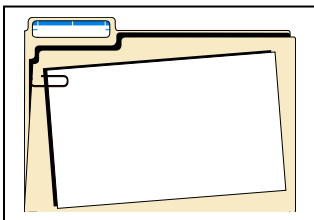
- Number is assigned
- Log on Message Log



- Message passed to Director of Operations for prioritization and forwarded to relevant sub-committee/agency



- Pass to sub-committee/agency who would
 - Review message and write response
 - Verify with coordinating agency
 - Indicate dispatch method (if necessary) and then sign form.

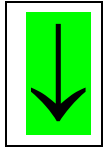


- Messages are then used to update status board
 - Verify completeness
 - File

Figure 4: Picture Chart showing the process of an Incoming Message

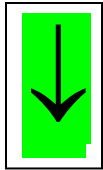
OUTGOING

MESSAGE ORIGIN



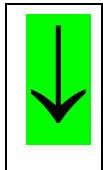
- Complete form
- Indicate Dispatch Method
- Sign Form

LOG RECORDER



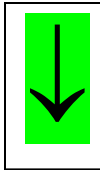
- Assign message number
- Log on Message Log

MESSAGE CONTROLLER



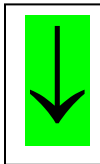
- Dispatch message
- Initial form
- Record time dispatched

AGENCY



- Review Form
- Sign Form

LOG RECORDER



Records Message in Outgoing Log

Figure 5: Flow Chart showing the process of outgoing messages

4.4.3 SAMPLE MESSAGE FORM

COMMUNICATIONS RESOURCE CHECKLIST

In a world that has become so technology oriented, there are a number of forms that can be used to communicate information from one place to a next. These are some examples of those used in the EOC in the event of an emergency:

- Citizens Band Base Station/remotes
- Antenna System
- Intercom Systems
- Dispatch System
- Amateur Radio
- Television
- Portable Radios
- Telephones
- Scanners
- Computers
- Cable Television
- Fax Machine
- Emergency Telephone Lines
- Batteries

MAPS CHECK LIST

- Demographics
- Utilities
- Situation Maps

- Land Use
- Evacuation Routes
- Critical Facilities
- Hazardous materials
- Topographical
- Environmental hazards
- Transportation

STATUS BOARDS CHECK LIST

- Situation Analysis
- Medical facilities
- Fallout Shelters
- EOC Assignments
- Public Information Officer log
- Morgues
- Flip Charts
- Events Log
- Resources
- Shelters
- Weather

4.5.0 LIFE SUPPORT OF THE E.O.C THROUGH SOPs

Essentially, standard operation procedures (SOPs) are the life support system of the Emergency Operation Centre. Table 9 gives guidelines or requirements for developing SOPs for maintaining the life support system of the E.O.C.

| TASK | WHO IS RESPONSIBLE/DETAIL |
|---|---------------------------|
| Maintaining Life Support systems | |
| What mechanisms are in place for rotation of supplies? | |
| Who is responsible for ensuring that equipment is functioning? | |
| Where is the list of creditors/ suppliers for life support system? | |
| Who distributes the food, equipment, and supplies when the EOC is activated? | |
| Who is responsible for re-stocking the food, equipment, and supplies when the EOC is deactivated? | |
| Where are the SOPs for maintaining life support systems located? | |

Table 9

4.5.1 WELFARE NEEDS FOR E.O.C STAFF

As an E.O.C staff member it is to be expected that in some emergency situations they will be isolated from their communities for extended periods of time. As part of emergency management and operations preparation and planning, standard operation procedures (SOPs) should be developed to ensure that the basic needs of the staff is met (See Table 10). At the E.O.C reasonable sleeping accommodations should be provided as well as adequate food that is reasonably nutritious and not freeze- dried.

| ACTION | PERSON(S) RESPONSIBLE |
|---|---|
| Ensure adequate supplies of: <ul style="list-style-type: none"> ✓ Food ✓ Water ✓ Toiletries ✓ Bedding | <ul style="list-style-type: none"> - Secretary/Manager - EOC Executive |
| Ensure adequate operational staff complement to cover three (3) 8-hour shift system | <ul style="list-style-type: none"> - EOC Executive - Secretary/Manager - Parish Disaster Coordinator |
| Scheduling of staff to man EOC for a prolonged period of time | <ul style="list-style-type: none"> - EOC Executive - Secretary/Manager - Parish Disaster Coordinator |
| Ensure adequate staff to prepare and serve meals and refreshment to EOC staff as the need arises | <ul style="list-style-type: none"> - Secretary/Manager - Parish Disaster Coordinator |
| Ensure functioning shower and toilet facilities | <ul style="list-style-type: none"> - Secretary/Manager - Parish Disaster Coordinator |

Table 10: Checklist for supplying the needs of the E.O.C staff in the event of a disaster.

4.5.2 CONSIDERATIONS FOR WATER SUPPLY

Water should be the most essential requirement in the E.O.C, not only for drinking purposes but also for sanitation, cooking and washing. People can survive with little and no food for a number of days but without water this time will be drastically reduced as each person needs a minimum of 2.2 quarts of water to survive. Monitoring the use of water is important to ensure the wastage does not occur.

- How much water can be stored in advance?
- Is it likely that the normal water supply for the area will be functioning in an emergency?
- What are the alternate sources of water?
- What arrangements need to be made to ensure availability in an emergency?

PLEASE NOTE: Checks are to be made and adjusted where necessary on a regular basis.

4.5.3 SANITATION, VENTILATION AND MEDICAL NEEDS /CHECKS

In cases of dire emergency, the E.O.C could quickly become overcrowded causing an increase in stress on the facility. Overcrowding in any area suggest that sanitation and medical issues will become a problem, therefore standard operation procedures must be formulated to address these situations. Since there is no guarantee that water will always be available in the event of a disaster alternate procedures are also to be developed by consulting with health inspectors, sanitary engineers, and public health officials to deal with the potential problems.

The most important aspect of sanitation is sewage disposal through toilet facilities. When the E.O.C has been activated the SOPs should make special arrangements for designated toilet facilities in case those in the E.O.C become out of service. Also portable units should be arranged for as well as sanitation kits that contain toiletries such as tissues and disinfectants. Another important area is that of garbage disposal. There should be persons assigned to the collection and disposal of garbage and the tidiness of the E.O.C. Good personal hygiene is also vital therefore the standard operation procedures should specify the recommended items that should be taken by staff and evacuees to the E.O.C as well as those that will be provided by the centre.

Overcrowding also hinders proper ventilation in any area. This is because the oxygen level in the air will decrease while carbon dioxide will increase to cause problems such as fainting, short of breath and nausea. Proper ventilation also reduces the built up of heat and humidity. If a person experiences heat to the point of severe discomfort there is an increase in stress, dehydration and aggressive behaviour. In the interest of the staff it is especially important as when they suffer heat stress they may have increased accidents because they are inattentive and lack good judgment. They will also have problems thinking clearly; therefore SOPs should address this problem and come up with ways to deal.

LIST OF CREDITORS/ SUPPLIERS FOR EOC

1. A.J.'s Supermarket
2. Munamar Supermarket
3. Big Tree Hardware
4. Mainland International
5. Super Plus Supermarket
6. Shop N Save Supermarket

Please note: Memorandum of Understanding duly signed

SECURITY S.O.Ps

| TASK | PERSON |
|--|--------|
| Internal Security of the EOC | |
| How will access to the EOC be determined? | |
| Which parts of the EOC will be accessible? | |
| Which parts of the EOC should be "locked out"? | |
| Where will the security post be established? | |

Table 9

4.6.0 PREPARATION OF BRIEFS/ UPDATES/ REPORTS

WHY SHOULD BRIEFINGS BE CONDUCTED?

The reasons for conducting briefings should be among the following:

- ✓ To orient personnel to the EOC
- ✓ To review SOPs and introduce new ones if necessary;
- ✓ To acquaint personnel with new systems, equipment and or physical layout;
- ✓ To conduct training sessions for personnel in major functional areas such as communication
- ✓ To keep EOC staff abreast of what is happening in the EOC and at the site of the emergency.

BRIEFINGS ACTION SHEET

| ACTION | TO BE CARRIED OUT BY WHOM | FOR WHOM |
|---|--|--|
| 1. Compilation of timely status reports | Public Education Sub-Committee | Executive, EOC Operations Director National EOC |
| 2. Damage Assessment Report | Superintendent of Roads and Works or National Works Agency or Delegate | Executive, National EOC Operations Director |
| 3. News Releases | Public Education Sub-Committee | Executive, EOC Operations Director NEOC Media |

SITUATION REPORT FORMAT

Parish: _____

Name of Reporter/Source: _____

Date/Time: _____

INFORMATION

1. **Nature of Disaster:** (include type of emergency and location)

2. **Death and Injuries:** (total deaths to date, total injuries to date, include location where possible)

3. **Damage:** (type and extent to property, people, eg. Housing, food supplies, water, medical, major bridges, roadways, etc. Indicate potential danger)

4. **Local Resources Committed:** (this should include warning, use of personnel, shelter supplies etc.)

5. **Volunteer Actions:** (This should indicate actions taken by the Red Cross, Salvation Army, MLSS, number of persons sheltered etc.)

6. **Assistance Needed:** (if known) and Name of Person Requesting Assistance: (requests should be specific)

7. **Other Information:**

**Section 13.01 4.6.2 TWELVE (12) THINGS TO REMEMBER WHEN
CONDUCTING BRIEFINGS**

1. Arrive early and make contact with others. Sort out seating, lighting, acoustics before briefing begins.
3. Reflect a positive attitude.
4. Make sure someone will be taking notes.
5. If you are leading, state the purpose and estimated time of completion. This is the most important statement of the briefing, as it will set the tone for the briefing. Restate the purpose periodically.
6. If you are leading, start on time. Present a confident, self-assured demeanor.
7. Separate the problems being discussed from the people discussing them. Don't let others personal agendas interfere with your goals.
8. Summarize periodically.
9. Make people feel good about attending. Show them respect throughout the briefing.
10. Watch for signs of dissension and be prepared to alleviate it.
11. Use visuals, if they help to clarify key points.
12. Do not read your materials. Maintain eye contact with your audience
13. Do not ramble or discuss irrelevant material

Section 13.02 4.6.3 THE TEN COMMANDMENTS OF HANDLING QUESTIONS

- 1. ANTICIPATE**
 - ✓ Expect them beforehand
 - ✓ Identify tough questions – plan good answers
- 2. LISTEN**
 - ✓ Be sure you understand the question ... repeat it, reword, or ask questioner to repeat it.
- 3. BE BRIEF**
 - ✓ Give short, crisp answers, but don't be rude.
- 4. TALK STRAIGHT**
 - ✓ Answer as best as you can. If you don't know, say so.
- 5. BE RESPONSIVE**
 - ✓ Acknowledge the question and the person. Be willing to clarify your answers and to participate in a dialogue with the audience.
- 6. BE SPECIFIC**
 - ✓ Answer questions with concrete language: facts, figures, names, numbers, etc. Give examples.
- 7. ADMIT YOUR MISTAKES OR SHORTCOMINGS**
 - ✓ Admit mistakes in a straightforward, professional way, and correct them with graceful finesse. Don't fake an answer – offer to find out and get back to them.
- 8. BE POLITE**
 - ✓ Always, always, always be polite to audience no matter what – no exceptions. Be calm. Don't fight fire with fire.
- 9. BE FIRM**
 - ✓ Provide evidence to support your ideas, but don't take an adversarial approach.
- 10. CHALLENGE DISTORTIONS**
 - ✓ Correct mis-information.

(a)

(b) *Adapted from Anderson, James B., Speaking to Groups, Eyeball to Eyeball, pp. 145-168*

Article XIV. 5.0.0
CHAPTER 5

**Article XV. 5.1.0 PARISH
RESPONSE ACTION PLANS**

Section 15.015.1.1 LEVELS OF RESPONSE

Level 1-Response

When any disaster strikes, the people in the affected areas fall into two categories; the victims and the unaffected. The latter are usually the first on the scene as the victims are often their neighbors, relatives, and friends. Typically, they offer what assistance they can and if this proves adequate, they and the victims will set about restoring normalcy to their community, with no real need for “outside” intervention as soon as is practicable.

This is categorized as a **Level 1** response. Local contact persons will report to the Parish Disaster Coordinator or the Zonal Disaster Management Committee (Z.D.M.C) and the Parish Coordinator in this instance will seek from his Local Contact Persons a situation report(s) (sit-rep). The Parish Emergency Operations Centre (PEOC) will not be activated but the relevant committees and the O.D.P.E.M. will be notified of what happened and what action was taken, for future follow-up.

The Coordinator, Z.D.M.C or the Local Contact Person may initiate contact for transmission of the situation reports to the Parish Disaster Coordinator. The sit-reps for the affected are the final document of this level’s response.

Level 2 –Response:

This level of response occurs when the incident affecting a community is so severe that the assistance of at least one key response agency e.g. Fire, Police, Health, Public

Works Department, Roads & Works Department, or Utilities is required

In such instances the PEOC may be activated but only the agencies needed, will be alerted and deployed. The Zone Disaster Committee (ZDC) of the affected areas will meet and the executives will decide whether or not its Zonal Emergency Operation Centre (ZEOC) is to be activated. Its Coordinator contacts the Parish Coordinator and gives him the situation reports on the affected area(s) and agrees on the schedule for further sit-reps.

The ZDC's leadership directs the "*on-the-ground*" responses to the emerging incident and report to the Parish Coordinator on the agreed schedule.

Level 3-Response:

This level of response is dictated by a single event affecting one or more communities, and in at least one of the affected communities a multi-agency response requires the deployment and coordination of several response agencies to the affected area(s).

The Coordinator will activate the Parish Emergency Operations Centre and all agencies will be "*called out*" and those required in the affected area(s) immediately, will be deployed as the situation reports from the ground indicate is necessary.

The ZDC's will be contacted by the Parish Coordinator for briefings sit-reps. They will activate their EOC, initiate and monitor the opening and operation of shelters, initiate search and rescue missions, and conduct damage and needs assessment, relief and other aspects of local level response to disaster including activities such as distribution

of relief supplies, evacuation of people in affected areas and emergency debris clearance.

Section 15.025.1.2 EMERGENCY OPERATIONS SCHEDULE:

Once activated, the E.O.C will be in twenty-four-hour mode-Two shifts systems.

All information received during the duration of the emergency, including the emergency response and recovery phases, should be placed on the log and status board irrespective of its importance. Every action taken by the Coordinator should also be recorded on the log and status board.

- i) The Parish Disaster Coordinator will serve E.O.C as operations team leader/watch commander to direct and coordinate operations on the day shift (6:30 a.m. to 7:00 p.m.). The log in of the Parish Disaster Coordinator should be the first action on the log and status board.
- ii) The Chairman of the Welfare Sub-Committee will serve as team leader/watch commander night shift (6:30 p.m. to 7:00 a.m.).
- iii) Whichever Coordinator is in place at the start up, will see to **THE SETTING UP MPS**, Situation-report files, status board, log books, message pads, refreshment and toiletries and the personnel to keep them operational.
- iv) The Coordinator will determine from the agency representatives at the E.O.C or elsewhere whether or not Fire, Police, National Works Agency, Welfare Services, Health Services, Supply Services and Shelter Personnel are on alert or deployed.
- v) The Coordinator will determine from the National Works Agency and Roads & Works Superintendents what resources are available and operational and request that they be placed on alert.
- vi) The Coordinator will conduct communication checks through the Communications Coordinator and operational readiness check with each response Agency using each available operating communications means.

Section 15.035.1.3 EMERGENCY RESPONSE PHASE:

The "Watch" Coordinator will; -

- i) Request initial assessment and situation reports from
 - a) Response agencies represented at the E.O.C
 - b) Each Zone Disaster Committee or key contact person in each zone.
- ii) Analyze and summarize the information received, make decisions based on the inflow of information and rely all final decisions to the communications centre.
- iii) Make preparations to deal with an overflow of people in the E.O.C by consulting with the Mayor, Secretary. And Manager

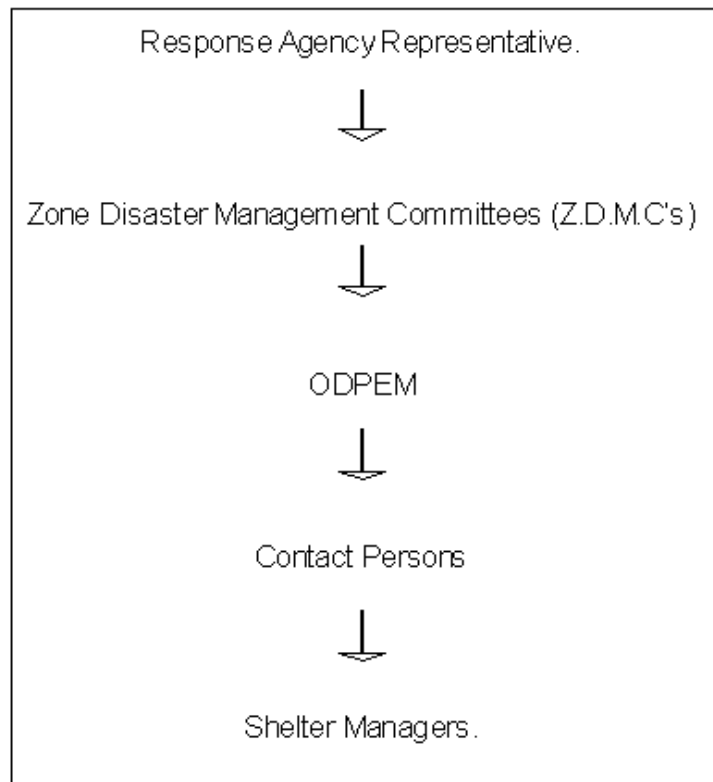


Figure 6: Flow chart showing the Emergency Response Phase

- iv) Review all messages received at the Communication Center's "in" desk to ensure processing and referral to the Executive Committee (establish this in Standard Operations Procedures for communications section).
- v) Maintain this on a **1-hour to 90 minutes cycle** to monitor changes and direct appropriate actions in a timely fashion.
- vi) Compile end of shift summary by at least one hour prior to the end of the shift; begin debriefing to "Relief Watch" Coordinator at least 30 minutes before hand over.
- vii) Hand over, head home, secure home as necessary, refresh prior to return to the E.O.C.
- viii) Conduct daily review / debrief with resource groups in the E.O.C focusing on: -
 - a) Decisions taken and their impact to date
 - b) Problems encountered by individual agencies and its impact over the last 12hrs as well as its anticipated impact (over the next 12 – 24 hours).
 - c) Projections by agencies and zones and the implications of these projections over the next 12 – 24 hours
 - d) Needs of different agencies
 - e) Summaries of the information received
- ix) Review and collate both shift reports. Condense and transmit to Secretary/ Manager and the ODPEM by 10:00 a.m. daily, (inclusive of shelter data, casualty figures, damage assessment, needs) through Communications Coordinator.

5.1.4 RECOVERY PHASE

The 'Watch' Coordinator will: -

- i) Monitor the establishment of Emergency shelters, Emergency Relief Centers, medical and welfare supply systems, clean up and service restoration operations
- ii) Monitor supply levels and encourage efficient and equitable use of relief and other resources.
- iii) Monitor information flow lines to and from the EOC.
- iv) Maintain daily contact with Secretary Manager, the ODPEM & the Zone Disaster Committee and or key contact persons.
- v) Schedule incident site visits, shelter visits and mitigation study visits to worst affected areas.
- vi) Compile end of operations report from daily reports,
- vii) Send report to ODPEM.

5.2.0 ST. CATHERINE PARISH EMERGENCY OPERATIONS CENTER HURRICANE PLAN

5.2.1 STANDARD OPERATIONS PROCEDURES

| | |
|-------------------|--|
| Primary: | St. Catherine Parish Council |
| Secondary: | Ministry of Local Government |
| Support: | ODPEM Parish Disaster Committees Fire Brigade Jamaica Constabulary Force ADRA Red Cross |

Section 15.045.2.2 THE ACTIVATION PROCEDURE

PRE-DISASTER STAGE

NORMAL PHASE (Up to 72 – 48 Hours Before Impact)

| ACTIVITIES | RESPONSIBLE ORGANIZATION |
|---|---------------------------------|
| Continue support and public information and awareness programmes. | St. Catherine Parish Council |

ALERT STAGE/ AMBER PHASE

72 Hours Before Impact

| ACTIVITIES | RESPONSIBLE ORGANIZATION |
|---|---|
| <ol style="list-style-type: none"> 1. Meet and assess the parish's state of preparedness for a hurricane 2. Alert and notify: <ol style="list-style-type: none"> (a) Chairman Parish Disaster Committee (b) Mayor (c) Secretary Manager (d) Chairman Portmore Disaster Management Committee 3. Alert and Notify Parish response Agencies of impending situation. 4. Make available all relevant information on parish state of preparedness to agencies and ODPEM. 5. Continue monitoring threat and disseminate information to Parish Council, Response Agencies and Sub Committees. | <p align="center">Parish Disaster Executive</p> <p align="center">Parish Disaster Coordinator</p> |

| | |
|---|---|
| <ol style="list-style-type: none"> 1. Pre-check and activate hurricane plans 2. Alert and assign all medical, nursing and first aid staff and ensure adequate medical supplies are available 3. Alert all medical services including Parish Health Centers 4. Alert casualty staff and prepare ambulance drivers. | <p>All Parish Response Agency</p> <p>St. Catherine MOH</p> |
| <p>Check emergency shelters and alert shelter personnel</p> <ul style="list-style-type: none"> - Activate the emergency shelter plan - Activate the emergency food and relief distribution plan | <p>PARISH DISASTER COMMITTEES</p> |
| <ol style="list-style-type: none"> 1. Initiate and establish emergency communications facets. 2. Monitor all weather advisories and notify PDE | <p>Parish Disaster Coordinator</p> |
| <p>Keep abreast of the situation and maintain communication with St. Catherine Disaster Coordinator</p> | <p>JCF St. Catherine North and South Divisional Headquarters</p> |
| <p>Keep abreast of the situation and maintain communication with St. Catherine Disaster Coordinator</p> | <p>JFB St. Catherine Divisional Headquarters</p> |
| <p>Keep abreast of the situation and maintain communication with St. Catherine Disaster Coordinator</p> | <p>Parish Office of the Ministry of Labour and Social Security</p> |

48 Hours Before Impact

| ACTIVITIES | RESPONSIBLE ORGANIZATION |
|--|---|
| <ol style="list-style-type: none"> 1. Advice Chairman of Parish Disaster Committee to convene meeting of Parish Disaster Committee 2. Advice Chairman of Portmore Municipality Disaster Management Committee to convene meeting and activate Emergency Management Plan. 3. Advice all Zonal Committee Chairperson to convene meeting and activate Zonal Plan. | <p>Parish Disaster Coordinator</p> |
| <p>Convene meeting with each Sub Committee of the Parish Disaster Committee</p> | <p>Chairman Parish Disaster Committee/Parish Disaster Coordinator MLSS</p> |
| <ol style="list-style-type: none"> 1. Alert all Shelters and Assemble Points facility 2. Update all Shelter Managers and Assembly Point Managers of current situation | <p>Parish Disaster Coordinator</p> |

36 Hours Before Impact

| ACTIVITIES | RESPONSIBLE ORGANIZATION |
|---|--|
| <ol style="list-style-type: none"> 1. Advise Secretary Manager to send staff home 2. Activate and assume responsibility for the establishment and administration of the PEOC <ul style="list-style-type: none"> • Staff and equipment • Communications links to the ODPEM, Regional Coordinator, all response agencies, and telecommunications centre to be activated and tested. • Stationery, message pads, displays, maps and other resources • Operations room for Liaison officers Press area 3. Monitor activities of all response agencies according to hurricane plans. | <p>Parish Disaster Coordinator</p> |
| <p>Pre-position medical personnel at hospitals and Parish Health Centres</p> | <p>Parish MOH</p> |
| <ol style="list-style-type: none"> 1. Activate and prepare emergency shelters 2. Deploy relief and welfare workers to emergency shelters | <p>Shelter & Welfare Sub Committee /PARISH DISASTER COMMITTEE</p> |
| <ol style="list-style-type: none"> 1. Activate police hurricane plans 2. Deploy security personnel to evacuated areas and homes of key response personnel as requested by the Director – ODPEM 3. Initiate evacuation procedures for Country and Parishes | |

| | |
|---|--|
| <ol style="list-style-type: none"> 1. Activate hurricane plans 2. Fill water trucks for relief phase 3. Fuel all vehicles | <p>NATIONAL WATER COMMISSION</p> |
| <ol style="list-style-type: none"> 1. Activate hurricane plans 2. Pre- check all Irrigation Canals works | <p>National Irrigation Commission</p> |
| <ol style="list-style-type: none"> 1. Activate hurricane plans 2. Pre-position resources: <ul style="list-style-type: none"> • Transmission line material and equipment • Food stocks/welfare items • Communications equipment • Manpower 3. Stock up on fuel supplies for generators | <p>JAMAICA PUBLIC SERVICE COMPANY</p> |
| <ol style="list-style-type: none"> 1. Activate hurricane plans 2. Pre-position resources: <ul style="list-style-type: none"> • Firefighting equipment • Food stocks/welfare items • Communications equipment • Manpower | <p>FIRE BRIGADE</p> |

**Article XVII.
Article XVIII. 24 Hours Before
Impact**

| ACTIVITIES | RESPONSIBILITY |
|--|---|
| <ol style="list-style-type: none"> 1. Notify Mayor and Parish Disaster Executive 2. Notify ODPEM 3. Consult on all matters relating to the activation of any or all evacuation systems. | Parish Disaster Coordinator |
| <ol style="list-style-type: none"> 1. Upgrade the PEOC to 24 hour alert status 2. Finalize the following at the PEOC: <ul style="list-style-type: none"> • Brief the PEOC staff and secure the building • Provide accommodation for PEOC staff • Ensure emergency power supply is operational • Supervise maintenance and checking of equipment • Prepare notification to PDE members • Make available all relevant information on the hazard to the Zonal Committees and other interests. 3. Review and alert parties to mutual aid agreements. | Parish Disaster Coordinator |
| <ol style="list-style-type: none"> 1. Alert damage survey team in accordance with hurricane plans 2. Establish lines of credit with merchants to enable easy access to relief supplies after the disaster 3. Activate all administrative and Finance procedures | Parish Council / Parish Manager MLSS |
| <ol style="list-style-type: none"> 1. Assist in the evacuation of high- risk, low-lying areas | |

| | |
|--|--|
| <p>2. Assign personnel to:</p> <ul style="list-style-type: none"> • Protect property • Prevent vandalism • Control traffic • Maintain security at: <ul style="list-style-type: none"> - PEOC - Hospitals - Shelters - Air and Sea Ports - Relevant Government offices - Evacuated areas | Police |
| Prepare hospital and Parish Health Centers | Parish MOH |
| Place telephone / radio operators on 24 hour roster | Parish Disaster Coordinator |
| Assess local relief supplies in association with the PEOC | St. Catherine Chamber Of Commerce |
| <p>1. Alert parties to mutual aid agreements</p> <p>2. Review communications status</p> <p>3. Advise all response sections and personnel to begin implementation of hurricane plans</p> | ALL AGENCIES |

14 Hours Before Impact

| ACTIVITIES | RESPONSIBILITIES |
|---|------------------------------------|
| <p>1. Contact the NEOC and provide updates</p> <p>2. Brief staff on the situation</p> | Parish Disaster Coordinator |

12 Hours Before Impact

| | |
|--|--|
| | |
|--|--|

| ACTIVITIES | RESPONSIBILITIES |
|---|------------------------------------|
| <ol style="list-style-type: none"> 1. Continue monitoring threat 2. Convene Pre-impact coordination meetings of PDE and response agencies as necessary 3. Implement all Parish emergency systems 4. Mobilize and deploy all volunteer services to their pre-determined RV points 5. Notify Parish MOH to begin deployment of medical staff | Parish Disaster Coordinator |

9 Hours Before Impact

| ACTIVITIES | RESPONSIBILITIES |
|--|------------------------------------|
| <ol style="list-style-type: none"> 1. Detail and roster all PEOC staff 2. Provide evacuation facilities for PEOC staff 3. Confirm with media houses on the equipping and preparing of press room 4. Run final systems check on entire communications systems 5. Pre-check security services deployment by Police to all key areas to be covered | Parish Disaster Coordinator |

3 Hours Before Impact

| ACTIVITIES | RESPONSIBILITIES |
|---|------------------------------------|
| <ol style="list-style-type: none"> 1. Identify post-impact needs 2. Pre-position response teams | Parish Disaster Coordinator |

| | |
|--------------------------------------|--|
| 3. Ensure standby resources for PEOC | |
|--------------------------------------|--|

THE BLOW

| ACTIVITIES | RESPONSIBILITIES |
|--|------------------------------------|
| Monitor and report events as far as possible | Parish Disaster Coordinator |

APPENDICES

Appendix 1

Section 18.01

Section 18.02

Section 18.03 PARISH RESOURCE LISTING

PARISH DISASTER COMMITTEE ST. CATHERINE PARISH COUNCIL CONTACT LIST

| | ORGANIZATION | POSITION | WORK# | FAX# | HOME# | CELL# c/w | CELL# digi |
|------------------------------|--|--|--|----------------------------------|------------|---------------|---|
| Dr. Andrew Wheatly | St. Catherine PC Emancipation Square, Sp. Twn. | Mayor | 984 – 3150 984 – 3111 – 2 907 – 0296 907 – 1795 977 – 1828 927 – 2290 | 984-2528 977 5233 977 3331 | | 388 – 8439 | 316 – 2865 478-8377 cug |
| Owen Palmer | St. Catherine PC Emancipation Square, Sp. Twn | Deputy Mayor | 984 – 3150 984 – 3111 – 2 907 – 0296 907 – 1795 | 984-2528 | | | 485-4918 478-8411 cug |
| Mrs. Judy Lawrence | St. Catherine PC Emancipation Square, Sp. Twn | Secretary Manager | 984 – 3150 984 – 3111 – 2 907 – 0296 907 – 1795 | 984-2528 | | | 478-8472 cug |
| Mr. Winston Kelly | St. Catherine PC Emancipation Square, Sp. Twn | Superintendent Roads& Works Department | 984 – 3150 984 – 3111 – 2 907 – 0296 907 – 1795 | 984-2528 | 902-0652 | 371-4972 | |
| Patricia Lewis | St. Catherine PC Emancipation Square, Sp. Twn | Disaster Coordinator | 984 – 3150 984 – 3111 – 2 907 – 0296 907 – 1795 | 984-2528 | 943-2963 | 832 - 5518 | |
| Shirleen Greenland (Mrs.) | St. Catherine PC Emancipation Square, Sp. Twn | Director of Administration | 984 – 3150 984 – 3111 – 2 907 – 0296 | 984-2528 | 925 - 4219 | 374 - 6352 | |

| | | | | | | | |
|--|--|---|--|------------|------------|---|----------------------------------|
| | | | 907 – 1795 | | | | |
| S. Camille Buchanan | St. Catherine PC Emancipation Square, Sp. Twn | Chairman Parish Disaster Committee | 984 – 3150 984 – 3111 – 2 907 – 0296 907 – 1795 | 984-2528 | 704 - 3706 | 885 - 6954 | 478-8301 cug |
| Althea Tomlinson | St. Catherine PC Emancipation Square, Sp. Twn | Dept Chairman Disaster Committee | 984 – 3150 984 – 3111 – 2 907 – 0296 907 – 1795 | 984-2528 | | | 486-4979 cug |
| Mr. Terrence Bent | St. Catherine North Police | Superintendent Police | 984 – 3164 984 – 2305 943 – 9525 984 – 3161 | 907 – 3795 | | | Mr. Terrence Bent |
| Mr. Castel | St. Catherine North Police | Asst Supt | 907 – 3795 984 – 3161 | | | | 468-4376 |
| Douglas Moodie | National Works Agency N.W.A. | Superintendent | 984 - 2354 984 – 2310 | 984 - 9593 | 907 - 3886 | 907 - 3886 | 777 -2323 383 – 8268 |
| Doyen Johnson | St. Catherine PC | Dept Supt | 984 – 3111 – 2 | | | | 478-8551 cug |
| Maxwell Hinds | Jamaica Fire Brigade | Superintendent | 984 - 5789 | 943 - 9535 | 939 – 5305 | 536-5089 | 793-1026 |
| &Mr. Anthony Thomas @Mr. Simeon Bromfield *Mr. Everton Francis #Mr. Baker | St. Catherine Health Department St. Jago Park Spanish Town | &Chief Health Inspector Public Health Inspectors | 984 – 2282 984 – 3318 | | | 997 – 2039 @997 – 2040 *851- 0786 | |
| *Mr. Neil Taylor(a) Cosmo Daley (b) Kruchev Smith © EveretteChambers(d) | Ministry of Labour and social Security (MLSS) | *Parish Manager | 984 – 4161 | 907 - 2644 | | 837-9205 (b) 412-2101 (b) 789-7530 © | 805-7510 (d) 403-0303 (d) |

| | | | | | | | |
|---|--|--|--|--|------------------------------------|--------------------------------------|--------------|
| | | | | | | 447-5892 © | |
| Mr. Craig Francis | Jamaica Public Service Co (J.P.S.Co) | Operations Manager | 907 – 5177 984-7005 | 984 - 5492 | 511-2014 | | 878-3587 |
| Mr. Victor Stephens Craig Morrison | Cable & Wireless (C. & W.) | Parish Manager Ops Manager | 984 -9916 | 984 - 9918 | 933 – 7943 997-0322 997-6056 | | |
| Mr. Llewellyn Henry Jermaine Jackson # Mrs Pauline Adams/Russell | National Water Commission | Production Manager Distribution Manager Area Manager | 984 – 1605 984 – 5389 998 – 7361 | 984 - 2767 | 949 - 0987 | 322 – 5124 990-0071 # 818-7530 | |
| Mrs. Yvonne Mitchell | St. Catherine Parish Council | Inspector of Poor | 984 – 3111- 2 | 984 – 2528 | | 443-1306 | 478-8661 cug |
| Mrs. Beverly Thompson | St. Catherine Parish Council Emancipation Square Spanish Town | Director of Planning | 984 – 3111- 2 907-0296 907-1795 | 984 – 2528 | 984 – 0114 | | |
| Pastor Johnathan Miller | Adventist Disaster Relief Agency (ADRA) Central Jamaica Conference 58 Brunswick Avenue Spanish Town | Regional Coordinator | 984-5576-7 984-2044 | 984-8589 cic@cwjamaica.com www.centraljamaica.org | 984 – 0114 | 919 – 8885 | |
| Capt. Emanuel Suprie | Salvation Army Salvation Army 25 Barrett Street Spanish Town | Captain | 984 – 5473 | | 984 – 5473 | 342 – 3141 | |
| Mr. Curtis Palmer Ms. Dianne Smith | Red Cross Socy (Ja) Central Village Spanish Town | Manager | 984 – 9026 984 - 8272 | 984 - 8272 | | 477 - 2165 899 - 6530 | |

| | | | | | | | |
|--|--|---|--|--|----------------------|----------------------|--|
| Ms. Elaine Reckord Roger Hutchinson | Jamaica Information Service 58A Half Way Tree Rd Kingston 10 | Regional Representative | 926 – 3740/3590 | 926 – 7067 | 943 – 6062 | | Ms. Elaine Reckord Roger Hutchinson |
| Ms. Shernette Bennett | St. Catherine Parish Library, 1 Red Church St Spanish Town | Acting Senior Librarian | 907-1960 984-2356 | | | | |
| Ms. Edith Morrison Mr Mc Kenzie | Social Development Commission (S.D.C) 1 Port Henderson Road, Spanish Town | Parish Manager Regional Co-ordinator | 984 – 5270 749 - 4632 907 - 4056 | | | | |
| Mr. Orville Lee | Point Hill Zonal Committee | Chairman | | | 705 – 5009 | 804 - 5775 | |
| Mr. Wycliffe A. Frater Robert Pike Sandra Nembhard | Old Harbour Zonal Committee | Zonal Representative | 924 – 8150/59 924 – 8175 (ext. 272) | 924-8158 E-mail:w_frater@yahoo.com/wfrater@cmi.edu.jm | 895-7941 810-9048 | 490-5495 845-1063 | 478-5091 cug 478-7450 cug 478-7381 cug |
| Mrs. Marlene Bowie | Linstead Zonal Committee | Executive Member | | | | 423 - 8616 | 478 5119 cug |
| Mr. Lance Chung | Linstead Zonal Committee | President | | 903 – 1221 | 985 - 2503 | | 478-5247 cug |
| Mrs. Gicola Douglas | St. Catherine Infirmary 13 Monk Street Spanish Town | Matron (Infirmary) | 943 - 8560 | | | | |
| Mr. Andrew Carty | Rural Agricultural Development Authority (R.A.D.A.) Vanity Fair, Linstead | Parish Manager | 985 - 6324 – 5 985 - 2290 985 - 2265 | | | | |
| Alcar Construction Ltd. | 42 Patricia Avenue Portmore | Contractor | 988 – 3571 | | | | |
| Mr. Bennett | Benthom Construction Ltd | Contractor | 943 -3518 | | | | |
| Mr Joseph Thomas | Thomas Equipment | Contractor | | | | 860-4283 | 349-4090 |

| | | | | | | | |
|--|---|--------------------------|----------------|--|----------|-----------|--------------|
| | Rental Lot 3 Old Harbour Glades, Old Harbour P.O. Box 406 | | | | | | |
| Mr Yee | M & N Enterprise | Owner | 907-2917 | | | | |
| Mrs. Jump/ Mrs. Jones Mrs. Pearl Barrett | Food For The Poor Distribution Department Ellerslie Pen Spanish Town | Manager/ Asst Manager | 984-5005 | 984-5006 | | | 382-7677 |
| *Vivene Davis- Campbell #Kirk Finnikin | Transportation JUTC | | 1888JUTCBUS 35 | kfinnikin@jutc.com.jm vdavis@jutc.com.jm | | *448-5889 | #740-0768 |
| Portmore Municipality | | | 740-7440-1 | | | | |
| Portmore Municipality | | | 740-7440-1 | | | | |
| Mycola Soulette | EOC Team Member | | 984-3111-2 | 984-25-28 | | | 478-8961 cug |
| Carmen Bartley | | | | | 988-3628 | 334-1197 | 478-8487 cug |
| Beverly Williams | | | | | 749-0168 | 370-2850 | 478-5038 cug |
| Cheryll Harriott | | | | | | | 478-8971 cug |
| Camille Bethune | | | | | | 424-7349 | 853-0944 cug |
| Tameika Stephenson | | | | | | | 478-8577 cug |

| | | | | | | | |
|---------------------------|--|--|--|--|--|----------|--------------|
| Colette Smith | | | | | | 384-6733 | 478-9069 cug |
| Celia Webster | | | | | | 850-5304 | 478-9066 cug |
| Paula Fuller- Lawrence | | | | | | 365-0201 | 478-8900 cug |
| Nadine Neita | | | | | | | 478-8659 cug |
| Kevin Davy | | | | | | | 478-4983 cug |
| Christine Bird | | | | | | | 478-8937 cug |
| Maurice McCrae | | | | | | | 478-4965 cug |
| Roy Dixon | | | | | | | 478-9154 cug |
| Sophia Hendricks | | | | | | | 478-9131 cug |

Section 18.05 Appendix 2

Section 18.06 KEY MEMBERS TO BE CALLED OUT

| | | | | | | |
|----------------------------|--|--|---|--------------------------|------------|-----------------------|
| Mayor | Dr. Andrew O. Wheatley | St. Catherine Parish Council Emancipation Square Spanish Town | 984 – 3150 907 – 0296 907 – 1795 984 – 4051 | 984 – 2528 943 – 9322 | 985-8189 | 990-9568 378- 4242 |
| Secretary Manager | Mrs. Judy Lawrence | St. Catherine Parish Council Emancipation Square Spanish Town | 984-3111- 2 907 – 0296 907 – 1795 | 984 - 2528 | 933 - 8140 | 815-9085 421-3341 |
| Mr. Winston Kelly | St. Catherine Parish Council Emancipation Square Spanish Town | 907 – 3890 984- 3111– 2 907 – 0296 907 – 1795 | 984 - 2528 | | 817 - 4423 | |
| Disaster Coordinator | Patricia Lewis (Ms.) | St. Catherine Parish Council Emancipation Square Spanish Town | 984-3111-2 907 – 0296 907 – 1795 | 984 - 2528 | | 832-5518 |
| Deputy Mayor | Owen Palmer | St. Catherine Parish Council | 984 – 3150 984-3111- 2 907 – 0296 907 – 1795 977 – 1828 927 – 2290 | 977 – 5233 977 – 3331 | | |
| Director of Administration | Shirleen Greenland (Mrs.) | St. Catherine Parish Council Emancipation Square Spanish Town | 984 – 8887 984-3111– 2 907 – 0296 907– 1795 | 984 - 2528 | 925 - 4219 | 374 -6352 |

| | | | | | | |
|------------------------------------|---|---|--|------------|------------|-------------------------|
| Chairman Disaster Committee | Ms. S. Camile Buchanan | St. Catherine Parish Council Emancipation Square Spanish Town | 984- 3111– 2 907 – 0296 907 – 1795 | 984 - 2528 | 704 - 3706 | 885 - 6954 |
| Deputy Chairman Disaster Committee | Althea Tomlinson | St. Catherine Parish Council Emancipation Square Spanish Town | 984-3111– 2 907 – 0296 907 – 1795 | 984 - 2528 | | 429-9845 |
| Superintendent Police Asst Supt | Mr. Terrence Bent Mr. Castel | Spanish Town Police Burke Road Spanish Town | 984 – 3164 984 – 2305 943 – 9525 907 – 3795 | | | |
| Superintendent N.W.A. | Douglas Moodie Mr Mullings | National Works Agency Barrett Street Spanish Town | 984 - 2354 984 - 2310 | 984 - 9593 | 907 - 3886 | 383 – 8268 777 -2323 |
| Supt. Fire Brigade | Act. Maxwell Hinds | Spanish Town Fire Brigade Young Street Spanish Town | 984 - 5789 | 943 - 9535 | 939 - 5305 | |
| Public Health Inspector | &Mr. Anthony Thomas @Mr. Simeon Bromfield *Mr. Everton Francis #Mr. Baker Mrs. Heather Reid-Jones | St. Catherine Health Department St. Jago Park Spanish Town | 984 – 2282 984 – 3318 | | | 997 – 2039 |
| Parish Manager (MLSS) | Mr. Neil Taylor Ms. M. Johnson (Willing to work with team) | Ministry of Labour and Social Security | 984 - 4161 | 907 - 2644 | 943 - 0961 | |
| | | | | | | |

| | | | | | | |
|----------------------------------|--|---|---|--------------------------|-----------------|--|
| Operations Manager (J.P.S.Co) | Mr. Nangle | Jamaica Public Service Co. 17 Burke Road, Spn. Twn. | 907 – 5177 984-7005 | 984 - 5492 | 511-2014 Fax | 990-0169 (c&w) 309-7128 (digicel) |
| Parish Manager (C. & W.) | Mr. Nolan Aikens | Cable & Wireless Jamaica Ltd. Burke Road, Spanish Town | 984 -9916 | 984 - 9918 | 933 - 7943 | 997 -9574 |
| Production Manager | Mr. Llewellyn Henry Jermaine Jackson Mrs. Adams Russel | NationalWater Commission Spanish Mall, King Street Spanish Town | 984 – 1605 984 - 5389 | 984 - 2767 | 949 - 0987 | 322 – 5124 |
| Inspector of Poor | Mrs. Yvonne Mitchell | St. Catherine Parish Council Emancipation Square Spanish Town | 984– 3111- 2 | 984 – 2528 984 - 4158 | 907-3814 | 363 – 4979 |
| Director of Planning | Mrs. Beverly Thompson | St. Catherine Parish Council Emancipation Square Spanish Town | 984- 3111-2 907 – 0296 907 – 1795 | 984 – 2528 | 907 – 5590 | 789 – 1667 |
| Regional Coordinator ADRA | Pastor Johnathan Miller | Central Jamaica Conference Brunswick Avenue Spanish Town | 984 – 2044 984 – 5576/7 | 984 – 8589 | 984 – 0114 | 919 – 8885 |
| Salvation Army | Capt. Emanuel Suprie | -Salvation Army 25 Barrett Street Spanish Town | 984 – 5473 | | | 342 – 3141 |
| Red Cross | Mr. Curtis Palmer Ms. Dianne Smith | Shop 11-12 Manchester St. | 984 - 9026 | 984 - 8272 | 933 - 2110 | 899 – 6530 |

| | | | | | | |
|-----------------------------|---|--|--|------------|------------|--------------------------|
| | | Spanish | | | | |
| JIS Regional Representative | Ms. Elaine Reckord | Jamaica Information Service 58A Half Way Tree Road Kingston 10 | 926-3740 926-3590 | 926 – 7067 | 943 - 6062 | |
| Library Representative | Acting Senior Librarian – Ms. Shernette Bennette | St. Catherine Parish Library, Barrett Street, Spanish Town | 984 – 2356 | | | |
| Parish Manager (S.D.C) | Ms. Edith Morrison | Social Development Commission, Port Henderson Road, Spanish Town | 984 – 5270 | | | |
| Zonal Representative | Mr. Orville Lee | Point Hill Zonal Committee ODPEM | | | 705 – 5009 | 804 – 5775 |
| Zonal Representative | Mr. Wycliff Frater | O.D.P.E.M. – Old Harbour Zonal Committee | 924 – 8150 924 – 8175 (ext. 272) | | | 845 – 1063 490 – 5495 |
| Zonal Representative | Marlene Bowie | O.D.P.E.M. – Linstead Zonal Committee | | | | 423 – 8616 |
| Zonal Representative | Mr. Lance Chung | | 985 - 2503 | 903 – 1221 | | |
| Matron (Infirmiry) | Mrs. Gicola Douglas | St. Catherine Infirmiry 13 Monk Street Spanish Town | 943 – 8560 | | | |
| Parish Manager (R.A.D.A.) | | Rural Agricultural Development Agency Vanity Fair, Linstead | 985-6324-5 | | | |

| | | | | | | |
|---|---------------------------------|---|-------------------|----------|----------|------------|
| Contractor | Alcar Construction Ltd. | 42 Patricia Avenue Portmore | 988 – 3571 | | | |
| Contractor | Benthom Construction Ltd. | | 943 -3518 | | | |
| Transportation | | Jamaica Urban Transit Corporation | 1888JUTCBUS 35 | | | |
| Contractor | Contraxx Enterprise | Apt. 2, 40 Meadow Way Kingston 19 | 969 – 5804 | | | 793 – 1026 |
| PARISH COUNCIL ADMINISTRATION TEAM | | | | | | |
| Mycola Soulette | St. Catherine Parish Council | 984-3111-2 | 984-2528 | | | |
| Cheryll Harriott | “ | “ | “ | | | |
| Carmen Bartley | “ | “ | “ | 988-3628 | 334-1197 | |
| Beverly Williams | “ | “ | “ | 749-0168 | 370-2850 | |
| Camille Bethune | “ | “ | “ | | 424-7349 | |
| Collette Smith | “ | “ | “ | | 384-6733 | |
| Celia Webster | “ | “ | “ | | 850-5304 | |
| Paula Fuller-Lawrence | “ | “ | “ | | 365-0201 | |
| | | | | | | |

Appendix 3

Water Sources Controlled by the Parish Council

| Sources | Name - Type | Entity | Area Served | Power |
|-----------------|--------------------------------|---------------|--------------------|--------------|
| River | Berkshire Hall Treatment Plant | NWC | | JPSCo |
| Rio Cobre River | Spanish Town Treatment Plant | NWC | | JPSCo |
| Sue River | Sue River Treatment Plant | NWC | | JPSCo |
| Well | Friendship Well | | | |
| Well | Brown's Well | | | |
| Well | Green Acres Well | | | |
| Well | Golden Acres Well | | | |
| Well | Ensom City Well | | | |
| Well | Ariguanaboa Well | | | |
| Well | White Marl Well | | | |
| Well | Twickenham Park Well | | | |
| Well | Yang's Well | | | |
| Well | Little Greendale Well | | | |
| Well | Waterloo Well | | | |
| Well | Portmore No. 1 Well | | | |
| Well | Portmore No. 2 Well | | | |
| Well | Goshen Pen Well | | | |
| Well | Goshen Pen No. Well | | | |
| Well | Bybrook No. 1 Well | | | |
| Well | Dinthill Well | | | |
| Well | Jericho Well | | | |
| Well | Nut Shell Well | | | |
| Well | Sunnyside | | | |
| Well | Spring Village | | | |
| Well | Marlie Mount Well | | | |
| Well | Colbeck | | | |
| Well | Bower's Pen | | | |
| Well | Graham Well | | | |
| Well | Claremont | | | |
| Spring | Tulloch Spring | | | |

| | | | | |
|---------------------------|--|----------------|--|-------|
| Spring | Goldmine | | | |
| Spring | Berry Hill | | | |
| Spring | Connor's (pump) | NWC | Connor's, Ginger Ridge | JPSCo |
| Spring | Duxes | NWC | Point Hill | JPSCo |
| Spring | Golden River (pump) | NWC | Above Rocks, Golden River | JPSCo |
| Spring | Groong Groong (pump) | NWC | Hampshire, Riversdale | JPSCo |
| Spring | Mulloch (pump) | NWC | Mulloch, Rocky Ville | JPSCo |
| Spring | Pear Tree Grove (pump) | NWC | Pear Tree Grove, Mom grave | JPSCo |
| Spring | Waugh Hill (pump) | NWC | Waugh Hill, Santa Maria | JPSCo |
| Spring | Williamsfield (pump) | NWC | Williamsfield, Stone Wall, Coco | JPSCo |
| River | Watermount (pump, river) | NWC | Kitson Town, Guanaboa Vale, Content, Cudjoe's Hill | JPSCo |
| Entombed Spring | Above Rocks (gravity fed) | Parish Council | | |
| Entombed Spring | Allman Hill (gravity fed) | Parish Council | | |
| Entombed Spring | Bartons (gravity fed) | Parish Council | | |
| Entombed Spring | Chambers Spring (Point Hill) (gravity fed) | Parish Council | | |
| Entombed Spring | Giblator (gravity fed) | Parish Council | | |
| Entombed Spring | Halstead Spring (Red Ground) (gravity fed) | Parish Council | | |
| Entombed Spring | Ham Walk (gravity fed) | Parish Council | | |
| Entombed Spring | John Groyne (Mt. Diablo) | Parish Council | | |
| Entombed Spring | Lassie Spring (Troja) (gravity fed) | Parish Council | | |
| Entombed Spring | Lucky Valley (gravity fed) | Parish Council | | |
| Entombed Spring | Maryland (Redwood) (gravity fed) | Parish Council | | |
| Entombed Spring | Mt. Industry (gravity fed) | Parish Council | | |
| Entombed Spring | Pear Tree Grove (gravity fed) | Parish Council | | |
| Entombed Spring | Recess (gravity fed) | Parish Council | | |
| River and Treatment Plant | Red Cap (Red Ground, Bartons) | | | |
| Rain Water Catchments | Bartons | | | |
| Rain Water Catchments | Bois Content | | | |
| Rain Water Catchments | Bottom Jackson (Sligoville) | | | |
| Rain Water Catchments | Buxton Town (Wakefield) | | | |
| Rain Water Catchments | Cedar Valley | | | |
| Rain Water Catchments | Cedars | | | |
| Rain Water Catchments | Cool Shade | | | |
| Rain Water Catchments | Kensington | | | |

| | | | |
|-----------------------|------------------------------|-----------------------|--|
| Rain Water Catchments | Kensington | | |
| Rain Water Catchments | Macca Tree | | |
| Rain Water Catchments | Mt. Moreland | | |
| Rain Water Catchments | Reid's Mountain | | |
| Rain Water Catchments | Seafield (Guy's Hill) | | |
| Rain Water Catchments | Sligoville | | |
| Rain Water Catchments | Top Hill (Lluidas Vale) | | |
| Rain Water Catchments | Tydixon (Lluidas Vale) | | |
| Well | Jamaica Broilers (ptv.) | Jamaica Broilers | |
| Well | ALCAN Ewarton (ptv.) | ALCAN Ewarton | |
| Well | Caymanas Park (ptv.) | Caymanas Park | |
| Spring | Jamaica Milk Products (ptv.) | Jamaica Milk Products | |
| Spring | Citrus Growers (ptv.) | Citrus Growers | |
| Well | Bernard Lodge (ptv.) | Bernard Lodge | |

APPENDIX 6

EMERGENCY NOTIFICATION TABLE

(Place (x) in the appropriate column)

| KEY PERSONS | EARTH- QUAKE | FLOOD | LAND- SLIDE | HAZMAT | AIR CRASH | HURRICANE | OTHER |
|-----------------------------------|-----------------|-------|----------------|--------|--------------|-----------|-------|
| National EOC | | | | | | | |
| Regional Disaster Coordinators | | | | | | | |
| Parish Disaster Coordinator | | | | | | | |
| Police | | | | | | | |
| Fire | | | | | | | |
| N.W.C. | | | | | | | |
| J.P.S. | | | | | | | |
| N.W.A. | | | | | | | |
| OTHER AGENCIES | | | | | | | |
| Salvation Army | | | | | | | |
| Red Cross | | | | | | | |
| A.D.R.A. | | | | | | | |
| M.L.S.S. | | | | | | | |
| Poor Relief | | | | | | | |

Article XIX.

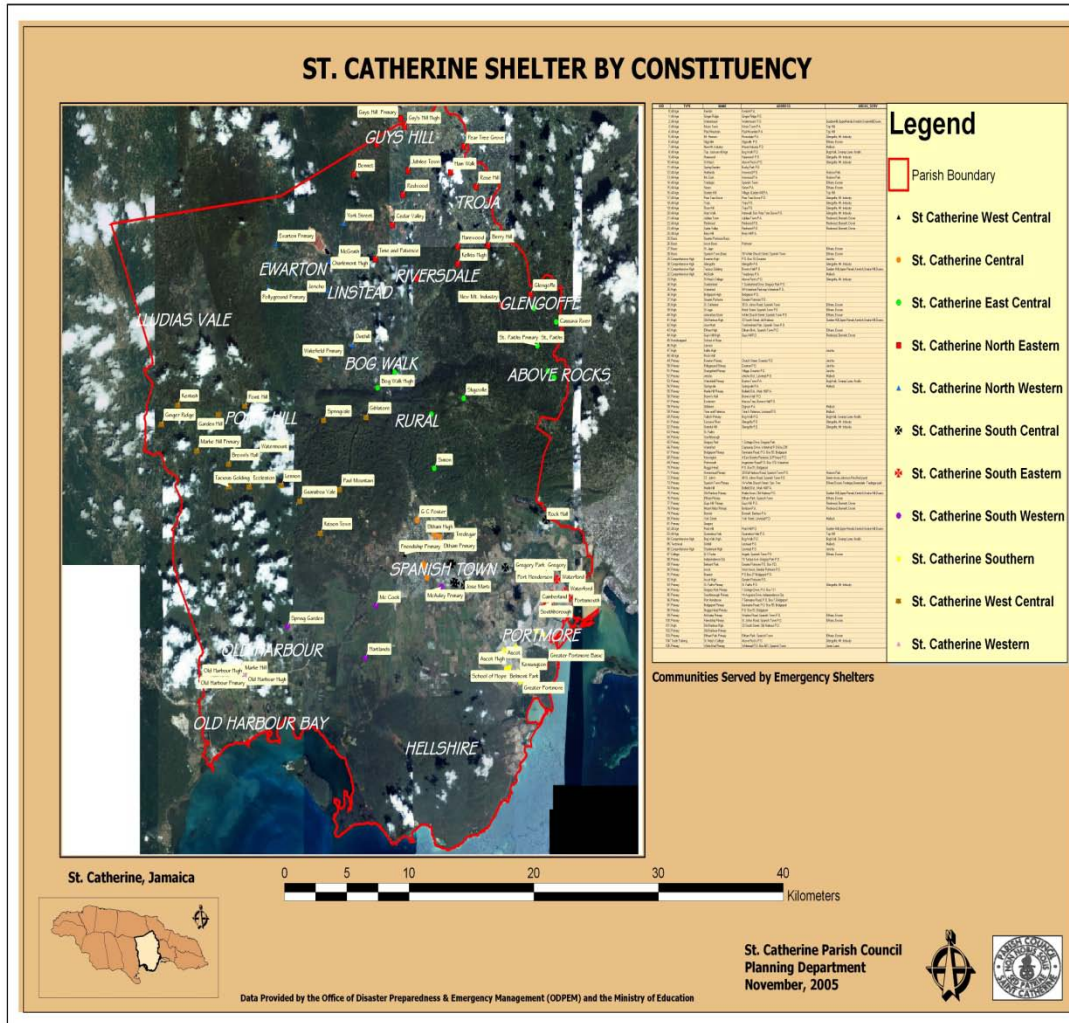


Fig 1 Shows Main Shelters by Constituency



Fig 2 Shows Areas in Nightingale Grove affected by flooding

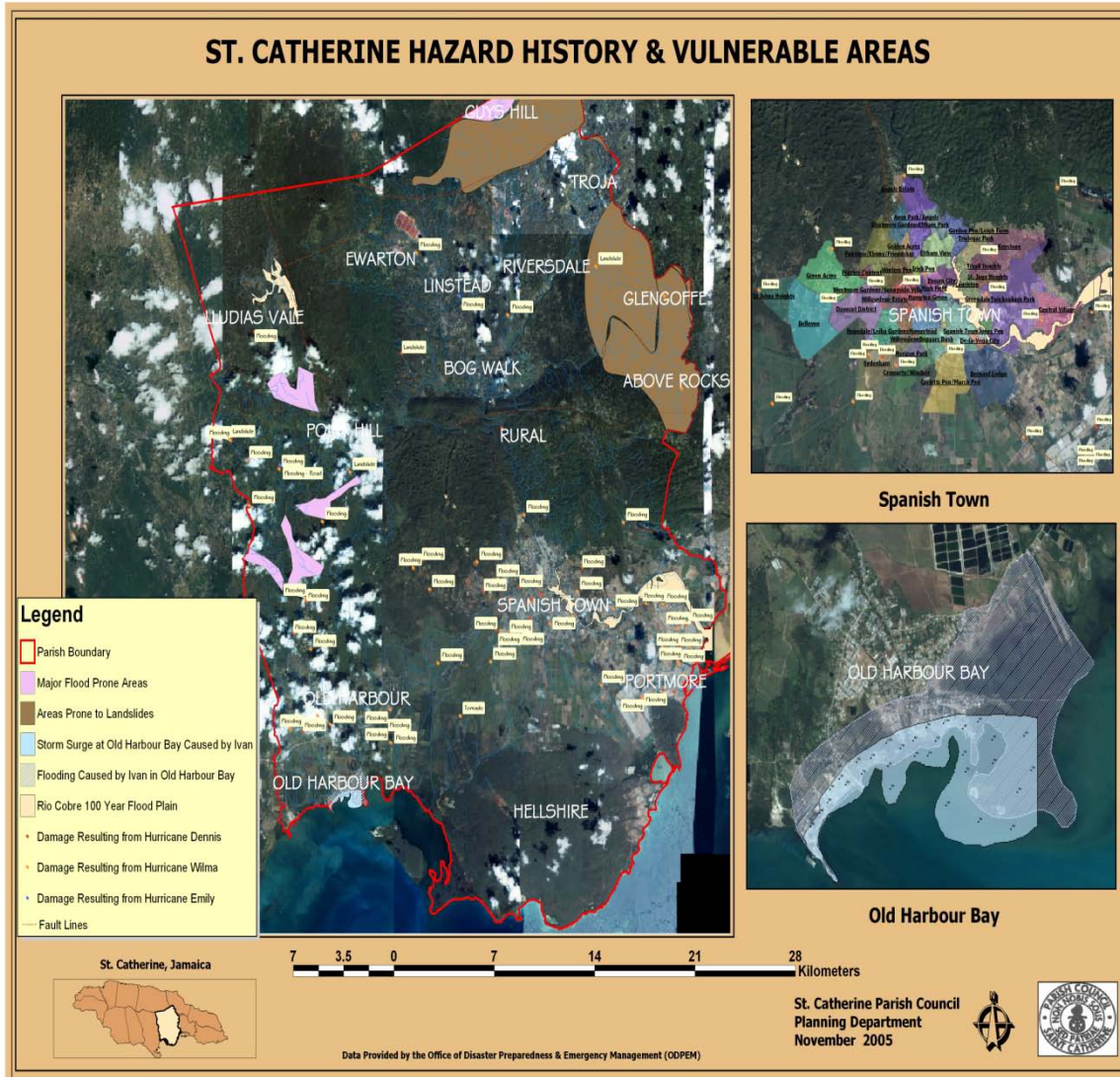


Fig 3 Shows Hazard History and vulnerable areas within St. Catherine