

NATIONAL DISASTER ACTION PLAN FOR JAMAICA

May 1997

***MISSION STATEMENT
OF***

***THE OFFICE OF DISASTER PREPAREDNESS
AND EMERGENCY MANAGEMENT***

The Office of Disaster Preparedness and Emergency Management is committed to taking pro-active and timely measures to prevent or reduce the impact of disasters on the Jamaican people and Economy through its efficient staff and collaborative efforts with National, Regional And International Agencies.

EXECUTIVE SUMMARY

NATIONAL DISASTER PLAN

GENERAL

The National Disaster Plan (1997) Revised is the latest revision of a draft plan that has been in existence since 1983. The format and content have been extensively modified to reflect up-to-date thinking and technologies relating to disaster management in the wider context of sustainable national development. It caters to continuous updating and to the addition of sub plans for hazards and disaster related functions as deemed necessary.

It is intended to provide the legal framework upon which disaster preparedness, operations and training are predicated, and under which Government Officers can be held accountable for disaster responsibilities, supported by the Disaster Preparedness and Emergency Management Act of 1993.

THE DOCUMENT

This very detailed document is not meant to be used in its entirety during disaster response, but represents detailed administrative and operational information and instructions to provide guidance and ensure accountability among Government Officers. It is constructed in such a fashion that agencies and individuals can pull out relevant sections for use as needed.

It is written in four (4) parts. Part 1 outlines:

- An introduction to the plan which begins with a general overview of the country, in the context of threats from disasters.
- The concept of operations
- The national strategy for dealing with disasters
- The structure of the National Emergency Organization (NEO)
- A matrix indicating the functional responsibilities during disaster response of each agency in the NEO.

Part 2 presents:

- Administrative job descriptions to complement existing civil service standing orders that will legally introduce disaster responsibilities into the duties of Government Officers, for which they will be held accountable.

Part 3 is:

- The operational section of the plan which is organized by hazard type and response function, in such a manner that the relevant section may be pulled out and used as a stand alone guide (aide memoir) for any given situation.

Finally, Part 4 outlines:

- The organization, composition, and procedures for the operation of the National Emergency Operations Centre (NEOC), to include:
 - Displays
 - Forms
 - Equipment
 - Material
- Communications protocols and other procedures.

THE NATIONAL EMERGENCY ORGANIZATION (NEO)

The NEO is the term used to refer to all participants in national disaster management efforts, whether Government (GO's), Non-Government Organizations (NGO's), Private Voluntary Organizations (PVO's) or Volunteers, and is depicted by the Organization chart shown below.

NATIONAL STRATEGY

The National strategy for combating disasters is to continuously **educate** and **inform** the general public and NEO personnel about disaster matters and to adequately **equip** and regularly **exercise** the NEO in their response roles. This is achieved by:

- Rigorous Mitigation, Prevention and Preparedness programmes
- Disaster education starting at primary school through tertiary institution levels
- Local and overseas training courses for disaster response personnel
- Provision of Information at all levels before, during and after a disaster, using the best available technology
- Providing disaster response agencies with appropriate state of art equipment
- Early warning of slow onset disasters, and
- Pre-positioning of human and material resources where sufficient notice is given.

CONCEPT OF OPERATIONS

The Prime Minister is Chairman of the National Disaster Committee (NDC) which meets once annually to approve disaster policy matters, and which has an Executive (NDE) that oversees the management of the ODPEM and NEOC when the latter is activated.

During normal (Pre-disaster) times, the NDE Committees will produce and monitor mitigation, prevention and preparedness plans, while the ODPEM will implement these plans, to include provision of education, training and other liaison activities with GO's, NGO's, PVO's and the Parish Councils, which are mandated to provide disaster relief at the local level.

During Normal times also, the Parish Councils, through their own Disaster Committees and Executives will play similar roles at the Parish level that ODPEM plays at the National level. The "Community level" activities (Zonal programmes) are currently undertaken by the Adventist Relief Agency (ADRA). Further details of Parish and Community organizations and activities will be found in Parish Disaster Plans.

During times of disaster, EOC's are activated and the appropriate sections of Part 3 are "pulled" from the plan and used for response as necessary.

Regional Emergency Operations Centres (REOC's) will be activated in cases where only a few parishes are affected, in which events the ODP will relate to the appropriate REOC. Otherwise, the NEOC relates directly to the PEOC's in affected Parishes.

FOREWORD

Throughout history, natural disasters have inflicted heavy cost in human, material and physical resources, and represent a potentially significant obstacle to economic growth and development. Thus the public should be well advised of the precautions and measures to be taken before, during and after any disaster.

Since a disaster is an emergency which suddenly disrupts the daily life of the population of a country, it can result in substantial loss of life and social upheaval, leading to many persons becoming homeless, helpless and hungry, a situation that is further aggravated by the dislocation or disruption of vital production, water, power supplies and communications. It is therefore necessary to seek to protect lives and property, by ensuring that the Country has a disaster plan equipped to respond to such events.

Adequate procedures to deal with disaster situations and relief measures should be planned prior to the event, with strong effective legislation to empower those responsible to carry out that task. Regular training must be carried out covering all aspects of relief, rescue, management and welfare. Careful planning must be put in place to coordinate the use of resources, both human and physical, for the saving and sustenance of life and property, and for the return to a normal life style as soon as possible.

Measures must also be in place to request and receive assistance from outside of the Country. This assistance must be what is required by the Jamaican Government, and not what outside organizations think is required.

The National Disaster Plan seeks to address the issues which have been raised above.

The Prime Minister of Jamaica

Date

**The Director General
Office of Disaster Preparedness
and Emergency Management**

Date

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PART 1

GENERAL OVERVIEW
AND
ASSIGNMENT OF RESPONSIBILITIES
FOR
HAZARDS AND RESPONSE FUNCTIONS

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ANNEX A: HAZARD AND RESPONSE FUNCTION RESPONSIBILITY MATRIX

1.0 AIM OF THE NATIONAL DISASTER PLAN

The overall aim of the National Disaster Plan is to detail arrangements to cope with the effects of natural and/or man-made disasters occurring in JAMAICA.

It seeks to assign responsibilities and to provide coordination of emergency activities connected with major disasters, in general and specific ways.

It also encourages a process of learning to adequately cope with the recovery from a disaster, from both local and other experiences.

The plan therefore addresses the short and long term objectives of the National Emergency Organization (NEO), and will be subject to continuous scrutiny, review and upgrading as deemed necessary, based on operating and other experiences. As such, it will be continuously strengthened and expanded in its scope, content, membership composition, administrative and policy guidelines, rescue, relief and recovery procedures, and in regional and international relationships with similar organizations.

2.0 AUTHORITY AND BOUNDARIES

The National Disaster Plan - JAMAICA is produced under the provisions of Act 15 of 1993, The DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT ACT, 1993.

The authority for declaring a national disaster or state of emergency under the Laws of Jamaica, is vested in the Governor General on the advice of the Prime Minister.

The Director General ODPEM (DIRECTOR) shall co-ordinate during a state of emergency, all personnel, medical and emergency services made available by Departments, Organizations and local authorities, and any other person who may be so determined.

When a state of emergency exists, the Governor General on the advice of the Prime Minister may make orders to secure the essentials of life to the community and for the preservation of the health, welfare and safety of the public. Orders so made may inter-alia, provide:-

- a) for the requisitioning of all forms of transport and communications;

- b) for requisitioning and regulating the supply and distribution of food, clothing, water, fuel, light and other necessities of life and for fixing maximum wholesale and retail prices in respect thereof;
- c) for the requisitioning of private lands, buildings and premises;
- d) for conferring on any person the right to entry on or passage through or over any private lands, buildings and premises;
- e) for the demolition of any building or other structure deemed to be dangerous;
- f) for the disposal of the dead and for dispensing with inquiries under the Coroners Act.

The Chairman of the National Disaster Committee (Prime Minister), shall have the power to activate the National Plan.

The DIRECTOR shall be responsible for the plan upon its activation and shall have the statutory authority as prescribed under the DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT ACT, 1993, to carry out such functions as prescribed by the national disaster plan, or upon the direction of the Prime Minister.

This (1997) edition of the National Disaster Plan will continue to authorize the National Emergency Organization (NEO), through the Office of Disaster Preparedness and Emergency Management (ODPEM), to monitor and supervise any activity which may have direct or indirect bearing on the level of preparedness, prevention and safety in the society. These functions will be conducted in association with other departments. The ODP will also be required to develop and implement relevant recommendations and strategies to support the above.

It is the intention of the National Disaster Committee (NDC) that this continuous direction of the NEO will be subject to regular scrutiny and review in the light of operating experiences and delivery of services through the ODPEM. These reviews will be conducted at all levels of the organization, and will affect participating agencies identified under the National Disaster Plan. All agencies, departments and individuals will be expected to provide full co-operation during reviews.

The boundary covered in this plan includes Jamaica and its Territorial waters covered under the protection of the Jamaican Government.

3.0 NATIONAL DISASTER STRATEGY

The National strategy for combating disasters is to continuously **educate** and **inform** the general public and NEO personnel about disaster matters and to adequately **equip** and regularly **exercise** the NEO in their response roles. This is achieved by:

- a) Rigorous Mitigation, Prevention and Preparedness programmes
- b) Disaster education starting at primary school through tertiary institution levels
- c) Local and overseas training courses for disaster response personnel
- d) Provision of Information at all levels before, during and after a disaster, using the best available technology
- e) Providing disaster response agencies with appropriate state of art equipment
- f) Ensuring accountability among Government Officers with disaster responsibilities
- g) Annual exercises of the NEO
- h) Early warning of slow onset disasters, and
- i) Pre-positioning of human and material resources where sufficient notice is given.

4.0 STRUCTURE OF THE PLAN

This plan is written in four (4) parts as follows:

- 4.1 PART 1** - The General Plan which includes general information about the National Disaster Plan including background information on the Country, assessment of threats, as well as assigned responsibilities within the NEO for specific hazards and response functions. This part is for the information of everyone concerned with disasters in Jamaica.

The General Plan does not contain detailed information or procedures for combating specific emergency/disaster situations. Such detail is to be found in the Sub Plans.

- 4.2 PART 2** - Detailed **administrative** job descriptions (terms of reference (TOR's)) for pre-disaster, alert, response and recovery stages to be included in Civil Service Standing Orders to ensure accountability among Government Officers. This part is primarily for use by government agencies, planners and Personnel Departments.

The recovery plan attached at ANNEX A to Part 2, is deliberately separated from the other stages, as recovery is to be considered the beginning of a new phase of disaster preparedness, and not the tail-end of a disaster.

- 4.3 PART 3** - "Sub-Plans" detailing "action guidelines" for specific hazards and response functions in shortened operational format which may be "pulled out" and used as 'stand-alone' **operational guidelines**. This part is for use by national response agencies.

Sub Plans describe the performance of particular functions and tasks which are too complex or detailed to include in the General Plan, but not in as much detail as the administrative orders at Part 2.

- 4.4 PART 4** - Concepts, organization, management and job functions of the National Emergency Operations Centre (NEOC). This part is for use by the NEOC staff.

Detailed job descriptions are oriented towards agency functions for disasters in general, to be used in preparation for disaster response and recovery. They are to be written into the administrative orders for the civil service.

Action guidelines however, are operational in nature, and oriented towards action for a specific disaster, to be used as an 'aide memoir' in a time of chaos and uncertainty.

The plan is organized in sections in a loose-leaf arrangement, so as to facilitate easy update upon reviews.

5.0 USE OF THE PLAN

The plan is to be used as follows:

- a) For operational response to disasters in Jamaica
- b) For the education and training of members of the public and the NEO in disaster Mitigation, Prevention, Preparedness, Response, Rehabilitation and Recovery, including the implementation of annual exercises.
- c) For the provision of information to the general public before, during and after disasters
- d) To upgrade and enforce administrative job descriptions for officers in government agencies
- e) For the management of the NEOC
- f) For the provision of appropriate disaster related equipment and material for the NEO and EOC's

6.0 THE AREA - JAMAICA

6.1 LOCATION

JAMAICA is located between latitude 17-19 degrees North and longitude 76-79 degrees West, in the Greater Antilles between North and South America, a region which constantly exists under threat of hurricanes, earthquakes and other disasters.

The island is approximately 11,395 square metres(4,400 square miles) making it the third largest of the Caribbean Islands and the Largest West Indian Island in the British Commonwealth.

6.2 TOPOGRAPHY

Three distinct topographic regions can be identified:

- a) The coastal plains and interior valleys
- b) The dissected limestone plateau and hills
- c) The interior mountain ranges.

The coastal plains encircle much of the island. On the north coast they are very narrow, with the mountains reaching the coast in some places. On the south coast they are wider, the broadest sections extending up the Rio Minho Valley for a distance of some 20 miles.

The coastal plains are crossed by a number of river systems; the significant ones being the Plantain Garden River, Morant, Yallahs, Hope, Rio Minho, Milk River, Rio Grande, Wag Water, White River, Martha Brae, Montego and Great River. Karst topography coupled with low rainfall regimes gives rise to intermittent streams in some places.

The highest elevations are in interior mountain ranges particularly in the eastern section of the island where the Blue Mountain range reaches over 7,000 feet.

The dissected limestone plateau and hill cover most of the Western 2/3 rds of the island. They are either of Karst land forms or highly dissected by rivers, making them extremely rugged.

6.3 CLIMATE

JAMAICA has a tropical climate, modified by the influence of the sea, the trade winds, land and sea breezes, annual movement of the sun and the mountainous terrain.

6.4 WINDS

JAMAICA lies in the North-East Trade Winds belt which means prevailing wind is from the North-East, reaching greatest strength and persistence during the cooler months between December to March.

Occasional strong gusts of winds reaching up to 50 mph affect the island. These are usually associated with localized low pressure cells. These strong gusts usually last less than one day but can do considerable damage particularly to agricultural assets. Highest energy windspeeds are associated with depressions

that sometimes spawn Tropical Cyclones (hurricanes) which originate in the Eastern Atlantic and Southwestern Caribbean. June 1st to November 30th is designated by International Convention the "hurricane season" for the region. JAMAICA has frequently been affected by hurricanes over the years.

6.5 TEMPERATURE

Average annual temperature is 83°F (28°C) in the summer month of August and 78°F (25.5°C) in the winter.

Daily mean temperatures are about 79°F (26°C), with the highest being at sea level, reaching a low in the Blue Mountains of around 64°F (18°C) by day and 53°F (11°C) at night.

6.6 RAINFALL

Jamaica's location in the North East Trade Wind belt, the mountainous nature of the terrain and the high convectivity for most of the year are the controlling factors on amount, type and distribution of the Island's rainfall.

Rainfall distribution is bimodal with peaks in May and October.

Average annual rainfall is about 78.04" with maximum rainfall on the windward slopes of the Blue Mountain ranges.

Heavy convectional rainfall lasting from a few hours to a few days can occur. These are associated with very intense convectional cells and the associated rainfall can cause very heavy damage.

6.7 POPULATION DISTRIBUTION

The distribution of population throughout JAMAICA is affected by geographical, topographical and historical factors. The ruggedness of expanses of the limestone

plateau (Cockpit Country) and the interior mountain range (Blue Mountain Area) have deterred habitation of these areas.

JAMAICA has some 1,150 small towns and villages focusing on a hierarchy of larger centres.

About 50% of the people live in urban areas. Four centres, the Kingston Metropolitan Area, Portmore and Spanish Town and Montego Bay contains 37% of the island's population. Kingston alone accounts for about 30% of the total population of the island.

6.8 AGRICULTURE, FISHING AND FORESTRY

The Jamaican rural economy is diversified. Land tenure and farm activities are dominated by a system of small farms scattered over the landscape.

The major crops, sugar cane and banana are geared towards the export market. Other crops, citrus, vegetables, tubers, and other fruits are procured. Forestry activity is usually in association with soil conservation and other land management projects. The main areas of forestry activity are the slopes of the interior mountains and sections of the limestone plateau.

The shallow waters, banks and cays along the Island shelves especially to the south, provides a good fishing ground for a wide range of salt water fishes, crustaceans and molluscs. Rivers and ponds are a source of fresh water species. The fishing industry is geared entirely to the local market for fresh protein and little or no processing occurs.

6.9 MINING

Several kinds of metallic and non-metallic minerals are known to exist in JAMAICA especially close to the eastern mountains and on the limestone plateau. Material worked include bauxite, limestone, marble, gypsum and silica sands. Bauxite is exported unrefined and in a refined state as alumina. Most other minerals except gypsum are geared towards local industries. The Bauxite-Alumina industry is one of the country's major earners of foreign exchange.

6.10 TOURISM

Tourism is a major component to the Jamaican economy and is very dependent on the natural environment.

The major resorts are the coastal areas of Ocho Rios, Montego Bay, Portland and Negril. Most visitors come from North America but attempts are being made to develop the European market, especially Germany and secondary markets from within the Caribbean and Latin America.

6.11 MANUFACTURING

Manufacturing is an expanding economic activity. Manufacturing industries include food processing, metal products and repair, sugar, rum and molasses processing, textile goods, wood and wood products, footwear, chemicals and chemical products, cement and clay products, printing, publishing, advertising and paper products and furniture and fixture.

Major manufacturing centres coincide with the major population centres and although there are attempts at localization of industries, manufacturing is concentrated in the Kingston Metropolitan Area and the Montego Bay area.

7.0 HAZARD/SITUATION ANALYSIS

Disasters fall broadly into two categories:

- a) Natural
- b) Man - caused

7.1 NATURAL DISASTERS

HISTORICAL BASIS

JAMAICA has been subject to a number of natural emergencies and disasters occasioned by extremes of weather, earthquake and disease (Human, animal, plant).

As industry has developed in JAMAICA and the population increased, so has the incidence of man-made emergency/disaster increased. Man-made incidents have been mainly industrial, marine (Oil Spills) and transportation accidents.

7.1.1 METEOROLOGICAL EVENTS

Hurricanes are annual features of life in the Caribbean causing damage and destruction by:

- a) Extreme wind conditions
- b) Severe sea conditions
- c) Flooding from heavy rains.

Severe damage and loss of life have accompanied many Jamaican hurricanes; the events of 1722, 1744, 1780, 1880, 1902, 1903, 1944, 1951 and 1988 being particularly severe. In each of these cases, it appears that the eye either made landfall or passed very close to the coast. Strong storm surge effects on the South Coast has caused major loss of life and the potential for significant losses have increased with the concentration of population on the exposed coastal area in St. Thomas, St. Catherine, Clarendon, St. Elizabeth and Westmoreland within recent years.

Storm surge effects were experienced on the North East Coast in Hurricane ALLEN (1980). The major development at risk on the North Coast are Tourist Resorts.

High winds in hurricanes cause relatively few deaths but can do significant damage to structures and agricultural production. Severe damage to agriculture, structures and infrastructure accompanied the 1944, 1951 and 1988 hurricanes.

The banana and fishing industries are particularly sensitive to Hurricane effects but many other sectors of agriculture are vulnerable (orchard and ground crops, chicken houses, horticulture, coconuts).

Flooding can occur at any time but is often associated with hurricanes or depressions, for example on June 12, 1979, 35 inches fell in 24 hours in Western Jamaica exceeding (at that time) the known historical extremes. In severe floods low lying plains as well as closed limestone valleys are inundated. Flood rains are often accompanied by landslides particularly in the non-limestone areas.

Droughts have been experienced on several occasions causing severe agricultural loss. The traditional response has been trucking domestic water at a considerable cost. Significant parts of the South Coast receive very little rainfall and depend on pumped water.

7.1.2 EARTHQUAKE

The Jamaican earthquake catalogue (Tomblin and Robson) for JAMAICA list seismic events. The two largest are known as Port Royal (1692) and Kingston (1907) events but both affected a wide area of JAMAICA. Descriptions of both events are given in Shephard (1971) and accompany a discussion of earthquake risk in JAMAICA.

Jamaican disaster events have been accompanied by both primary and secondary effects. The secondary effects include ground liquefaction, landslides and tsunamis which followed the earthquake. In 1692 Port Royal liquefied and sank, and in the 1907 event, significant damage was caused by fire to commercial property in Kingston.

Earthquake activity in JAMAICA is monitored by a series of seismographs and accelerographs operated by the Seismic Research Unit of the UWI.

Recent physical development in JAMAICA includes landfilling and high-rise construction. Disaster management methodology must therefore include an evaluation of historical data as well as extrapolation of data based on the behaviour of similar developments in earthquake conditions else where.

7.1.3 DISEASE (Human, Animal, Plant)

The small pox and Cholera epidemics of 1852, the Polio epidemics of 1953 and 1981; the past incidence of Yellow Fever, Malaria and Typhoid, coupled with Newcastle Disease (which decimated the chicken population of JAMAICA in the early 1930s), leafspot, Panama Disease, Rust and Lethal Yellowing, are grim reminders of some of the diseases that can affect JAMAICA.

Good transportation facilities, both internal and external, greatly enhance the rapid spread of disease, be it human animal or plant. It is therefore in the National interest that strict monitoring be exercised at ports of entry and that the incidence of disease is minimized by proper surveillance and control.

Other natural disasters include droughts, epidemics, heatwaves, radiation and atmospheric contamination.

7.2 MAN-CAUSED DISASTERS

7.2.1 URBAN FIRES

JAMAICA has a similar urban fire threat to most cities and towns in any developing society.

The two cities, KINGSTON and MONTEGO BAY and most towns are at least partially surrounded by bush land. It is therefore possible for bush fires to threaten major and minor areas of population throughout the Nation.

There have been a number of disastrous fires in the past, including those of an industrial nature, and the potential for further fires of magnitude and therefore of economic consequence cannot be over looked.

7.2.2 INDUSTRIAL ACCIDENTS

JAMAICA has been fortunate in having very few industrial accidents.

The accidents that have occurred have been minor in that they have not involved the larger and potentially more dangerous industries located in JAMAICA, but have been of a smaller nature, involving gas explosions, boiler explosions and equipment/structure collapse.

The potential exists for a wide variety of industrial accidents including:

- a) Factory explosions and fires
- b) Release of toxic fumes/gases including landfilling and
- c) Equipment/structure collapse.

7.2.3 TRANSPORTATION ACCIDENTS

Jamaica is served by road, rail, sea and air transport and has experienced accidents in all of these modes.

ROAD TRANSPORT ACCIDENT

1. Road transport in JAMAICA is as voluminous as may be found in any developing society. The potential for serious road accident is present and is made more serious by the mountainous nature of the Jamaican countryside.
2. JAMAICA attracts a large number of tourists each year and possibly the tourist and 'mini' bus represents the greatest potential road accident threat

from the point of view of the number of casualties likely to result from a single accident.

3. Industrial transport carrying such commodities as petrol and LPG also represents a potential road accident threat.

RAIL ACCIDENT

(Note: The railway system is currently largely non-operational).

1. JAMAICA has a number of freight trains serving various parts of the Nation. In 1957, 180 persons died in a simple rail accident at Kendal in Manchester.
2. There have been a number of other derailments involving loss of life in the past and several level crossing accidents. The potential for further accidents of this type must be considered as likely as the rail and road systems cross at several locations.

MARINE ACCIDENT

1. The major Jamaican ports of KINGSTON and MONTEGO BAY handle a considerable number of cargo ships and passenger liners. Secondary ports such as PORT ESQUIVEL and PORT KAISER on the south coast, and DISCOVERY BAY, OCHO RIOS and PORT ANTONIO in the north coast handle a lesser volume of traffic.
2. In addition to being the major Jamaican port, KINGSTON is also the base for the Jamaican fishing fleet operating to the south of JAMAICA. Every tenable beach on both the north and south coasts are used by fishermen as a base for local fishing activity. Craft range from motorized fishing vessels

of a 100 tons displacement to dugout logs. Adequate safety standards do not appear to be followed in the fishing and fishing and pleasure boat sectors.

3. Recent years have seen a succession of marine accidents varying from sinking of fishing vessels and coastal freighters to the running aground, with loss, of several vessels. Further marine accidents, including oil spills, either offshore or in coastal waters are a possibility.

AIRCRAFT ACCIDENT

1. Major air terminals for commercial flight exist at KINGSTON and MONTEGO BAY with smaller terminals at NEGRIL, BOSCOBEL, UNITY, PORT ANTONIO, EWARTON, SILENT HILL, KIRKVINE, NAIN and TINSON PEN in Kingston.
2. Light aircraft use these terminals and various other airstrips throughout JAMAICA.
3. As the flight paths for commercial flight cross many of Jamaica's populated areas, the potential for an aircraft crash into one of these areas must be considered.
4. To date there has only been one accident involving a commercial aircraft with considerable loss of life but there have been several light aircraft crashes, most of which have occurred in remote and lightly populated areas.

Since the Island is also a tourist centre, there is always the risk of land, air and sea transport accidents. As it becomes more industrial, however, there is the even greater risk of fuel gas and chemical spillage and explosions on land and sea which require special planning.

Fires, mass poisoning, shipwrecks, strikes, nuclear accidents and power failures are also daily possibilities which could cause severe disruption to the daily lives of Jamaicans.

Some man-caused incidents may or may not involve the activation of the NEO or the NEOC, unless the incident is of such a size that the resources of the local emergency services are over-committed and require assistance from regional or international sources, or if there is a need for evacuation and members of the public require accommodation, clothing and feeding, necessitating a declaration for emergency procedures.

8.0 NATIONAL EMERGENCY ORGANIZATION (NEO)

The National Emergency Organization is the term used to refer to all participants in national disaster management efforts, whether Government (GO's), Non-Government Organizations (NGO's), Private Voluntary Organizations (PVO's) or Volunteers, and is depicted by the Organization chart shown below. It comprises:

- a) The National Disaster Committee (NDC)

- b) The National Disaster Executive (NDE) and its committees
 - Health
 - Emergency Operations, Transport and Communications
 - Public Information and Education
 - Administration and Finance
 - Welfare and Shelter/Relief Clearance
 - Damage Assessment, Recovery and Rehabilitation
- c) The Office of Disaster Preparedness and Emergency Management (ODPEM)
- d) National Emergency Operations Centre (NEOC)
- e) Regional Disaster Coordinators
- f) Regional Emergency Operations Centres (REOC's)
- g) Parish Disaster Committees (PDC's)
- h) Parish Disaster Executives (PDE's)
- i) Parish Emergency Operations Centres (PEOC's)
- j) Zonal Committees
- k) Government Organizations, Agencies and Individuals (GO's)
- l) Non-Governmental Organizations and Agencies (NGO's)
- m) Private Voluntary Organizations (PVO's)
- n) Volunteers
- o) Regional and International Agencies

[Insert Structure of NEO here)

8.1 COMMITTEES AND PLANNING GROUPS

8.1.1 PLANNING RESPONSIBILITIES

The National Disaster Committee is the senior planning body in JAMAICA. All other planning committees and groups are subordinate to the National Disaster Committee.

8.2 NATIONAL EMERGENCY OPERATIONS CENTRE (NEOC)

The National Emergency Operations Centre shall act as the National coordinating and control facility in the event of natural, man-made or impending disaster, or special emergency, and for the coordination of all resources in times of emergency or disaster, and requests to or from higher levels of Government in times of emergency and disaster.

The National Emergency Operations Centre shall be managed by the Office of Disaster Preparedness and Emergency Management and shall be located at premises possessing adequate facilities including appropriate security, standby power, radio communication systems, etc. This NEOC is at present and until further notice located at 12 Camp Road, KINGSTON 4.

In the event the NEOC suffers damage and cannot function, the alternate NEOC located at Up Park Camp, would be activated to deal with operational matters while policy decisions would be made at the Office of the Prime Minister, Jamaica House.

8.3 COMPOSITION OF REGIONS

To ensure that a high standard of disaster preparedness is achieved and maintained Nationally, and to enhance the general administration thereof, for the purpose of emergency management, the Nation shall be divided into four regions as follows:

8.3.1 EASTERN - ST. THOMAS, KINGSTON,
ST. ANDREW, ST.CATHERINE

8.3.2 NOTHERN - PORTLAND, ST. MARY, ST. ANN

8.3.3 WESTERN - TRELAWNY, ST. JAMES, HANOVER,
WESTMORELAND

8.3.4 SOUTHERN - ST. ELIZABETH, CLARENDON,
MANCHESTER

The boundaries of these regions shall follow the parish boundaries.

8.4 REGIONAL DISASTER COORDINATORS

Each Region shall have a Regional Disaster Coordinator, who shall be, in each case, appointed by the Director General of the ODPEM in consultation with the Executive and the appropriate Ministry of Government, and who shall be responsible to the Director General for providing Parish Disaster Committees, government and private sector agencies and voluntary organizations, with the necessary advice and assistance in implementing disaster preparedness measures, and for ensuring that they are fully conversant with, and understand the sectors of the National Disaster Plan that relates to their particular organization or community. The Regional Coordinators may be drawn from existing Emergency Service Agencies.

The incumbent shall also be responsible for monitoring, on a continuous basis, existing disaster preparedness arrangements in his or her Region to ensure adequacy of relief supplies in times of disaster; and to satisfy him or herself that there is readiness on the part of all concerned to cope with disaster situations or similar emergencies which cannot be avoided.

9.5 PARISH PLANNING

In order to provide the necessary direction, coordination and control facility during all emergencies or disasters affecting the Parish or requests to or from higher levels of Government during local or national disaster, a Parish Disaster Committee (PDC), a Parish Disaster Executive (PDE) and a Parish Emergency Operations Centre (PEOC) shall be established.

The PDE shall be organized with the following groups:

- a) Executive Group
- b) Operations/Communications Group
- c) Health Group
- d) Welfare/Relief Group
- e) Damage Assessment Group
- f) Public Information Group

8.6 ZONAL PROGRAMME

The objective of the National Zonal Programme, is to strengthen the disaster response capability of the communities and to develop local response mechanisms within the framework of the Parish Disaster Committees. The zonal programme will try to identify and network with active community-based organizations and to sensitize and train community leaders (and through them the residents) on how to reduce damage and to protect themselves from natural and man-caused hazards through local efforts at being prepared trained and properly equipped.

The programme will be executed by the ODPEM in conjunction with the Parish Disaster Committees, utilizing ADRA to coordinate and provide leadership at Parish and community levels. Each Parish Disaster Committee through the appropriate Sub-Committee will meet with the ADRA representatives in the Parish and identify Zonal Headquarters as well as communities with zones, preferably but not necessarily utilizing ADRA facilities.

Recommendations would be made for membership and ADRA personnel would be use to make contact and call meetings to which Parish Disaster Committee representatives would be invited. The committee would then ensure that all the communities within their zones were represented thereon. The zonal Subcommittees would be named and the outlined programmes advanced.

The programme will be developed in phases utilizing key response agencies full details of which are outlined in the Parish Plans.

More specifically the NEO includes:

8.6.1 GOVERNMENT ORGANIZATIONS

JAMAICA CONSTABULARY FORCE (JCF)
 JAMAICA DEFENCE FORCE (JDF)
 MIN. OF LOCAL GOVERNMENT & WORKS
 JAMAICA FIRE BRIGADE
 PARISH COUNCILS
 PUBLIC WORKS DEPT. (PWD)
 NATIONAL WATER COMMISSION (NWC)
 PLANNING INSTITUTE OF JAMAICA (PIOJ)
 AIRPORTS AUTHORITY OF JAMAICA (AAJ)
 JAMAICA PUBLIC SERVICE (JPS)

PORT AUTHORITY
 MINISTRY OF HEALTH
 MINISTRY OF EDUCATION
 MINISTRY OF FINANCE
 JAMAICA TOURIST BOARD (JTB)
 MIN. OF AGRICULTURE
 MINISTRY OF INDUSTRY AND COMMERCE
 AUDITOR GENERAL'S DEPARTMENT
 ATTORNEY GENERAL'S DEPARTMENT
 JAMAICA INFORMATION SERVICE (JIS)
 OFFICE OF THE PRIME MINISTER

8.6.2 GOVERNMENT INDIVIDUALS

PRIME MINISTER
 DIRECTOR GENERAL ODPEM (DIRECTOR)
 PERMANENT SECRETARIES
 GOVT. DEPT. LIAISON OFFICERS
 HEAD JAMAICA INFORMATION SERVICE
 HEAD - PLANNING INSTITUTE OF JAMAICA
 REGIONAL DISASTER COORDINATORS
 PARISH DISASTER COORDINATORS
 COMMISSIONER OF POLICE
 COMMISSIONER - JAMAICA FIRE BRIGADE
 CHIEF OF STAFF - JAMAICA DEFENCE FORCE

8.6.3 NON - GOVERNMENT ORGANIZATIONS

RED CROSS
 ST. JOHN AMBULANCE
 SALVATION ARMY
 COUNCIL OF VOLUNTARY SOCIAL SERVICES

8.6.4 PRIVATE ORGANIZATIONS

JAMAICA INSTITUTE OF ENGINEERS
 JAMAICA INSTITUTE OF ARCHITECTS
 MASTER BUILDERS ASSOCIATION
 PRIVATE OIL COMPANIES
 PRIVATE SECTOR ORGANIZATION OF JAMAICA
 MEDIA HOUSES

BAUXITE COMPANIES
 PEOPLES NATIONAL PARTY
 JAMAICA LABOUR PARTY
 NATIONAL DEMOCRATIC MOVEMENT
 JAMAICA GASOLINE RETAILERS ASSOCIATION
 TELECOMMUNICATIONS OF JAMAICA (TOJ)
 CITIZEN BAND RADIO OPERATORS PRIVATE VOLUNTEERS
 JAMAICA AMATEUR RADIO SOCIETY (JARA)
 SEVENTH DAY ADVENTIST
 JAMAICA CHAMBER OF COMMERCE (JCC)
 JAMAICA UNION OF TRAVELERS ASSOCIATION (JUTA)
 SERVICE CLUBS

8.6.5 REGIONAL/INTERNATIONAL AGENCIES

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
 AGENCY
 ORGANIZATION OF AMERICAN STATES
 UNITED NATIONS DEVELOPMENT PROGRAMME
 CANADIAN INTERNATIONAL DEVELOPMENT AGENCY
 OFFICE FOREIGN DISASTER ASSISTANCE
 CARIBBEAN DISASTER EMERGENCY RESPONSE AGENCY
 PAN AMERICAN HEALTH ORGANIZATION

9.0 CONCEPT OF OPERATIONS

9.1 DEFINITION OF “NATIONAL DISASTER”

A National Disaster is:

"An overwhelming ecological or man-caused disruption, with or without warning, which exceeds the capacity of the community to adjust, and causes suffering of persons in excess of those which can be dealt with by public services operating under normal conditions, and which calls for the special mobilization and organization of emergency services, possibly including assistance from overseas".

9.2 THE DISASTER CYCLE

The model of the disaster cycle being used is as follows:

9.2.1 PRE-DISASTER STAGE (Normalcy)

- a) Prevention activities
- b) Mitigation activities
- c) Preparedness activities

9.2.2 ALERT STAGE

- a) Alert procedures

9.2.3 RESPONSE STAGE

- a) Response procedures
 - ◇ Save and sustain life and property
 - ◇ Prevent and reduce suffering
 - ◇ Maintain law and order

9.2.3 RECOVERY STAGE

- a) Rehabilitation activities
 - Re-establish community infrastructure to normal working condition
- b) Reconstruction activities

9.3 GENERAL OUTLINE

The Prime Minister is Chairman of the National Disaster Committee (NDC) which meets once annually to approve disaster policy matters, and which has an Executive (NDE) that oversees the management of the ODPEM and NEOC when the latter is activated.

During normal (Pre-disaster) times, the NDE Committees will produce and monitor mitigation, prevention and preparedness plans, while the ODPEM will implement these plans, to include provision of education, training and other liaison activities with GO's, NGO's, PVO's and the Parish Councils, which are mandated to provide disaster relief at the local level.

During Normal times also, the Parish Councils, through their own Disaster Committees and Executives will play similar roles at the Parish level that ODPEM plays at the National level. The “Community level” activities (Zonal programmes) are currently undertaken by the Adventist Relief Agency (ADRA). Further details of Parish and Community organizations and activities will be found in Parish Disaster Plans.

During times of disaster, EOC’s are activated and the appropriate sections of Part 3 are “pulled” from the plan and used for response as necessary.

Regional Emergency Operations Centres (REOC’s) will be activated in cases where only a few parishes are affected, in which events the ODP will relate to the appropriate REOC. Otherwise, the REOC relates directly to the PEOC’s in affected Parishes.

9.4 HAZARDS AND RESPONSE FUNCTIONS

Hazards and response functions in the matrix at annex A represent the major threats and associated anticipated functions, assigned with primary (or lead), secondary and support executive responsibilities, in response to a disaster in Jamaica.

9.5 COMMAND AUTHORITIES

In an emergency/disaster situation on site command will be exercised by the appropriate primary or lead agency.

In most situations command will rest with the senior on-scene police officer; however, in some instances command may be more appropriately placed with one of the other specialized lead agencies (e.g. command of a fire fighting problem should normally rest with the senior on-scene fire officer).

Under this plan, primary agencies (or lead agencies) will provide first response and on-scene organization and control of the relief effort. Agency plans must be made and regularly rehearsed to this effect.

Secondary agencies will act as back up to primary/lead agencies, and assist in the rapid response to and organization of the disaster site. Agency plans must be made and regularly rehearsed to this effect.

Support agencies will each have a role to play in response to the specific disaster, and must each therefore make and rehearse plans for the eventuality.

10.0 DISASTER PREPAREDNESS ACTIVITIES

Detailed planning must be undertaken by Government departments, agencies and committees to cover both natural and man-caused threats in at least the following categories:

- a) Designation of areas of greatest risk (Vulnerability analyses)
- b) Personnel and equipment requirements
- c) Names, addresses and contact numbers of emergency personnel
- d) Available manpower, equipment and supplies
- e) Organizational charts and maps
- f) Identification of the departmental emergency planning team
- g) Meeting schedules
- h) Management procedures
- i) Communications between Regional and Parish disaster organizations and the NEOC
- j) Activation of EOCs, emergency services and relief and rescue workers
- k) Public warnings and information
- l) Evacuation measures if necessary
- m) Provision of medical and welfare services to the community
- n) Procedures to avoid unnecessary casualties if evacuation becomes necessary
- o) Activation of shelters
- p) System of distribution
- q) Detailed survey of affected areas

- r) Maintenance of law and order
- s) Restoration of communications
- t) Coordination of relief measures from Government and external agencies
- u) Restoration of transport and community services, e.g. power, water and fuel supplies
- v) Planning for economic recovery and maintenance of local businesses

ANNEX A TO **PART 1**

HAZARDS AND RESPONSE FUNCTIONS **RESPONSIBILITY MATRIX**

[Insert Rssponse Matrix Here]

PART 2

DETAILED TERMS OF REFERENCE FOR COMMITTEES, AGENCIES AND INDIVIDUALS WITH DISASTER RELATED FUNCTIONS

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1.0 INTRODUCTION

The National Emergency Organization comprises all members of the subcommittees, governmental, non-governmental and voluntary organizations, agencies, interest groups, donors, religious bodies and individuals, all of which must be coordinated to function as one organization in times of crisis and disorder.

This is a most difficult undertaking even in normal times, and as such great effort must be placed in planning and organizing for the ultimate event of a national disaster.

As such, each entity must be allocated certain tasks which they will be expected to perform in preparation for a disaster, while taking direction and guidance from a designated central focal point. The following TOR's represent these tasks, which provide guidelines for participants in the disaster scenario, and are not intended to by any means be exhaustive.

Participants must therefore prepare their own guidelines and detailed agency plans to complement these TOR's. Detailed agency plans must be forwarded to the ODPEM whenever they are formulated or revised.

The following TOR's for named public agencies and individuals must be written into their job descriptions, through the Personnel Department in the Ministry of the Public Service.

2.0 TERMS OF REFERENCE FOR THE NEO

2.1 NATIONAL DISASTER COMMITTEE (NDC)

2.1.1 Composition:

The National Disaster Committee is the senior Jamaican Disaster Planning body. The members of the Committee are holders of the following offices:

1. The Prime Minister (Chairman)
2. Chairperson of the following NDE Committees:
 - Health
 - Emergency Operations, Transport and Communications
 - Public Information and Education
 - Welfare and Shelter/Relief Clearance
 - Damage Assessment, Recovery and Rehabilitation
 - Administration and Finance
3. The Senior Cabinet Minister (with Portfolio responsibility for the ODPEM)
4. The Permanent Secretary - Office of the Prime Minister
5. The Financial Secretary - Min. of Finance and Planning
6. The Permanent Secretary - Min. of Health.
7. The Permanent Secretary - Min. of Local Government and Works
8. The Permanent Secretary - Min. of Agriculture & Mining.
9. The Permanent Secretary - Min. of National Security and Justice.
10. The Permanent Secretary - Min. of Public Utilities & Transport
11. The Permanent Secretary - Min. of Labour, Social Security and Sports
12. The Permanent Secretary - Min. of Industry Investment and Commerce
13. The Permanent Secretary - Min. of Tourism
14. The Permanent Secretary - Min. of Foreign Affairs & Foreign Trade.

15. The Permanent Secretary - Min. of Education Youth & Culture.
16. The Permanent Secretary - Min. of Public Utilities and Transport
17. The Chief of Staff - Jamaica Defence Force.
18. The Commissioner of Police.
19. The Commissioner of the Jamaica Fire Brigade
20. The Chief Technical Director - Min. of Environment and Housing
21. The Executive Director - Jamaica Information Service
22. The Chairman - Council of Voluntary Social Services
23. The President - Jamaica Red Cross Society
24. The Territorial Commander - Salvation Army
25. The Chairman - Disaster Committee for Churches
26. The Chairman - Private Sector Organization of Jamaica.
27. The General Secretaries of the Major Political Parties.
28. ADRA
29. Meteorological Office
30. Earthquake Unit
31. The Director General - ODPEM

2.1.2 General Responsibilities

The general function of the National Disaster Committee, is to advise and assist the National Disaster Executive and the ODPEM in the planning and implementation of measures considered necessary or desirable to counter the effects of a disaster.

The Committee shall be empowered to appoint as a member of the Committee for such periods as the Committee may deem fit, the Administrative Head of any Government Department, Division or Ministry, Instrumentality, Statutory Corporation or Body. It is to be noted that all functions of the NDC are Pre-Disaster.

PRE-DISASTER

- Meet once annually (November) to provide policy directives for the NEO aimed at saving lives and protecting property in the event of a disaster
- Review and monitor the national strategy for dealing with disasters.
- Formulate guidelines for the organization and operation of the NEO
- Assign responsibilities to the NEO
- Ensure adequate manpower and physical resources for emergency operations before, during and after a national disaster.
- Review and evaluate national emergency operations contingency plans
- Promote a public awareness programme on disaster preparedness
- Ensure that potential disaster areas are properly mapped and that a data base exists for effective management action
- Monitor and supervise the annual work program of disaster related activities.
- Advise on the coordination of emergency activities of voluntary organizations, both locally and overseas, in the event of a disaster
- Advise on the overall coordination and planning of disaster related activities.

- Technical agencies (GSD, WRA, Met. Office, NRCA) will under the direction of the TPD/ODPEM identify and map vulnerable areas as specified in the National Land Policy of 1996.

2.2 NATIONAL DISASTER EXECUTIVE (NDE)

2.2.1 Composition

The members of the National Disaster Executive are:

1. The Prime Minister (Chairman)
2. The Senior Cabinet Minister (with portfolio responsibility for the ODPEM)
3. The Permanent Secretary - Office of The Prime Minister
4. The Cabinet Secretary - Office of The Prime Minister
5. The Permanent Secretary Ministry of Health
6. National Health Disaster Coordinator - Ministry Of Health
7. The Permanent Secretary Ministry of Environment and Housing
8. The Permanent Secretary Ministry of Public Utilities and Transport
9. The Permanent Secretary Ministry of Labour ,Social Security and Sports
10. The Chief of Staff - Jamaica Defence Force
11. The Commissioner of Police
12. The Commissioner - Jamaica Fire Brigade
13. The Chief Technical Director- Ministry of Local Government and Works
14. The Executive Director - Jamaica Information Service
15. CEO's - National Water Commission,
- Jamaica Public Service Company,
- Telecommunications of Jamaica
16. Head of The Meteorological Office

17. Head of the Earthquake Unit
18. The Director General - ODPEM
19. Permanent Secretary - Ministry of National Security and Justice
20. Financial Secretary - Ministry of Finance and Planning
21. Red Cross
22. Salvation Army
23. Chairmen of the Subcommittees of the NDC

2.2.2 General Responsibilities

- To carry out all necessary counter-disaster functions as determined by the National Disaster Committee.
- Meet at least twice annually to deal with general policy issues

Should it appear that a state of emergency is to be declared or should a state of disaster or special emergency have been declared, the National Disaster Executive will meet at the Office of The Prime Minister, 1 Devon Road, Kingston 10, or at any other site as agreed upon by the members of the Executive.

Should it not be practical for the National Disaster Executive to meet, the members may confer by telephone, radio or any other available means, and the decisions of the Executive may be implemented through the Director, Office of Disaster Preparedness & Emergency Management.

Counter-disaster actions implemented by the National Disaster Executive, or directives or instructions issued by the Executive, will, whenever practicable, be implemented by the ODPEM or passed on to the respective Parish Disaster Executive through the appropriate Emergency Operations Centre by the ODPEM.

The Executive shall be expected to review from time to time or as deemed by the Chairman, the coordinating mechanisms required to respond to emergency situations Nationally, or requests to or from agencies of Government during local or National disaster; the dissemination of preparedness and disaster related information to community level through the Office of Disaster Preparedness Committees, or in the event of disaster to respective Parish Disaster Executives, and the management of the National Emergency Operations Centre by the Office of Disaster Preparedness in time of Local or National disaster.

ALERT

- Meet as necessary to deal with specific disaster situations
- Ensure that effective management response procedures are in place for on-site multi-agency coordination and are supported by:
 - ◊ A disaster communications network for on-site command, information sharing and relay, logistic and technical support
 - ◊ Other existing telecommunications systems to serve as private single agency systems to their individual headquarters
- Designated members move to the NEOC to monitor preparations and response to a national disaster

RESPONSE

- Provide executive, supervisory, coordination and management functions during and after a national disaster from the NEOC, or by regular meetings using available communications.
- Provide the resources for the administration of all aspects of assistance during and after a national disaster.

3.0 NDE STANDING COMMITTEES

The Standing Committees of the National Disaster Executive are:

- The Health Committee
- The Emergency Operations, Transport and Communications Committee
- The Public Information and Education Committee
- The Administration & Finance Committee.
- The Welfare and Shelter/Relief Clearance Committee.
- The Damage Assessment, Recovery & Rehabilitation Committee.

3.1 General Responsibilities

These committees have been involved in the preparation of relevant segments of this plan and in time of disaster are to attend the Office of Disaster Preparedness so as to be where possible, or be available to provide specialist advice as required.

Each Region is responsible to produce and continually revise its own Parish Disaster Plan. This task, falls to the Parish Disaster Planning Group.

a. HEALTH COMMITTEE

Composition:

- Disaster Health Officer - Ministry of Health (Chairman)
- Chief Medical Officer - Ministry of Health
- Chief Nursing Officer- Ministry of Health
- Admin. Nursing Sister - Community Services
- President - Nurses Association
- Principal Environmental Health Officer
- Nutrition Officer
- Hospital Services Manager
- Senior Director for Preparedness (ODPEM)
- Representatives - Jamaica information Service
 - Hospitals - Public & Private
 - St. John Ambulance
 - Seventh Day Adventist
 - PAHO
 - Red Cross
 - Ja. Constabulary Force
 - Ja. Fire Brigade
 - Medical Association of Ja.

PRE-DISASTER

- Develop a National policy on Emergency Health Care
- Formulate a National Emergency Health Care Plan for slow and rapid onset of emergencies; to review and update this plan as necessary
- Ensure coordination between the National Emergency Health Care Plan and the Ministry of Health Disaster Plan
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution
- Review and monitor all national programmes impinging on emergency health care
- Maintain a current listing of available resources , human and material
- Bring to the attention of the National Disaster Committee potential problem areas which might affect emergency Health care management.
- Develop mass casualty management plans, training programmes and simulations to satisfy all aspects relating to Health matters in the event of a national disaster
- Assist in preparing, participating in and assessing joint annual exercises with all response services of the NEO, and submit after action reports to the Director ODPEM.

b. EMERGENCY OPERATIONS, TRANSPORT AND TELECOMMUNICATIONS COMMITTEE

Composition:

Representation will be as follows:

- Senior Director ODPEM/JFB (Chairman)
- Jamaica Defence Force
- Jamaica Fire Brigade
- Jamaica Constabulary Force
- Min. of Local Government and Works (Construction)
- Post and Telecommunications Services
- Civil Aviation Department
- Telecommunications of Jamaica
- Jamaica Citizens' Band Association
- Airports Authority of Jamaica
- Alumina Partners of Jamaica
- Min. Agriculture and Mining
- Customs Department
- Correctional Services
- Ports Authority of Jamaica
- Jamaica Amateur Radio Association
- Jamaica Public Service
- Jamaica Gasoline Retailers Association
- Private Sector Organization of Jamaica
- Survey Department
- Min. of Public Utilities and Transport
- Transport Authority
- Jamaica Railway Corporation
- Petroleum Corporation of Jamaica

General Responsibilities:**PRE-DISASTER**

- Develop Contingency Plans to coordinate emergency actions dealing with any incident which may affect the island
- Develop and maintain a National Emergency Network, and carry out tests and simulation exercises at least once each year so as to ensure continuity of Government efforts under any circumstances
- Develop mutual aid agreements with private and commercial operators, Amateur Radio Association, and national CB Association
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution
- Devise drills and joint training programmes for all the agencies involved in the prevention and control of, and response to environmental pollution and emergency operations
- Nominate a radio operator training officer and monitor his/her performance
- Develop and implement a radio operator training programme in association with the radio operator training officer through the facilities of the ODPEM
- Make annual review and revision to the radio operator training programme
- Train Radio Operators in emergency operation techniques
- Develop plans for rapid deployment and responses to both natural and man-made hazards
- Develop a communications plan to ensure that an adequate communications system to serve the communications needs of the NEO before, throughout and after a disaster exists
- Advise the ODPEM on telecommunications matters
- Approve purchases of emergency telecommunications equipment and advise on the improvement, maintenance and upgrading of this equipment.

- Establish a dynamic inventory of all equipment purchased by the NEO
- Develop and conduct a simulation exercise to test equipment on an annual basis
- 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.

c. WELFARE AND SHELTER/RELIEF CLEARANCE COMMITTEE

Composition:

- Ministry of Labour, Social Security and Sport (Chairman)
- Principal Community Development Officer-Ministry of Local Govt. and Works
- Min. of Agriculture and Mining
- Red Cross
- Salvation Army -Relief Distributor
- Church Disaster Committee
- Food for the Poor
- Ministry of Health
- Ministry of Housing and Environment
- Customs Department
- Association of Development Agencies
- Police/Immigration Department
- General Secretaries of Major Political Parties
- Ministry of Education , Youth and Culture
- Private Sector Organization of Jamaica
- CVSS/United Way
- Ministry of Foreign Affairs and Foreign Trade
- Ministry of Local Government and Works
- Service Clubs
- Parish Disaster Coordinators
- Jamaica Defence Force
- Office of Disaster Preparedness

- CERC
- Jamaica Commodity Trading Company
- Representatives of Shipping Companies

General Responsibilities :

PRE-DISASTER

- Develop plans and training programmes for effective post-disaster, relief distribution needs, in conjunction with the Red Cross and Parish Committees
- Develop a distribution system which will expand the existing capacity on an emergency basis
- 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.
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution

(i) Relief and Clearance Subcommittee

Responsibilities:

PRE-DISASTER

- Clearly define what constitutes relief items
- Establish guidelines on procedures for clearing relief items
- Maintain liaison with overseas missions, donor agencies, private voluntary organizations etc.
- Formulate up-to date need list for circulation to overseas missions, donor agencies, private voluntary organizations etc.
- Facilitate speedy action for purchasing of relief items locally
- Establish guidelines and expenditure limits for purchase of relief supplies locally

- 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.

(ii) Welfare and Shelter Subcommittee

Responsibilities :

PRE-DISASTER

- Review and update the National emergency Welfare and Shelter/Relief Clearance Plan as necessary
- Develop a national policy on emergency shelter
- Ensure adequate sanitary facilities are available in all buildings chosen as shelters
- Ensure physical integrity of all buildings chosen as shelters
- Maintain current listing of needed and available resources, human and material
- Oversee and ensure coordination of all organizations, public and private involved in post-disaster shelter and welfare
- Ensure training of adequate numbers of shelter managers
- Ensure that adequate numbers of shelter managers are available for manning shelters after any disaster
- 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.

d. PUBLIC INFORMATION AND EDUCATION COMMITTEE

Composition:

- Jamaica Information Service (Chairman)
- JAMPRESS
- Jamaica Association of General Insurance Companies
- Bureau of Health Education
- Meteorological Service
- Earthquake Unit
- Jamaica Tourist Board
- National Safety Council
- Broadcasting Commission
- Public Relations and Advertising Organizations
- Jamaica Library Service
- Managers - Radio stations
- Managers - TV stations
- Editors - Newspapers
- Senior Director, Information and Training - ODPEM

General Responsibilities :

PRE-DISASTER

- Develop a National Policy on Public Education and Information for Emergency Management
- Clearly define the roles of all media houses and ensure smooth information flow between the committee and media houses
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution
- Oversee activities relating to public information and education in national Disaster Preparedness.
- Oversee the establishment of a National Public Information Centre in the event of a national emergency or disaster
- Maintain an up-to-date list of available resources, human and material

- Set training objectives for disaster preparedness, response and recovery, and assist the ODPEM in the implementation of these programmes.
- Form part of an information dissemination network through the individual agencies represented on the committee.
- Keep the public constantly aware of disaster preparedness and relief programmes and procedures
- Monitor available educational and mass communications resources
- Establish a dynamic inventory of all training material purchased by the NEO
- Advise the ODPEM on public relations and information matters
- 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.

e. DAMAGE ASSESSMENT/ RECOVERY AND REHABILITATION COMMITTEE

Composition:

- Chief Technical Director - Ministry of Local Government and Works (Chairman)
- Ministry of Finance and Planning
- Geological Survey Department
- National Met. Service
- University of the West Indies
- Earthquake Unit
- Underground Water Authority
- Min. Agriculture and Mining
- Min. Local Government and Works
- Bank of Jamaica
- Statistical Institute of Jamaica
- Min. Education, Youth and Culture

- Min. Labour, Social Security and Sports
- Office of Disaster Preparedness
- Resource Agencies
 - ◊ Pan American Health Organization
 - ◊ United Nations Development Programme
 - ◊ United States Agency for International Development

General Responsibilities:

PRE- DISASTER

- Establish clear procedures for multi-agency post-disaster damage assessment
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution
- Develop national policy on Post-disaster Recovery and Rehabilitation
- Maintain a current capital stock inventory for all government property and resources islandwide
- Standardize damage assessment surveys among agencies so as to facilitate rapid damage assessment procedures and documentation
- Ensure development and maintenance of an up-to-date Multi-Sector Data Base.
- Ensure existence of sectoral Recovery and Rehabilitation Plan based on National Development Programmes as long term planning objectives.
- 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.

f. **ADMINISTRATION AND FINANCE COMMITTEE**

Composition:

- Financial Secretary- Ministry of Finance and Planning (Chairman)
- Jamaica Chamber of Commerce
- Private Sector Organization of Jamaica
- Jamaica Exporters Association
- Jamaica Manufacturers Association
- Office of Disaster Preparedness
- Office of the Prime Minister
- Min. National Security and Justice

General Responsibilities:

PRE- DISASTER

- Review the National Disaster Action Plan
- Identify the resource needs to enable the ODPEM to perform effectively
- Identify and prioritize resources for responding to natural and man-caused disasters, e.g. hurricane and environmental pollution
- Assess the need for a management and equipment audit of the ODPEM and, if it is necessary identify the appropriate agency to undertake the assignment
- Merge all existing Disaster and / Relief Funds into a single National Emergency Relief Fund, to be placed in an interest bearing account and to co-opt a National Emergency Fund Committee to manage and administer the activities of the fund
- Develop strategies aimed at establishing and implementing legislation to define the role and functions of all Public and private entities involved in emergency management
- Identify funding for disaster preparedness and response programmes.

4.0 GOVERNMENT DEPARTMENTS AND AGENCIES

ALERT

- Permit and encourage government staff not specifically required for response work, to join volunteer groups and assist as necessary.
- Department Liaison Officers activate their department disaster plans
- Implement all agency plans

RESPONSE

- Continue to exercise normal functions as far as possible during and after the disaster

4.1 OFFICE OF DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT (ODPEM)

Primary Responsibilities:

- Response, Readiness and Plan Implementation
- Logistic Administrative Support
- Tracking and Clearance of Incoming relief
- Coordination of Volunteers
- Damage Assessment/Data gathering

Secondary Responsibilities:

- Public Information and Education
- Liaison with Overseas missions

Support Responsibilities:

- Communications
- Hazmat/Oil Spills
- Fire Management
- Building Inspection (Demolition/Declaration)
- Evacuation
- Emergency Shelter/ Mass Care Relief
- Rehabilitation

PRE-DISASTER

- Provide administrative and secretarial functions for the NDC
- Implement all policy decisions made by the NDC.
- Design and implement a comprehensive Disaster Management Programme, involving all Parishes and for phases of disaster management in order to adequately prevent, prepare for, mitigate against, respond to, and recover from a disaster.
- Make provisions in response plans for CDERA, and other response donor agencies with which mutual aid agreements have been developed.
- Identify training needs and design a training program to meet these needs.

- Establish a three year programme for training of persons to support emergency management actions
- Prepare an annual work programme outlining the projects and training programmes to be undertaken for that year, which , must be approved by the Prime Minister and Disaster Committee
- Ensure that all emergency response services are in the state of readiness to provide relief to victims of a disaster within 24 to 36 hours after such occurrence
- Design, maintain and upgrade an emergency telecommunications system to ensure the coordination of emergency operations involving emergency services (security, health, fire, public utilities, private and voluntary groups, CBers, Amateurs, etc.)
- Establish and support Parish Disaster Committees that will coordinate response activities in the event of a disaster.
- Monitor the activities of the Parish Disaster Committees to assess their state of preparedness, and impart information to, and receive information from them, on current membership.
- Liaise with all government departments on disaster management issues and assist in the development and testing of disaster preparedness and response plans.
- Define and review roles of key agencies in disaster management.
- Ascertain that all key Government offices have identified alternate headquarters and developed relocation plans.
- Develop a network with government agencies, NGOs, and the private sector for disaster mitigation and preparedness activities.
- Prepare budgets and financial statements for disaster related activities and programmes.
- Design, plan and run annual field simulation exercises as necessary to include all aspects and agencies involved in disaster response, to adequately enhance disaster preparedness and awareness.

- Obtain and collate regular weather reports from local and overseas met services, and CDERA during the hurricane season.
- Transmit to the Prime Minister and other relevant government departments, full details of any weather forecast likely to adversely affect the Country.
- Participate in local and international disaster preparedness activities through UN, CARICOM and other disaster management agencies with a view to improving the local systems, sharing information and facilitating a transfer of technology.
- Identify ongoing bilateral and multilateral technical cooperation programmes which can facilitate development of national disaster programme objectives.
- Develop action plans, training programmes and simulations for the selection, upgrading, maintenance, alert, notification, management, opening and closing of the Country's emergency shelters in the event of a national disaster.
- Update and maintain a shelter managers list for the Country.
- Prepare Parish Disaster Coordinators to respond to disasters
- Develop job specifications for Parish Disaster Coordinators
- Develop and maintain a list of National emergency resources (personnel, facilities, equipment, supplies, etc.) and undertake a continuous programme for upgrading and enhancing these resources.
- Arrange hazard and risk assessments of the Country and use the information to design and implement a hazard/loss reduction programme, focusing on key areas such as critical facilities, housing, agriculture, tourism, ports and shipping.
- Establish a three year programme to review loss reduction measures involving the Planning Institute of Jamaica, geological research, housing agencies and vocational training institutions, as well as professional organizations (Architects, Engineers, etc.)
- Review legal arrangements for disaster action

- Review and catalogue past disaster events and list credible emergency events
- Develop an emergency shelter policy and training programme.
- Establish and equip a suitable EOC capable of handling emergency communications, and facilitating coordination of emergency responses involving many services.
- Treat disaster planning as an ongoing process of public education, training, inventory and resource procurement and not as development of a paper plan
- Develop and maintain a data bank of disaster preparedness activities and general disaster management information as it relates to the Country.

ALERT

- Alert all key emergency services including:
 - Ministry of Health
 - Jamaica Union of Travelers Association
 - PWD
 - Police
 - Fire Brigade
 - JDF
 - Volunteers
 - Red Cross
 - St. Johns Ambulance
 - JIS
 - Media
 - Other
- Alert members of the NDE
- Notify all PS's of the impending disaster and:
 - ◊ Instruct them to inform their Departments and staff
 - ◊ Direct them to activate their emergency plans and to take all precautionary measures
- Ensure adequate communications exists between the NEOC and key essential services

- Issue instructions, warnings, and other relevant information to the public by radio, or other available means through the JIS.
- Alert Parish Disaster Coordinators and instruct them to:
 - ◇ Activate their Parish emergency plans
 - ◇ Notify their respective Parishes of the impending disaster
 - ◇ Alert HAM Radio Society and maintain contact throughout the disaster
- Alert major voluntary organizations & NGO's to activate their emergency plans

4.2 OFFICE OF THE PRIME MINISTER

PRE-DISASTER

- Ensure that the necessary resources are provided to allow the NDC/NDE to fulfill their mandate
- Conduct review of the annual plans submitted by the ODPEM
- Make provision for the allocation of manpower to support emergency operations
- Ensure that all ministries of Government have established standing disaster procedures in all of their agencies to ensure the safety of Government officers and records
- Promulgate guidelines for closing and opening Govt. offices before and after disasters

ALERT

- Provide necessary support staff for the NEOC

4.3 MINISTRY OF FOREIGN AFFAIRS AND FOREIGN TRADE

Primary Responsibility:

- Liaison with overseas mission

Support Responsibility:

- Tracking and clearance of incoming relief

PRE-DISASTER

- Ensure that overseas missions are informed about procedures for obtaining International disaster relief.
- Establish liaison with Red Cross Society to assist with tracing of missing persons.

ALERT

- Implement Agency Plans

RESPONSE

- Act as overseas liaison for the National Disaster Committee in disaster situations (including the provision of information on the health and welfare of visitors).

4.4 MIN. OF PUBLIC UTILITIES AND TRANSPORT

PRE- DISASTER

- Provide technical assistance and guidance on emergency communications
- Coordinate emergency communications planning
- Identify emergency communications resources
- Monitor the communications spectrum and allocate frequencies for emergency use

- Regulate the transportation of hazardous materials on the public highways and byways
- Provide for Security and Emergency Services at airports
- Provide warning of potential air emergencies which may require off-airport resource use
- Conduct vulnerability audit of all major critical facilities i.e. water storage distribution systems, power, gas, oil refining, to ensure that they are able to withstand the impact of hurricane/earthquake

RESPONSE

- Restoration of Utilities
- Provide technical and professional assistance in assessment of damages to telecommunications systems, advice on circuit restoration priority and on the priority use of communications systems during and after National emergencies or disasters
- Allocate transport resources on a priority basis for disaster relief activities
- Provide support for airport emergency operations
- Investigate aircraft accidents and incidents

4.5 JAMAICA PUBLIC SERVICE COMPANY

Support Responsibilities:

- Transportation
- Communication
- Hazmat/Oil Spill
- Fire Management
- Search and Rescue
- Heavy Rescue
- Damage Assessment / Data gathering
- Rehabilitation

PRE-DISASTER

- Develop, test and upgrade agency disaster plans.
- Ensure that adequate stocks of fuel and other electrical supplies are readily available in the event of a disaster.
- Ensure that electricity poles and lines are in adequate condition to withstand potential disasters
- 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.
- Conduct assessment of all handling and storage facilities including detention bunkers to ensure ability to withstand the impact of disasters

RESPONSE

- Assist with damage assessment in association with the NEOC and damage survey team
- Restore electricity as soon as possible to essential points and provide damage statistics

4.6 NATIONAL WATER COMMISSION

Primary Responsibility:

- Distribution of Potable water

Secondary Responsibility:

- Fire Management

Support Responsibilities:

- Hazmat/Oil Spill
- Damage Assessment/Data gathering
- Rehabilitation

PRE-DISASTER

- Develop, test and upgrade agency disaster plans
- Initiate arrangements with private water companies to act as complementary suppliers of fresh water
- 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.

ALERT

- Secure water supplies for immediate post - disaster use
- Pre-position water trucks

RESPONSE

- Assess damage to all public and private water supply facilities, related drainage, and protective works in association with the NEOC and damage survey team.
- Restore key water supply points etc., by carrying out short term repairs

4.7 POST AND TELECOMMUNICATIONS SERVICES

General responsibilities:

- Telecommunications and frequency allocation

4.8 MINISTRY OF HEALTH

Primary responsibilities:

- Emergency Health Care
- Public Health

Support responsibilities:

- Response readiness and Plan Implementation
- Communication
- Public Information/Education
- Public Service Announcements

PRE-DISASTER

- Provide and coordinate all Public Hospital and Medical Services, facilities and personnel.
- Coordinate all Private and Voluntary Hospital and medical services.
- Ensure that measures are taken to prevent the spread of disease and hazard to human health by way of radiation, water, food supplies, refuse, unburied human or animal remains or dangerous chemicals.
- Develop, test and upgrade agency disaster plans
- Establish plans and procedures in collaboration with the ODPEM, Red Cross and other emergency response agencies.
- Act as advisor to the ODPEM on matters relating to the protection of environmental health

ALERT

- Call up and deploy emergency medical personnel
- Distribute medical supplies to designated Parish Hospitals and Health Clinics.

RESPONSE

- Act as advisor to the National Disaster Committee on matters relating to the protection of health and environmental health hazard.
- Coordinate the distribution of medical supplies to Parish casualty stations and emergency shelters.
- Coordinate the deployment and control of medical personnel.
- Monitor the implementation of the Health Services disaster plan
- Carry out first aid treatment and triage of victims as required
- Assist with damage assessment as it relates to casualties and environmental health issues, in association with the NEOC and damage survey team.

4.9 MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE

Support responsibilities:

- Hazmat/Oil spill
- Emergency Health care
- Public Health
- Tracking and clearance of incoming relief

PRE-DISASTER

- Identify and monitor the availability of critical supplies whose absence may have a large multiplier effect (petrol, containers, petroleum products, etc.).
- Ensure that safety and performance standards and specifications of consumer products are adequate and assess the performance of materials under disaster conditions.
- Establish, maintain, monitor and enforce adequate safety standards in industrial plants in order to minimize the occurrence of industrial related disasters (e.g. pollutants from industry, air pollution etc.) and disposal sites

- Adopt appropriate conservation policies and propose the implementation of environmental impact assessments for development projects with a view to reducing vulnerability to natural hazards
- Ensure that adequate basic food stocks are available in the Country especially during the hurricane season
- Maintain a listing of items, that are critical to post disaster recovery (galvanized roofing, nails etc.) and monitor their availability
- Establish arrangements for priority allocation and rationing of petroleum and petroleum products
- Establish standards and maintain standing plans for the safety and security of petroleum product installations.
- Maintain adequate storage and emergency supplies
- 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.

RESPONSE

- Supervise and encourage the rapid resumption of normal commercial trade after disaster.
- Ensure that critical food stocks arriving in the Island after a disaster are properly distributed.

4.10 MINISTRY OF AGRICULTURE AND MINING

Support responsibilities:

- Response readiness and plan implementation
- Damage assessment/Data gathering
- Transportation
- Public cleansing and disposal of dead animals
- Rehabilitation

PRE-DISASTER

- The command and direction of all counter measures needed to control or eradicate an outbreak of an exotic animal or plant disease, and the responsibility for organizing relief measures for any other emergency situation which has a significant effect on animal welfare.
- Establish standards, monitor and maintain adequate standing contingency plans for the safety and security of all bauxite (alumina) installations.

RESPONSE

- Assess agricultural damage and needs in association with the NEOC and damage survey team.
- In association with the NEOC, assist with the coordination of all counter measures needed to control or eradicate the outbreak of any exotic animal or plant disease
- Organize relief measures, in association with the NEOC, for any situation which has a significant effect on animal welfare

4.11 MINISTRY OF FINANCE AND PLANNING

Support Responsibilities:

- Response readiness and plan implementation
- Public Information/education
- Public service announcements
- Tracking and clearance of incoming relief
- Damage assessment/Data gathering
- Rehabilitation

PRE-DISASTER

- Create standing arrangements for financing emergency operations, restoration, rehabilitation and reconstruction activities.
- Ensure that insurance programmes appropriate to the level of hazard risks are made available.

- Maintain a standard formula for the quick release of foreign exchange to procure items needed for disaster relief, reconstruction and mitigation.
- Handle Emergency requests for emergency and restoration activities.
- Develop plans and procedures for the disbursement of financial assistance to victims of a disaster
- Prepare guidelines and qualification requirements for the receipt of financial assistance by victims from the Government in the response and recovery period
- Establish guidelines and procedures for financial compensation of private individuals and companies whose services may be required in the response and recovery phases.
- Initiate the formation of a disaster relief fund and develop priorities and procedures for its use
- Manage and administer the disaster relief fund
- Report annually to the Minister of Finance on the activity and administration of the fund.
- Create standing arrangements for financing emergency operations, including relief, rehabilitation and reconstruction activities, without unnecessary delays.
- Maintain a standard formula for the quick release of funds to procure items needed for disaster relief, reconstruction and mitigation
- Provide support for the national mitigation plan and mitigation projects
- Ensure that potential hazards are considered when undertaking development planning and spatial development projects.
- Establish clear procedures, guidelines, training programmes and simulations for local, Parish and International multi-agency, post-disaster damage assessment, to facilitate completion of initial damage assessment within 48 hours after a disaster.
- Maintain a current capital stock inventory for all Govt. property and resources in the Country

- Develop a system of needs assessment which incorporates an ongoing inventory of supplies within the Country.
- Assess the potential damage to existing human and material assets in the event of various types of disasters, and maintain a database of corresponding requirements.
- Design forms for:
 - ◊ Rapid initial damage assessment
 - ◊ Detailed sectoral damage assessment
- 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.
- Ensure that data processing and information systems are available to support emergency operations through the NEOC
- Ensure that policies, procedures and protocols for obtaining international disaster relief are formulated and circulated to all departments
- Ensure that disaster issues are taken into consideration in preparation of economic development projects
- Assist the ODPEM in securing funding for work programme projects.

ALERT

- Representative to report to the NEOC with arrangements to facilitate payments for emergency supplies.

RESPONSE

- Ensure that prices of critical food stocks arriving in the Island after a disaster are maintained at reasonable levels.
- Deploy the damage assessment team on a quick reconnaissance of the Country for a rapid overview of the situation as soon as the all clear is given.

- Coordinate initial damage assessment surveys among agencies (including donor agencies and CDRU survey teams) through the NEOC, so as to facilitate rapid damage assessment immediately after a disaster.
- Submit to the Prime Minister (through the NEOC), within 48 Hours of a disaster, an initial situation report of the damage faced by all sectors in the Country to include:
 - ◇ Communications facilities
 - ◇ Buildings
 - ◇ Agriculture
 - ◇ Tourism
 - ◇ Fisheries
 - ◇ Jetties
 - ◇ Airport
 - ◇ Runways and Taxiways
 - ◇ Harbours
 - ◇ Roads
 - ◇ Bridges
 - ◇ Drainage
 - ◇ Power supply
 - ◇ Water supply
 - ◇ Casualties
 - ◇ Silos
 - ◇ Hazardous materials storage
 - ◇ Reservoirs
- Provide support to all major response agencies as appropriate
- Assist the NEOC in the provision of emergency clothing and feeding
- Document the distribution of relief supplies and donations
- Coordinate statisticians and data entry personnel and have them on hand to enter and tabulate damage assessment figures at the NEOC

4.12 MINISTRY OF EDUCATION YOUTH & CULTURE

Support responsibilities:

- Response readiness and plan implementation
- Public information/education
- Public service announcements
- Emergency shelter/Mass care relief
- Emergency health care/Public Health
- Damage assesment/Data gathering

PRE-DISASTER

- Coordinate with ODPEM in the dissemination of general information on disaster preparedness in educational institutions
- Ensure that information on standard operating procedures to be undertaken during a disaster is distributed to educational institutions
- Ensure that schools are prepared to deal with all disasters and enforce fire and earthquake drills
- Ensure that all educational facilities likely to be required as public shelters are in good repair and that arrangements exist for their security and refurbishing after use as shelters
- Liaise with Parish Committees so as to obtain information on the local disaster plans and encourage the development of Parish arrangements to reduce the effects of disasters
- 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.

RESPONSE

- Assist the NEOC with the evacuation of school children.

4.13 MIN. OF THE ENVIRONMENT AND HOUSING

Secondary Responsibility:

- Hazmat/Oil Spill

Support Responsibilities:

- Response, readiness and plan implementation
- Public Information/Public education
- Public service announcements
- Fire management
- Building inspection (declaration/demolition)
- Public cleansing and disposal of dead animals
- Damage assesment/Data gathering
- Distribution of Potable water

PRE-DISASTER

- Establish a system for monitoring and reducing the adverse environmental effects of industrial activities (e.g. pollutants from alumina plants, air pollution, etc.) and disposal sites to avoid adverse environmental effects.

RESPONSE

- Commence a survey of damage done to housing, beaches, coastlines, parks and other environmental areas, and report to the NEOC
- Assist with the coordination of resources and manpower for information, warnings and response to all environmental disasters in association with the NEOC
- Assess impacts on the housing, energy and environmental sector of all disasters and report on the immediate and long term effects.
- Provide aerial photographs, remote sensing data, and geotechnical assessment teams for monitoring and assessing physical effects of disasters and emergencies, including inspection of housing, dams and embankments.

4.14 MINISTRY OF LABOUR, SOCIAL SECURITY AND SPORTS

Primary responsibilities:

- Emergency shelter/mass care relief
- Rehabilitation

Secondary responsibility:

- Tracking and clearance of incoming relief

Support responsibility:

- Damage assessment/Data gathering

4.15 MINISTRY OF LOCAL GOVT. AND WORKS

General Responsibilities:

- Damage assessment (roads, bridges and public buildings)
- Radio communications services to NEOC
- Clearance of blocked roads and drains
- Oversee the activities of the Parish Disaster Committees

PRE-DISASTER

- Support Parish Disaster Committees that will coordinate local activities in the event of disaster.
- Provide a basic Islandwide radio communications network for emergency management and communication between Government Ministries, Authorities and Instrumentalities.
- Develop emergency operations procedures and identify physical facilities available for use in emergency situation.
- Establish through Parish Disaster Committees arrangements for procuring resources (man power, material, equipment) in all the Parishes and their mobilization for operational purposes during emergencies and disasters.

- Ensure that local emergency services are adequately prepared for emergency operations (e.g. fire services).
- Ensure that building codes adequately address disaster risks.
- Maintain drainage systems and other infrastructure designed to reduce the effects of disasters.
- Establish financial arrangements to permit relief activities to commence without unnecessary delays.
- Identify hazard-prone areas and adopt mitigation strategies to avoid or limit the development and use of these areas by people.

- Liaise with the local Parish Disaster Committee so as to provide information on the local disaster plan and encourage the development of community arrangements to reduce the effects of emergencies and disasters.

Each Parish, is charged with the responsibility to:

- ◇ Nominate a person to be the Local Coordinator for Disaster Preparedness and furnish that nomination to the Director.
- ◇ Prepare a local counter-disaster plan to deal with all counter-disaster measures within it area.
- ◇ Use as prescribed, or so far as is not prescribed, as the Director determines for counter-disaster purposes its resources made available to if for those purposes.

4.16 PARISH COUNCILS

Primary responsibility:

- Building inspection (demolition/declaration)

Secondary responsibilities:

- Response, readiness and plan implementation
- Emergency shelter/Mass care relief
- Logistic administrative support
- Public cleansing/disposal of dead animals
- Damage assessment/ Data gathering
- Rehabilitation
- Distributon of potable water

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

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 Country
 - ◇ 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 Govt. dept. 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 NEO, and submit after action reports to the ODPEM.
- Develop, test and upgrade departmental disaster plans
- Inspect and repair Govt. 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

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

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.
- 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, food 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
- Restore key roads, bridges etc., by carrying out short term repairs, debris clearance, refuse disposal, diversions, demolitions etc. in association with the NEOC
- Assist in rescue operations in association with the NEOC and Fire Brigade.
- Assist the Parish Disaster Committees with the establishment and maintenance of shelters

4.17 TOWN PLANNING DEPARTMENT

Support responsibilities:

- Response, readiness and plan implementation
- Building inspection (declaration/demolition)
- Damage assessment/Data gathering

PRE-DISASTER

- Enforce land use and physical planning legislation designed to reduce the use of such lands to acceptable levels.
- Ensure that national and Parish plans take adequate account of disaster risk and vulnerability
- Monitor the level of investment in high level risk areas of the Island, and enforce land use and physical planning legislation designed to reduce the use of such lands to acceptable levels.
- Ensure that National, Parish and local development plans take adequate account of disaster risk and vulnerability.
- Identify vulnerable locations and prepare re-settlement plans

4.18 AIRPORTS AUTHORITY OF JAMAICA

General Responsibilities:

- Air accidents
- Inspection of runways and taxiways
- Airport security

PRE-DISASTER

- Develop, test and upgrade agency disaster plans.
- Provide security and emergency service at airports
- Develop, test and maintain effective Airport disaster plans which interfaces closely with the national disaster plan
- Carry out joint simulation exercises annually on all aspects of airport emergency response and coordination to include mass casualty management, on-site command, communications and logistics, infrastructural planning, and manpower deployment and control in association with ODPEM and other Government departments and submit after action reports to the ODPEM

ALERT

- Provide warning of potential air emergencies which may require "off-airport" resources.

RESPONSE

- Provide the on-scene commander for all incidents at the airport involving aircraft.
- Provide support for aircraft emergency operations off the airport as requested by the NEOC
- Assist with damage assessments in association with the NEOC and damage survey team.

4.19 PORT AUTHORITY**Secondary responsibility:**

- Hazmat/Oil spill

Support responsibilities:

- Transportation
- Search and rescue
- Damage assessment/Data gathering

PRE-DISASTER

- Develop a deployment plan and training programme to cope with:
 - ◊ Contingency plans and procedures for marine accidents.
 - ◊ Contingency plans for the loss of port facilities.
- Develop a comprehensive list of all marine craft in the Country, including mooring locations, ownership and occupancy
- Develop, test and upgrade agency disaster plans
- 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.

RESPONSE

- Assist with damage assessment in association with the NEOC and damage survey team.
- Provide professional, technical and operational advice to the ODPEM/NEOC, related to marine emergencies and disasters
- Control marine traffic and assess effects of disasters on harbours, jetties, shipping, yachts, and harbour infrastructure
- Provide the on-scene commander for marine emergencies and disasters.

4.20 JAMAICA TOURIST BOARD**General Responsibilities:**

- Tourist safety, welfare and information

PRE-DISASTER

- Ensure that all resorts have adequate safety standards and up-to-date contingency plans for emergencies and disasters, including provisions for the rapid evacuation of tourists in the event of a major disaster

ALERT

- Contact all hotels and guest houses through the Tourist Board, and inform them to activate emergency procedures

RESPONSE

- Maintain liaison with all resorts to ensure the well being of visitors
- Maintain liaison with Ministry of Foreign Affairs and Foreign Trade.

4.21 JAMAICA FIRE BRIGADE

Primary responsibilities:

- Hazmat/oil spill
- Fire management
- Evacuation
- Search and rescue

Secondary responsibilities:

- Transportation
- Hazmat/Oil spill
- Search and rescue

Support responsibilities:

- Response, readiness, and plan implementation
- Communication
- Public information/education
- Public service announcements
- Building inspection (demolition/declaration)
- Heavy rescue
- Evacuation
- Emergency shelter/mass care relief
- Emergency health care/Public health
- Logistic Administrative support
- Damage assessment/Data gathering
- Rehabilitation

PRE-DISASTER

- Develop internal plans, training programmes and simulations for fire fighting and other emergency response.
- Formulate comprehensive search and rescue plans, training programmes and simulations to cope with:
 - ◇ Search and rescue of trapped persons to include:
 - i. Vehicle extraction
 - ii. Rescue from collapsed buildings
 - iii. High angle rescue

iv. Other

- ◇ First aid treatment for disaster victims
- ◇ Other
- 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.
- Regulate the transportation of hazardous materials on public roads

ALERT

- Maintain a state of readiness to respond to requests from NEOC for assistance
- Ensure all fire officers are on duty 24 hours before the emergency, if sufficient warning is given.
- Warn and pre-position rescue personnel

RESPONSE

- Ensure appropriate personnel report for duty immediately after the disaster
- Mount fire fighting, and search and rescue operations as required.
- Provide support to authorities when such assistance is requested through the NEOC, except in cases where immediate action is necessary to save lives or to prevent extensive loss or damage to property.
- Provide the on-scene commander for fire fighting and search and rescue operations.
- Coordinate rescue of trapped or dislocated persons in post disaster operations, in association with the NEOC

4.22 JAMAICA CONSTABULARY FORCE

Primary responsibility:

- Law enforcement

Secondary responsibilities

- Communication
- Evacuation
- Search and rescue

Support responsibilities:

- Response, readiness and plan implementation
- Transport
- Hazmat/Oil Spill
- Fire management
- Heavy rescue
- Emergency shelter/mass care relief
- Emergency health care/Public health
- Logistic Administrative support
- Tracking and clearance of incoming relief
- Damage assessment/Data gathering

PRE-DISASTER

- Develop a deployment plan and training programme to cope with:
 - ◇ The evacuation of persons from any point within the Country to and from designated shelters to include the development and legal authority of evacuation orders
- Formulate comprehensive plans, training programmes and simulations to include:
 - ◇ First aid treatment for victims
 - ◇ Hospital evacuation for victims in collaboration with Ministry of Health
 - ◇ Identification, care and disposal of the dead in collaboration with the Ministry of Health
 - ◇ Other

- Ensure that adequate arrangements exist for maintaining law and order during and after a disaster
- Develop and test procedures for mass evacuations
- Develop procedures for dealing with cases involving missing persons and the identification and handling of dead, including the collection and protection of their property.
- Participate in training activities and simulations organized by the ODPEM.

ALERT

- Police Commissioner reports to NEOC
- Maintain a state of readiness to respond to requests from NEOC for assistance
- Ensure all officers are on duty 24 hours before the emergency, if sufficient warning is given.
- Coordinate the evacuation of victims to shelters in conjunction with the NEOC

RESPONSE

- Provide JCF resources for maintaining adequate security during emergencies and disasters.
- Maintain a state of readiness to respond to ODPEM requests for assistance.
- Provide liaison officers as requested to be located in the National Emergency Operations Centre.
- Ensure all personnel report for duty immediately after the disaster
- Provide support to authorities when such assistance is requested through the NEOC, except in cases where immediate action is necessary to save lives or to prevent extensive loss or damage to property.

- Coordinate the evacuation of victims to and from shelters, through the NEOC
- Provide crowd and traffic control services
- Assist with search and rescue operations in association with the Fire Brigade and NEOC
- Provide resources for maintaining security during and after disasters at sites to include the NEOC, shelters, hospitals, evacuated areas, and the homes of response personnel.
- Coordinate evacuation activities in association with the NEOC and JDF.
- Assist with the location and tracing of missing persons
- Assist with communications as necessary
- Provide support for the CDRU (if deployed)
- Provide the on-scene commander for evacuations, transport accidents and crowd control situations.

4.23 JAMAICA DEFENCE FORCE

Primary responsibilities:

- Hazmat/Oil spill
- Evacuation
- Search and rescue at sea

Secondary responsibilities:

- Heavy rescue
- Law enforcement

Support responsibilities:

- Response, readiness and plan implementation
- Transportation
- Communications
- Hazmat/Oil spill
- fire management
- Evacuation
- Emergency shelter/Mass care relief
- Emergency Health care/Public health
- Logistic administrative support
- Tracking and clearance of incoming relief
- Liaison with overseas missions
- Damage assessment/data gathering
- Rehabilitation
- Distribution of potable water

PRE DISASTER

- Establish routine orders for the call up and embodiment of the JDF in the event of an emergency
- Liaise with the ODPEM on emergency/disaster procedures

ALERT

- Implement agency plan
- Chief of Staff or Representative reports to NEOC
- Maintain a state of readiness to respond to requests from ODPEM/NEOC for assistance
- Assist the Police Force with the evacuation of victims to shelters in conjunction with the NEOC

RESPONSE

- Provide military resources as necessary during emergencies and disasters.
- Coordinate emergency search and rescue operations undertaken by the Security Forces.
- Maintain a state of readiness to respond to requests from ODPEM/NEOC for assistance.
- Provide liaison officers as requested to be located in the National Emergency Operations Centre.
- Ensure that personnel report for duty immediately after the disaster
- Assist the Police with maintaining security during and after disasters.
- Assist the Police with evacuation activities.
- Provide support for the CDRU (if deployed)
- Assist with communications, medical, construction, search and rescue, debris removal and any other response function as required by the NEOC.
- Receive, sort and document relief supplies and donations at ports of entry if requested by the NEOC.
- Coordinate, distribute and document relief supplies and donations
- Erect tents as required

4.24 PLANNING INSTITUTE OF JAMAICA

Support Responsibilities:

- Response, readiness and plan implementation
- Damage assessment/Data gathering
- Rehabilitation

PRE-DISASTER

- Monitor the level of investment in high risk areas of the Country

RESPONSE

- Assist with inspections and damage assessment in association with NEOC and the damage survey team.

4.25 AUDITOR GENERAL'S DEPARTMENT

General Responsibilities:

- The Audit of emergency/disaster expenditure incurred by Government Ministries, Authorities, and Instrumentalities.

RECOVERY

- Ensure compliance with approved financial procedure and any associated legislation.
- Verification of proceeds from the sale of residual assets.
- Certification of financial statements as required by legislation.

4.26 ACCOUNTANT GENERAL'S DEPARTMENT

General Responsibilities:

- Issue of money for emergency/disaster expenditure, from the Consolidated Fund.

4.27 ATTORNEY GENERAL'S DEPT.

General Responsibilities:

- The provision of legal advice as required to the ODPEM on counter measures employed during an emergency or disaster situation.

PRE-DISASTER

- Provide legal guidance on the review and development of appropriate legislation for the ODPEM including counter measures employed during a disaster and the use and demolition of private property

4.28 JAMAICA INFORMATION SERVICE (JIS)

Primary responsibility:

- Public information
- Public service announcements

Support responsibility:

- Response readiness and plan implementation
- Communication

PRE-DISASTER

- Assist in the development and implementation of a national public awareness and education programme for all sectors of the country involving government information houses, the mass media, schools, voluntary agencies, etc. This programme should be ongoing and should focus on educating the public and response personnel on prevention, reduction and preparedness measures.
- Establish priorities for the use of public media for disaster information and education before, during and after a disaster event.

- Aid in the provision of information to the public on:
 - ◊ How to cope with disasters
 - ◊ Government policies, regulations and procedures related to disasters.
- Provide public information for the NEO
- Develop warning systems to warn the public in the absence of mass media

ALERT

- Information Officer reports to the NEOC
- Provide up-to-date information to the public
- Provide staff for the Public Information Centre

RESPONSE

- Maintain liaison with all resorts to ensure the well being of visitors.
- Keep the public advised of the situation by regular updates, in association with the NEOC, to include information on:
 - ◊ Missing persons
 - ◊ Precautionary and survival measures
 - ◊ Food and water distribution points
 - ◊ Feeding sites
 - ◊ Public health and health care issues
 - ◊ Temporary housing/shelter
 - ◊ Reports of damage to homes
 - ◊ Claims for uninsured housing
 - ◊ How to cope with disasters
 - ◊ Govt. policies, regulations and procedures relating to disasters
 - ◊ Other
- Maintain liaison with the Prime Minister's Office and Ministry of Foreign affairs to ensure that public information to the tourist market is handled so as to minimize adverse publicity

- Assist the Ministry of Foreign Affairs and Foreign Trade with the establishment of overseas liaisons (including the provision of information on the health and welfare of visitors)

4.29 REGIONAL DISASTER PLANNING GROUP

Composition:

For the purpose of carrying out all necessary counter-disaster functions within a Region, a Regional Disaster Planning Group shall be established. Membership of these groups consist of:

1. The Regional Disaster Coordinator, who is the Chairman of the Group.
2. A senior Police Officer within the Region
3. A senior Fire Brigade Officer within the Region
4. A Senior Medical Officer of Health within the Region
5. A senior officer of the Ministry of Local Government and Works within the Region
6. A senior officer or the Ministry of Labour Social Security and Sports Region
7. A senior officer of the Jamaica Information Service
8. The Parish Disaster Coordinators within the Region
9. Such other persons as the Regional Coordinator, in consultation with the Director General, may from time to time appoint as members of the Group, for such periods as is thought fit.

General Responsibilities:

The functions of the Regional Disaster Planning Group are:

- To prepare counter-disaster plans for the Region and to review them from time to time and to submit plans and reviewed plans to the ODPEM.

- To prepare and maintain up to date standing orders for counter-disaster purposes within the Region.
- To carry out such other functions as may be allocated from time to time by the Director.

4.30 PARISH DISASTER COMMITTEE

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, TOJ, 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

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 (handicapped, 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.

4.31 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 PDC to counter the effects of disaster within the Parish.
- The PDE will ensure that the PEOC carries out the following functions:

PRE-DISASTER

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

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.

RESPONSE

- Assist in the registration of persons affected by the disaster and 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 centres 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

5.0 INDIVIDUAL RESPONSIBILITIES

5.1 PRIME MINISTER

PRE-DISASTER

- Formulate policy and operational guidelines in support of policy for the conduct of disaster operations
- Enter into bilateral and multilateral mutual aid agreements with friendly neighboring states and other external agencies including the West Indian Guard Ship (WIGS), for assistance in the event of a disaster, to include procedures for requesting and receiving assistance.
- Approve general policy for disaster operations as set forth in the National Disaster Plan
- Ensure that every effort has been made to enhance the capacity and quality of public shelters
- Ensure that all government departments with operational roles are prepared to respond

ALERT

- Activate the NEOC
- Ensure that the public has been fully informed of the steps to be taken in the disaster
- Ensure that all means are used to warn the public and that people are given explicit instructions regarding the actions they should take to increase their chances of survival.

RESPONSE

- Manage the Country's survival and recovery efforts, working through the NEOC.
- Maintain public morale by informing the population of actions being taken for their welfare and safety
- Receive assessments of damage suffered in Parishes during the disaster
- Review plans for recovery and post-disaster establishment of medical and welfare systems, and the restoration of vital facilities
- Receive estimates of the time required to execute recovery plans and the number of men and equipment needed over that which is available
- Advise the Governor General to declare a National Disaster or State of Emergency if the situation warrants
- Maintain contact with the appropriate departments of government, and receive update situation reports.

5.2 DIRECTOR GENERAL ODPEM

PRE-DISASTER

- Assist and advise the Chairman on all matters with respect to counter-disaster measures.
- Be responsible to the Chairman for the coordination and adequacy of counter-disaster measures.
- Prior to, during or subsequent to the occurrence of a disaster or a special emergency, translate into action/instructions the decisions of the Executive, and shall ensure that those instructions are transmitted and carried out by the bodies to whom they are directed.
- If it is made to appear that the resources of other National, Parish or International organizations are necessary to make better provision for the relief of the effects of a disaster or special emergency, request the appropriate aid.

- Assist in the production of the National Disaster Plan, the Director shall cause specialist Planning Committees to be formed. These Committees are:
 - ◊ Health Planning Committee
 - ◊ Welfare and Relief Planning Committee
 - ◊ Public Information Committee
 - ◊ Administration and Finance Committee
 - ◊ Emergency Operations, Communications, & transportation planning Committee

- Coordinate all national emergency services

- Liaise with CDERA continuously on all pertinent disaster management operations

- Implement and follow-up request by the Parish Disaster Committees

- Sit on CDERA Board of Directors as the National representative

- Be available on a 24 hour basis

- Advise the Prime Minister on disaster Prevention, Mitigation, Preparedness, Response and Recovery activities

- Manage the daily functioning of the ODPEM

- Provide support for the preparation of all agency plans and ensure that they are recorded at the Office of Disaster Preparedness

- Be responsible for the preparation, testing, revision and update of the National Disaster Plan.

- Convene Council meetings as directed by the NDC Chairman

- Manage and supervise the emergency telecommunications system

- Maintain the national response mechanism, thereby ensuring that all response services are in a state of readiness, and that the Country's level of preparedness and response is capable of providing post-impact relief to victims of a disaster for a minimum of 36 hours.

- Implement and maintain a public awareness programme in association with the JIS

- Identify the training needs of disaster preparedness personnel and create or utilize all opportunities for such training
- Identify hazard prone areas and advise on mitigation strategies to avoid or limit the development and use of these areas by people
- Formulate SOPs for the NEOC
- Ensure that the NEOC can be fully activated within 12 hours of a disaster
- Maintain communications linkages with the various ministries and departments as well as with the private sector, service clubs and voluntary and other organizations on continuing emergency planning.
- Provide information on the operation of the ODPEM, or other information pertaining to national disaster management procedures as requested by government authorities.
- Plan practice exercises for the organization.
- Make arrangements with Customs and Immigration for the speedy clearance of relief supplies and personnel in the event of a disaster
- Prepare an annual work programme.
- Prepare an annual report of the activities undertaken, to be presented to the NDC meeting at the beginning of the hurricane season.
- Sit on all standing committees of the NDC, and provide advice on disaster management issues when necessary
- Prepare, participate in and assess joint annual exercises with all response services of the NEO, and submit after action reports to the NDC.

ALERT

- Activate the NEOC
- Request that the Prime Minister make appropriate announcements to the public over broadcast facilities, as necessary and available
- Check deployment of disaster response personnel to Forward Command Posts
- Check the deployment of manpower, vehicles and equipment of the various utility and industrial organizations and their availability for operational assignments
- Monitor general and specific hazard alert procedures
- Establish communications with CDERA.
- Review with CDERA, the availability of military assistance.
- Call up all Ministries and inform Ministers, including the Prime Minister, of the impending situation.
- Inform all Heads of Department and instruct them to activate their disaster plans
- Keep the Prime Minister informed of the situation.
- Activate shelter plan
- Make contact with NGO's, community groups, and other voluntary organizations
- Test emergency communications system:
 - ◇ Run radio check
 - ◇ Check repeaters
 - ◇ Start up generator
 - ◇ Batten down the NEOC

◇ Secure office files and equipment

- Make contact with all Parish Disaster Coordinators
- Publish the list of shelters and shelter managers
- Check on the shuttering of government buildings and the homes of emergency personnel
- Check on the stand-by water supply
- Have on hand water purification tablets for distribution
- Deploy and start all generators at shelters
- Check with PWD on the pre-deployment of heavy duty equipment
- Make contact with all Parish Disaster Coordinators and instruct them to activate their Parish plans, and ensure that the Parish information system is activated (bells, flags, loudspeakers, etc.)
- Re-check food supplies for NEOC staff
- Request Prime Minister to make contact with other external agencies including the West Indian Guard Ship (WIGS)
- Check on alternate NEOC communications equipment and shuttering
- Request security from the police at the NEOC
- Ensure that all required forms are at the NEOC and shelters
- Advise on the release of staff for government agencies

RESPONSE

- Assess the extent of the disaster
- Monitor general and specific hazard response procedures
- Advise the Ministry of Finance on the likelihood of additional resources being required above and beyond those committed
- Coordinate all emergency services

- Refer to the Prime Minister all problems that require the exercise of emergency powers or changes to, and interpretation of policy
- Liaise with local, Parish and international Organizations regarding general information on the disaster, requests for assistance, pledges from donors, donations and receipts in association with the Ministry of Finance
- Convene daily or 'as needed' coordination meetings at the NEOC
- Arrange daily or 'as needed' press briefings at the NEOC
- Consult with Govt. departments and Parish Committees in order to determine whether a recovery coordinator is required
- Recommend a suitable person to the Prime Minister for appointment as recovery coordinator
- Hand over coordination of the disaster effort to the recovery coordinator
- Scale down operations and deactivate the NEOC.
- Return to normalcy
- Ensure that information on the event is properly documented

5.3 PERMANENT SECRETARIES

PRE-DISASTER

- Review and update agency disaster plans annually and submit revised plans to the NDC through the ODPEM by 31 March of each year
- Elect and appoint Departmental Liaison Officers who must be sufficiently senior so as to be able to make decisions on disaster related matters on behalf of their departments. Appoint the Head of Dept. as the Disaster Liaison Officer where the department is not sufficiently large to allow another member to perform this function.

- Provide the necessary resources for disaster preparedness activities
- Ensure that Departmental Liaison Officers are adequately trained by the ODPEM
- Ensure that all job descriptions include disaster responsibilities

ALERT

- Permanent Secretary Office of the Prime Minister reports to the NEOC as NDE member

RESPONSE

- Provide resources to facilitate speedy response and recovery

5.4 GOVT. DEPT. LIAISON OFFICER

PRE-DISASTER

- Develop and document relevant departmental disaster plans to interface with national disaster plans.
- Conduct training and annual preparedness exercises in association with the ODPEM to improve the levels of efficiency and preparedness within the Dept.
- Identify, establish and maintain a dynamic inventory of human and material disaster resources within the Dept.
- Inspect and report to the PS on the physical security of buildings on charge by the end of March each year.

ALERT

- Activate departmental disaster plans.
- Send home non-essential staff and encourage them to join volunteer organizations in response

RESPONSE

- Ensure the efficient operation of departmental disaster plans
- Advise the NEOC of Departmental requirements and responses.

5.8 JAMAICA INFORMATION SERVICE**PRE-DISASTER**

- Advise the ODPEM on media related matters
- Develop methods for authenticating the source of information before broadcast or publication

ALERT

- Report to the NEOC as NDE member
- Be aware of alternative methods of public information in the event that "mass" media is not available. (e.g. loud hailers)
- Brief the Executive on procedures:
 - ◇ By which decisions and guidelines for public information purposes will be issued from the Executive authority; and
 - ◇ for the staff to follow in answering inquiries or issuing public statements and news releases
- Meet with the management and staff of the news media (newspaper, radio and television stations) to review emergency public information plans and procedures

- After securing approval from the executive, issue news releases announcing preliminary steps the government is taking for increasing preparedness and readiness including:
 - ◇ Individual and family protective measures
 - ◇ Available public shelters
 - ◇ Recommended routes to public shelters and other traffic control arrangements
 - ◇ Ways to improve private shelters or improvise shelters where none exist
 - ◇ Supplies which individuals should take to public and private shelters and how supplies can be obtained.
 - ◇ Other relevant information

RESPONSE

- Gather facts on the crisis and prepare for dissemination of safety bulletins/clips to the media and public
- Prepare news release to the public and include:
 - ◇ What happened (cause and effect)
 - ◇ A request for people to stay away from the emergency/disaster area
 - ◇ Any other relevant information
- Ensure the monitoring of print and electronic media coverage of the event

5.9 DIR. GEN. -PLANNING INSTITUTE OF JAMAICA

PRE-DISASTER

- Use the hazard and risk assessments of the Country as special planning tools
- Liaise with the ODPEM for hazard specific information prior to the approval of physical development projects.

RESPONSE

- Working with the statistician, Director of Public Works and all able personnel in his/her dept., prepare damage estimates for the NEOC

5.10 PARISH DISASTER COORDINATOR

PRE-DISASTER

- Prepare a Parish Disaster Plan.
- Ensure that Parish plans are published as separate documents and are available from the Parish concerned. Copies of these plans are to be held at Parish and National Headquarters and at appropriate Police Stations and the headquarters of other emergency, essential, or voluntary organizations in the Parish.
- 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 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 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.

ALERT

- Ensure that the PEOC is activated and set up
- Ensure that communications between NEOC, PEOC, and response agencies are established

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

6.0 NON GOVERNMENTAL ORGANIZATIONS

6.1 JAMAICA AMATEUR RADIO SOCIETY

Support responsibilities:

- Communications
- Search and rescue
- Tracking and clearance of incoming relief
- Liaisons with overseas missions
- Damage assessment/Data gathering

6.2 CHAMBER OF COMMERCE

General Responsibilities:

- Availability of critical supplies

6.3 JAMAICA UNION OF TRAVELERS ASSOCIATION (JUTA)

General Responsibility:

- Assist the Police to transport victims to and from shelters under the direction of the NEOC and Parish Disaster Coordinators.

6.4 TELECOMMUNICATIONS OF JAMAICA

Primary responsibility:

- Communication

Support responsibility:

- Damage assessment/data gathering

PRE-DISASTER

- Assist with telecommunications planning and advice
- Provide technical assistance and guidance on emergency communications
- Identify emergency communications resources

- Assist in emergency communications planning
- 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.

ALERT

- Representative reports to the NEOC
- Provide telephone service for NEOC and shelters where necessary and possible

RESPONSE

- Assess needs and report to the NEOC
- Restore telephone services as soon as possible after a disaster
- Ensure that voice communications are maintained with the NEOC and PEOC's throughout and immediately following a disaster

6.5 RED CROSS

Support responsibilities:

- Communication
- Public information/education
- Public service announcements
- Search and rescue
- Emergency shelter/Mass care relief
- Emergency Health care/Public Health
- Logistic administrative support
- Tracking and clearance of incoming relief
- Coordination of Volunteers
- Liaison with overseas missions
- Damage assessment/Data gathering
- Rehabilitation

PRE-DISASTER

- Assist the ODPEM with first aid training

RESPONSE

- Assess needs and report to the NEOC
- Assist the Police with tracing missing persons
- Provide first aid to disaster victims and aged persons in association with the NEOC
- Provide, manage and distribute relief supplies, storage, requisitions, etc. during and after a disaster in association with the ODPEM/NEOC
- Coordinate medical and first aid assistance with voluntary organizations as required.

6.6 SERVICE CLUBS

General Responsibilities:

- Evacuation assistance
- Relief distribution assistance
- Transport assistance
- Welfare and rehabilitation of victims

6.7 CDRU TEAM (if deployed)

RESPONSE

- Assist and complement the JDF to:
 - ◇ Provide communications, medical, construction, search and rescue, debris removal and any other response function as required by the NEOC.
 - ◇ Receive, sort and document relief supplies and donations at ports of entry

- ◇ Coordinate, distribute and document relief supplies and donations
- ◇ Erect tents as required

6.8 SUMA TEAM (if deployed)

RESPONSE

- Document relief supplies and donations at ports of entry
- Document relief supplies and donations distributed

ANNEX A TO PART 2

RECOVERY PLAN

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1.0 INTRODUCTION

No matter what form emergencies take, they will seriously threaten the physical and emotional well-being of large numbers of people. Individuals may experience bereavement, injury, separation from family and personal or business losses. Communities may be affected by severe damage to public services and transport and the loss of community facilities and employment opportunities. These and other factors may require the evacuation of some or all of the population from the disaster area, or they may require some other form of recovery assistance centered on the area of the emergency.

2.0 AIM OF DISASTER RECOVERY

The aim of disaster recovery is to restore the fabric of the affected community to allow the return to normal social and economic activity as quickly as possible, at the same time taking additional action which may mitigate against future occurrences, and noting opportunities which may arise to make both qualitative and quantitative improvements within the community.

3.0 DEFINITION

The period between the initial response and the point at which normal activities are re-established is called the recovery period. Recovery encompasses all those measures necessary to re-establish a stable social, physical and economic basis to a community affected by a disaster.

4.0 RECOVERY PLAN

This plan details the framework and responsibilities of disaster recovery operations. Detailed statements will be contained within departmental instructions.

The recovery plan describes a set of procedures and responsibilities designed to assist a community to recover from a natural disaster. This plan is not all-encompassing in the sense that it provides a blue print for action which cannot be applied without regard to the prevailing circumstances. There will be a need to assess the situation and obtain as much information and advice as possible before action is taken. Once a decision to take action is made, the principles of this plan should be applied with flexibility to ensure that the needs of the affected community are satisfied in the recovery process.

Effective and rapid recovery from disasters will require:-

- A well planned disaster recovery mechanism in place before any disaster occurs
- A clear set of policies and directions based on equity, and speed of implementation
- Collective motivation of the affected community
- A flow of timely and relevant information to all involved with the recovery
- The maintenance of an appropriate economic base which supports the rapid achievement of community recovery
- Appropriate competent technical advice to all levels of recovery activities.

5.0 PRINCIPLES OF DISASTER RECOVERY

Recovery can take a relatively short time, or may take many years. Measures to assist in recovery should begin as soon as possible. The Response and Recovery measures after a disaster are inter-related, and action to achieve these ends should be concurrent and coordinated.

The goal of all those involved in recovery, the community, voluntary agencies, private firms, and Government, should be to reduce the recovery period to as short a time as possible. Consequently, it is the responsibility of all non-government and government agencies which could be involved with a disaster, to ensure that disaster recovery measures are planned before the event, and speedily implemented afterwards.

Where possible, the organization of disaster recovery should be managed by the government who is responsible for the affected community.

6.0 RECOVERY COORDINATOR

If considered necessary by the Prime Minister, a recovery coordinator (who will ideally be the Chairman of the Damage Assessment, Recovery and Rehabilitation Committee) will be appointed to oversee the restoration of the country after the immediate response has been completed. The Director ODPEM may in some cases be appointed the recovery coordinator, as well as other persons such as a retired or seconded public officer.

The recovery coordinator should be directed by a recovery task force if the situation dictates, or be assisted by a staff as required. His/her terms of reference will include:

- Role and specific requirements and limitations placed on him/her
- Scope of recovery effort
- Rate of pay
- Payment of overtime
- Rules for expenditure of money

7.0 RECOVERY TASK FORCE

The recovery task force will, as a sub-committee of the Damage Assessment Recovery and Rehabilitation Committee, act under the general direction of the Disaster Executive, and be charged with providing specific direction to and assistance for long term recovery, with terms of reference to include:

- Sphere of responsibility during pre and post-disaster periods
- Membership
- Responsibilities of each member

The recovery task force will normally comprise the following:

- Prime Minister (Chairman)
- PS - Prime Minister's Office (Dep. Chairman)
- Director ODPEM (Secretary)
- Financial Secretary
- PS - Min. Local Govt. and Works
- PS - Min. Agriculture and Mining
- PS - Min. Industry Investment and Commerce
- PS - Min. Education Youth and Culture
- PS - Min. Health
- PS - Min. Finance and Planning
- Director - Public Works Department
- Chief Engineer - National Water Commission
- Manager - Port Authority
- Managing Director- Jamaica Public Service Company
- Chief Physical Planner
- Rep. NRCA
- Commissioner of Police (or Representative)
- Chief of Staff - JDF (or Representative).

Its exact composition will however depend on the situation, and be determined on each occasion by the Disaster Executive, to whom it will report weekly.

8.0 BASIS FOR GOVERNMENT ASSISTANCE

Government assistance in the recovery of a community, may be required following a variety of events. A state of emergency may be declared in some, but not in all cases.

Government assistance should be called on when the resources of the community are inadequate to achieve full recovery because:

- The scope of the disaster is so great, OR
- Recovery cannot be achieved within a reasonable time frame, OR
- There are advantages of economies of scale, OR
- There is a statutory requirement, OR

- There is need to invoke a statute to achieve compliance.

Not all emergencies will be of a type or scale to warrant a formal declaration of emergency in terms of the acts discussed before. Despite this, there will be times when a situation exists which requires coordinated government response to aid the recovery process.

9.0 GENERAL PRINCIPLES OF GOVERNMENT ASSISTANCE

The aim of any government assistance is to provide the minimum level of assistance required to restore to the community the capacity for self-help. This does not imply an obligation to restore to levels greater than existed before the emergency; however, upgrading of facilities to a level greater than previously existed, may be considered as special policy in cases where such upgrading would decrease the likelihood of a recurrence of the emergency. Where possible, government assistance will be provided in accordance with existing social welfare, housing and economic policies.

10.0 PRIORITIES FOR DISASTER RECOVERY

Recovery from a disaster should acknowledge the following in order of priority as listed:

- Safety of people
- Social restoration
- Economic restoration
- Physical restoration

10.1 SAFETY OF PEOPLE

This may be influenced by a variety of secondary factors arising from the disaster ranging from tidal and earthquake aftershocks, to health and sanitation problems. The first priority of recovery is to ensure the safety of the public through an effective emergency recovery mechanism. Ongoing threats to the safety of the community may necessitate maintaining or re-imposing a state of emergency.

10.2 SOCIAL RESTORATION

This encompasses two aspects:

10.2.1 To restore the physical needs of the community such as:

- Food and water
- Housing
- Electricity
- Communications
- Transport
- Supplies
- Medical and sanitation facilities

10.2.2 To provide for the physiological and social needs of the community such as re-establishing cohesion and stability to social networks. the affected community themselves. They must however know that international guidance and assistance is available and able to react promptly and efficiently to reasonable requests. It is equally important that international assistance withdraw into the background when not required. The community must feel that it is in control and that the role of international agencies is to assist.

10.3 ECONOMIC RESTORATION

This will depend on the nature and scale of the disaster. Some disasters will involve minimal impact on the economy of the affected community, whereas others may result in complete destruction of the economic base. Any intervention to assist the economy of a community affected by a disaster should balance the disaster recovery needs, (including the elements of speed and equity), to prevent unnecessary distortions in the economy. It should be recognized however, that disasters in themselves can distort the country's economic base and cause severe market instabilities, both of which may require forms of intervention in order to assist recovery. Nevertheless, full restoration is unlikely to be accomplished without social and economic restoration.

10.4 PHYSICAL RESTORATION

This will usually be accomplished as part of the social and economic restoration. That which remains will be of a lower priority, and can be catered for as recovery proceeds.

Reference should at all times be made to land use zonation maps, and adherence to building standards ensured.

11.0 DISASTER RECOVERY FUNCTIONS

The functions of a disaster recovery programme, will depend on the nature and scope of the disaster, and the physical, social and economic structure of the affected community. The following functions should be taken into consideration either in their entirety, or in a combination most appropriate to the circumstances, by the organizations and agencies involved in disaster recovery, under the direction of the Recovery Coordinator.

11.1 COORDINATION

The over-riding priority of disaster recovery is the need to ensure effective leadership and coordination of the various agencies and their resources. This is the primary responsibility of the Recovery Coordinator.

11.2 INFORMATION COLLECTION, COLLATION AND DISSEMINATION

A flow of reliable information about the extent of the disaster and recovery requirements is essential. This aspect must be considered in detail before any disaster strikes and must be implemented early in the recovery process.

11.3 REHABILITATION

Within the priorities outlined above, rehabilitation should encompass the needs of:-

11.3.1 Housing

Ensuring the community has immediate shelter and that longer term housing needs of the community are met as soon as possible

11.3.2 Utilities

Meeting the needs of water, sanitation, power, transportation systems, communications and community services

11.3.3 Industry rehabilitation

Should consider the needs of industry (primary, secondary and tertiary) as vital elements in the economic and social recovery of the community.

11.4 RECONSTRUCTION

After a disaster has occurred, it may be necessary to oversee for some time, needs for feeding, clothing, and public health. It should be a priority to attempt to solve the housing and basic needs early in the period.

11.5 REASSURANCE

At all stages during the recovery, there must be a deliberate and sustained effort to establish and maintain mutual understanding between those managing the recovery, the affected community and the wider public. This understanding incorporates instructions and information to the public and counseling of those affected by the disaster and involved in the recovery period.

The Prime Minister, using the resources public relations resources of the media and the ODPEM, will be primarily responsible for this function.

11.6 RESTORATION

It is essential that the financial needs of the community are catered for swiftly and efficiently. Those needs may be met through benefit payments, insurance payments, or through other forms of assistance which promote the recovery of a community's economic base.

11.7 RESEARCH

The lessons learned during the recovery period, must be recorded in order that improvements can be made in the event of future disasters

11.8 MITIGATION

All recovery activities should be undertaken with a view to preventing or inhibiting the repetition of any similar disaster, where physical, social and economic factors allow.

12.0 FINANCIAL MATTERS

Funding for recovery from an emergency fall into two(2) categories:

12.1 EXISTING POLICIES

These include funding to support programmes already administered by a department. These programmes are defined as **existing policies**, and will follow the principles described above. Funding for these policies is met from within departmental votes, although funding applied to the affected area may be greater than envisaged when departmental estimates were prepared.

12.2 SPECIAL POLICIES

Special policies are required to establish new programmes to meet the specific needs of emergency recovery in the affected area, or are required to achieve funding over and above that available from existing departmental resources. These require approval and funding from the government.

The need for Special policies cannot normally be defined in advance.

The need to meet specific circumstances of an emergency and for which government coordination is recognized is a signal for the development of a Special policy.

Special policy proposals will normally be for fixed sums, and for set periods of time, rather than for open-ended amounts or periods. Where administratively practicable, the principle of 'affordable finance' will be followed. This means that the interest rate for recovery assistance loans, will be set at a level which can be realistically afforded by the recipient. This rate will be established by negotiation between the agency concerned and the recipient.

13.0 WELFARE BENEFITS

13.1 REGISTRATION

Victims will register claims at pre-designated points. Registration points will be manned by officers from the Ministry of Local Government.

Registration will take place during normal working hours, unless the magnitude of the event warrants working overtime.

At registration, they will receive a card on which all benefits received will be recorded.

All registration **MUST** take place within ten (1-10) working days of the event. Victims will not be registered after this deadline unless extraordinary circumstances have prevented them from doing so.

The locations of registration centres, and the hours of registration will be disseminated through the media and will be posted at post offices, community centres and other appropriate public places before hand.

At registration, some valid national identification document must be presented. This document will be used to track victims, and must be presented every time any transaction or query is made by or on behalf of a victim. Acceptable forms of identification are:

- Passport
- Drivers License
- NIS Card
- Other

Victims will be registered by families in the name of the head of the household, and their names passed to the District Chairmen.

13.2 VERIFICATION OF CLAIMS

Physical checks of the premises of registered victims will be coordinated by the Ministry of Local Government, through the Parish Disaster Committees, in order to avoid duplications and omissions. Verification will begin on the second day, and will continue for six weeks, or until all claims are verified. Every effort should be made to distribute benefits within six (6) weeks of registration.

13.3 PROCESSING OF CLAIMS

This procedure has the advantage of producing one list of victims from any given district. The PDC will make appropriate administrative arrangements.

Payment records of each victim and all benefits received should be kept in a database to enable identification of victims who receive multiple or recurring benefits.

13.4 BENEFITS

In order to avoid the logistic problems associated with distribution of large amounts of items, benefits will preferably be in the form of vouchers or cheques. Supplies may then be purchased from local hardware suppliers in accordance with arrangements made by the Ministry of Finance through the PDC.

13.5 DISTRIBUTION

When cheques or vouchers are ready, call letters will be issued to beneficiaries by representatives of the Ministry of Local Government and Parish Disaster Committees. These officers will deliver call letters to beneficiaries.

Beneficiaries will collect cheques or vouchers at designated registration points. Cheques or vouchers will be delivered only on presentation of the same identification which was presented at registration, or of a letter of permission from the beneficiary.

13.6 TRACKING

A common database listing all victims who have received benefits, will be kept at the Ministry of Finance with a copy list at the ODP. This should include benefits received from NGO's.

Benefits received will also be recorder on the victim's registration card, which will be kept as a backup to the computerized database.

13.7 VICTIMS OCCUPYING GOVERNMENT HOUSES

Victims occupying government-owned houses or houses insured under government schemes, will not qualify for housing grants, but may qualify for other assistance.

13.8 LOSS OF TOOLS AND EQUIPMENT

In cases where victims have lost their means of economic support, they will qualify for assistance if they are not receiving assistance from elsewhere.

13.9 CASES OF RECURRING IMPACT

Persons living in locations which are subject to repeated events will be required to relocate to safer locations. No beneficiary should receive more than two (2) sets of benefits for the same hazard, unless he/she has made an effort to relocate.

13.10 COORDINATION AMONG RELIEF AGENCIES

To ensure that victims do not receive benefits from several agencies, all organizations involved in relief distribution should be coordinated through the Relief Committee.

13.11 DETERMINATION OF LEVELS OF BENEFIT

Levels of compensation for a particular degree of damage will be decided for each event and based on available resources. Maximum benefits could be categorized as follows:

- Total damage
- Major damage
- Minor damage
- Furniture loss
- Loss of equipment
- Loss of crops etc.

All lists from registration centres will be sent to the ODP for verification.

14.0 IMPLEMENTATION OF RECOVERY PROCEDURES

As soon as it becomes apparent that an emergency will require recovery assistance from government, the procedures outlined below, will be initiated by government on the direction of the Prime Minister.

Simplicity, consistency and speed are the keys. The procedures in the plan are designed to be initiated as soon as possible and they are arranged to assist the transition of responsibility from those agencies controlling the immediate response, to those agencies responsible for initiating the recovery plan.

The procedure and chronology for formulating and implementing the recovery plan will vary according to the type of emergency, its scope, and the ability of government to control events.

15.0 INITIATING THE RECOVERY PLAN

In any emergency, there will be a requirement to make decisions which will ultimately affect the quality of the recovery programme. These decisions can only be made on the basis of accurate and timely information. Some information requirements will be standard. Whenever it is believed that there will be a requirement to initiate the provisions of the recovery plan, information should be provided by all departments and agencies.

Recovery tasks should commence as early as possible after the disaster event.

16.0 RECOVERY PROCEDURES

16.1 PRIME MINISTER

- Appoint a recovery coordinator for a specific period (normally 28 days at a time) and provide staff and facilities for him/her to carry out his/her duties
- Decide on policy for restoration of the community or services to a greater level than those which existed before the disaster in cases where such upgrading would decrease the likelihood of a recurrence of the disaster

- Designate a disaster recovery task force if considered necessary, to assist the recovery coordinator and to give directions to long-term recovery with TORs to include:
 - ◇ Sphere of responsibility during pre and post-disaster periods
 - ◇ Membership
 - ◇ Procedures for activating the organization
 - ◇ Responsibilities of each member
- Assist the recovery coordinator by personal announcements to the public to ensue orderly recovery from the disaster
- Ensure the continuity of authority in all major government departments and agencies, and in all major institutions, business and industry
- Ensure that steps are taken to ensure integrity in the use, and distribution of any resources that are made available by Regional or International agencies and/or Governments.

16.2 PERMANENT SECRETARY - PRIME MINISTER'S OFFICE

- Be available to call a meeting of the recovery task force within 24 hours after the disaster
- Ensure that departments under this ministry function according to agency recovery plan
- Recruit all labour required for relief and clearing operations by all means including radio appeals, loud speakers, personal contact etc. in association with the recovery coordinator.
- Prescribe within seven days after the disaster, the rate of remuneration for emergency workers

16.3 RECOVERY TASK FORCE

- Coordinate the recovery process after a disaster
- Assist with the development of special policy and oversee funding matters

16.4 RECOVERY COORDINATOR

- Be responsible to the Prime Minister for recovery coordination
- Act as an information focal point for NGO's.
- Establish and determine the scale of the recovery task and the organization and staff required to accomplish it
- Select recovery deadlines
- Consider resources required
- Provide additional expertise to assist in detailed damage assessment as necessary
- Include all social groups (especially opinion leaders) in recovery and development programmes.
- Determine when it is safe for displaced persons to leave shelters
- Maintain surveillance over post-shelter deployment
- Closely monitor the establishment of a recovery system
- Monitor the implementation of plans for the restoration of vital services
- Ensure the conservation, proper use and distribution of vital supplies and materials made available by outside sources and international relief organizations and/or Governments
- Ensure that reports are made to the appropriate government officials.
- Coordinate detailed surveys of damage to structures, roads and bridges
- Provide the minimum level of assistance required to restore the community to the capacity for self help

- Facilitate the restoration of services and facilities which are not the responsibility of Govt. to provide, but for which commercially viable insurance cannot be obtained, or where the responsible agency cannot effect restoration within an appropriate time frame, or where the shortfall between insurance cover held and the cost of recovery is significant.
- Facilitate and coordinate the operation of Governmental and non-Governmental agencies involved in the recovery operations
- Establish procedures and any necessary support to expedite insurance claims and damage repair
- Provide rapid and effective communications of district needs to the Govt.
- Coordinate recruitment and deployment of emergency workers
- Designate districts requiring recovery assistance and coordinate work force deployment to them
- Coordinate inquiries as well as pledges and donations from the International community
- Provide factual information to the media through the JIS, regarding progress on the recovery effort
- Identify areas where existing policy provisions are unlikely to be sufficient to achieve the desired recovery and suggest special policy which may be applied
- Initiate and monitor special policy proposals
- Restore the community to a position whereby normal social and economic activity exists.
- Think of local people who experience loss in a disaster as "participants" in the recovery process, instead of "victims".
- Provide an after action report detailing the actions taken, lessons learned and any recommendations for future coordinators

16.5 OFFICE OF DISASTER PREPAREDNESS

- Provide support for recovery coordinator
- Using recent experience, conduct hazard vulnerability analysis to describe, at least in general terms, the population at risk, and the extent of damage to buildings and public infrastructure to be expected for different locations. Record this information in the appropriate database.
- In association with the recovery coordinator, establish retrofit priorities, giving top priority to critical facilities, (such as electric power lines).
- Prepare information on potential sources of disaster recovery assistance and instructions on how to apply for such assistance
- Provide for training that brings together persons from different organizations involved in the recovery effort
- Educate sponsors of donor organizations to gain support for using their funds for development activities in disaster relief programmes
- Compile and maintain information regarding NGOs that are undertaking (or could undertake) development activities. Establish and maintain contact with such organizations
- Identify and train local leadership for local and national relief organizations to facilitate long term recovery.
- Set up a continuous system of monitoring progress toward sustainability, to involve assessment of performance of policies, laws and other institutional arrangements.
- Establish evaluation criteria to hold Government and NGO relief activity accountable to long term development standards. These should include mitigation, environmental protection and economic growth, among others
- Update National Disaster Plan's recovery component to incorporate lessons learned from recovery experiences

16.6 PARISH DISASTER COMMITTEE

- Reduce the effects of hazards by long term projects and district programmes and advise the Recovery Coordinator
- Identify and recommend for training, local leadership for local and national relief organizations to facilitate long term recovery.
- Implement welfare and rehabilitation programmes in association with Ministry of Local Government
- Assist the recovery coordinator as necessary in the recovery of the district
- Provide the recovery coordinator with needs assessments
- Coordinate the relocation of shelter personnel to their homes as soon as possible after the situation permits, under direction of the recovery coordinator.
- Establish and maintain a emergency assistance and inquiries desk at the Parish EOC
- Operate in conjunction with the Recovery Coordinator

16.7 JAMAICA CONSTABULARY FORCE

- Provide resources for maintaining security during and after disasters

16.8 JAMAICA DEFENCE FORCE

- Assist with any/all areas of recovery for which resources are available.

16.9 MINISTRY OF LOCAL GOVERNMENT AND WORKS

- Ensure the expeditious restoration of roads, and the clearance of gutters
- Maintain sanitary services and facilities
- Dispose of solid waste at earmarked sites

- Review existing building codes and compliance procedures for adequacy, in relation to hurricane forces to assure safety.

16.10 TOWN PLANNING DEPARTMENT

- Define areas where new building construction should be prohibited or subject to special requirements to assure safety.

16.11 MINISTRY OF HEALTH

- Assess long term health and welfare considerations and report to the recovery coordinator.
- Certify food supplies as fit for distribution and consumption
- Organize a health team to inspect private buildings and water supplies as a public health measure
- Distribute medical supplies to district casualty stations and emergency shelters
- Deploy and control health personnel.
- Assist clinics and health centres with staffing and establishment of first aid stations, and with medical supplies and sanitary services where necessary
- Maintain strict epidemiological surveillance of radiation, water, food supplies, refuse, unburied human or animal remains or dangerous chemicals, and initiate mass immunization as required.

16.12 MINISTRY OF HOUSING AND THE ENVIRONMENT

- Assess the impact on the energy and environmental sectors of all disasters and report to the ODP on the immediate and long term effects
- Coordinate the provision of temporary housing as directed by the Recovery Coordinator

16.13 RED CROSS

- Responsibility for Shelter Management Programme and any other role assigned by the Parish Disaster Committee depending on the availability of resources
- Acting in conjunction with the Ministry of Local Government and recovery coordinator, provide relief supplies to shelter victims within 5 days of the disaster.

16.14 MINISTRY OF FINANCE AND PLANNING

- Develop types of surveys to determine damage to all types of installations and facilities.
- If data is inadequate, institute programmes to improve information base for making damage estimates to be used in recovery planning
- Classify, quantify and prioritize damage
- Coordinate the provision of bulk supplies including reception, transportation and storage in association with the ODP
- Supervise and encourage the rapid resumption of normal commercial trade after a disaster
- Review and approve all expenditure of funds related to Search and Rescue, Health, Welfare and the importation of essential items and emergency supplies
- Receive, manage and administer all financial donations and pledges that may come into the island in the immediate post impact period
- Transfer funds to appropriate areas in the island to facilitate and honor response actions that may require financial disbursements
- Analyze damage assessment data for private housing
- Recommend and distribute assistance for rehabilitation of private housing
- Monitor the use of aid for private housing
- Establish claims desk for persons with no insurance

- Contact donor agencies about requirements when requested by the recovery coordinator
- Assess the performance of materials under disaster conditions

16.15 FINANCIAL SECRETARY

- Be available for a meeting of the recovery committee as early as 24 hours after a disaster
- Provide financial aid, including insurance assessment and availability of temporary housing grants and loans as recommended by the Recovery Coordinator or task force
- Approve, fund and administer special policy situations as required
- Ensure that departments under this ministry function according to agency recovery plan

16.16 AUDITOR GENERAL'S DEPARTMENT

- Audit emergency expenditure incurred by Govt. ministries, agencies and departments, including:
 - ◇ Compliance with approved financial procedures and any associated legislation
 - ◇ Verification of proceeds from the sale of residual assets
 - ◇ Certification of financial statements as required by legislation

16.17 PLANNING INSTITUTE OF JAMAICA

- Conduct economic assessment on impact of disaster on mitigation and recovery.

16.18 MIN. OF PUBLIC UTILITIES AND TRANSPORT

- Facilitate transport and communications as required to support the recovery operations

16.19 PORT AUTHORITY

- Provide professional, technical and operational advice to the ODP.

16.20 MINISTRY OF LABOUR, SOCIAL WELFARE AND SPORTS

- Assess the social effects of the disaster and establish rehabilitation programmes sensitive to the social needs of affected communities.
- Coordinate public assistance and other welfare support programmes with Govt. agencies and voluntary groups
- Coordinate and implement welfare and relief distribution services with the Red Cross
- Provide an enhanced welfare base for the area affected by the disaster for a period of time which may take the form of:
 - ◇ Social welfare grants
 - ◇ Counseling
 - ◇ Other
- Conduct needs assessment for welfare benefits
- Verify, distribute and track welfare benefits received by affected persons from the government, NGO's or any other agency, to ensure that there is a genuine need and that there is no duplication.

16.21 ATTORNEY GENERAL'S DEPARTMENT

- Ensure that legal and regulatory framework exists to assist recovery
- Provide legal advice as required to the recovery coordinator on counter measures employed during disaster recovery, including the use and demolition of private property
- Provide legal advice as required to the ODP/NEOC on counter measures employed during a disaster

16.22 JAMAICA INFORMATION SERVICE

- Establish a public information programme with communications aimed at various segments of the population to cover information on:
 - ◇ Information about the disaster and its effect on the Territory.
 - ◇ Updates on programmes and plans for recovery
 - ◇ Information for homeowners and businesses which describe assistance programmes and "how to" instructions for repairs.
 - ◇ Continuous progress reports on major recovery problems, and responses to such problems
 - ◇ The kinds of relief available
 - ◇ The agencies responsibilities for providing the relief and where it may be obtained.
- Ensure that approvals have been obtained for Govt. funding and that the recovery coordinator has been informed before any announcement of such funding for recovery operations
- Obtain assistance from the media as requested by the Recovery Coordinator.

16.23 GOVERNMENT DEPARTMENT LIAISON OFFICERS

- Keep the parent department or agency informed of the situation in the disaster area with particular emphasis on recovery tasks
- Provide the parent department or agency with early warning of any requirements which may be placed on them
- Assist the recovery coordinator in the preparation of the information collection plan by providing advice as to what data their departments or agencies has available or can obtain
- Assist the recovery coordinator in the preparation of recovery plans by providing information on the capabilities and resources of their departments or agencies.
- Assist the recovery coordinator in the resolution of problems which may arise during the implementation of a recovery plan

- Provide other support and assistance to the recovery coordinator as necessary

6.24 TELECOMMUNICATIONS OF JAMAICA

- Maintain telephone services to the community including the repair of damage to exchange and service lines, and provide emergency service lines to support emergency operations

16.25 JAMAICA PUBLIC SERVICE COMPANY

- Restore power as soon as possible to the community

16.26 NATIONAL WATER COMMISSION

- Restore water as soon as possible to the community

16.27 ALL GOVERNMENT DEPARTMENTS

- Continue to exercise normal functions as far as possible during and after the disaster

16.28 ALL PERMANENT SECRETARIES

- Ensure that departments under your ministries function according to agency recovery plan

PART 3

RESPONSE SUB-PLANS

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HURRICANE PLAN

PRIMARY:	ODPEM/NEOC
SECONDARY:	Min. of Local Government and Works
SUPPORT:	Jamaica Defence Force
	Jamaica Constabulary Force
	Fire Brigade
	Parish Disaster Committees
	Red Cross
	St. John Ambulance

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HURRICANE SOPS

The Hurricane SOPs for the NEO includes the following:

- A four (4) stage activation system
- A phased system of activation
- A systematic format to facilitate monitoring of all Agencies, Departments, Individuals and Voluntary organizations
- Review and update of weather conditions through meteorological services and bilateral agreements
- Decentralized administrative guidance from the ODPEM up to 12 hours before impact
- Full administrative transfer to the NEOC from the office of the Prime Minister

1.0 THE ACTIVATION PROCEDURE

1.1 PRE-DISASTER STAGE

1.1.2 NORMAL PHASE (Up to 72 hours before impact)

ACTIVITIES	RESPONSIBLE ORGANIZATION
1. Continue support and public information and awareness programmes.	ODPEM

1.2 ALERT STAGE

1.2.1 AMBER PHASE

A. 72 hours before impact

ACTIVITIES	RESPONSIBILITY
<ol style="list-style-type: none"> 1. Meet and assess the country's state of preparedness for a hurricane 2. Advise public to listen to all weather advisories 	NDE
<ol style="list-style-type: none"> 1. Issue warning of threat 2. Alert and notify: <ul style="list-style-type: none"> • Prime Minister's office • All Ministries • Managers TV and Radio stations 3. Alert national response agencies 4. Make available all relevant information on the hazard to the public, CDERA and its participating states. 	ODPEM
<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 Centres 4. Alert casualty staff and prepare ambulance drivers. 	MIN. OF HEALTH
<ol style="list-style-type: none"> 1. Check emergency shelters and alert shelter personnel 2. Activate the emergency shelter plan 	PARISH DISASTER COMMITTEES
<ol style="list-style-type: none"> 1. Activate the emergency food and relief distribution plan 	MIN. LOCAL GOVT. AND WORKS
<ol style="list-style-type: none"> 1. Brief airlines and International airport authorities as to the possible closure of the 	

airports 2. Place the entire emergency communications facility on alert	AIRPORTS AUTHORITY
1. Listen to all weather advisories and report to ODPEM	JARA MET. OFFICE

B. 60 Hours before impact

ACTIVITIES	RESPONSIBILITY
1. Advise the public to listen to all weather advisories and remain alert	PRIME MINISTER
1. Continue to listen to all weather advisories and report to ODPEM	JARA MET. OFFICE
1. Make available all relevant information on the hazard to the public, CDERA and its participating states.	ODPEM

C. 48 Hours Before Impact

1. Place Jamaica on initial alert and instruct the Director of ODPEM to activate the National Disaster Plan 2. Monitor all activities until 12 hours before impact and spearhead all matters relating to policy.	PRIME MINISTER
1. Make available all relevant information on the Hazard to the public, CDERA, and its participating states	ODPEM

C. 36 Hours before impact

ACTIVITIES	RESPONSIBILITY
<ol style="list-style-type: none"> 1. Instruct Heads of Departments to send staff home 2. Activate and assume responsibility for the establishment and administration of the NEOC <ul style="list-style-type: none"> • Staff and equipment • Communications links to the Prime Minister's office, Parish Disaster coordinators, all response agencies, CDERA, DHA, and telecommunications centre to be activated and tested. • Stationery, message pads ,displays, maps and other resources • Operations room for Liaison officers Radio broadcast facilities and press area 3. Monitor activities of all response agencies according to hurricane plans. 	<p>DIR. GEN. - ODPEM</p>
<ol style="list-style-type: none"> 1. Pre-position medical personnel at hospitals and Parish Health Centres 	<p>MIN. OF HEALTH</p>
<ol style="list-style-type: none"> 1. Activate and prepare emergency shelters 2. Deploy relief and welfare workers to emergency shelters 	<p>PARISH DISASTER COMMITTEE</p>
<ol style="list-style-type: none"> 1. Convene and secure all aircraft according to hurricane plans 	<p>AIRPORTS AUTHORITY</p>
<ol style="list-style-type: none"> 1. Give instructions for the safe mooring of marine vessels 	<p>PORT AUTHORITY</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 	<p>POLICE</p>

and Parishes	
<ol style="list-style-type: none"> 1. Activate transportation, road clearance and logistics plan 2. Re-check arrangements and MOUs with private contractors 3. Pre-position the following resources to areas which will potentially be cut off: <ul style="list-style-type: none"> • Heavy duty equipment • Food stocks/welfare items • Communications equipment • Manpower 4. Refuel vehicles 5. Provide fuel for generators at the NEOC 6. Deploy persons to baton government buildings 	PWD
<ol style="list-style-type: none"> 1. Activate hurricane plans 2. Fill water trucks for relief phase 3. Fuel all vehicles 	NATIONAL WATER COMMISSION
<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 	JAMAICA PUBLIC SERVICE COMPANY

3. Stock up on fuel supplies for generators	
1. Activate hurricane plans 2. Pre-position resources: <ul style="list-style-type: none"> • Firefighting equipment • Food stocks/welfare items • Communications equipment • Manpower 	FIRE BRIGADE

1.2.2 AMBER PHASE 1

A. 24 Hours before impact

ACTIVITIES	RESPONSIBILITY
1. Notify Heads of Missions and all Caribbean Governments 2. Notify CDERA 3. Be consulted on all matters relating to the activation of any or all evacuation systems.	PRIME MINISTER
1. Activate and test local and external communications links and report to ODPEM	TELECOMMUNICATIONS OF JAMAICA
1. Upgrade the NEOC to 24 hour alert status 2. Finalize the following at the NEOC: <ul style="list-style-type: none"> • Brief the NEOC staff and secure the building • Provide accommodation for NEOC staff • Ensure emergency power supply is 	

<p>operational</p> <ul style="list-style-type: none"> • Supervise maintenance and checking of equipment • Prepare notification to NDE members and Permanent Secretaries <p>3. Receive confirmation from TOJ that external satellite links are activated and have been tested</p> <p>4. Make available all relevant information on the hazard to the public, CDERA and participating states.</p> <p>5. Alert CDERA and participating states to stand by for participation in possible regional response.</p> <p>6. Review and alert parties to mutual aid agreements.</p>	<p>DIRECTOR ODPEM</p>
<p>1. Issue hurricane warnings and public information via news releases under direction of the DIRECTOR ODPEM through frequent updates</p> <p>2. Issue precautionary measures via news releases from the NEOC</p> <p>3. Issue precautionary tips together with packaged information of the activities of responding agencies and disseminate situation reports locally and overseas under the direction of the DIRECTOR ODPEM.</p>	<p>JAMAICA INFORMATION SERVICE</p>
<p>1. Alert damage survey team in accordance with hurricane plans</p> <p>2. Establish lines of credit with merchants to enable easy access to relief supplies after the disaster</p> <p>3. Activate all administrative and Finance procedures</p>	<p>MIN. FINANCE AND PLANNING</p>

<ol style="list-style-type: none"> 1. Continue evacuation of high- risk, low-lying areas 2. Assign personnel to: <ul style="list-style-type: none"> • Protect property • Prevent vandalism • Control traffic • Maintain security at: <ul style="list-style-type: none"> - Hospitals - Shelters - Air and Sea Ports - Relevant Government offices - Evacuated areas 	POLICE
<ol style="list-style-type: none"> 1. Prepare hospital and Parish Health Centres 	MIN. OF HEALTH
<ol style="list-style-type: none"> 1. Place radio operators on 24 hour roster 	EMERGENCY COMMUNICATIONS OFFICER
<ol style="list-style-type: none"> 1. Assess local relief supplies in association with the NEOC 	JAMAICA CHAMBER OF COMMERCE
<ol style="list-style-type: none"> 1. Notify airlines and International Airports authorities of situation 2. Check on agreements with commercial helicopter services 	AIRPORTS AUTHORITY
<ol style="list-style-type: none"> 1. Alert parties to mutual aid agreements 2. Review communications status 3. Advise all response sections and personnel to begin implementation of hurricane plans 	ALL AGENCIES

B. 16 Hours Before Impact

<ol style="list-style-type: none"> 1. Ensure all members are present at the NEOC 2. Advise NDE of weather conditions and state of preparedness 	DIRECTOR ODPEM
<ol style="list-style-type: none"> 1. Activate all Departmental/sectoral plans 	PERMANENT SECRETARIES
<ol style="list-style-type: none"> 1. Activate transport coordination and deployment plan 	MIN. PUBLIC UTILITIES AND TRANSPORT

C. 14 Hours Before Impact

<ol style="list-style-type: none"> 1. Establish contact with Min. of Foreign Affairs for onward transmission to International agencies regarding the responsibility for the coordination of supplies to the country after impact. 	PRIME MINISTER
<ol style="list-style-type: none"> 1. Mobilize all emergency services 2. Confirm emergency activation and security deployment with Commissioner of Police 3. Confirm rescue procedure with Fire Chief 4. Confirm shelter and evacuation status and procedures with Parish Disaster Coordinators and Police 5. Confirm activation of Hospital and Health Centre hurricane staff deployment with the CMO/DHO 	DIRECTOR ODPEM

<ol style="list-style-type: none"> 6. Confirm activation of damage survey team with the Permanent Secretary Ministry of Finance 7. Confirm status of transport and heavy equipment with Director of Public Works 8. Confirm status of relief workers with Permanent Secretary Ministry of Local Government 9. Confirm communications status with Emergency Telecommunications Officer 	
<ol style="list-style-type: none"> 1. Establish Department Operations Centre 2. Locate and brief all operations staff 3. Review overall preparations according to Departmental/sectoral plans 4. Inform respective ministers of the current stage of planning and state of preparedness 5. Locate all heads of departments 6. Install and test communications and emergency power supplies 7. Contact the NEOC and provide updates 8. Brief staff on the situation 	<p>GOVERNMENT DEPARTMENT LIAISON OFFICERS</p> <p>GOVERNMENT DEPARTMENT LIAISON OFFICERS</p>

1.2.3 AMBER PHASE 2

A. 12 Hours Before Impact

ACTIVITIES	RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assume responsibility for the activation of the National plan 	<p>PRIME MINISTER</p>

2. Assume full responsibility for policy and emergency response	
1. Activate Parish EOCs	PARISH DISASTER COORDINATORS
1. Continue monitoring threat 2. Convene Pre-impact coordination meetings of NDE and response agencies as necessary 3. Implement all National emergency systems 4. Mobilize and deploy all volunteer services to their pre-determined RV points 5. Notify Ministry of Health to begin deployment of medical staff	DIRECTOR ODPEM
1. Issue full warning notices to vessels and marine pleasure craft through the NEOC	PORT AUTHORITY

B. 9 Hours Before Impact

ACTIVITIES	RESPONSIBILITIES
1. Detail and roster all NEOC staff 2. Provide evacuation facilities for NEOC staff 3. Confirm with radio stations 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	DIRECTOR ODPEM

<p>10. Ensure all emergency shelters are opened, staffed and equipped with supplies.</p> <p>11. Ensure all PEOC's are activated and that communications equipment is operational.</p> <p>12. Collect updates on weather conditions including cross reference checks with local and International Met Services</p>	
<p>1. Continue issuing warnings to the public and promote domestic preparedness and preventive measures</p>	<p>JAMAICA INFORMATION SERVICE</p>
<p>1. Activate the entire health service plan</p>	<p>MINISTRY OF HEALTH</p>

1.2.4 AMBER PHASE 3

A. 3 Hours before Impact

ACTIVITIES	RESPONSIBILITIES
<p>1. Identify post-impact needs</p> <p>2. Pre-position response teams</p> <p>3. Ensure standby resources for NEOC</p>	<p>DIRECTOR ODPEM</p>

1.2.5 AMBER PHASE 4

A. THE BLOW

ACTIVITIES	RESPONSIBILITIES
<p>1. Monitor and report events as far as possible</p>	<p>DIRECTOR ODPEM</p>

1.3 RESPONSE STAGE

1.3.1 AMBER PHASE 5 (AFTERMATH)

A. IMMEDIATELY

ACTIVITIES	RESPONSIBILITIES
1. Issue all clear	DIRECTOR ODPEM
1. Deploy damage survey teams	MIN. FINANCE AND PLANNING
1. Check on safety of the Governor General, Prime Minister and all designated Government officials.	COMMISSIONER OF POLICE

B. Within 48 Hours

ACTIVITIES	RESPONSIBILITIES
1. Advise Governor General to declare state of emergency if justified 2. Decide location from which to conduct Government business.	PRIME MINISTER
1. Request NGOs and agencies to send representatives to EOCs as necessary for relief and response operations	DIRECTOR- ODPEM
1. Advise public of safety of key Government officials	JAMAICA INFORMATION SERVICE
1. Provide ground reconnaissance intelligence to the NEOC 2. Conduct search and rescue activities through the NEOC	FIRE BRIGADE

<ol style="list-style-type: none"> 1. Provide facilities and medical staff as necessary 2. Initiate procedures for the quick burial of the dead 	MIN. OF HEALTH
<ol style="list-style-type: none"> 1. Provide ground reconnaissance and intelligence to the NEOC 2. Provide security for the stricken and evacuated areas to prevent looting 	POLICE
<ol style="list-style-type: none"> 1. Dispatch ground teams to areas of greatest damage as necessary 2. Provide initial damage survey and needs to the NEOC 	MIN. OF FINANCE AND PLANNING
<ol style="list-style-type: none"> 1. Coordinate information and requests between Government departments and local industry 	JAMAICA CHAMBER OF COMMERCE (JCC)
<ol style="list-style-type: none"> 1. Brief Prime Minister on the state of Government buildings and recommend suitable alternate headquarters from which to conduct government business 2. Provide ground reconnaissance to the NEOC 3. Provide specialist photo interpretation services as required 	DIRECTOR OF PUBLIC WORKS
<ol style="list-style-type: none"> 1. Arrange immediate photographic reconnaissance flights over the disaster area and distribute copies of aerial photographs to the NEOC, Police and Fire Department 2. Thereafter arrange one flight daily 	AIRPORTS AUTHORITY JDF

1. Coordinate boats for marine reconnaissance for damage survey team	PORT AUTHORITY JDF COAST GUARD
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C. AS SOON AS POSSIBLE

ACTIVITIES	RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Call NDE meeting 2. Liaise with all response agencies 3. Build and maintain a picture of the emergency, its effects and relief measures being undertaken through the JIS 4. Coordinate requests, receipt and distribution of medical support and supplies through the NEOC 5. Coordinate the relocation of Government offices to temporary pre-determined alternate sites. 6. Maintain communications within and outside of Jamaica, (including CDERA) and with other assisting organizations and request assistance as needed. 7. Liaise with CDERA, CDRU, through the NEOC 	<p>DIRECTOR ODPEM</p> <p>DIRECTOR ODPEM</p>
<ol style="list-style-type: none"> 1. Establish a public information service to Jamaica and the outside world, making certain that all information released is factual and accurate 2. Constantly advise the public : <ul style="list-style-type: none"> • To conserve water and food • To stay living at their homes if it is safe to do so • To take particular care with 	JAMAICA INFORMATION SERVICE

<p>hygiene and sanitary practices</p> <ul style="list-style-type: none"> • Of measures being taken with respect to provision of food and water and restoration of public utilities 	
<ol style="list-style-type: none"> 1. Facilitate speedy customs, immigration and health clearance for international assistance and resources arriving in the country through the NEOC 	<p>PRIME MINISTER'S OFFICE</p>
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of overseas aid and assistance through the NEOC. 2. Coordinate local and International reconnaissance and damage assessment teams (Insurance companies, Military, UN Organizations, etc.) through the NEOC 3. Ascertain the early requirements for Government assistance in re-establishing the community. 	<p>MIN. FINANCE AND PLANNING</p> <p>MIN. FINANCE AND PLANNING</p>
<ol style="list-style-type: none"> 1. Coordinate local and International search and rescue teams and operations through the NEOC 	<p>JAMAICA FIRE BRIGADE</p>
<ol style="list-style-type: none"> 1. Coordinate the establishment , staffing and management of emergency shelters for parishes 	<p>PARISH DISASTER COORDINATORS</p>
<ol style="list-style-type: none"> 1. Coordinate evacuations from stricken or threatened areas to emergency shelters through the NEOC 2. Coordinate the collection and movement of evacuees to designated embarkation points, and the operation of the facilities 	<p>POLICE FORCE</p>

at those points	
1. Coordinate requests, receipt and distribution of food, clothing and water supplies through the NEOC and Parish EOCs	MIN. OF LOCAL GOVERNMENT AND WORKS
See to the welfare of Tourists and communicate with the NEOC	TOURIST BOARD
<ol style="list-style-type: none"> 1. Assist with the distribution of supplies during the first 36 hours of a disaster 2. Channel International medical assistance and supplies 3. Assist with the tracing of missing persons 4. Assist with needs assessments 5. Assist in the provision of welfare information to persons overseas. 	RED CROSS
1. Certify international requests for and receipts of medical supplies	CHIEF MEDICAL OFFICER
<ol style="list-style-type: none"> 1. Provide transportation of food and water 2. Prepare temporary or permanent accommodation required by relief workers through the NEOC 3. Provide transportation of manpower and supplies through the NEOC 4. Ensure that pre-designated staging areas for arrival of relief supplies are cleared 	PUBLIC WORKS DEPARTMENT

<ol style="list-style-type: none"> 5. Prepare warehouse facilities for arriving supplies through the NEOC 6. Activate and deploy local SUMA staff to assist regional SUMA team in handling relief supplies 	
<ol style="list-style-type: none"> 1. Assess needs and advise ODPEM 	VOLUNTARY AGENCIES

D. WITHIN TWO WEEKS

ACTIVITIES	RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assemble Government for emergency session as necessary 	PRIME MINISTER
<ol style="list-style-type: none"> 1. Deploy subsidiary clearing teams to ports of entry 2. Clear supplies from all ports 3. Document relief items 4. Transport supplies to Parish storage points 5. Submit documentation on receipts to NEOC 	MINISTRY OF FINANCE JAMAICA DEFENCE FORCE SUMA CDRU LOCAL AND OVERSEAS VOLUNTARY AGENCIES

1.4 RECOVERY STAGE

1.4.1 ONE TO THREE MONTHS

ACTIVITIES	RESPONSIBILITIES
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<ol style="list-style-type: none"> 1. Re-establish the best possible Government business 2. Appoint a recovery coordinator 3. Stand down the response phase 	PRIME MINISTER
<ol style="list-style-type: none"> 1. De-activate the NEOC and return to normal operations at the ODPEM 	DIRECTOR ODPEM
<ol style="list-style-type: none"> 1. Coordinate requests, receipt and distribution of recovery support and supplies 2. Facilitate speedy customs, immigration and health clearance for international assistance and resources arriving in the island through appropriate agencies 3. Coordinate requests for and offers of overseas aid and assistance through the Min. Of Finance and Planning 4. Coordinate local and International reconnaissance and damage assessment teams (Insurance companies, Military, UN Organizations, etc.) 5. Coordinate the closing of emergency shelters and the return to private homes 6. Coordinate the relocation of Government offices to original or permanent new sites 7. Coordinate requests, receipt and distribution of food, clothing and water supplies 8. Coordinate transportation and supply 9. Ascertain the early requirements for 	RECOVERY COORDINATOR

<p>Government assistance in re-establishing the community</p> <p>10. Establish and operate a National enquiry centre</p> <p>11. Coordinate the restoration of essential services and public utilities</p> <p>12. Coordinate any task required to maintain Government functions</p> <p>13. Coordinate the responses from all local and international agencies to see to the hasty restoration of normal services and functions of the public and private sectors</p>	<p>RECOVERY COORDINATOR</p>
<p>1. Continue to build and maintain a picture of the emergency, its effects and recovery measures being undertaken</p>	<p>JAMAICA INFORMATION SERVICE</p>
<p>1. Monitor and document relief stock levels</p> <p>2. Promote the resumption of normal trade</p>	<p>MIN. OF INDUSTRY COMMERCE AND INVESTMENT</p>
<p>1. Ensure maintenance of central storage areas at air and sea ports to receive supplies</p>	<p>ODPEM</p>
<p>1. Distribute supplies to Parish storage centres</p>	<p>MIN. OF LOCAL GOVERNMENT AND WORKS</p>
<p>1. Document relief items received</p> <p>2. Record receipt of supplies</p>	<p>MIN. OF FINANCE AND PLANNING</p>

<ol style="list-style-type: none"> 1. Restore telecommunications 2. Make INMARSAT terminal available to the Government as needed 	<p>TELECOMMUNICATIONS OF JAMAICA</p>
<ol style="list-style-type: none"> 1. Restore roads, bridges and buildings 	<p>PUBLIC WORKS DEPARTMENT</p>
<ol style="list-style-type: none"> 1. Restore electricity 	<p>JAMAICA PUBLIC SERVICE CO.</p>
<ol style="list-style-type: none"> 1. Restore water supplies 	<p>NATIONAL WATER COMMISSION</p>
<ol style="list-style-type: none"> 1. Certify food and water supplies 2. Deploy and distribute medical personnel and supplies as required 3. Ensure Public Health is maintained 	<p>MIN. OF HEALTH</p>
<ol style="list-style-type: none"> 1. Restore agricultural sector 	<p>MIN. OF AGRICULTURE AND MINING</p>

APPENDIX 2
TO ANNEX A

FLOODS

PRIMARY:	ODPEM/NEOC
SECONDARY:	Min. of Local Government and Works
SUPPORT:	Jamaica Defence Force
	Jamaica Constabulary Force
	Fire Brigade
	Parish Disaster Committees
	Red Cross
	St. John Ambulance

APPENDIX 3
TO ANNEX A

EARTHQUAKE PLAN

PRIMARY:	ODPEM/NEOC
SECONDARY:	Min. of Local Government and Works
SUPPORT:	Jamaica Defence Force
	Jamaica Constabulary Force
	Fire Brigade
	Parish Disaster Committees
	Red Cross
	St. John Ambulance

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1.0 INTRODUCTION

Jamaica is considered a high earthquake risk Country. there are many minor tremors recorded and felt in the Island, although it has been sometime since a major shock has occurred. It is therefore only a matter of time before another major earthquake will shake this beautiful Island.

Several scenarios could be developed describing the extent of casualties and damage to life and property following a major earthquake in Jamaica, which will differ, depending on the size of the tremor. Listed below are indications of some of the effects which could be expected:-

- There would be many casualties, but the number would depend on the time of day and the day of the week and the magnitude of the earthquake
- Services (power, water, telecommunications) would be severely disrupted.
- Roads, air and sea transport could be severely damaged and disrupted
- The community infrastructure could be severely disrupted, with all normal industrial, commercial, government and service industry activities being temporarily halted. The return to normal community activity would be a long and difficult exercise.
- The country's financial system could become subject to extreme pressure
- The Tourist industry could suffer
- Psychological stress could be long lasting and widely spread throughout the community

Planning must be continuously exercised to minimize the effects on the population, and to aid a quick recovery from such an event.

2.0 AIM OF THE PLAN

This plan outlines the initial actions necessary at national level to minimize the effects of a major earthquake in Jamaica.

3.0 RESPONSE MEASURES

Response measures fall into two (2) broad categories:-

3.1 Those activities which impinge on the people directly affected by the earthquake. Such activities will include:

- Search and Rescue
- Medical attention
- Accommodation
- Public Health

3.2 Those activities which affect the entire population such as:-

- Supply of food and water
- Restoration of energy supplies and communications
- The continuation of Government
- The restoration of financial and commercial integrity

It is recognized that any resources remaining in Jamaica after a major earthquake are regarded as a bonus, and that much support needed for response measures will have to be brought into the country from outside sources.

4.0 PRIORITIES

4.1 PRIORITY 1

- Search & Rescue
- Emergency medical
- Reconnaissance/Damage assessment

4.2 PRIORITY 2

- Maintenance & continuation of Govt., law & order

4.3 PRIORITY 3

- Evacuations
- Emergency accommodation
- Food/water

4.4 PRIORITY 4

- Maintenance & restoration of essential services

4.5 PRIORITY 5

- Welfare of Tourists
- Emergency transportation

5.0 RESPONSE STAGE

A. IMMEDIATELY

<ol style="list-style-type: none"> 1. Place Jamaica on National emergency status if warranted, and instruct the DIRECTOR ODPEM to activate the national disaster plan 2. Monitor all activities and be consulted on all matters relating to policy 3. Assume responsibility for the activation of the National plan 4. Assume responsibility for policy and emergency response 	PRIME MINISTER
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<ol style="list-style-type: none"> 1. Activate the NEOC and earthquake response plan 2. Prepare the NEOC: <ul style="list-style-type: none"> • Communications links to Prime Ministers office, CDERA, and Parish Disaster Coordinators, to be activated and tested • Stationery, message pads etc. • Prepare liaison officers operations room 3. Make contact with the seismic research unit, to get information on the intensity and location of the earthquake 4. Assume responsibility for the establishment and administration of the NEOC 5. Assume responsibility for the logistics coordination and preparation of the NEOC 6. Ensure the following are at NEOC: <ul style="list-style-type: none"> • Radio operators • Radio station staff with emergency broadcast capability from the NEOC • NEOC staff 7. Convene meetings and brief NEOC staff 8. Provide accommodation for NEOC staff 	<p>DIRECTOR ODPEM</p>

<p>9. Ensure emergency power supply is operational</p> <p>10. Act as advisor to the Prime Minister on all matters concerning logistics, coordination of response and supply of services to affected areas</p> <p>11. Brief CDERA on situation</p> <p>12. Confirm with TOJ, JARA and CBers that communications backup (including external satellite links) are functional</p>	<p>DIRECTOR ODPEM</p>
<p>1. Report to the NEOC</p> <p>2. Meet and formulate modus operandi for dealing with the earthquake</p>	<p>NEOC STAFF</p>
<p>1. Activate Parish EOCs and earthquake response plans</p>	<p>PARISH DISASTER COMMITTEES</p>
<p>1. Activate police earthquake plans</p> <p>2. Deploy security personnel to stricken areas</p> <p>3. Initiate evacuation procedures as required</p> <p>4. Check on safety of the Governor General, Prime Minister and designated Government Officials.</p>	<p>COMMISSIONER OF POLICE</p>

B. WITHIN 24 HOURS

ACTIVITIES	RESPONSIBILITIES
1. Install and test portable satellite	TOJ

<p>equipment if necessary to facilitate external communications</p> <p>2. Establish communications with CDERA, emergency response agencies and Parish Disaster Coordinators</p>	<p>ODPEM JARA CBERS</p>
<p>1. Confirm national emergency if justified by damage assessment</p> <p>2. Brief the Prime Minister on the condition of Govt buildings and staff situation and recommend a suitable alternate Headquarters from which to conduct Govt. business</p> <p>3. Notify:</p> <ul style="list-style-type: none"> • Prime Ministers office • Permanent Secretaries • Managers Radio stations • Commissioner of Police • Chief Of Staff • Airports Authority • Main voluntary organizations • Emergency sub-committee chairmen <p>4. Assemble the NDE at the NEOC</p> <p>5. Coordinate information and requests between Govt. Departments and local industry</p> <p>6. Check emergency shelters and shelter personnel</p> <p>7. Ensure that the emergency relief distribution service is operative</p> <p>8. Place all parallel communications services under the control of the NEOC</p> <p>9. Send SITREPs to CDERA and participating states through the NEOC</p> <p>10. Activate mutual aid agreements through</p>	<p>DIRECTOR ODPEM</p> <p>PWD</p>

<p>the NEOC</p> <ol style="list-style-type: none"> 11. Place radio operators at the NEOC on 24 hour roster 12. Ensure fully manned emergency communications systems 13. Provide evacuation facilities for families of NEOC staff if necessary 14. Check with radio stations on the equipping and preparing of a press area at the NEOC 15. Check security deployment by Police Force to all key areas 16. Ensure that admin./secretarial support are prepared for NEOC 17. Ensure that all ministerial communications systems are fully activated 18. Ensure that all Parish EOC's are activated and that communications exist with the NEOC 19. Get information on location and magnitude of the earthquake from the seismic unit through the NEOC 20. Dispatch ground teams to areas of greatest damage 21. Notify CDERA 	<p>DIRECTOR ODPEM</p>
<ol style="list-style-type: none"> 1. Assist with transportation, Search and Rescue and evacuation as requested by the NEOC 	<p>JAMAICA DEFENCE FORCE</p>
<ol style="list-style-type: none"> 1. Activate search and rescue and fire fighting procedures as necessary 2. Provide ground reconnaissance 	<p>JAMAICA FIRE BRIGADE</p>

intelligence to the NEOC	
<ol style="list-style-type: none"> 1. Activate hospital earthquake plans 2. Activate all medical services including Health Centres 3. Activate and assign all medical and first aid staff and ensure adequate medical supplies are available 4. Deploy Hospital emergency staff to Parish Health Centres 5. Provide medical staff at Parish Health Centres 6. Initiate procedures for the quick burial of the dead 	<p>CHIEF MEDICAL OFFICER</p> <p>MINISTRY OF HEALTH</p>
<ol style="list-style-type: none"> 1. Provide ground reconnaissance intelligence to the NEOC 	<p>PUBLIC WORKS DEPARTMENT</p> <p>JDF</p>
<ol style="list-style-type: none"> 1. Coordinate aircraft for aerial reconnaissance 	<p>AIRPORTS AUTHORITY</p> <p>JDF</p>
<ol style="list-style-type: none"> 1. Coordinate boats for marine reconnaissance 	<p>PORT AUTHORITY</p> <p>JDF COST GUARD</p>
<ol style="list-style-type: none"> 1. Brief the Prime Minister through the NEOC on the condition of Government buildings and recommend a suitable alternate headquarters from which to conduct Government business 	<p>DIRECTOR OF PUBLIC WORKS</p>
<ol style="list-style-type: none"> 1. Decide location from which to conduct Govt. Business 	<p>PRIME MINISTER</p>
<ol style="list-style-type: none"> 1. Activate all Departmental earthquake plans 	<p>PERMANENT SECRETARIES</p>

<ol style="list-style-type: none"> 1. Establish ministerial operations centres 2. Locate and brief all operations staff 3. Implement Departmental plans 4. Inform respective Ministers of the current situation 5. Locate all Heads of Departments 6. Install communications and emergency power supplies 7. Contact NEOC and provide updates 8. Assess needs 9. Brief department personnel on the situation. 10. Implement deployment plan of services and supplies through the use of a priority check list 	GOVERNMENT LIAISON OFFICERS
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C. WITHIN 48 HOURS

ACTIVITIES	RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Be consulted on all matters relating to the activation of any or all evacuation systems developed for Parishes by the NEOC 2. Establish contact with donor agencies and Foreign Embassies through Min. of Foreign Affairs and NEOC 	PRIME MINISTER MIN. OF FOREIGN AFFAIRS DIRECTOR ODPEM

<ol style="list-style-type: none"> 1. Activate and prepare emergency shelters as required and advise the NEOC 2. Ensure that all emergency shelters are opened, staffed and equipped with supplies 3. Deploy relief and welfare workers to reception centres and emergency shelters 	<p>PARISH DISASTER COORDINATORS</p>
<ol style="list-style-type: none"> 1. Provide initial damage assessment and needs to the NEOC 	<p>DAMAGE SURVEY TEAM MIN. OF FINANCE</p>
<ol style="list-style-type: none"> 1. Deploy relief and welfare workers to reception centres and emergency shelters 	<p>MIN. OF LOCAL GOVERNMENT NGOS/PVOS</p>
<ol style="list-style-type: none"> 1. Brief airlines and international aviation authorities as to the situation at the airports 	<p>AIRPORTS AUTHORITY</p>
<ol style="list-style-type: none"> 1. Activate transportation, road clearance and logistics plan through the NEOC 2. Recheck arrangements and MOU's with private contractors 3. Deploy resources: <ul style="list-style-type: none"> • Heavy duty equipment • Food stocks/welfare items • Communications equipment • Manpower 4. Re-fuel vehicles 5. Provide fuel for generators at the NEOC 	<p>PUBLIC WORKS DEPARTMENT</p>

<ol style="list-style-type: none"> 1. Activate earthquake plans 2. Fill water trucks 3. Fuel all vehicles 	NATIONAL WATER COMMISSION
<ol style="list-style-type: none"> 1. Deploy resources: <ul style="list-style-type: none"> • Fire fighting equipment • Communications equipment • Manpower 	FIRE BRIGADE
<ol style="list-style-type: none"> 1. Activate earthquake plans 2. Deploy resources: <ul style="list-style-type: none"> • Transmission line material and equipment • Communications equipment • Manpower 3. Provide fuel for generators 	JAMAICA PUBLIC SERVICE COMPANY
<ol style="list-style-type: none"> 1. Initiate evacuation procedures through the NEOC 2. Deploy security personnel to stricken and evacuated areas and homes of key response personnel as requested through the NEOC 3. Provide ground reecho intelligence to the NEOC 4. Assign personnel to: 	POLICE

<ul style="list-style-type: none"> • Protect property • Prevent vandalism • Control traffic • Maintain security at: <ul style="list-style-type: none"> - Hospitals - Shelters - Air and Sea ports - Relevant Govt. offices - Homes of relief workers 	POLICE
<ol style="list-style-type: none"> 1. Issue precautionary tips together with packaged information of the activities of responding agencies and disseminate situation reports locally and overseas through the NEOC 2. Advise public of safety of key Govt. officials through the NEOC 3. Advise public to listen to all reports 4. Issue updates and public information via news releases 	JAMAICA INFORMATION SERVICE

D. AS SOON AS POSSIBLE

<ol style="list-style-type: none"> 1. Establish contact with Ministry of Foreign Affairs for onward transmission to International agencies regarding the responsibility for the coordination of supplies to the Country 	PRIME MINISTER MIN. OF FOREIGN AFFAIRS
<ol style="list-style-type: none"> 1. Coordinate the relocation of Govt. offices to temporary pre-determined alternate 	

<p>sites through the NEOC</p> <ol style="list-style-type: none"> 2. Maintain communications within and outside Jamaica (including CDERA) and with other assisting organizations through the NEOC 3. Make available all relevant information on the disaster to CDERA and participating states through the NEOC 4. Coordinate evacuations from stricken or threatened areas to emergency shelters through the NEOC 5. Coordinate local and International reecho and damage assessment teams (Insurance Companies, Military, UN Organizations, etc.) through the NEOC 	<p>DIRECTOR ODPEM</p>
<ol style="list-style-type: none"> 1. Build and maintain a picture of the earthquake, its effects and relief measures being undertaken through the NEOC 2. Establish a public information service to Jamaica and the outside world, making certain that all information released is factual and accurate. 3. Constantly advise public through the NEOC: <ul style="list-style-type: none"> • To conserve food and water • To stay living at their homes if safe to do so • To take particular care with hygiene and sanitation practices • Of measures being taken with respect to provision of food and water and restoration of public utilities 	<p style="text-align: center;">JAMAICA INFORMATION SERVICE</p> <p style="text-align: center;">JAMAICA INFORMATION SERVICE</p>

<ol style="list-style-type: none"> 1. Activate emergency finance procedures 2. Assess local relief supplies 3. Establish lines of credit with merchants enabling easy access to relief supplies during the disaster 4. Coordinate requests for and offers of overseas aid and assistance through the NEOC 	MIN. FINANCE AND PLANNING
<ol style="list-style-type: none"> 1. Facilitate speedy customs, immigration and health clearance for international assistance and resources arriving in the Country through the NEOC. 	PS - PRIME MINISTER'S OFFICE
<ol style="list-style-type: none"> 1. See to the welfare of Tourists and advise the NEOC 	TOURIST BOARD
<ol style="list-style-type: none"> 1. Coordinate local and International search and rescue teams and operations through the NEOC 	COMMISSIONER- FIRE BRIGADE
<ol style="list-style-type: none"> 1. Coordinate the establishment, staffing and management of emergency shelters 2. Coordinate distribution of relief supplies 	PARISH DISASTER

<p>within the Parish</p> <ol style="list-style-type: none"> 3. Coordinate the reception and care of evacuees sent into the Parish 4. Provide information to the NEOC on damage and needs 	<p>COORDINATORS</p> <p>MIN. OF LOCAL GOVERNMENT</p>
<ol style="list-style-type: none"> 1. Provide transportation for relief supplies and personnel 2. Prepare temporary or permanent accommodation required by relief workers 	<p>DIRECTOR OF PUBLIC WORKS</p>
<ol style="list-style-type: none"> 1. Channel International medical assistance through the NEOC 2. Assist the NEOC in coordinating medical assistance and supplies 3. Assist with food and water distribution and with relief activities 4. Provide relief supplies to shelter victims 5. Assist with needs assessment 6. Assist with the tracing of missing persons. 	<p>RED CROSS</p>
<ol style="list-style-type: none"> 1. Certify international requests and receipts of medical supplies 2. Deploy field hospitals as necessary after initial assessment 	<p>CHIEF MEDICAL OFFICER</p>

E. WITHIN TWO WEEKS

ACTIVITIES	RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assemble Govt. for emergency session 	<p>PRIME MINISTER</p>

as necessary	
<ol style="list-style-type: none"> 1. Deploy subsidiary clearing teams to ports of entry 2. Clear supplies from all ports 3. Document relief items 4. Distribute supplies to Parish storage centres 5. Submit documentation on receipts to ODPEM 	<p>JDF</p> <p>CDRU</p> <p>SUMA TEAMS</p> <p>LOCAL & OVERSEAS VOLUNTARY AGENCIES</p>

6.0 RECOVERY STAGE

A. WITHIN ONE TO THREE MONTHS

ACTIVITIES	RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Convene Disaster Executive for emergency sessions as necessary. 2. Appoint a recovery coordinator 3. Stand down the response phase 	PRIME MINISTER
<ol style="list-style-type: none"> 1. Deactivate the NEOC and return to normal operations at the ODPEM 	DIRECTOR ODPEM
<ol style="list-style-type: none"> 1. Coordinate requests for and offers of overseas aid and assistance through the Ministry of Finance 2. Provide relief supplies to all as needed 3. Coordinate distribution of recovery 	

recovery measures being undertaken	SERVICE
<ol style="list-style-type: none"> 1. Monitor and document relief stock levels 2. Promote the resumption of normal trade 	MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE
<ol style="list-style-type: none"> 1. Ensure the maintenance of central storage area at air and sea ports to receive supplies 2. Distribute supplies to Parish storage centres 	ODPEM
<ol style="list-style-type: none"> 1. Document relief items 2. Record receipts of relief items 	MIN. FINANCE AND PLANNING
<ol style="list-style-type: none"> 1. Restore telecommunications 2. Make INMARSAT terminal available to the Government as necessary 	TELECOMMUNICATIONS OF JAMAICA
<ol style="list-style-type: none"> 1. Restore roads, bridges and buildings 	PUBLIC WORKS DEPARTMENT
<ol style="list-style-type: none"> 1. Restore electricity 	JAMAICA PUBLIC SERVICE
<ol style="list-style-type: none"> 1. Restore water supplies 	NATIONAL WATER COMMISSION
<ol style="list-style-type: none"> 1. Certify food and water supplies 2. Distribute and deploy medical supplies and personnel as required 	MINISTRY OF HEALTH

3. Ensure Public Health is maintained	
1. Restore agricultural sector	MIN. OF AGRICULTURE
1. Re-establish the best possible Govt. business	PRIME MINISTER

APPENDIX 4
TO ANNEX A

TRANSPORT ACCIDENT OR INCIDENT (LAND)

PRIMARY:	Jamaica Constabulary Force
SECONDARY:	Fire Brigade
SUPPORT:	Ministry of Health
	Red Cross
	St. John Ambulance
	JDF
	Parish Disaster Committees
	ODPEM/NEOC

Whereas this hazard primarily relates to road traffic accidents, agency plans should cater for aircraft accidents which may occur outside of airport or aerodrome limits.

APPENDIX 5
TO ANNEX A

TRANSPORT ACCIDENT OR INCIDENT (SEA)

PRIMARY:	JCF -Marine Section
SECONDARY:	Port Authority
SUPPORT:	Fire Brigade
	Ministry of Health
	St. John Ambulance
	Red Cross
	Volunteer Organizations
	ODPEM/NEOC

Apart from minor incidents, this hazard could apply to fire on board a cruise ship near or in port, which would classify as a major disaster.

APPENDIX 6
TO ANNEX A

TRANSPORT ACCIDENT OR INCIDENT (AIR)

PRIMARY: Airports Authority
SECONDARY: Fire Brigade
SUPPORT: Ministry of Health
Jamaica Constabulary Force
Red Cross
St. John Ambulance
Volunteer Organizations
JDF
ODPEM/NEOC

The International Civil Aviation Organization (ICAO) has mandated that air crash exercises be conducted by all airports at least once every two years.

In this plan, aircraft accidents outside the limits of airports and aerodromes, will classify as transport accidents on land.

APPENDIX 7
TO ANNEX A

FIRE, CHEMICAL AND FUEL SPILLAGE (LAND)

PRIMARY: Fire Brigade
SECONDARY: National Water Commission
SUPPORT: Jamaica Constabulary Force
Ministry of Health
Min. of Agriculture, Trade and the Environment
Red Cross
St. John Ambulance
Parish Disaster Committees
JDF
Volunteer Organizations
ODPEM/NEOC
Jamaica Public Service Company
NRCA

Agency plans for this hazard should cater for the worst case scenario of a large fire in down town Kingston during office hours.

APPENDIX 8
TO ANNEX A

FIRE (SEA)

PRIMARY: JCF Marine Section
SECONDARY: Port Authority
SUPPORT: Fire Brigade
Ministry of Health
Red Cross
St. John Ambulance
Volunteer Organizations
JDF
ODPEM/NEOC

Apart from minor incidents, this hazard could apply to fire on board a cruise ship near or in port, which would classify as a major disaster.

As such, agency plans should concentrate on provision of manpower and equipment to fulfill this task.

APPENDIX 9
TO ANNEX A

OIL SPILLS/POLLUTION OF WATERWAYS AND MARINE ENVIRONMENT

PRIMARY: Jamaica Defence Force - Coast Guard

SECONDARY: Jamaica Fire Brigade
Port Authority of Jamaica
Oil Companies

SUPPORT: ODPEM
Public Works Department/ Electrical and Mechanical
Service
Jamaica Constabulary Force
Ministry of Health
Jamaica Bureau of Standards
Natural Resources Conservation Authority
Jamaica Public Service
Civil Aviation Authority
National Water Commission
Water Resources Authority
National Irrigation Commission
Petroleum Corporation of Jamaica
Bauxite Companies

This plan, commonly referred to as the "**OIL SPILL PLAN**", is also applicable to waterway pollution and damage to marine environment, and is predicated on the assumption that local authorities would not have the capability to contain an oil spill off-shore, but would be primarily concerned with clean up of beaches.

THE NATIONAL OIL POLLUTION CONTINGENCY PLAN FOR JAMAICA

PREPARED BY: JAMAICA DEFENCE FORCE COAST GUARD

**OFFICE OF DISASTER PREPAREDNESS
AND EMERGENCY MANAGEMENT**

FOR

**THE NATIONAL POLLUTION RESPONSE TEAM
c/o ODPEM
12 CAMP ROAD
KINGSTON 4, JAMAICA
Phone 809-928-5111/4
FAX 809-928-5503**

Revised : February 1997

1.0 ABSTRACT OF THE PLAN

1.1 THE PLAN

The Jamaica National Pollution Contingency Plan for Spills of Oil , including its annexes, provides a framework for Industrial, Government, and Regional Cooperation in response to any pollution incidents that may pose a significant threat to the waters or coastal areas of Jamaica, or is of such magnitude as to justify calling upon regional or outside assistance.

1.2 THE PURPOSE

The purpose of the Plan is to provide for timely, coordinated, and integrated response action to pollution incidents by agencies of the Government of Jamaica and other related interests to reduce the impact of marine pollution on the environment and economy.

1.3 THE OBJECTIVES

The objectives of this Plan are:-

- a. to develop the appropriate level of preparedness and appropriate systems for the discovery and reporting of pollution incidents;
- b. to ensure prompt response to pollution incidents in order to restrict the further spread of oil; and

- c. to provide a framework for coordination, communication, and control of the response to a pollution incident in order to reduce its impact on the Jamaica environment and economy.

1.4 **PROCEDURES**

The plan provides for an On-Scene Commander (OSC) who will initiate and control response activities to manage a spill and for a National Response Team to provide advice and assistance to the OSC. It establishes alerting and notification procedures, command structure, post clean-up requirements and arrangements for assuming the responsibility for the cost of operations.

1.5 **RESPONSIBILITY**

The implementation and maintenance of the Plan is the responsibility of the Jamaica National Response Team (JNRT) which shall consist of representatives of specified government agencies affected by the Plan.

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INTRODUCTION

2.1 BACK GROUND

THE THREAT

Jamaica is located at the intersection of a number of sea lanes via which Petroleum is transported from the Middle East to USA, and from Central and S. America. Thus there is always the risk of Jamaica's coastal resources, fisheries, human health and welfare and the marine environment being threatened due to the marine traffic (including oil tankers) transiting Jamaican waters.

Imports of various types of oil has increased over the years as the bauxite companies, the power companies and the oil refinery have to meet the demand.

HISTORICAL PERSPECTIVE

In February 1981 Jamaica suffered its first major Oil Spill when the Shell Tanker "ERODONA" was grounded while manoeuvring alongside at Port Kaiser, with the loss of 600 tons (150,000 gals.) of Bunker 'C' fuel oil. This spill affected several miles of coastline, disrupted the fishing industry and caused loss of earnings to the fishermen and the communities along the coast.

In June 1982 the US Tanker "Ogden Willamette" caused a serious potential spill problem when she was reported sinking and abandoned off the south-east and eastern coast of Jamaica near the Morant Cays. She was loaded with 36,000 tons of Alaskan Crude Oil and drifted dangerously close to our coast for three days until a salvage tug took her in tow.

THE PLAN

In 1978 the Government of Jamaica activated the Port Development Project. One of its provisions was Maritime Pollution Control. This aspect was carried out through the Technical Assistance Programme of the International Maritime Organization (IMO). The IMO representative Capt. Ralph Stevenson drafted an outline of a Contingency Plan based primarily on draft Section 11 of the IMO Contingency Planning Manual.

In 1980 the Jamaica Defence Force Coast Guard drafted a proposed National Oil Spill Pollution Contingency Plan for Jamaica utilizing the IMO outline along with other existing Contingency Plans as models. The Plan was developed with the Coast Guard as the lead agency for any marine pollution incident, primarily because of its capabilities, roles and functions.

In 1982 Nordan International of Norway was contracted to write a new Contingency Plan which resulted in two volumes of an extensive study on some of the physical and biological environment of the coastal zone as well as the logistical

and communications system of the country. The Nordan Plan proved to be primarily conceptual, and giving again broad outlines for a Contingency Plan.

In 1983 the Office of Disaster Preparedness was mandated to have a National Marine Pollution Contingency Plan for Jamaica promulgated as soon as possible. This resulted in a Seminar on Pollution Contingency planning directed by Ms. Maureen Mofatt of Transport Canada - Canadian Coast Guard, which was sponsored by the ODPEM and the JDF Coast Guard with relevant Government agencies involved.

This Plan is the result of the Seminar, and is based primarily on the JDFCG Proposed Plan utilizing the Canadian Model. The Plan is a base for ACTION, but its operational status must be regularly exercised and combined with training for all parties including the private sector companies and field teams which may have to be mobilized in containment/clean up operations.

2.2 PURPOSE AND OBJECTIVES

The purpose of the Plan is to provide for coordinated and integrated response efforts to pollution incidents by agencies of the government of Jamaica and other Jamaican interests to protect the public health, welfare and natural resource of Jamaica's coastal marine environment from the damaging effects of the spilling of oil or hazardous substances.

Objectives of this Plan are:-

1. to develop the appropriate measures of preparedness and systems for the discovery and reporting of a spill incident;
2. to institute immediate countermeasures to restrict the further spread of pollution;
3. to protect public health, welfare and natural resources by minimizing the impact upon the environment and the island's economy;
4. to prescribe priorities for applying limited resources and to provide adequate resources to respond to a spill incident;
5. the assignment of duties and responsibilities among Jamaican agencies and organizations;
6. to coordinate scientific support and analysis to determine ecologically sensitive areas of the coastline that may be threatened or impacted;
7. the establishment of a National Emergency Operations Centre to provide coordination, command, control and directions for operations in carrying out this Plan;
8. to establish procedures to be employed in containing, dispersing, recovery and disposal of polluted and contaminated materials;
9. to prescribe documentation procedures to facilitate recovery costs;
10. to facilitate the application of relevant legislation, and the penalizing of guilty parties;
11. to outline procedures for obtaining regional support, and outside assistance. (See copy of Regional Contingency Plan Annex. K.)

2.2 SCOPE

This Plan is effective for the territorial waters of Jamaica, its adjoining shoreline, the Contiguous Zone and E.E.Z. where a pollution threat to Jamaica's waters, coast line, fish sanctuaries and shelf bottom exists. This Plan is also effective for spills on land that may migrate to or flow into such waters. It is intended to organize the activities of all the responsible agencies and to provide a command structure and an established method of operations for the forces engaged in dealing with any one incident.

ABBREVIATIONS

NRT	-	National Response Team
NC	-	National Coordinator
OSC	-	On-Scene Commander
JIS	-	Jamaica Information Service
ODPEM	-	Office of Disaster Preparedness and Emergency Management
JDFCG	-	Jamaica Defence Force Coast Guard
NRCA	-	Natural Resources Conservation Authority
ECD	-	Environmental Control Division
HM	-	Harbour Master
MPUT	-	Min. Public Utilities and Transport
JFB	-	Jamaica Fire Brigade
JMI	-	Jamaica Maritime Institute
HAZMAT	-	Hazardous Materials.

DEFINITIONS

POLLUTION INCIDENT:

A spill or the imminent threat of a spill of oil from any source into the natural environment of such a magnitude that requires emergency action or other immediate response for the purpose of minimizing its effects or eliminating the threat.

DISCHARGE:

Includes, but is not limited to any spilling, leaking, pumping, pouring, emitting, emptying or dumping.

OIL:

Oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, sludge, oil refuse, and oil mixed with water other than dredged oil.

HAZARDOUS SUBSTANCE:

Any substance which could cause deleterious effects such as harm to living resources, hazards to human health and safety, hindrances to marine activities (including fishing) impairment of the quality of water or reduction of amenities.

HAZARDOUS MATERIALS:

Refers generally to Hazardous Substances, petroleum, Natural Gas, Synthetic Gas, Acute Toxic Chemicals and other Toxic Chemicals.

PUBLIC HEALTH, SAFETY, AND WELFARE:

All factors affecting human health, safety, and welfare of man including, but not limited to, human health, the natural environment, fish, shellfish, wildlife, public and private property, shorelines and beaches.

ON-SCENE COMMANDER (OSC):

Means the official appointed and charged with coordination and direction of the national pollution control efforts at the scene of an oil spill or incident.

RESPONSE:

The operation mounted to clean up a spill of oil to minimize the consequences and prevent further spillage.

CONTIGUOUS ZONE:

This is the Zone Contiguous to the Territorial Sea, which extends twelve (12) miles seaward from the outer limit of the Territorial Sea, in accordance with Article 33 of the Convention on the Law of the Sea - UNCLOS III.

FACILITY:

Means (a) any site area, building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or treatment works) well, pit, pond, lagoon, ditch, storage containers, motor vehicles, trains, aircrafts or vessels. Or (b) where a hazardous substance has been deposited, stored, disposed of or placed or otherwise come to be located.

NATURAL ENVIRONMENT:

Means the physical features of the surroundings of people, including air, land, Water (rivers, ponds, lakes, sea) flora and fauna.

NATIONAL RESPONSE CENTRE

Means designated sites where facilities are available to provide the establishment of a command post, staging area, storage site for emergency response equipment.

3.0 GENERAL POLICY AND GOVERNMENT RESPONSIBILITY

3.1 AUTHORITY

Efforts to mitigate pollution spills shall be within the general framework of this Plan which has been authorized by the Ministry of Local Government. This Plan will be implemented in the spirit of cooperation fostered by The Regional Pollution Contingency Plans as well as applicable International Conventions, agreements, and the Protocol Concerning Cooperation in Combating Oil Spills in the Wider Caribbean Region (a Protocol to the Cartagena Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region, Cartagena de Indias, Columbia 1983).

3.2 GENERAL POLICY

1. The appropriate government and private sector agencies will cooperate as fully as possible to respond expeditiously to a pollution incident that affects or threatens to affect the natural environment of Jamaica.
2. Necessary steps will be taken to ensure that the SPILLER undertake countermeasures as recommended by the OSC for abatement and removal of the oil or hazardous substance from the natural environment.
3. Actions taken pursuant to the PLAN shall be consistent with the statutory authorities, operational requirements, and other obligations of each of these agencies.
4. Any pollution incident that presents a potential threat to the country and the natural environment shall be reported immediately to the appropriate agency in accordance with the provision of the PLAN.
5. The spiller shall be liable for all costs involved in the clean up of the spill and related damages and losses to affected parties, utilizing the "polluter pays" principle.
6. Designated Agencies in possession of equipment and other resources which may be useful in a government response to a pollution incident, shall make such resources available for response operations, subject to the exigencies in their area. In addition each agency shall have available a mechanism whereby the necessary resources from the public and private sectors may be accessed in order to achieve a successful response operation.

7. The decision to determine whether dispersants or other chemicals may be used in response to a pollution incident will be made by the OSC after consultation with the NRCA and ECD.
8. The Plan shall not prejudice the resolution of any dispute which may arise in respect of liability and compensation for damages resulting from any pollution incident wherever it may occur.

3.3 SPECIAL ARRANGEMENTS FOR FUNDING

Local and Overseas through Ministry of Finance and Local Government. See National Disaster Plan .

3.4 MECHANISM FOR INVOKING THE PLAN

The Plan will be invoked by the National Coordinator in consultation with the On-Scene Commander in the event of a pollution incident. When this Plan and its Annexes are invoked, special Customs and Immigration clearances will be granted for facilitating the movement of response resources, including personnel and equipment, in accordance with the Policy and Procedures of the National Disaster Plan.

3.4 GOVERNMENT RESPONSIBILITY

The following government organizations have primary statutory responsibilities and/or resources to respond to marine pollution incidents.

1. THE OFFICE OF DISASTER PREPAREDNESS (ODPEM)

In any major pollution emergency incident the ODPEM is responsible for the overall coordination of the activities.

In the event of a pollution incident, the Director of ODPEM will be responsible for the implementation of the Plan, and is therefore designated the National Coordinator (NC) and also Chairman of the NRT.

2. THE JAMAICA DEFENCE FORCE COAST GUARD (JDFCG)

The JDFCG has the responsibility for the coordination and direction of the National Pollution Control efforts at the scene of an incident. In the event of a pollution incident, the Commanding Officer is responsible for the operational coordination to combat the incident, including arrangement for investigation and documentation, and is therefore designated the On-Scene Commander (OSC).

3. THE NATURAL RESOURCES CONSERVATION AUTHORITY (NRCA)

The NRCA has the responsibility for investigating pollution incidents, sampling, analysis, monitoring, and damage assessment of the actual or potential environmental impact from an incident and will:

- recommend protection priorities for wildlife
- provide policies and regulations relating to the use of chemical treating agents
- develop maps of ecologically sensitive areas for the purpose of establishing priorities for clean up
- provide surveillance support for monitoring of the pollutant
- along with the ECD will recommend and arrange sites for the disposal of contaminated material.
- recommend clean up methodology related to the sensitivity of the area

4. THE PORT AUTHORITY - HARBOUR MASTER

The Port Authority has the responsibility for the operations of all Ports and Harbours in Jamaica. This includes the control of vessels entering and leaving Jamaica's Ports within Pilotage limits, marine law enforcement, investigation of marine accidents and navigational aids. The Harbour Master will report on all incidents involving Oil Spills or other hazardous substance from vessels in ports and harbours, provide advice and

information on dredging operations. The authority will make vessels/equipment available on request when needed. He will also provide information on vessel stability etc.

5. THE ENVIRONMENTAL CONTROL DIVISION - OF THE MINISTRY OF HEALTH

The ECD has the responsibility for monitoring the environmental health implications of a spill incident including regulating of waste discharge on land and sea.

It is also mandated to carry out Monitoring and assessment with regards to control of potable water quality, and will advise on the impact of the pollutant on local water users, use of chemical dispersants, and Hazardous material disposal, including any other environmental matters that pertain to its area of competence.

6. THE ATTORNEY GENERAL'S DEPARTMENT

The Attorney General's Department has the responsibility for legal coordination in a pollution incident, and will:

- provide legal counsel to the NC and the OSC on operational matters
- ensure that necessary evidence is properly documented to protect the operations liability and/or initiate further prosecution action if required
- liaise with the legal representatives of the pollutor regarding compensation and indemnity.
- provide advice on International Laws and Conventions as they affect the Plan
- provide advice to victims of pollution damage
- restrain any offending vessels within Jamaica's Territorial Waters if necessary.

7. JAMAICA DEFENCE FORCE (COAST GUARD)

Assist in investigating incidents and provide patrol crafts and On-Scene support personnel as necessary. Arrest/Detention of any offending vessel/personnel, if necessary.

8. PETROJAM

Provide technical advice, logistical support and facilities for temporary storage of any recovered oil, sludge, residue, and debris. They may be requested to put in place anti-pollution equipment, dispersants etc.

9. **MINISTRY OF TOURISM /JAMAICA TOURIST BOARD**

Act as liaison between the National Response Team and the owners of resorts and tourist facilities impacted by a spill incident.

10. **MINISTRY OF FOREIGN AFFAIRS**

The Ministry of Foreign Affairs provides procedures for advising and instructing other government agencies in the speedy release of equipment and other aid-material from overseas donors. This includes facilitating fast communication with overseas aid-donors through our Embassies abroad.

11. **MINISTRY OF AGRICULTURE AND MINING - FISHERIES DIVISION**

The Fisheries Division of the Ministry of Agriculture is responsible for the administration of fisheries laws and regulations, and monitoring of off shore fisheries resources. They assist in collection of complaints, informing the fishermen on dangers and restrict fishing activities when an incident occurs and accept and coordinate claims from fishermen for loss of income, fouling of nets, cleaning of hulls, engines, cost recovery and investigations for compensation.

12. **MINISTRY OF PUBLIC UTILITIES AND TRANSPORT - MARINE DIVISION**

The Marine Division of the MWT is responsible for shipping matters and the implementation of IMO conventions, and regulate the transportation of HAZMAT through our ports.

13. **JMI**

Assist as directed.

14. **MINISTRY OF FINANCE**

Financial expenditures from appropriate fund for Spill Mitigation, clean up cost and assist in preparing claims for compensation.

15. **JAMAICA FIRE BRIGADE**

With the use of the fire boat, provide any additional vessel needs or any other use as designated by the OSC, and to deal with any threat of fire.

16. **WATER RESOURCES CONSERVATION AUTHORITY**

Assist in on land spills in rivers/ streams by providing data on water flow and velocity etc.

17. **MINISTRY OF LOCAL GOVERNMENT & WORKS**

Provide manpower and necessary equipment for beach clean up

19. **PARISH DISASTER COMMITTEE**

Coordinate beach clean up efforts and assist OSC as needed

20. **MONTEGO BAY MARINE PARK**

Will assist in clean up operations in the Montego Bay area and will initiate clean up efforts till arrival of JDFCG.

21. **GSD**

Identify appropriate disposal sites

22. **METEOROLOGICAL OFFICE**

Provide weather updates

4.0 **NATIONAL RESPONSE ORGANIZATION**

4.1 **NATIONAL RESPONSE CENTRES**

The National Response Centres are designated sites where facilities are available to provide the necessary requirements to fulfill the provisions of the Plan. During an incident the Response Centres will be established in the designated facility. Alternate sites closer to the scene of the incident may be specified in lieu of the pre-designated sites at the discretion of the NC/OSC.

Listed below are the areas where the National Response Centres are located:

EXISTING:

- a. JDF HQ/JNRT -Kingston
- b. JDFCG Base- Port Royal, Kingston
- c. Montego Bay Marine Park
- d. Reynolds Pier, Ocho Rios

PROPOSED:

- a. 3JR/JDFCG base, Port Antonio
- b. Port Kaiser, Alpart, Manchester
- c. Black River, St. Elizabeth

4.2 **NATIONAL RESPONSE TEAM**

The National Response Team (NRT) shall consist of representatives from the following specified governmental agencies. They will function as advisory teams and will be activated by the NC in the event of a pollution incident in accordance with the Plan and its annexes.

CHAIRMAN - ODPEM -is referred to as the National Coordinator (NC)

MEMBERS - JDFCG - OSC

- NRCA
- Port Authority of Jamaica - Harbour Master
- Attorney General's Department- Legal Advice
- Ministry of Foreign Affairs and Foreign Trade
- Ministry of Health
- Ministry and Housing and the Environmental (Environmental Control Div.- ECD)
- Ministry of Public Utilities and Transport-Marine Div.
- Ministry of Agriculture and Mining- Fisheries Division
- Ministry of Local Government and Works
- JCF- Marine Police
- Ministry of Finance and Planning
- PETROJAM/Texaco/Esso/Shell
- Ministry of Tourism
- Jamaica Fire Brigade
- Parish Disaster Committees/Coordinators

ROLE and FUNCTIONS OF THE NRT

Planning, Preparedness, Monitoring, Response Operations

- Providing recommendations/assistance to the OSC during pollution incidents.

NOTE: THE NRT DOES NOT HAVE OPERATIONAL CONTROL OVER THE OSC NOR MAKES OPERATIONAL DECISIONS !!

- Developing and evaluating procedures to promote a coordinated response by all PUBLIC - PRIVATE and REGIONAL organizations - e.g. LEGAL - FINANCIAL - CUSTOMS - IMMIGRATION - COAST GUARD and other administrative procedures
- Facilitate the use of all national resources as required by the OSC
- Review post incident and exercise reports from OSC for purpose of recommending improvements in the contingency plan
- Developing and fostering national legislation and studying relevant international conventions and taking the necessary measures to prepare them for ratification and implementation as required.

- Relieve OSC in the event of gross mis-management of spill response.

SUB-FUNCTIONS

- Monitoring reports, evaluating the possible impact of reported pollution incidents and being fully aware of the OSC actions and plans
- Recruiting other agencies (Industrial - Scientific groups) to play their appropriate part in support action
- Ensuring that the OSC has adequate Public Information resources
- Coordinates reports on incidents to Superior Authority and the Public
- The NC shall make provisions for periodic meetings of the NRT to discuss mutual problems, and, as appropriate, to conduct exercises relating to the Plan.

ON-SCENE COORDINATOR TEAM

The designated OSC is the JDFCG and has the responsibility for coordination and direction of marine pollution control efforts during an incident. The OSC team shall consist of representatives of the following agencies who will function as a combat Operations Team in the of a pollution incident.

COMMAND TEAM

- | | | |
|------------------------|---|-------------------------------------|
| a. JDFCG | - | OSC |
| b. NRCA | - | Environmental Impact |
| c. ODPEM | - | (Public Information) PR Coordinator |
| d. ECD | - | Human Health - Welfare |
| e. Public Works | | |
| f. JCF | - | Marine Police |
| g. Parish Coordinators | - | Parish Council |
| h. Port Authority | - | Harbour Master |

FIELD OPERATIONS TEAM

- | | | |
|----------------------------------|---|------------------------|
| a. Operations Coordinators | - | JDFCG |
| b. Equipment Maintenance Manager | - | Min. Con (Works)/JDFCG |
| c. Communications Coordinator | - | JDFCG |

- d. Technical - Marine Surveyor - JMTI
- e. Administration Coordinator Public Works

ROLE

The OSC is responsible for the coordination and control of all operational action leading to the mitigation of the effects on the environment of a pollution incident. He shall establish the priorities for protection.

FUNCTIONS

1. To serve on every suspected pollutor a notice of Jamaican Government Interest in a pollution incident. (See Appendix 2B)
2. Assessing the situation - determining all pertinent facts: the nature, amount, location, probable direction, time of travel of the material, resources available/needed and the areas which may be affected.
3. Initiating and directing operations e.g. establishing clean-up priorities - monitoring - control of expenditure.
4. Obtaining appropriate authority to call upon, and direct deployment, countermeasures, clean-up, and disposal function.
5. Maintaining current and accurate flow of information to the NRT and the public as required.
6. Undertaking or arranging for investigation for penalty assessment, fixing liability for charges.
7. Participating in Operational reviews with a view to improving procedures.
8. Preparing, maintaining plans for operational readiness.

NOTE: In the event of a pollution incident, the first official from an agency with responsibility under this plan arriving at the site shall assume coordination of activities under the Plan until the designated OSC becomes available to take charge of the operation.

FIELD OPERATIONS TEAM

The Field Operations Team is formulated to oversee the deployment of equipment and manpower. In the event the pollutor has accepted operational responsibility the field team will monitor operations during a major spill under the general direction of the OSC.

Following are some of the responsibilities of the key personnel serving on the team:

OPERATIONS COORDINATOR - JDFCG/NRCA

The Operations Coordinator will support the OSC by:

- a. coordinating field activities
- b. directing work crews ashore/afloat and inland
- c. providing logistical and resource back-up
- d. overseeing equipment maintenance
- e. providing field operations reports (SITREPS) to the OSC on a regular basis
- f. maintaining records of progress

EQUIPMENT MAINTENANCE MANAGER - JDFCG/Min. Local Govt. and Works

The Equipment Maintenance Manager will support the operations coordinator by:

- a. maintenance all units in a response condition
- b. advising operations coordinator of any shortages
- c. maintaining continual liaison with support agencies on matters of equipment operations

COMMUNICATION COORDINATOR - JDFCG

The Communications Coordinator will:

- a. coordinate flow of information between the clean-up sites, the On-scene Commander (OSC) and the National Coordinator (NC)
- b. arrange for the installation of all necessary communications equipment at the Response Centres
- c. ensure that a competent radio operator is on duty at all times
- d. ensure that a proper log is maintained of all traffic

TECHNICAL MARINE SURVEYOR - JMI

- a. conduct damage surveys of all vessels and facilities on behalf of the government

- b. provide the OSC with appropriate reports and recommendations following any such survey referred to above, or as a result of any incident regarding the advice of such a surveyor

ADMINISTRATION COORDINATORS - Public Works

The Administration Coordinator will be responsible for the financial aspects. Along with the OSC, he will:

- a. negotiate contracts for necessary equipment and manpower
- b. be responsible for staffing and staff relations
- c. authorize disbursements for local purchases
- d. continue to liaise with the NC for the release of necessary funds
- e. maintain records and documentation, as well as log of all proceedings i.e. meeting, discussions, etc.
- f. maintaining logistical needs
- g. providing local industrial equipment availability inventory

PUBLIC RELATIONS COORDINATOR - ODPEM/JIS

The Public Relations Coordinator, under the general direction of the OSC will:

- a. establish and direct a news office at or near the operational response centre
- b. maintain liaison with the NC, interested parties including media, government press and concerned industries
- c. provide the public with timely and accurate reports on the nature of the incident and the steps being taken to cope with the problem
- d. provide the lead in all matters concerning relations with the public

POLLUTOR

- a. Is responsible for immediately reporting and initiating all steps necessary to mitigate the effects of the spill on the environment and for providing necessary information to the OSC with regard to the incident.
- b. If, in the opinion of the OSC the clean-up operations are inadequate for the size and scope of the spill, the OSC will assume responsibility for the clean-up. This action does not remove the financial liability from the pollutor nor does it preclude his involvement in subsequent mitigation and clean-up operations. The OSC should ascertain the pollutors intentions with respect to active involvement in the operations as soon as possible following any spill. Where the OSC assumes responsibility for the clean-up operations, this action is to be notified to the pollutor by way of a Notice of Assumption of Responsibility. (See Appendix 3B)

RESPONSE COORDINATION (OPERATIONS)

RESPONSE COORDINATION

- a. A pollution incident can be broken down into five operational phases.
 - a. Phase I - Discovery and alarm (awareness stage)
 - b. Phase II - Evaluation and Plan Invocation (Initial Action)
 - c. Phase III - Containment and Countermeasures
 - d. Phase IV - Clean-up and Disposal
 - e. Phase V - Debriefing, analysis, documentation and cost recovery

- b. The OSC will initiate and direct as required phase 11 to V of the operations.

PHASE 1 - DISCOVERY AND ALARM

1. The discovery of a pollution incident may be made through normal surveillance activities, through observations from a ship, aircraft, fishermen, government agencies, by those who caused the incident or by the alertness and concern of the general public.

2. Such reports are to be sent immediately to the JDFCG to determine the level of response required and whether or not there is a need to invoke the plan.

3. Information details of reports required and radio communications details are set out in Appendix 1B.

PHASE 11 - EVALUATION AND PLAN INVOCATION

1. If it is determined by the OSC that the pollution incident will affect Jamaica's coastal waters and sensitive areas or a neighboring state, he shall:
 - a. notify the NC and appropriate agencies of the NRT and OSC team
 - b. make a recommendation to the NC on whether to invoke the Plan
 - c. if from initial reports it appears that the incident could threaten a neighboring state, an immediate report should be made using the communication procedures in Appendix 4B - **CARIBPOLPREP FORMAT**
 - d. formulate plans to deal with the incident and

- e. initiate Phase III and IV actions as appropriate.
2. The specific methods for warning the NRT and OSC Team members and invoking the Plan are contained in Annex A (Contact Lists).

PHASE III - CONTAINMENT AND COUNTERMEASURES

1. Containment is any measure, whether physical or chemical which is taken to control or restrict the spread of a pollutant by the POLLUTOR or the OSC. Such as, source control procedures, salvage operations, rescue operations.
2. Countermeasures to enforce those activities, other than containment which are implemented to reduce the impact and the effect of a pollutant on the public health and welfare.
3. The employment of Chemical Dispersants/Oil Herders is subject to Annex.E
4. See Resource List (Annex C - D)

PHASE IV - CLEAN-UP AND DISPOSAL

1. This includes action directed towards reducing the impact in sensitive areas, and monitoring activities employed to determine the scope and effectiveness of the actions taken. It will include the removal of the pollutant from the water and shoreline using available resources.
2. Oil and contaminated materials recovered will be disposed of by controlled incineration, at specified sites for land fill to avoid risk of ground water contamination, and other procedures laid down so as to preclude any further or continuing environmental damage. (See Annex G).

PHASE V - DOCUMENTATION AND COST RECOVERY

1. Maintain a properly documented log in order to successfully evaluate a pollution incident. The log will serve to substantiate for any claims to be made by government for reimbursement arising from

expenditures incurred for assessment, containment, disposal, rehabilitation to environment, property and legal proceedings.

2. Documentation of incidents should include: the initial incident report; chronological log; (clean-up expenditures) daily work report; pollutor's report; investigative report; post incident report. (See Annex F for requirements of each report).

PHASE V1 - REVOCATION OF PLAN

Will be by consultation of OSC with the NC on evaluation of the situation status based on recommendations of the OSC that operations be scaled down, consistent with current and future action to be taken.

REPORTS AND COMMUNICATIONS

RAPID ALERTING SYSTEM

- a. Any potential pollution threat to Jamaica's marine environment and coastline shall be reported to the OSC without delay. See the Marine Emergency Contact List in Annex. A
- b. The JDFCG (OSC) will notify all members of the National Response Team and the On-Scene Commanders Team upon receipt of an incident report and its evaluation.

- c. **WARNING MESSAGE:**

While it may take some assessment to decide whether or not to invoke the plan, a warning that the plan may be invoked should be given. This warning will not activate the plan. It will, however, permit immediate preparation for the possibility of its invocation as per format.

- d. **INVOCATION:**

This Plan shall be activated only by formal invocation. This will normally be done by message from the National Coordinator. Telephonic invocation shall be followed by an invocation message. -* as per format.

NOTE: If a warning message was not issued, the information that would have been contained in that message should be added to the invocation message.

- e. **SITUATION REPORTS (SITREPS):**

Up to date information on a spill which has justified response activity is essential to the effective management and outcome of an incident. This information should be made frequently as necessary to ensure that those who need to know have a full and timely appreciation of the incident and of actions taken and progress made during the response.

- f. **REVOCATION:**

A recommendation to revoke the Plan shall be made by agreement of the OSC and the NC. The revocation must clearly establish the date and time of its cessation.

g. **POST INCIDENT REPORTS:**

The NRT may request the OSC to submit reports and to prepare operational debriefing for the NRT, on the incident, the action taken, and any observations or recommendations which need to be made.

OTHER EMERGENCY INFORMATION SOURCES

TECHNICAL ASSISTANCE AND INDUSTRIAL RESPONSE TEAMS

UWI

CHEMICAL COMPANIES

PUBLICATIONS

HAZMAT EMERGENCY RESPONSE GUIDEBOOK

EMERGENCY HANDLING OF HAZARDOUS MATERIALS

**CONCAWE - A Field Guide to Coastal Oil Spill Control and Clean-up
Techniques**

1. **WARNING MESSAGE**

DTG - Date and Time Group
 FROM - Sender
 TO - Action Address
 INFO - Information Addresses
 UNCLAS - Unclassified
 CODE - Oil Spill or Chemical Spill - (POLREP - OIL/CHEMICAL)

- a. Geographic position
- b. Any other details
- c. Acknowledge

NOTE: Such a message will normally be originated by either the OSC or NRT Chairman and must always be acknowledged by the action addressee.

2. **INVOCATION**

DTG - Date and Time Group
 FROM - Sender
 TO - Action Addressee
 INFO - Information Addressees
 UNCLAS - Unclassified
 CODE - Oil Spill or Chemical Spill - (POLREP-OIL/CHEMICAL)
 Contingency Plan invoked at (Time)
 OSC - Name
 NRT - Co-chairman (Name)
 HQ established at (Location and telephone number) Acknowledge

NOTE: In the acknowledgment message to the above, the receiving party shall report the name of the DOSC and the DOSC'S ETA at the locality of the HQ established by the original message of the invocation.

3. **SITUATION REPORTS**

DTG - Date and Time Group
 FROM- Sender
 TO - Action Addressee
 INFO - Information Addressees
 UNCLAS - Unclassified
 CODE - (POLREP OIL/CHEMICAL) SITREP (Report number)

Pollution Incident (Identify the case)

- a. Situation
- b. Action taken
- c. Future plans/further assistance required
- d. Case status (Pends/Closed)

3.1 **SITUATION:**

Should provide the full details on the pollution incident, including location what happened, type and quantity of material, WHO is involved, extent of coverage and threatened, areas success of control efforts, prognosis and any other predicted movement pertinent data.

3.2 **ACTION TAKEN:**

The Action Taken section should include a summary of all action taken by the responsible party, local forces, government agencies and others.

3.3 **FUTURE PLAN:**

The Future Plan section should include all future action planned, by Responsible Party, Local Forces, any other Agencies involved.

3.4 **FURTHER ASSISTANCE REQUIRED:**

Any additional assistance required from the NRT by the OSC pertaining to the response shall be included in this section.

3.5 **CASE STATUS:**

The Case Status section should indicate "Case Closed", "Case Pends", or "Participation Terminated" as appropriate.

4. **REVOCATION**

DTG - Date and Time Group
 FROM - Sender
 TO - Action Addressee
 INFO - Information Addressees
 UNCLAS - Unclassified
 CODE - Oil Spill or Chemical Spill - (POLREP) - OIL /Chemical)
 Contingency Plan revoked at (Date, time at which operations will cease).

PUBLIC INFORMATION

INTRODUCTION

When a spill occurs, the public must be provided with a timely and accurate information on the nature of the incident and the steps which are being taken to cope with the problem.

This policy is followed to obtain understanding from the public, to ensure cooperation from all interested parties and to reduce the possibility of the spread of concern or alarm through misinformation.

ON-SCENE NEWS OFFICE

When the Plan is invoked, the NC make the appropriate arrangements to assign a professional Public Information/Relation Coordinator who will establish and direct a News Office as close to the scene of the incident as possible, and shall maintain liaison with the news media, government press offices, concerned industries, the NC and other interested parties.

PERMISSION FOR MEDIA ANNOUNCEMENTS

Authority for a public or media announcement during a spill Incident can only be given by the OSC or the NC of the NRT in accordance with the stated Policy and guidelines laid down in the National Disaster Plan.

WHEN YOU CALL

The JDFCG Comcen needs all the information you can give them about a spill. If possible, you should be ready to report:

- a. Your name
- b. Name of responsible party
- c. Mailing address of responsible party
- d. Telephone number where you can be reached
- e. Date and time of spill
- f. Location of spill
- g. Name of material spilled
- h. Source of the spill
- i. Cause of the spill
- j. Amount discharged
- k. Amount in water
- l. Weather conditions
- m. Continuing danger to life or environment
- n. Railcar number, truck number or vessel name
- o. Name of carrier
- p. Name of manufacturer or shipper
- q. Consignee
- r. Number and type of injuries
- s. Amount of damage
- t. Description of cleanup plans
- u. Agencies that have been notified

REPORTING INFORMATION REQUIREMENTS HAZMAT SPILL

- a. Name of person reporting
- b. Date and time of release
- c. Nature (leak, explosion, spill, fire, derailment, etc.)
- d. Location and source
- e. Number of dead or injured: where taken
- f. Cause of Injury (inhalation, contact)
- g. Name of material (s) released: if known
- h. Shipper/Manufacturer identification
- i. Container type (truck, rail, car, pipeline, drum)
- j. Placard/label information
- k. Characteristics of material (colour, smell, physical effects)
- l. Present physical state of materials (gas, liquid, solid)
- m. Amount of material released/duration of release
- n. Is significant amount of materials entering the atmosphere, nearby water, storm, drains, or soil.
- o. Direction, height, colour, odour, of any vapour clouds or plumes
- p. Weather condition on scene (wind speed/direction)
- q. Local terrain conditions
- r. Personnel on scene

NOTIFICATION OF
OIL/HAZARDOUS MATERIALS DISCHARGE REPORT

1. TIME _____ OSC/ALTERNATES _____ VIA _____ DATE _____

2. PERSON REPORTING/TITLE _____ TEL.NO.(_____

ORGANIZATION _____

ADDRESS _____

3. LOCATION(NEAREST CITY, COUNTRY AND PARISH) _____

4. EVACUATION REQUIRED: (if yes, how many victims, area affected, location and miles.)

4. TIME/DATE OF INCIDENT(Spill) _____

5. BODY OF WATER
AFFECTED _____

6. PERSONNEL AT THE SCENE: (OSC) _____

7. SHIPPER/MANUFACTURER
IDENTIFICATION: _____

CONTAINER TYPE: _____

VESSEL AND BARGE/RAILCAR IDENTIFICATION NO: _____

PLACARD/LABEL INFORMATION: _____

8. MATERIAL _____

9. QUANTITY DISCHARGE _____

10. QUANTITY IN WATER/SLICK SIZE AND COLOR _____

11. DIRECTION OF MOVEMENT, WIND SPD/DIR OR CURRENT FORCE (MPH)

12. OTHER AGENCIES NOTIFIED BY CALLER _____

13. NOTES: (Government and Community assistance at the scene)

14. ACTIONS TAKEN BY OSC/ALTERNATES:

ANNEX A**INITIAL CONTACT**

Director General
Office of Disaster Preparedness
12 Camp Road
Kingston 4
Jamaica

Tel No. 809-928-5111/4
Fax No. 809-928-5503

Hours of Ops. - 0830 - 1700 hrs.
Call Sign - ODPEM Base

Frequencies	-	6998.5 Kz. - Int. Red Cross
	-	Ch. 16 VHF Int. Distress (Marine)
	-	27.850 - 27.4555 - 27.350 Mz
	-	3616.00 Mz Eastern Carib. Emergency
	-	31666.00 Kz USB Met Office Radar Station

OPERATIONAL CONTACT

Commanding Officer
JDF Coast Guard
HMJS Cagway
Port Royal
Kingston 1
Jamaica

Tel. No. 809-924-8873/5
Fax No. 809-924-8340

Hours of Ops - 24 hrs
Call Sign - 6YX

Frequencies	-	2182 Kz Marine Int. Distress
	-	Ch. 16 Marine VHF Int. Distress
	-	2738 Kz - Fisheries

- (ELT) 121.5 Mz VHF AM 243.0 Mz (EPIRB) Aircraft Distress
- 7453.5 at scheduled Times (PCDPPP)
- Any HF Frequency Required

APPENDIX 1A**OIL/HAZMAT EMERGENCY CONTACT LIST**

<u>AGENCY</u>	<u>COORDINATORS</u>	<u>OFFICE</u>	<u>DIRECT</u>	<u>HOME</u>
JDFCG (OSC)	Lt. Cdr. H. Lewin	9278335		
DFCG (OSC)	Lt Cdr. K. Douglas	9430077		
JDFCG	(OSC)Duty Officer	9248873-5		
ODPEM (NC)		9285111-4	9382529	
ODPEM	Mr. Paul Saunders	9285111-4	"	
ODPEM	Mr. Donovan Gentles	9285111-4	"	
9257148				
JMI	Lt. Cdr. M. Rodriguez	9248150/2	9248176	9286984
JMI	Mr. E. Gallimore	9248150/2	"	9244336
NRCA	Mr. F. McDonald	9235155/ 9271536		9234241
NRCA	Mr. P. Wilson-Kelly	"	-	9852100
HARBOUR MASTER	Capt. Ted Myers	9226644	9226419	
HARBOUR MASTER	Hopeton Delisser	922715	9229595	
HARBOUR MASTER	Capt. Prawl	"		
ECD		9296463	9291605	
MARINE POLICE	Supt. D. Jones	9223176		
ATT. GEN. DEPT.	Jeff Madden	9224658		9223383
FISHERIES DIV.	Andre Kong	9237571		
M.W.T.	Ruby McCreath	9263130-9		
M. FOR. AFF.		9264221		
M. CONST.	Les Taylor	9263110-9	9268872	9311645
M. LOCAL GOVT.		9221670		
JA. FIRE BRIG.	Com. L. Cameron	9222121	9222127	
MARINE BOARD		9227837		
M. HEALTH		9269220	9263411	
M. TOURISM		9264416	9263740	
JIS		9263590		
PORT.AUTH.		9220290	9220940	

APPENDIX 2AINDUSTRY OIL/HAZMAT CONTACT LIST

<u>COMPANY</u>	<u>COORDINATOR</u>	<u>OFFICE</u>	<u>DIRECT</u>	<u>HOME</u>
PETROJAM	Mr. Pete Fenton Mr. Rex Thame	9238611 9234740-9	9238820	
ESSO	Mr. Andrew Graham Mr. C. Rampershad	9232030-3 " "	9236489	
SHELL	Mr. H. Hamilton Mr. Roy Adams	9287230-1 "	9287301 9287319	
TEXACO	Mr. Barry Biggs Mr. David Sterling	9297850-7 " "	9297856-7	
ALCAN				
JAMALCO				
KAISER				
J.P.S.				

APPENDIX 3A**PARISH COORDINATORS CONTACT LIST**

<u>PARISH</u>	<u>COORDINATORS</u>	<u>OFFICE</u>	<u>DIRECT</u>	<u>HOME</u>
KINGSTON	Mrs. Carol Anthony	9226936-7	9673329	9888500
ST. THOMAS	Mrs. Yvonne Mundell	9822276-7	-	-
PORTLAND	Ms. Dahlia Cousins	933188	-	9822904
ST. MARY	Ms. Elaine Swaby	942212	-	9942503
ST. ANN	Mr. Alvin Clarke	9722615	9722927	-
TRELAWNY	Mrs. F. Ramdatt	9543228	-	9543294
ST. JAMES	Mrs. A. Thompson	9525500-2	-	-
	(Asst.)Mr. J. Dehaney	9522683	-	-
9520975				
HANOVER	Ms. M. Eulette	9562305	9562236	-
WESTM'LAND	Mr.	9552798	9552655	-
ST. ELIZABETH	Ms. Yvonne Morrison	9652267	-	-
MANCHESTER	Mrs. Tanya Rose	9622278-9	-	9620329
CLARENDON	Ms. Ruth Cockett	9862403	9862234	-
ST. CATHERINE	Mr. Franklin Smith	9843311-2	-	9981410

ANNEX B**PUBLIC RELATIONS POLLUTION INCIDENT FACT SHEET**

The following information will normally be requested as soon as possible by media, the general public or others affected or interested in an Oil/Hazmat Spill. The first man on the scene and/or the on-scene commander should fill out this sheet or be aware of the data so soon as possible.

Name of installation or carrier etc. involved _____

Time of the accident, date etc. _____

Location of the spill _____

Type of product spilled _____

Action being taken to combat spill _____

Who is involved in the program _____

Amount spilled (IF CLEARLY ESTABLISHED) _____

Cause (IF DETERMINED) _____

Duration of cleanup (IF KNOWN) _____

APPENDIX 1B**REPORTING INFORMATION REQUIREMENTS - OIL SPILL**

This form should be completed as far as possible to ensure that responsible agencies take immediate, effective action.

Name of Ship, Airport, Agency or Person Reporting (or involved)

Date and Time of Incident or Observation -----

Source of Spill (if Known) -----

If a vessel is the source:

Name of vessel -----

Port of Registry -----

Type of vessel and size -----

Location of Incident -----

Quantity Discharged -----

Identity of Substance (if Known) -----

Wind and Sea conditions -----

Owner of Substance (if chartered vessel)-----

Salvage Arrangements (if any proposed) -----

Slick Size and colour -----

Spill due to (if Known) -----

Collision -----

Grounding -----

Other (i.e. leak, spilled container)-----

SPILL SIZE CLASSIFICATION

- Minor: A discharge of less than 10,000 gallons
Medium: A discharge of 10,000 gallons
Major: A discharge of more than 100,000 gallons or discharges, regardless of size that
- occur in or endanger critical areas
 - substantially threaten public health or welfare
 - generate wide public attention

SAMPLE - NOTICE OF GOVERNMENT INTEREST IN A POLLUTION INCIDENT

Gentlemen:

This is to inform you that a pollution incident for which you may be financially responsible has occurred or threatens to occur at (vessel/facility) at (location/body of water). Under Jamaica Laws, the Government has interest in this incident and may take appropriate action to minimize damages which is threatened or which may be caused by this incident.

The discharge of oil or a hazardous substance is a violation of the Clean Sea Act 1979 as amended. Under this act the owner or operator of the source is required to undertake removal actions. Where he refuses to take adequate removal action, he may be held financially responsible for action taken by the Government to remove and adequately mitigate the effects of the pollutant. Removal is considered effective where it is done in accordance with Government statutes and regulations and the criteria of the "National Pollution Contingency Plan for Jamaica". The adequacy of such removal actions will be determined by the JDF Coast Guard On-Scene Commander. The On-Scene Commander is _____(NAME)_____

So long as adequate actions are being taken in this matter, Government action will be limited to monitoring the progress of your actions and provisions of guidance as necessary.

If it is determined that you are not taking prompt and appropriate actions to clean up, contain, and remove the pollutant (s), Government response may be initiated. You may then be held responsible for all actual costs incurred by the Government as set forth in Section 7 of the Clean Sea Act, as amended. Should you require further information concerning this matter please contact:

(Name, Address and Telephone Number of OSC).

Sincerely,
(OSC or representative)

Received and acknowledged

(Name of Addressee)

Date and Time

APPENDIX 3B

**SAMPLE - NOTICE OF GOVERNMENT ASSUMPTION OF RESPONSE
ACTIVITY**

Gentlemen:

My letter of (date) notified you of Government interest in an actual or potential pollution incident at (Vessel/Facility) at (Location/body of Water) for which you are presently considered financially responsible.

You are hereby given notice that your actions to abate this threat and to remove the pollutant (s), and to mitigate (its/their) effects have been evaluated as unsatisfactory by the JDF Coast Guard On-Scene Commander, _____ (NAME)

Effective (date/time), the Coast Guard will conduct all response activities under the authority of ??? Removal will be effected in accordance with the National Pollution Contingency Plan of Jamaica and Government regulations. You may then be billed for all actual costs incurred by the Government, as set forth in ????

Should you require further information concerning this matter you should contact:
_____(Name, Address and Telephone Number of
OSC)_____

Sincerely,

(OSC or representative)

Received and acknowledged

(Name of Addressee), (Date/Time)

APPENDIX 4B**REGIONAL REPORTING SYSTEM**
CARIBBEAN OIL SPILL ALERTING MECHANISM
INCLUDING HAZARDOUS MATERIAL INCIDENTS

The Greater Antilles Section Operations Center in San Juan, Puerto Rico, provides the communication link in the collection and dissemination of information concerning oil and hazardous material incidents occurring in the Caribbean Basin.

The Greater Antilles Operations Center address, telephone and telex numbers are:

Commander
Greater Antilles Section
Operations Center
P.O. Box 5-2029
San Juan, Puerto Rico 00903-2029

Telephone: (809) 722-2943
Telex: 365228

ACTION

1. On receipt of a Caribbean Pollution Report (CARIBPOLREP) concerning an oil or hazardous material incident in the Caribbean Basin: will ensure it is re-addressed and re-transmitted to the addressees in the CARIBPOLREP
2. Conduct bi-annual tests of the Caribbean Oil and Hazardous Material Spill Alerting Mechanism. A written report will be sent on completion of the Test Transmission. Included in the report will be the most recent listing of "National Authorities" and "National On-scene Coordinators".

REGIONAL REPORTING SYSTEM

CARIBPOLREP FORMAT

FROM: (State or territory requesting the alert)

TO: Commander, Greater Antilles Section, US Coast Guard, San Juan, Puerto Rico

CARIBPOLREP number (sequential number of report)
(Brief title of the incident including source or potential source, location and time of incident)

Situation (provide full details of the incident as known)

Action taken (describe the action taken initially, or since last report, in response to the discharge or threat)

Future plan (describe the action contemplated in response to the discharge or threat)

Assistance Requested (identify assistance desired by particular State)

Alert (a) identify State to whom the alert is to be readdressed, (b) advise flag State following message quote - unquote

Status of situation (case pending or case closed)

NOTE:

Automatic Distribution to following outside agencies:

- a. Clean Caribbean Co-operative. - Petro Jam
- b. USCG Atlantic Strike Team - USMLO
- c. USAID/USMLO

SPECIMEN CARIBPOLREP

FROM: Barbados

TO: Commander, Greater Antilles Section, US Coast Guard, San Juan, Puerto Rico.

CARIBPOLREP NR1 Fire Tank Vessel Neversink (flag) 13-20 N, 50-00 W approximately 010300 GMT.

Situation:

- a. 010400 GMT Neversink reported to Bridgetown, Barbados experiencing fire in engine-room, vessel disable and adrift. Cargo 700,000 barrels crude oil (origin unknown).
- b. Presently no repeat no discharge.
- c. Weather: Wind from NE 25-30 kts Seas NNE 10-12 ft Overcast in rain. Forecast unchanged.

Action Taken:

- a. Barbados Oil Spill Contingency Plan activated.
- b. Alerted Martinique, St. Lucia, St. Vincent, and Grenada.

Future Plans:

- a. Dispatch aircraft to investigate when weather suitable.
- b. Maintain close liaison with Neversink to determine developments.
- c. Keep appropriate State informed.

Assistance Requested:

- a. Request National Authority, San Juan, alert repeat alert CLEAN CARIBBEAN CO-OPERATIVE, USCG ATLANTIC STRIKE TEAM, USAID.
- b. Request US Coast Guard place emergency pumping system on standby.

Alerts:

- a. Re-address this message to:
Antigua, Guadeloupe, Dominica, Martinique, St. Lucia,
St. Vincent, Grenada, Tobago, Trinidad, Venezuela,
San Juan, Puerto Rico and USA.
- b. Advise Flag State following Quote Tank vessel
Neversink reports engine-room fire at 010300 GMT,
location 13-20 N, 50-00 W, 700,000 barrels plus
bunkeroil on board. Presently no discharge. Request
name and contact points of owners unquote.

Case pends.

APPENDIX 5B**GUIDANCE FOR U.S. COAST GUARD ASSISTANCE
FOR POLLUTION RESPONSE AND TRAINING****GENERAL**

All request for assistance must be made formally, through the U.S. Embassy (U.S. Military Liaison Officer) in Kingston, and the Request should contain at least the following information:

- a) A full description of the situation necessitating the request.
- b) The type of assistance being requested.
- c) What commercial resources, if any, are responding and why such resources are considered inadequate.
- d) What international or transnational organization are assisting, if any, such as the International Maritime Organization (IMO), International Tanker Owners Voluntary Pollution Fund (ITOPF), etc.
- e) The estimated duration that U.S. assistance will be needed.
- f) Assurances that the requesting government will reimburse the United States Government for all, or a specified portion, of the costs associated with the assistance provided.

ANNEX C**JDF/ODPEM****INVENTORY LIST AT RESPONSE CENTRES**
OIL SPILL CLEAN-UP EQUIPMENT

- a 1000 foot 36 inch Containment Booms
- b 1000 foot 18 inch Containment Booms
- c 4 x 22 lbs Danforth Anchors (for every 1000 ft of 18 inch booms)
- d 4 x 40 lbs Danforth Anchors (for every 1000 ft of 36 inch booms)
- e 2 x 3 inch Salvage Pumps
- f 4 x 25 foot by 3 inch Hoses (Suction and Discharge)
- g 2 x M130 Disc Skimmers (For Light petroleum products)
- h 1 x M185 Screw Type Skimmers (For heavy/crude oils)
- i 50 x 120 foot Rolls Sorbent
- j 100 x Packages of 200 Pads each Sorbents
- k 2 x 12 foot Aluminum Boats with 10 HP Engines and 5 Gallon Tanks
- l 1 x 16 foot RF 18 GRP Utility Boats with 2 x 50 HP Engines
- m 6 x 1000 Gallons Portable Tanks with Frames and liners
- n 20,000 x Plastic Garbage Bags
- o 12 x Life Jackets (working)
- p 2000 foot of 1/2 inch Nylon Rope
- q 250 x Pairs Rubber Gloves
- r 200 x Rubber Aprons
- s 100 x Shovels

t 50 x Pairs Rubber Boots (Assorted Sizes)

u 25 x Rakes (stone)

Note: The above Inventory is located at the six (6) National Response Center.

In Addition to the above, the JDF Coast Guard has the following at Port Royal Oil Spill Store;

a 1 x Steam Washing Unit

b 2 x Set Dispersant Spray Booms

c 4 x Centrefugal Pump with Eductors (for dispersants)

J D F COAST GUARD

OIL SPILL EQUIPMENT TIME AND MATERIAL RATES

Containment Booms 18" and 36"	JA. \$5.50 per foot per day
DANFORTH ANCHORS (22 lbs)	\$100 per day
Cleaning of Booms 18" and 36"	\$10.50 per foot
DANFORTH ANCHORS (40l lbs)	\$120.00 per day
MI-30 Oil Skimmer with Power Pack	\$380.00 per hour
M-185 Oil Skimmer with Power Pack	\$500.00 per Hour
SLURP SKIMMER	\$180.00 per day
LOCKHEED CLEAN SWEEP SKIMMER	
Mod. R2002	\$360.00 per hour
PUMP - SPATE 75 DIAPHRAGM Type (3")	\$450.00 per day
12ft. Aluminium Boat with 10 hp.Outboard	\$30.00 per hour
16ft. RF 18 with 2 x 50 HP Outboard	\$350.00 per hour
Portable Container Tanks 1000 gals.	\$825.00 each day
Power Work Boat 40'	\$450.00 per hour
LIFE JACKETS	\$80.00 per day
16ft. Whaler 180hp. Outboard	\$350.00 per hour
Centrifugal Pump (2")	\$400.00 per day
PLASTIC GARBAGE BAGS	
Dispersant Spray Booms	\$370.00 per day
RUBBER APRONS	\$90.00 per day
Misc. Hoses	\$50.00 per day

WATER BOOTS	\$75.00 per day
85' Patrol Vsl.	\$1200.00 per hour
RUBBER GLOVES	\$25.00 per day
STEAM WASHING UNIT	\$660.00 per hour
SORBENT PADS	\$12.00 per sheet
SHOVELS	\$100.00 per day
RAKES	\$120.00 per day
ROPES 1/2 NYLON	

APPENDIX 2C**GOVERNMENT RATE SCHEDULE**

- Rate of pay per 8 hour day

<u>CATEGORIES</u>	<u>GRADE III</u>	<u>GRADE II</u>	<u>GRADE I</u>
Bulldozers		\$48.26	
Burner		\$35.27	
Carpenter/Joiner \$43.31	\$28.71	\$35.89	
Chainman		\$26.37	
Checker		\$26.95	
Compressor, Power Plant & Air Track Operators		\$31.56	
Cranes - Crawler & Truck		\$46.41	\$58.77
Overhead		\$35.27	
Tower		\$46.41	\$58.77
Dumpers to 1 1/2 Cubic Yard		\$27.47	
Electrician \$43.31	\$28.71	\$35.27	
Excavators & Backhoe		\$46.41	\$58.77
Front End Loaders		\$48.26	
Gateman		\$26.37	
Grader Operator		\$46.41	
Greaser/Oiler		\$26.98	
Hoist Operator		\$27.42	
Janitor		\$26.37	
Labourer		\$26.37	

Labourer using Paving Breaker rock drill and other pneumatic and vibrator tools		\$30.31	
Low Boy Operator		\$47.52	
Maintenance Man (Field Service, Minor Repairs)		\$40.21	
Mason	\$28.71		\$33.41
\$39.57			
Mixer Operator: to 21/14		\$27.42	
over 21/14		\$30.25	
Piling hand/Hammerman		\$32.18	
Piling Winch Operator		\$43.31	
Pipe Layer		\$27.42	
Plant Mechanic (Machinist)	\$30.94	\$40.21	\$45.79
Plant Mechanic (Overhaul)	\$28.11	\$38.36	\$43.92
Plumber	\$28.71	\$35.27	\$43.31
Pump Attendant		\$30.94	
Ramming Machine Operator		\$30.25	
Roller Operator		\$32.67	
Roller		\$34.03	
Rubber-tired tractor Operator		\$30.88	
Sand blaster		\$33.41	
Scaffolder	\$27.42	\$28.71	\$38.36
Self-propelled scraper operator		\$48.26	
Sideman		\$26.98	

Steel bending/cutting Machine Operator		\$38.36	
Steel Erector/Rigger	\$33.41	\$35.89	\$40.21
Track Welder		\$35.27	
Trailer Attendant		\$26.98	
Trenching Machine Operator		\$44.94	
Trucks		\$31.56	
Welder		\$41.44	
Winchman		\$27.42	
Watchman \$189.67 per week			

ANNEX D**INDUSTRY - RESOURCE INVENTORY LIST****KAISER BAUXITE**

1. 1 x pilot boat - 50 gallon tank for dispersant pump
- 20 gallon polycomplex in plastic containers
2. 1 x gradeall bucket scoop
3. 2 x front end loaders - rubber wheels
4. dispersant - 104 Gal. polycomplex Emulsifying solvent.
Zorball

Trash from Long Pond Sugar Estate

PETROJAM

1. Dispersant Spray Equipment
2. 1000 ft Containment Boom
3. 1 x Weir Type skimmer
4. 1 x Utility Boat
5. 1 x Work Boat
6. 1 x 400 gal Tank (oil recovery)
7. COREXIT 9527 - 33 Drums
8. 7664-18 Drums

ESSO STANDARD OIL

<u>NO.</u>	<u>EQUIPMENT</u>	<u>MAKE/MODEL</u>	<u>SIZE/CAP.</u>	<u>LOCATION</u>
1	Boat	Containment	20 ft	E.M.T. OK
1	Outboard		100HP	E.M.T.
1	Boat Trailer			E.M.T.
6	Life Jackets			Lube Plant
57	Correxit	9527	55 galls	Lube Plant
9	Drums	9527	55 galls	E.K.T.
3	Life Jackets			E.M.T.
4	Life Jackets			E.K.T.
1	Dispersant Spray System	Containment System	110 USG	E.K.T.
	1000'Boom	Containment System	2"- 6" x 500"- 0"	E.K.T.
	1000'Boom	Containment System	2"- 6" x	E.M.T.
1	Suction Pump	Containment System	300 gpm	E.K.T.
1	Inflatable Raft	Containment System		E.K.T.
1	VikomaSkimmer	Containment	Model PU 62	E.K.T.

SHELL**TEXACO****ALCAN JAMAICA**

ANNEX E**Guide for using Chemicals Dispersants**

The employment of chemical dispersants/oil herders and other materials is subject to the "IMO/UNEP GUIDELINES ON OIL SPILL DISPERSANT APPLICATION AND ENVIRONMENTAL CONSIDERATIONS" which includes the following key factors:

- a. the distance of the pollutant from shore or threatened resources.
- b. the depth of the water column under the pollutant (which must be sufficient to provide adequate mixing)
- c. the type of pollution involved e.g. oils - higher grades are rapidly dispersed whereas heavy oils and emulsified oils may not be dispersible with currently available dispersants
- d. the sensitivity or value of the shoreline, or area being threatened
- e. advice from NCRD on the biological sensitivity of the water column in which the dispersant is to take place
- f. the availability of adequate amounts of the proper formulations of dispersants, the equipment and effectivity.

NOTE

1. If it is considered that pollutant will not threaten a coast, or a sensitive area, DO NOT disperse but carefully monitor its movements.
2. The use of chemical dispersant should always be last resort depending on weather and position of the pollutant after consultation with the appropriate authority.
3. The OSC shall monitor dispersant operations and conduct periodic dispersant effectiveness field tests to ensure that the operation is cost effective.
4. The approved chemical dispersants (list) approved by IMO, USCG and the EPA (USA) are to be used as a guide in procuring dispersants.
The decision will be made by NRCD/ECD in consultation with the OSC.

APPENDIX 1E

UPDATED LIST OF APPROVED CHEMICALS
BY EPA USED IN POLLUTION REMOVAL OPERATION

<u>NAME OF PRODUCT</u>	<u>FUNCTION</u>
AMEROID OIL SPILL DISPERSANT LT	DISPERSANT
ATLANTIC/PACIFIC OIL DISPERSANT	DISPERSANT
COLD CLEAN	DISPERSANT
CONCO DISPERSANT K	DISPERSANT
COREXIT 7664	DISPERSANT
COREXIT 9527	DISPERSANT
COREXIT 8667	DISPERSANT
COREXIT OC - 5	COLLECTOR/ BEACH CLEANER
SEA MASTER, NS - 555	DISPERSANT
SLICK - WAY	DISPERSANT
NOSCUM	BIOLOGICAL ADDITIVE
PETRODEG 100	BIOLOGICAL ADDITIVE
PETRODEG 200	BIOLOGICAL ADDITIVE
SHELL LTX	DISPERSANT
SHELL DISPERSANT CONCENTRATE	DISPERSANT
SHELL OIL HERDER	COLLECTOR
BTO ALL - PRO	DISPERSANT

KEM-MARINE 66

DISPERSANT

NOTE:

Include Chemical Data Sheet on each type of dispersants for damages, fire, application, chemical breakdown etc.

APPENDIX 2E**INVENTORY ON DISPERSANTS**

COMPANY	DISPERSANT	QUANTITY	COMMENTS
1. SHELL	Shell - LTX	3 Drums (i.e. 45 gals x 3 gals)	Low toxicity, low aromaticity. Biodegradable Used as spray.
2. PCJ) (PETROJAM	Corexit 9527	33x55 Gal Drum	
	Corexit 7664	18x55 Gal Drum	
3. KEM CHEMICALS Ltd.	Kemarine 66	20 Drums (55 gals each)	Colourless, low odour, non-fuming, non-flammable, safe to marine life, soluble in oil and water. Does not attack insulation or oil resistant painted surfaces.
4. ESSO	Corexit 9527	33 drums (45 gals each)	
5. KAISER	Poly Complex	104 Gal	DISPERSANT Emulsifying Solvent
6. Port Esquavel	Ergon Environ Sorbent	1x20lbs. Bag	SORBENT

ANNEX F**DOCUMENTATION**1. **Initial Pollution Incident Report**

Report the initial specifics of a spill e.g. time, location, materials and quantity spilled, spiller, source of spill, Public Health Hazards, Agencies contacted comments, etc.

2. **Chronological Log**

Maintains a minute by minute account of spill response activities e.g. emergency response activation of contaminated areas, etc.

3. **Daily Work Reports**

Clean up expenditures - documenting all resources used at each work site to include names of workers, start and stop time, number of loads to dump, etc.

4. **Spiller's Report**

Spiller's version of the spill incident including time cause of spill, material and quantity spilled, location, clean-up actions taken, etc.

5. **Investigative Report**

Foundation of civil action against spiller or violator, report includes who, what, when, why, how, witness statement photographs, etc. oil sample analysis report.

6. **Final Pollution Incident Report**

Summarizes the total event including cost of incident critique of the event, damage assessment, expenditures, liability and recommendations regarding amendment or revision of National Plan and Sub-Regional Contingency Plan.

ANNEX G

WASTE DISPOSAL SITES

APPENDIX 1G**OIL SPILL DEBRIS DISPOSAL RECOMMENDATIONS**

Recognizing the operational need for agreed-upon priorities for the disposal of oil spill debris, the following recommendations, based largely upon studies supported by the EPA Office of Research and Development are offered.

1. Sound technology for the disposal of oily wastes does exist today.
2. The recommended disposition of oily wastes (in order of priority) is:
 - (a) reclaim as much oil from the waste, and use directly as much of the oily waste itself, as possible; and
 - (b) where air pollution standards can be met, thermally oxidize (i.e. - burn, incinerate, pyrolyze, etc.) the remaining oily debris; or
 - (c) where debris size permits, land cultivate (i.e. - aerobic microbially decompose)the remaining oily debris; or
 - (d) employ very long term anaerobic storage (e.g. - sanitary landfill or direct burial), together with adequate groundwater quality monitoring. Since fine grained soils (e.g. - clays and silts) have more surface area per unit weight and more sorptive capacity than coarse grained soils (e.g. - sand and gravel), long term storage sites should be located, wherever possible, on fine grained soil. Where poor soil conditions may result in hydrogeologic connection to groundwater, leachate collection and treatment should be employed.
3. The groundwater must not be polluted either by the material disposed of, by its decomposition products.
4. Vegetation for direct or indirect human consumption should not be grown on a land cultivated site or a sanitary landfill or a burial site, unless it can be proven that no health risk will result.

SENSITIVITY MAPS

1. Fish Sanctuaries
2. Marine Parks
3. Shoreline Classification
4. Port Industrial Installations and Tourist Active Areas
5. Bauxite and Alumina Operations

ANNEX J

OIL SPILL COUNTERMEASURE

DECISION TREE

ANNEX B
TO PART 3

RESPONSE FUNCTION SUB-PLANS

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APPENDIX 1 **TO ANNEX B**

COMMUNICATIONS

PRIMARY:	Public Works Department Telecommunications of Jamaica
SECONDARY:	Jamaica Constabulary Force
SUPPORT:	ODPEM/NEOC Jamaica Defence Force Parish Disaster Committee KSAC/Parish Council Jamaica Fire Brigade Jamaica Information Service Ministry of Health Jamaica Public Service Company Jamaica Amateur Radio Association CB Club Airports Authority (Control Tower) Red Cross Salvation Army Seventh Day Adventists Political Parties USAID UNPP CDERA

APPENDIX 2 **TO ANNEX B**

PUBLIC INFORMATION, EDUCATION **ANNOUNCEMENTS AND WARNINGS**

PRIMARY:	Jamaica Information Service (JIS)
SECONDARY:	ODPEM/NEOC
SUPPORT:	Parish Disaster Committees Jamaica Fire Brigade Ministry of Education Youth & Culture Seventh Day Adventists Salvation Army JAMPRESS Earthquake Unit National Disaster Committee Cabinet Secretariat Natural Resources Conservation Authority Media Houses Red Cross Ministry of Health

PUBLIC INFORMATION

GENERAL

This chapter deals with General Public Information, Media Announcements, Requests to the Public, Press Statements, Media Interviews and all Emergency Service Announcements.

This chapter provides the authority for particular person or persons holding specific positions to make such statements and announcements and prohibits the making of statements and announcements by other persons or organizations.

AIM

The aim of this chapter is to detail arrangements to ensure adequate and appropriate dissemination of accurate information to the media and through the media to the community during time of emergency or disaster.

MEDIA RELEASES

For the purpose of this plan Media Releases are defined as news items, matters of interest, internal policy statements and other non-operational matters released to the media.

Media releases remain the sole prerogative of the Authority concerned.

MEDIA ANNOUNCEMENTS

For the purpose of this plan Media Announcements are defined as statements, announcements, requests, and directions released to the public through the media and relating to current or projected operations to combat the effects of a disaster or emergency.

During an emergency or disaster all Media Announcements will be made through the Officer-in-Command of the lead agency or through the Director General of the ODPEM.

Any officer authorizing a media announcement is whenever possible to ensure the announcement is issued in writing and that copies are delivered to the Headquarters of all lead and support organizations involved in counter disaster operations. The contents of the announcement must be advised to all lead and support organizations before the announcement is made public by the media.

PERMISSION FOR MEDIA ANNOUNCEMENTS

Authority for a public announcement or media announcement during an emergency or disaster can only be given by the Officer in command of the lead agency or by the Director General of the ODPEM. To facilitate adequate coordination, other organizations wishing to make an announcement or statement or requested to do so by the media should contact either the Officer-in-command of the lead agency or the Director General of the ODPEM, or should refer the media to one of these two officers.

Unauthorized statement or statements made by persons with a knowledge of only segments of the total counter disaster operation could lead to confusion and misunderstanding on the part of the public.

MEDIA ORGANIZATION IN JAMAICA

JAMAICA is served by two television stations, two major newspapers and seven radio stations. In addition there are some minor newspapers serving special interest groups and small community groups.

The major media organizations are located in the main population centres of KINGSTON and MONTEGO BAY.

EMERGENCY SERVICE ANNOUNCEMENT

Announcements are only to be released from the ODPEM to the media on the authority of the Director General or his nominated representative. Media agencies receiving verbal announcements purporting to originate from the ODPEM are to telephone the NEOC and authenticate the announcement either with the Director General or one of the officers authorized by him to authenticate announcements.

All announcements issued by the ODPEM will be serially numbered, e.g. ODPEM Announcement No. 1/77.

EMERGENCY SERVICE ANNOUNCEMENTS-INSIGNIAS/SOUND

The ODPEM has prepared and distributed to all media agencies in JAMAICA a set of emergency service announcement insignias/sound as appropriate to the agency. These insignias/sound are held by the various agencies and are suitable for immediate use. The Announcement Insignias/Sound take the following form:

1. For Television - a series of slides and tape recording.
2. For Radio - a tape recording.

Media agencies should ensure that announcements transmitted, printed, etc. are backed, preceded or include, as appropriate, the approved ODPEM Insignia/Sound. Agencies are not to use the ODPEM Insignia/Sounds other than as an accompaniment to an ODPEM Announcement without the written permission of the Director General of the ODPEM.

MEDIA CONTACTS

The ODPEM will maintain a list of media personnel to be contacted to arrange for the passage of urgent Announcements. This list will include telephone numbers for after-hours contacts.

The list will be revised every twelve months.

NATIONAL PUBLIC INFORMATION CENTRE

During a special emergency, emergency or disaster situation, a National Public Information Centre (EPIC) will be established to handle:

1. Media Announcements
2. Media Interviews
3. Telephone enquiries from the Public.

The Head, Public Information, ODPEM will be responsible for establishing and manning the Information Centre. He/she will be assisted by:

1. Press Secretaries to other Ministries
2. ODPEM Staff
3. PABX Switchboard Operators.

The National Public Information Centre will consist of:

1. Media Liaison Office
2. Media Interview Room
3. Public Telephone Enquiries

The facilities required for these areas are:

1. Media Liaison Office:

- Two photocopy machine
- Two Typewriters
- Three portable cassette tape recorders
- Three telephone conversation recording devices
- Access to telex/facsimile
- Access Telephones
- Direct line telephones to:

- I. NEOC
- II. Media Interview Room
- III. Police Public Relations Office

2. Media Interview Room

- Two quartz lights
- Six telephones (one exclusively for incoming calls).

3. Public Enquiry Telephones: a number of telephones off the Public Service PABX, staffed by PABX telephonists to handle public enquiries.

STAFFING AND DUTIES - NPIC

The staffing required will be:

1. Media Liaison Office:
 - Three Press Secretaries
 - Police Public Relations Officer
 - Stenographer.
2. Media Interview Room:
 - One Press Secretary (could be one of the Press Secretaries in 2161 a (1) above).
3. Public Enquiry Telephones - depending upon the volume of public enquiries.

The duties of the Press Secretaries in the Media Liaison Office (in conjunction with the Police Public relations Officer) are to:

1. Prepare statements relating to current situation, background and any requirements of a specific nature for release at least every half hour.
2. Maintain information flow regarding media between all centres involved.
3. Arrange any live or recorded media interviews requested.

Before release, all Media Announcements are to be vetted by the Director General, ODPEM or designated officer to ensure that there is no interference with strategy or implementation of counter measures.

Media interviews on policy and command decision matters will only be given in so far as they relate to details made public in

announcements approved by the Director General, ODPEM or designated officer.

The duties of the Press Secretary in the Media Interview Room will be to:

1. Handle all official media telephone or physical enquiries.
2. Physical release of media announcements.
3. Physical arranging of media interviews of Operations or Policy personnel.

The ODPEM is also responsible to ensure that copies of all statements prepared by the Media Liaison Office are supplied to all lead and support agencies involved in combating the disaster.

The duties of the Public Service Telephonists staffing the PABX are to answer general public enquiries from statements prepared by the Media Liaison Office. The ODPEM is responsible to ensure that copies of the statements prepared by the Media Liaison Office are delivered to the PABX Room.

Telephone numbers for the sections of the PABX that would be involved in providing an information service are:

REGIONAL PUBLIC INFORMATION CENTRES (RPIC)

Each region could, if necessary, establish a Regional Public Information Centre. In most circumstances, however, the National Public Information Centre will be co-located with the NEOC.

STAFFING AND DUTIES (RPIC)

Details of the staffing of RPIC and duties of those staff are included in the appropriate Region Disaster Plan.

NATIONAL EMERGENCY SERVICE ANNOUNCEMENT

MEDIA ANNOUNCEMENT NO.

MEDIA AGENCIES - JAMAICA

Television Stations in Operation, 30 August 19

Callsign and Channel Area Transmitter Location Ht above MSL

Radio Stations in Operation, 30 August 1993

Callsign Classification Location Hours of Service

Daily Newspaper being published at 30 August 19

ODPEM ANNOUNCEMENT INSIGNIA (TELEVISION SLIDES)

SLIDE A

Used for Simple announcement requesting certain ODPEM permanent staff and/or volunteers to report for duty.

SLIDE B

To precede an announcement by ODPEM to members of the Public containing matters of vital and urgent public interest.

SLIDE C

Used at the conclusion an announcement by ODPEM to members of the public.

DESCRIPTION OF ODPEM ANNOUNCEMENT SOUND TELEVISION AND RADIO TAPE RECORDINGS

The current ODPEM Announcement Sound consists of an electronic noise of varying tone pitch. The sound commences as a series of high pitched sounds dropping to a lower pitched warbling.

GUIDELINES FOR THE USE OF ODPEM ANNOUNCEMENT INSIGNIA/SOUND

1. As a general principle there are two types of announcements the ODPEM may wish to make during emergency/disaster, and the slides and sound have been designed with this in mind.

A. CALL-UP ANNOUNCEMENT

A simple announcement requesting certain ODPEM permanent staff and/or volunteers to report for duty. This type of announcement would not normally appear in the press. On radio the announcement should merely be read as such.

B. PUBLIC ANNOUNCEMENT

An announcement by ODPEM to members of the public concerning matters of vital and urgent public interest. This type of announcement should be preceded by the ODPEM sound and backed (on TV) by slide 'B' and 'C'. Slide 'B' (bearing the word "EMERGENCY") should be used to introduce the announcement and should remain on the screen for the bulk of the announcement. At the end of the announcement, slide 'C' (bearing the words "OFFICE OF DISASTER PREPAREDNESS AND EMERGENCY MANAGEMENT") should be preceded by the ODPEM sound.

MEDIA CONTACTS (TELEVISION)

NAME	OFFICE ADDRESS	TELEPHONE
Owen Baptiste Managing Director	Jamaica Observer Ltd. 2 Fagan Avenue Kingston 8	931-5188-9
Franklyn McKnight Managing Editor	The Jamaica Herald 29 Molyne's Road Kingston 10	968-7727-9
Clarence Brodie Managing Editor	The News Citizens Publishing Co. Ltd. 81a Molyne's Road Kingston 10	923- 7293/0301
Maurice Garrison Managing Editor	Twin City Sun 6 Leinster Road Kingston	929- 4774

JAMAICA INFORMATION SERVICE

CONTACT DETAILS

NAME OFFICE ADDRESS HOME ADDRESS TELEPHONE

Official public announcements will be the responsibility of the JIS. Official public or media announcements during an emergency or disaster, may be given by the Prime Minister, the Jamaica Information Service (JIS), the officer in command of the lead agency or his/her designated representative, or by the DIRECTOR ODPEM or designated representative. All such announcements must be made through the NEOC, once activated.

Information on location, size and occurrence of the disaster, as well as warnings of further danger, will be provided to the NEOC by the appropriate agency. If a threat of coastal flooding from tsunamis exist, warning should immediately be disseminated via electronic media, JIS, loudspeaker system, police stations, post offices, or other Govt. or non Govt. agency with appropriate means of communication.

TO ANNEX B**TRANSPORTATION**

PRIMARY:	Transport Authority
SECONDARY:	Jamaica Fire Brigade
SUPPORT:	KSAC/Parish Councils Public Works Department Jamaica Defence Force Jamaica Constabulary Force RADA Jamaica Public Service Company Seventh Day Adventists Private Sector Organization of Jamaica Bauxite Companies Jamaica Gasoline Retailers Association

APPENDIX 4 **TO ANNEX B**

LAW ENFORCEMENT AND SECURITY

PRIMARY: Jamaica Constabulary Force
SECONDARY : JDF
SUPPORT: Private Sector Organization of Jamaica

The Jamaica Constabulary Force will ensure the following:

1. Crowd control
2. Security of emergency personnel and equipment
3. Traffic control
4. Access to and from rescue site for emergency response personnel and vehicles
5. Identification and tagging of bodies
6. Restricting and preventing entry to damaged buildings
7. Cordoning off evacuated areas

APPENDIX 5

TO ANNEX B**ORGANIZATION OF DISASTER SITES****1.0 ON-SCENE CONTROL**

It is extremely important to establish, as soon as possible, an on-scene control point to enable effective management of the situation, relief measures and coordinated use of resources on site.

A safe, well marked location, with easy access, a clear view of the situation, and good communications to all assisting services and the NEOC, should be

established as soon as possible after the incident.

The appointment of an on-scene commander should be made by the lead organization, who should be clearly marked by distinctive clothing or other means. All vehicles assisting (police, fire etc.) when not in use, or loading, should be parked in a safe clear area to enable unhindered movement of rescue vehicles in use.

In most instances, the lead agency (i.e. the authority primarily responsible to combat or counter the effect of the disaster) will provide the on-scene disaster command.

All other authorities will work in support of the command authorities.

The on-scene commander will coordinate all activities at the scene. The senior fire officer present will be in charge of rescue operations, while the senior medical officer present on the scene, will be in charge of emergency medical care.

To achieve standardization, the following guidelines are listed for the establishment and identification of the on-scene command headquarters (command post).

2.0 COMMAND POST

A command authority will establish a headquarters to be known as the on-scene command post as near as operationally practical to the site of the disaster.

The command post should, whenever possible, be marked by a flag made of yellow reflective material and with a 5 cm orange/red reflective border, and bearing the letters 'HQ'. The flag should be 90 cm x 150 cm in size. Should a flag not be available, an improvised marking should be used.

The command post may be either combined with, or separated from the lead agency's operational headquarters.

The command post must be continuously manned for the duration of the operation, and be in communication with any other headquarters required to be established by the command authority.

During hours of darkness, the flag denoting the command post should be illuminated by a spotlight.

2.1 PURPOSE OF THE COMMAND POST

This is the area from which coordination of on-scene rescue takes place.

1. It provides an easily identifiable area for executive members of authorities and agencies and the press arriving at the site, and from which they may be briefed.
2. It provides easily identifiable headquarters through which information, requests and situation reports may be passed from the command authority to support authorities.
3. Access to the command post will be limited to the executive members/liaison officers from supporting authorities and agencies and the press.
4. Supporting authorities and the press arriving on scene are to establish their own specialist headquarters at an operationally effective distance away from the command post.
5. Supporting authorities are to make the location of their own headquarters known to the staff of the command post.

2.1.1 LOADING AREA

This is an area for parking of ambulances/medical vehicles, which must have free egress and exists to and from the site. This is the responsibility of the police, but if there is none present, the senior emergency management personnel on the site must assume this role.

2.1.2 TREATMENT AREA

1. This is an area to which rescued victims are moved and where Triage takes place.
2. This is in close proximity to ambulances for patients needing immediate transportation to hospital/casualty collection points.
3. This is an area for serious but not critical patients.

2.1.3 STORAGE AREA

1. This is an area of storing rescue and medical equipment.

2.1.4 STAGING AREA

1. This is an area designated for parking emergency vehicles only.

2.1.5 REST AREA

1. This is an area for rescue and emergency personnel who require rest, first-aid treatment, etc.

2.1.6 ON SCENE COORDINATION

The on-scene commander will ensure the following:

1. Demarcation and organization of disaster scene
2. Security
3. Communications to and from NEOC
4. Transportation
5. Access to supplies
6. Routing of emergency vehicles to and from site
7. Health and welfare needs of emergency management personnel
8. Inspection of Buildings
9. Placarding/marketing of searched buildings

APPENDIX 6 **TO ANNEX B**

SEARCH AND RESCUE (LAND)

PRIMARY:	Fire Brigade
SECONDARY:	Jamaica Defence Force Jamaica Constabulary Force
SUPPORT:	Jamaica Defence Force KSAC/Parish Council Public Works Department Ministry of Health Jamaica Public Service Company Port Authority Civil Aviation Authority Jamaica Amateur Radio Association Red Cross Salvation Army Seventh Day Adventist

1.0 INTRODUCTION

One of the most urgent tasks at the outset of many disasters (earthquakes, road, air and sea accident, etc.) will be the search for and rescue of trapped or missing persons. Timing will be critical, for historical evidence suggests that the chances of survival of trapped or missing persons, diminish rapidly during the first 24 hours after an event. An additional difficulty is that existing rescue teams (and their supporting infrastructure) are unlikely to be fully effective for some time, as they too may be affected by the disaster and members will see to their own families before making themselves available for work elsewhere.

Once a disaster has occurred, all fire fighters, having secured their families, must report to the nearest fire station. If necessary, fire personnel can organize and take charge of search and rescue operations in their communities.

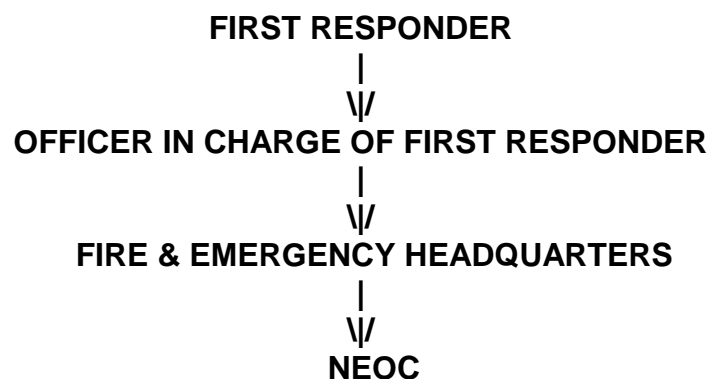
The Chief Fire Officer will be located at the NEOC

2.0 PRIORITIES

The priorities for rescue shall be as follows:-

1. Hospital and emergency service facilities
2. Schools and educational institutions
3. Institutions for the disabled
4. Residential buildings
5. Hotels and Government buildings
6. Prisons (security presence needed)

3.0 COMMUNICATIONS



Damage to the Island-wide VHF network, will be immediately reported to the NEOC by Telecommunications of Jamaica. Status of Citizens Band communications systems should also be reported.

4.0 DEPLOYMENT

All rescue capable organizations are to be regarded as national assets and will be deployed by the Fire Brigade in consultation with the NEOC.

5.0 OVERSEAS RESCUE RESOURCES

These will arrive in Jamaica either as a request to overseas agencies for assistance, or will be uninvited, possibly even unannounced.

Requests for the overseas rescue resources are to be forwarded to the relevant overseas agencies either through the NEOC, or through the NGOs such as the Red Cross Society. Liaison officers are at the NEOC for this purpose.

High priority effort is to be given to facilitate speedy customs and immigration clearances of rescue resources arriving from overseas.

To ease the logistic burden, all rescue resources deployed should be administratively self-sufficient for at least five (5) days.

6.0 DUTIES OF THE ON-SCENE COMMANDER

On arrival at any disaster scene, the officer in charge will immediately provide the following information to his/her nearest headquarters (or NEOC if applicable)

1. Location
2. Type of structure involved
3. # of victims alive and/or trapped
4. Any dangers which might exist (live wire, gas, hazardous material, explosion, etc.)

5. Assessment of resources needed to effect rescue
6. Any medical assistance needed
7. Any other relevant information

The officer in charge will commence rescue operations as necessary, and will provide reports every three (3) hours then every six (6) hours, then every twelve (12) hours at his/her own discretion. Reports must be forwarded to the ODPEM/NEOC at least every 12 hours to include:-

1. Location
2. Type of structure involved
3. # dead
4. # injured
5. # of victims still trapped
6. # of persons reported missing
7. Existing hazards
8. Resources needed
9. Availability of water
10. Road conditions

The officer in charge will close down rescue operations when completed and put the scene of operations in a safe condition to prevent further accidents.

When rescue operations are completed, he will notify the NEOC and prepare a final report.

7.0 DIRECTOR GENERAL - ODPEM

Upon receipt of a report that a search and rescue operation is required, take the following actions:-

1. Notify the Prime Minister who, if the situation warrants, will activate the NEOC in accordance with SOPs

2. Assess the requirements for search and rescue operations
3. Determine where search efforts should be directed
4. Determine what land, water, air, equipment, manpower and supplies are needed
5. Decide how the search can best be handled and by whom
6. Obtain details from the on-scene commander as to the general strategy and tactics he intends to use, and the need for, and the type of additional assistance
7. While the search is underway, review local rescue plans and initiate actions for rescue operations based upon whether access to the victims will require air, land or sea rescue force, or a combination.
8. When the search determines the location of victims, dispatch correct types(s) of rescue units from other sources
 - If the rescue operation calls for special skills and equipment, call for specialists to augment the rescue units at the scene.
 - If the rescue operation is beyond local capability such as heavy structural rescue operations, initiate mutual aid agreements as necessary. A massive heavy rescue problem can follow such catastrophes as flash flood and earthquakes.
9. Be prepared to provide specific information for broadcasts by radio and television
10. Maintain rescue operations until all known victims are found.
11. Notify relatives by messenger, phone, telegram or available means.
12. All this may call for considerable emergency services, cordoning the area, providing medical assistance and feeding, and relieving members of rescue area.
13. The NEOC is the central point for coordinating these activities.

APPENDIX 7
TO ANNEX B

SEARCH AND RESCUE (SEA)

PRIMARY: JDF Coast Guard

SECONDARY: Jamaica Fire Brigade
Jamaica Constabulary Force

SUPPORT: KSAC/Parish Council
Public Works Department
Ministry of Health
Jamaica Public Service Company
Port Authority
Civil Aviation Authority
Jamaica Amateur Radio Association
Red Cross
Salvation Army
Seventh Day Adventist

APPENDIX 8
TO ANNEX B

EVACUATIONS

PRIMARY:	Jamaica Fire Brigade Jamaica Defence Force
SECONDARY:	Jamaica Constabulary Force
SUPPORT:	Min. of Local Govt. and Works (PWD) KSAC/Parish Councils Jamaica Fire Brigade Jamaica Defence Force Transport Authority Bauxite Companies ODPEM/NEOC

Accomplishing a mass evacuation of large numbers of people is very difficult. It requires a lot of effort to coordinate, and it is expensive in resources in:-

1. Collecting the evacuees
2. Moving them to the designated places of refuge
3. Providing security to the evacuated areas
4. Dealing with pets and stray animals
5. Returning the evacuees when it is appropriate to do so
6. Constantly maintaining vital medical and other information on individuals, particularly the old and infirm.

In many cases, evacuations create greater problems than the ones they were intended to solve. Thus an evacuation is a last resort activity, and all

other possible ways to care for the population and relieve stress are to be exhausted before mass evacuations are ordered.

Evacuations are necessary when one or more of the following conditions apply:-

1. It is unsafe to remain in the area. This is unlikely to apply to the entire Country, but some areas may have to be evacuated for this reason.
2. Public Health is gravely threatened. This will usually, but not always, be as a result of serious disruption to water supplies, and like the threat to public safety, is unlikely to apply to the entire Country.
3. Food and drinking/cooking water is not available by itself. This should not be sufficient reason for mass evacuation.
4. The burden of caring for people in the area is greater than it would be if they were evacuated. This applies to certain groups (e.g. Tourists parties) more than to residents of the area

Successful dissemination of public information on precautionary measures in some situations will reduce the need for evacuations.

APPENDIX 9 **TO ANNEX B**

EMERGENCY MEDICAL CARE

PRIMARY: Ministry of Health

SUPPORT: Jamaica Fire Brigade
Jamaica Constabulary Force
University of the West Indies
Jamaica Bureau of Standards
Red Cross
Seventh Day Adventist
St. John's Ambulance
PAHO
Parish Disaster Committees
Jamaica Defence Force
Hospital Volunteer Groups
ODPEM/NEOC

Immediately following a disaster, the Ministry of Health will activate its disaster plan.

It will have responsibility for all medical care and triage procedures for victims.

Pre-designated Casualty Collection Points (CCPs) shall be determined for each Parish by Parish Disaster Coordinators. CCPs should have adequate space for vehicular access and turn-around, as well as adequate landing areas for helicopters.

In designated CCPs, care should be taken to see that these areas are free from hazards such as poles, fencing, walls, unstable slopes, buildings, power lines, water mains or other obstacles.

Medical matters in general must be covered in this plan. The number of persons requiring medical treatment following a major disaster is very difficult to predict, but will depend largely, apart from the severity of the disaster itself, on the time of day, and the day of the week that the disaster occurs.

It is however possible that hospital resources from outside of the disaster area will be called upon to assist in the provision of medical services.

Medical assistance from overseas, whether requested or offered, will comprise either large groups (perhaps as mobile hospitals), or small teams of medical specialists. Requests for medical assistance are to be initiated by the NEOC, and channeled through Government or Red Cross as appropriate. Offers of assistance are to be similarly handled.

APPENDIX 10
TO ANNEX B

EMERGENCY SHELTER AND MASS CARE

PRIMARY: Central Emergency Relief

SECONDARY: KSAC Parish Council

SUPPORT: ODPEM
 Parish Disaster Committee
 Jamaica Fire Brigade
 Jamaica Defence Force
 Jamaica Constabulary Force
 Ministry of Education
 Ministry of Health
 Red Cross
 Salvation Army
 Seventh Day Adventist
 Council for Voluntary Services

It is anticipated that a large percentage of housing stock will either be destroyed, extensively damaged, or unsafe during and after a major disaster. It is therefore likely that large numbers of victims will be displaced or homeless for extended periods, necessitating provision of emergency shelter and care for up to several months.

Parish Committees through their shelter wardens, will, in conjunction with the ODPEM/NEOC and other appropriate agencies, publicize the location of shelters, and coordinate manning and supply. It is the responsibility of the Parish Disaster Committees to ensure that buildings are structurally sound and safe for occupancy, before opening the building as a shelter. This activity will be carried out in conjunction with the Public Works Dept., and will involve inspection by qualified personnel.

Procurement of relief supplies will be in accordance with existing, laid down procedures.

For the purpose of this plan, the following definitions apply:-

DISPLACED PERSONS

Those who cannot live in their homes, either due to damage or isolation, but who have somewhere to stay the night (at work, with friends or in accommodation arranged through the ODPEM/NEOC)

HOMELESS

Displaced persons who have no accommodation at all. Emergency organizations reporting homeless persons clearly do not have sufficient accommodation for these people.

To avoid confusion and wasted effort, reports given to the media by the NEOC are to make clear the differences between displaced and homeless, and such reports are only to be submitted by the NEOC.

It may be necessary to bring tentage and other makeshift accommodation into the area. The quantity and type of such emergency accommodation cannot be forecast.

Evacuation on the grounds of lack of accommodation should be considered as a last resort, as it is generally easier to arrange emergency accommodation in the area, than to move large numbers of people out.

APPENDIX 11 **TO ANNEX B**

IDENTIFICATION, CARE **AND** **DISPOSAL OF DEAD**

PRIMARY: Ministry of Health

SECONDARY: Jamaica Constabulary Force

SUPPORT: JDF
Parish Disaster Committees
Fire Brigade
ODPEM/NEOC

It is anticipated that in a major disaster, the number of dead could exceed refrigeration and storage capacity of hospitals and private morgues. Should it become necessary to employ mass burial of victims, measures to be formulated by the Ministry of Health, to include consideration of refrigerated containers, and which will form a part of the national plan, will be activated to deal with this situation.

APPENDIX 12 **TO ANNEX B**

DAMAGE ASSESSMENT

PRIMARY: ODPEM
PDC

SECONDARY: KSAC/Parish Council

SUPPORT: Parks and Markets
Jamaica Public Service Company

Public Works Department
Jamaica Fire Brigade
Earthquake Unit
Urban Development Corporation
Jamaica Defence Force
Parish Disaster Committees
Architects and Engineers Institutes
Ministry of Agriculture
National Water Commission
NRCA
Jamaica Chamber of Commerce
Telecommunications of Jamaica
Ministry of Tourism
Ministry of Health
Red Cross
ODPEM/NEOC
National Housing Trust

Immediately following a major disaster, the Ministry of Finance will ensure that one of its members is present at the NEOC. It will be the responsibility of this officer to coordinate all incoming damage data, and to provide 24 hour situation reports to the ODPEM/NEOC. Damage reports are to be recorded on official forms to be provided by the DIRECTOR ODPEM.

This early requirement at the outset of any emergency for the steady passage of information to each level of authority required to respond, receives intelligence from many sources ranging from:-

1. Eye witnesses at the scene
2. Various organizations (each reporting on their own sphere of activities)
3. Other

Even though the same intelligence may be passed from several sources, it is important to encourage all sources to send as much information as possible, not only to help build up the most complete picture possible, but to corroborate information already received.

Agencies passing information must be clearly aware that the detailed information sought is needed not only to obtain a clear picture of the situation, but also to ensure that accurate and truthful reports are given to

the public. Of equal importance is that the information must be qualified by statements of how the agency is managing and whether additional assistance is needed.

For the purpose of this plan, the collection of intelligence is through two (2) methods:-

1. Ground reconnaissance
2. Aerial reconnaissance

1.0 COMPOSITION OF SURVEY TEAMS

1. Rep. Min. Local Govt. and Works
2. Rep. Jamaica Institute of Engineers
3. Jamaica Institute of Architects
4. Rep. Min. of Health
5. Natural Resources Conservation Authority
6. Rep. Min. Agriculture & Mining
7. National Water Commission
8. Jamaica Public Service Company
9. Rep. Telecommunications of Jamaica

2.0 INDIVIDUAL RESPONSIBILITIES

2.1 PS - MINISTRY OF AGRICULTURE

1. Report on extensive damage to major agricultural crops and livestock

2.2 MANAGER PORT AUTHORITY

1. Assess and report on the damage done to harbours, wharves, harbour installations and shipping

2.3 MANAGER - AIRPORTS AUTHORITY

1. Assess and report on damage done to airport.

2.4 DIRECTOR OF PUBLIC WORKS

1. Assess and report damage done to:
 - Public roads
 - Bridges
 - Drainage
 - Govt. Property
 - Govt. buildings, hospitals and schools
 - Private property
 - Industrial and commercial installations
 - Private housing

2.5 MANAGER - JAMAICA PUBLIC SERVICE

1. Assess and report damage done to electrical installations, plant and distribution systems

2.6 CHIEF ENGINEER NATIONAL WATER COMMISSION

1. Assess and report damage done to water plant and distribution systems
2. Ensure the restoration of services as soon as possible

2.7 PRESIDENT - INSTITUTE OF ARCHITECTS

1. Assist with assessment of damage to housing stock in the Country

2.8 PRESIDENT INSTITUTE - OF ENGINEERS

1. Assist with assessment of damage to housing stock in the Country

2.9 FISHERIES OFFICER

1. Assist with assessment of damage to vessels, fishtraps and the fishing industry in general

2.10 CHIEF MEDICAL OFFICER

1. Report on the numbers and extent of deaths and casualties
2. Maintain strict epidemiological surveillance and initiate immunization as required
3. Certify food supplies as fit for use and consumption
4. Request external assistance as needed through the NEOC
5. Certify requested medical assistance

2.11 REP. - NRCA

1. Assist with assessment of damage to terrestrial and marine ecosystems

2.12 REP. - MINISTRY OF TOURISM

1. Assist with assessment of damage to Hotels, Guest houses, yachts and the Tourist sector in general

2.13 STATISTICIAN - STATIN

1. Supervise the collation of statistical data

APPENDIX 13
TO ANNEX B

BUILDING INSPECTION AND DEMOLITION

PRIMARY: KSAC/PARISH COUNCIL.

SECONDARY: Public Works Department
Master Builders Association

SUPPORT: Jamaica Institute of Architects
Jamaica Institute of Engineers
Parish Disaster Committees
ODPEM/NEOC
Jamaica Fire Brigade
Urban Development Corporation
Natural Resources Conservation Authority
Town Planning Department

Immediately following a major disaster, the Public Works Department will commence the inspection of buildings. They will be assisted by the Local Building Officers and other professional voluntary bodies.

1. Priorities for inspection are:
2. Hospitals
3. Shelters
4. Schools/Education facilities
5. Infirmarys/Old peoples' homes
6. Prisons
7. Community facilities/Public use buildings
8. Utilities

Following inspection, buildings will be colour coded, and placards indicating the building's status will be clearly posted on the outside in accordance with procedures to be formulated for the rapid inspection of buildings.

The Jamaica Constabulary Force will prevent or restrict access to damaged buildings, and the Attorney General's Department will ensure the necessary legal framework is present for the demolition of privately owned buildings if necessary

APPENDIX 14
TO ANNEX B

INSPECTION OF BRIDGES, DEBRIS CLEARANCE,
RESTORATION OF ROADS

PRIMARY: Public Works Department

SECONDARY: Jamaica Institute of Architects
Jamaica Institute of Engineers

SUPPORT: Parish Disaster Committees
JDF
ODPEM/NEOC
Planning Institute

Following a major disaster, the PWD will activate its emergency plans. Priority will be given to inspection of critical structures, such as bridges and main roads.

Situation and damage reports will be relayed to the NEOC via VHF radio or other expeditious alternative means.

APPENDIX 15 **TO ANNEX B**

INSPECTION OF SILOS, SMOKE STACKS **PETROLEUM TANK FARMS, HAZARDOUS** **MATERIAL STORAGE AREAS/TANKS**

PRIMARY: Jamaica Fire Brigade
Jamaica Defence Force

SECONDARY: NRCA
Port Authority
Oil companies

SUPPORT: Fire Brigade
Jamaica Constabulary Force
JDF
Parish Disaster Committees
ODPEM/NEOC
Planning Institute
Parish Disaster Committee
Parks and Markets
Public Works department
Jamaica Defence Force
Ministry of Health
Jamaica Bureau of Standards
Natural Resources Conservation Authority
Jamaica Public Service Company
Civil Aviation Authority
National Water Commission
Water Resource Authority
National Irrigation Commission
Bauxite Companies
Transport Authority

Inspection of these facilities should be undertaken by their owners/operators, who should report their findings to the NEOC.

If such reports are not made to the NEOC within two (2) hours, the Head of Ministry of Finance at the NEOC should actively seek reports from the owners/operators, Fire Brigade, or any other organization or individual capable of carrying out such inspections

APPENDIX 16
TO ANNEX B

INSPECTION OF RESERVOIRS AND WATER
STORAGE FACILITIES

PRIMARY: National Water Commission

SECONDARY: Public Works Dept.

SUPPORT: Jamaica Institutes of Architects and Engineers
Parish Disaster Committees
ODPEM/NEOC
Planning Institute

Immediately following a major disaster, the National Water Commission will inspect all reservoirs and water storage facilities. Priorities will be given to those facilities which pose a threat of flooding to populated areas.

A verbal report on the status will be sent to the NEOC, to be followed by a written report. Inspection should take into account the possibility of further damage by aftershocks (in the event of an earthquake).

If the possibility of breaching and subsequent flooding exists, the NEOC should order the evacuation of communities at risk by the Parish Disaster Coordinators in conjunction with the Police and Fire services.

APPENDIX 17 **TO ANNEX B**

INSPECTION OF RUNWAYS, TAXIWAYS, TARMAC AREAS AND BUILDINGS AT AIRPORTS

PRIMARY:	Airports Authority
SECONDARY:	Public Works Department
SUPPORT:	Jamaica Institute Of Architects Jamaica Institute of Engineers

ODPEM/NEOC
Planning Institute

APPENDIX 18
TO ANNEX B

INSPECTION OF JETTIES, PIERS AND OTHER
PORT FACILITIES, NAVIGATION LIGHTS
LIGHTHOUSES

PRIMARY: Port Authority

SECONDARY: Public Works Department

SUPPORT: Jamaica Institute of Architects
Jamaica Institute of Engineers

ODPEM/NEOC
Planning Institute

APPENDIX 19
TO ANNEX B

SURVEYING OF HARBOURS
SHIPPING LANES AND CHANNELS

PRIMARY: Port Authority

SECONDARY: Public Works Department

SUPPORT: Jamaica Institute of Architects
Jamaica Institute of Engineers
ODPEM/NEOC

APPENDIX 20
TO ANNEX B

RELIEF COORDINATION

PRIMARY:	Central Emergency Relief
SECONDARY:	KSAC/ Parish Councils
SUPPORT:	ODPEM Jamaica Defence Force Ministry of Education Ministry of Health Salvation Army Media Houses Ministry of Finance and Planning Parish Disaster Committees Red Cross

Jamaica Constabulary Force
Fire Brigade

The CER will have responsibility for coordinating the following:-

1. Relief needs assessment - Information to be supplied by Parish Disaster Coordinators and voluntary organizations.
2. Establishment of needs list and transmitting these with Executive Council approval to all sources of possible assistance.
3. Matching resources needed against those supplied and keeping needs list current
4. Tracking quantities, types and origin of incoming relief supplies, and maintaining current listings of these.

SUPPLY

INTRODUCTION

The supply of all resources required to be purchased to combat the effects of a disaster will, whenever practical, be arranged through the Department of Supply in accordance with the procedure laid down in this chapter.

Organizations and Authorities requiring disaster stores should approach the ODPEM. The ODPEM will collate and coordinate all requests and will arrange supply through the Department of Supply.

This does not prevent Government Departments who normally operate direct to suppliers on their own purchasing authority from continuing to use that purchasing authority. All supplies purchased in this manner are to be marked as disaster stores and are to be accounted for separately.

ACTIVATION OF DEPARTMENT OF SUPPLY

To activate the Department of Supply the ODPEM will contact one of the officer in charge. The officer contacted will need to know:

1. Immediate requirements
2. Pick-up arrangements
3. Possible future requirements.

After requesting supply, the ODPEM will contact the Department of Supply and advise the Senior Officer present of action taken

ISSUE OF STOCK

The Department of Supply will hold a stock of requisition books for emergency use. Those requisitions will be pre-stamped "ODPEM Disaster Account" and issues on those requisitions will be charged to a separate account.

The ODPEM will similarly hold a stock of pre-stamped requisition books for emergency use.

During an emergency, goods will be:

1. Supplied on request to the ODPEM Officers listed in Annex B. Goods will be issued on a requisition made out by the Officer or will be written into one of the requisition books held by the Department of Supply and receipted.
2. Supplied to any person bearing a correctly signed requisition issued by the ODPEM.
3. Supplied to persons of other organizations once verbal authority has been received from one of the ODPEM officers listed in Annex B. Goods supplied on this basis will be written into one of the requisition books held by Department of Supply and receipted by the person collecting the supplies.

EMERGENCY PURCHASE ORDERS

In instances where it is not practical to arrange supply from the Department of Supply through the ODPEM, Emergency Purchase Orders may be used.

Wherever possible, Emergency Purchase Orders will be issued on firms detailed in the current list of contract firms as issued by the Department of Supply.

All Emergency Purchase Orders issued during a disaster for disaster stores are to be marked "ODPEM Disaster Account" by the officer issuing the order.

PURCHASING

Department of Supply purchasing staff will be available as required during a major emergency. In lesser incidents a liaison officer will be available.

DEPARTMENT OF SUPPLY PERSONNEL

CONTACT LIST

1. The following personnel should be contacted to arrange emergency stores from 1 Shalmar Avenue, Kingston 4, or on a National basis:

ODPEM OFFICERS AUTHORIZED TO REQUEST THE ISSUE OF DISASTER STORES

APPOINTMENT	NAME	TELEPHONE
(A)	(B)	(C)
1. Director		
2. Deputy Director		
3. Operations Coordinator		
4. Administrator		

5. Regional Coordinator Region 1
6. Regional Coordinator Region 11
7. Regional Coordinator Region 111
8. Regional Coordinator Region 1V

Note 1. ODPEM all hours telephone service: (092)85111-4

APPENDIX 21 **TO ANNEX B**

RELIEF DISTRIBUTION

PRIMARY:	ODPEM/NEOC
SECONDARY:	Ministry of Local Govt. and Works
SUPPORT:	Parish Disaster Committees Red Cross Jamaica Council of Churches Min. of Agriculture and Mining Min. of Local Govt. and Works (PWD) JDF Voluntary organizations and groups NGOs Ministry of Health Service Clubs Hotel Operators Association Jamaica Constabulary Force

As part of the continuing public educational process, householders are encouraged to maintain stocks of food and drinking water to last for the first few days of an emergency. This is particularly important in the context of this plan, as the normal supply and distribution system may be severely disrupted, and arranging emergency food and water supplies will then take several days because:-

1. Road and sea transport systems may be unusable until major access routes are re-established
2. The demands on limited air transport resources for rescue and medical tasks will, for the first few days, clearly attract a higher priority than bringing in food and water.

For planning purposes, each person requiring food supplies will need approximately 1.5 Kg by weight per day (based on fresh food and includes the weight of packaging).

Also for planning purposes, 20 litres of potable water per person per day is required. This is based on 5 litres for drinking and cooking, and the remainder for emergency medical needs.

Depending on actual fresh stocks existing at the time of the event, and on the state of the water supply system in the country, the need to provide the total tonnage quoted above may not arise, at least not initially. Forecasts must however be maintained for future requirements.

APPENDIX 22 **TO ANNEX B**

HEALTH AND WELFARE OF VISITORS **(TOURISTS)**

PRIMARY:	Tourist Board
SECONDARY:	Immigration Department
SUPPORT:	Red Cross Parish Disaster Committees ODPEM/NEOC NGO's

The Prime Minister's Office through the Director of Tourism will be responsible for coordinating health and welfare aspects for all tourists. This will include:

1. Preparation of lists of dead and injured
2. Health and welfare enquiries from next-of-kin
3. Liaison with foreign missions and embassies
4. Liaison with the Prime Minister's Office
5. Coordination of departure from the Country when this becomes possible

The Red Cross is registered to assist with tracing of missing persons, local and foreign. They will utilize the services of the amateur radio society for communications.

APPENDIX 23 **TO ANNEX B**

ADMINISTRATIVE AND FINANCIAL SUPPORT

PRIMARY: Office of the Prime Minister (Efficiency and Reform Unit)

SUPPORT: Ministry of Finance and Planning
Parish Disaster Committees
ODPEM/NEOC

ADMINISTRATION

GENERAL

Every organization involved in counter disaster operations is responsible for its own internal administration.

Where, because of the requirement to maintain 24 hours operations, an organization is in need of administrative support to perform a specific task or function, that organization should advise the ODPEM (telephone 92-85111-4) and every effort will be made to supply the support required.

The Ministry of Finance and Planning will access, review and approve all expenditure of funds related to search, rescue, health, welfare and importation of essential items and emergency supplies, while the Ministry of Finance will administer funds and procurement. Authority for expenditure may be delegated to responsible ministries and agencies for pre-determines amounts. These arrangements should be put in place before the disaster.

PHOTOGRAPHIC RECORDS

1. The Jamaica Information Service is responsible to produce an official photographic record (both still photography and motion) of the Emergency/Disaster situations and counter disaster operations, as requested by the ODPEM.
2. The ODPEM is responsible to place the Jamaica Information Service on stand-by as soon as it is apparent that their services may be required.
3. Contacts for the Jamaica Information Service are contained in Annex B.

PUBLIC SERVICE SUPPORT

The Ministry of Public Service, as a controlling authority, is the coordinating authority for the provision, from resources within the

Government, of administrative, clerical, stenographic and typing services and miscellaneous support to the ODPEM operations, as may, by the conditions of the moment, be required during periods of emergency/disaster.

Any service/organization requiring support as detailed in paragraph 1806 is to direct a request for support to the ODPEM.

EFFICIENCY AND REFORM UNIT - CONTACT DETAILS

NAME	OFFICE ADDRESS	HOME ADDRESS	TELEPHONE
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FINANCE RESPONSIBILITY

The control of disaster finance in JAMAICA is the responsibility of the Ministry of Finance.

The Ministry of Finance is responsible to issue appropriate guidelines and directives for the recording and control of all disaster expenditure.

FINANCIAL PROCEDURES

As soon as possible following the declaration of an emergency, special emergency or disaster, a Ministry of Finance Circular Memorandum will be issued detailing the procedures to be followed with regard to financial arrangements. It is envisaged that the Circular Memorandum will cover such points as:

1. The necessity for the maintenance of proper records relating to the disaster. These records will be in addition to those usually kept by a department or instrumentality.
2. The classification of expenditure incurred for disaster purposes into categories such as:

EMERGENCY EXPENDITURE

Once only expenditure incurred as a result of a disaster such as the cost of emergency operations on the day(s) and/or night(s) of a disaster.

RECURRENT EXPENDITURE

Expenditure which can be expected to be incurred throughout the period of a disaster such as salaries, wages, running expenses of motor vehicles and the purchase of minor expendable items.

CAPITAL EXPENDITURE

Expenditure incurred of a capital nature, that is, expenditure to be incurred or the purchase of construction of an asset which is expected to have a residual value at the end of a disaster period. Examples of such assets are motor vehicles, houses and cameras.

It is essential that an inventory should be maintained for each asset showing description, serial number (if any) and all other information which readily identifies the asset.

1. The necessity that, following the declaration of a disaster, all expenditure other than the initial emergency expenditure, is approved prior to being incurred.
2. The name(s) and functions of any committee(s) set up to introduce and control financial arrangements relative to a disaster. Applications to incur expenditure mentioned in (c) above will be channeled through such committee(s).
3. The loss of revenue or additional expenditure incurred in gaining revenue. For example, the running of additional bus services to cater for persons affected by a disaster.

SUMMARY

It is essential that departments and/or instrumentalities concerned with expenditure relating to a disaster ensure that separate financial records are maintained for "Disaster" expenditure not only for the purpose of subsequent audit certification but also for post-disaster analysis.

APPENDIX 24 **TO ANNEX B**

RESTORATION

PRIMARY: Ministry of Finance and Planning

SUPPORT: Ministry of Local Government and Works (PWD)
Telecommunications of Jamaica
JPS
National Water Commission
Parish Disaster Committees
Red Cross
ODPEM/NEOC

It will be essential that Government services be restored as quickly as possible after a disaster.

Every effort should be made to restore government services within three (3) working days after a disaster.

The Prime Minister's Office and the Department of Administration will coordinate all activities necessary to the restoration and proper functioning of Government services. This will entail:-

1. Finding alternative accommodation for offices/services
2. Informing the public of new locations
3. Ensuring infrastructure for proper functioning of offices (water, power, temporary roofing, etc.)
4. Ensuring adequate staffing for offices in cases where staff complement has been severely reduced through death or injuries

APPENDIX 25
TO ANNEX B

LIAISON WITH DONOR AGENCIES AND
COORDINATION OF EXTERNAL ASSISTANCE

PRIMARY: Ministry of Foreign Affairs and Foreign Trade

SECONDARY: Ministry of Foreign Affairs and Foreign Trade

SUPPORT: Jamaica Defence Force
Ministry Of Health
Jamaica Amateur Radio Association
Salvation Army
Seventh Day Adventist
USAID
OAS
UNDP
CIDA
PAHO
Red Cross

Liaison with donor agencies and coordination of external assistance and relief will be the responsibility of the Ministry of Finance. Needs lists will be compiled by the ODPEM/NEOC. Preliminary needs assessment will be carried out within 24 hours of the disaster and should be forwarded by all agencies to the ODPEM/NEOC.

All organizations and services involved in counter disaster operations are responsible to establish and maintain liaison with:

1. The next higher headquarters of their own organization/service.
2. The headquarters of the organization/service exercising command.
3. The headquarters of lead and support authorities/services whose operations may affect or be affected by their own.

LIAISON OFFICERS

For general day-to-day liaison in non-emergency situations and for general liaison in emergency or disaster situations, all counter-disaster organizations and services have nominated a Disaster Liaison Officer.

APPENDIX 26
TO ANNEX B

EXTERNAL AFFAIRS (TREATIES/AGREEMENTS)

PRIMARY: Ministry of Foreign Affairs

SECONDARY: Office of the Prime Minister

SUPPORT: ODPEM/NEOC

The Prime Minister's office is responsible for handling matters of state concerning International agreements and treaties.

APPENDIX 27 **TO ANNEX B**

COORDINATION OF VOLUNTEERS

PRIMARY:	ODPEM/NEOC PDC
SUPPORT:	KSAC Red Cross Ministry of Health Salvation Army Seventh Day Adventist Private Sector Organization of Jamaica CVSS OAS UNDP CIDA

All volunteers should be carefully supervised by the agency to which they are assigned and should be given written summaries of their responsibilities. They should not enter into any agreements on behalf to the Government unless authorized to do so by a senior government official. Volunteers must, while on duty, wear a badge identifying them as such.

Public servants, while not on duty during a disaster period, are authorized and encouraged to form part of volunteer groups.

APPENDIX 28 **TO ANNEX B**

MUTUAL AID

PRIMARY: ODPEM/NEOC

SECONDARY: Government Agencies
Parish Disaster Committees

After a damaging disaster, it is unlikely that all resources needed will be obtained from local or government sources. Government agencies should initiate their own mutual aid agreements with other public or private sector agencies, while the ODPEM/NEOC will initiate mutual aid agreements with neighboring, regional and international governments and agencies, on behalf of the government. The ODPEM/NEOC is to be informed of any such arrangements made by government agencies.

APPENDIX 29 **TO ANNEX B**

REQUEST FOR ASSISTANCE

PRIMARY: Ministry of Finance and Planning

SECONDARY: Ministry of Foreign Affairs

SUPPORT: Office of the Prime Minister
Red Cross
Parish Disaster Committees
ODPEM/NEOC

**CATEGORIES OF ASSISTANCE IN NATURAL DISASTERS AND CIVIL
EMERGENCIES**

In relation to natural disasters and civil emergencies, five categories of assistance in the provision of Defence Force support are recognized:

- A. **Category 1.** Immediate assistance by a local service commander in those civil emergencies, where:
 - 1. Immediate action is necessary to save human life or alleviate suffering or to prevent extensive loss of animal life, or loss or damage to property.
 - 2. Local civilian resources are inadequate, not available or cannot be mobilized in time.
 - 3. Immediate assistance from within resources can be provided.
- B. **Category 2.** Assistance in circumstances of civil emergency beyond that provided for Category 1, where:
 - 1. Action or continuing action is necessary to save human life or alleviate suffering, or prevent extensive loss of animal life or loss or damage to property.
 - 2. Civilian resources are inadequate, beyond the resources of the parish or municipal authority to meet, not available, or cannot be mobilized in time.
- C. **Category 3.** Assistance in civil emergency other than assistance included in category 1 or 2.
- D. **Category 4.** Assistance of a non-emergency nature to Government department or authorities, to the Parishes, Local Government or other authorities or organizations. This category embraces assistance (other than displays and bands) to Government organizations, and to commercial enterprises such as airlines, business undertakings, the film and television industry and other organizations formed for the purpose of entertainment.
- E. **Category 5.** Assistance covers tasks of a minor nature, excluding flying tasks (1) not related to civil emergencies, which are within the capacity of base/unit commanders to conduct from within their own resources, for local

organizations in localities contiguous to their own base/unit areas.

INVOLVEMENT OF NATIONAL DISASTER EXECUTIVE

The National Disaster Executive is involved in category 2 and category 3 disaster situations; at the level of either coordination or advice in category 4 where the request has a potential disaster prevention aspect.

NATIONAL AND INTER-PARISH ASSISTANCE

GENERAL

National assistance to Parishes or Regions to counter the effect of disaster is available both as financial assistance and as assistance with manpower and resources.

The manpower and resource assistance will be deployed within JAMAICA from Central Government or it may be necessary for a specific form of assistance to be inserted into the Parish or Region following a disaster.

Assistance from other parishes or Regions is also likely to be available following a disaster.

REQUESTING NATIONAL OR INTER- PARISH AID

Should it appear to the Director General of the ODPEM that the resources of the Nation or that of inter-parish are necessary to make better provision for the relief of the effects of a disaster or special emergency, he or she shall request such aid as he or she considers necessary.

No other person or organization is to approach any other National or inter-parish or inter-parish organization without the direct authority of the Director General of the ODPEM.

Any person or organization in need of support or assistance Nationally or inter-parish so as to be better enable them to carry out their counter-disaster role should make an immediate approach to the Director General for such assistance.

External Assistance

In the event that specialized human or material resources are needed, requests for such assistance will be made by the Ministry of Finance through the ODPEM/NEOC, who will activate bilateral arrangements through foreign missions and embassies, and multilateral, regional and international arrangements through CDERA.

REQUESTING DEFENCE FORCE ASSISTANCE

Defence Force assistance during emergency, other than as specified in paragraph 1402, or disaster, is to be requested through the Director, ODPEM.

Services and Authorities in need of Defence Force assistance to combat an emergency/disaster other than as specified in paragraph 1402, should contact the ODPEM Duty Officer (telephone 928-5111-4) who will process the request without delay.

Where a request is received by the Defence Force from a source other than ODPEM, save and except as specified in paragraph 1402, the request will normally be referred to ODPEM for verification and coordination.

PRINCIPLES OF DEFENCE FORCE ASSISTANCE

Although the responsibility for combating natural disasters and civil emergencies, in the first instance rests with the appropriate national and local authorities, national resources (including the Defence Force) are available for support to those authorities where they are unable to cope with the situation within the resources available to them and where they request such assistance.

Whilst the Government has decided that the Defence Force will play a more positive role in assisting the civil community in the event of natural disasters and civil emergencies, this assistance is in a supporting role. Except in case where immediate action is necessary to save life or to prevent extensive damage to property (Category 1 Assistance as defined in paragraph 1439), assistance is given at the request of the appropriate national or local authority through ODPEM.

COMMAND AND CONTROL

Once elements of the Defence Force are placed in support of national authorities, tasking of individual units and sub units is carried out through the normal service chain of command.

Liaison Officers from the Services involved will, as necessary, be located at the NEOC and, if appropriate, in the lead agencies operation centres.

In a continuing emergency/disaster, liaison officers provide the chance through which further requests for assistance may be placed with the Director of ODPEM.

APPENDIX 30
TO ANNEX B

RECEIPT OF EXTERNAL ASSISTANCE

PRIMARY: Ministry of Finance and Planning

SECONDARY: ODPEM/NEOC

SUPPORT: JDF
SUMA/CDRU
Red Cross
Parish Committee
Voluntary Organizations

1. Ensure establishment of central storage area at ports to receive supplies
2. Deploy clearing teams to ports of entry
3. Clear supplies from ports
4. Document relief supplies
5. Distribute supplies to Parish distribution storage
6. Submit documentation on receipts to ODPEM/NEOC

APPENDIX 31
TO ANNEX B

MITIGATION

PRIMARY:	Planning Institute
SECONDARY:	PWD
SUPPORT:	ODPEM Ministry of Finance and Planning Parish Disaster Committees

Mitigation goals and objectives are:

1. To protect the health and safety of the general public and to prevent loss of life and personal injury from natural disasters
2. To reduce damage to existing development in the event of a natural disaster
3. To reduce damage to future development from natural disasters

4. To reduce public expense for emergency and recovery services required by natural disasters
5. To ensure an equitable distribution of the risks of natural hazards and the costs associated with their mitigation
6. To reduce damage to public facilities and structures from natural disasters
7. To reduce the Country's long term liability for damage to people and property from natural disasters
8. To protect the integrity of the environment of the Country
9. To protect and advance the long term economic prosperity of the Country

Short and long term mitigation programmes will be developed and administered by the ODPEM to include:

1. Short term measures:

- Building codes and construction standards
- Cleaning and maintaining drains
- Preventing encroachment of development on natural drainways and flood plains
- Structural improvements and alterations of drainways
- Management of the shoreline
- Reduction of upstream run-off and sedimentation
- Restriction of development density in high risk zones
- Evacuation and shelter planning
- Public education

2. Long term measures:

- A land acquisition programme
- Transfer of development rights
- Mitigation bonuses and incentives
- Development exactions for mitigation
- Post disaster reconstruction plan and decision framework
- Future hazard studies

- a. Location of landslip hazards
- b. Tsunami construction and mitigation standards
- c. Cumulative hazard mapping
- d. Hurricane computer simulation
- e. Sea level rise

PART 4

NATIONAL EMERGENCY OPERATIONS CENTRE

STANDING OPERATING PROCEDURES

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1.0 INTRODUCTION

1.1 EMERGENCY OPERATIONS CENTRES (EOC's)

The Emergency Operations Centre (EOC) is the designated administrative hub of disaster or emergency response mechanisms. The EOC is therefore the "nerve centre" of Disaster response and recovery services.

The EOC Standing Operating Procedures are an integral part of Disaster Preparedness Plans. However the SOP's have been designed to permit their use as a management manual for the Operations of the EOC. In that regard, information is included which is only of specific reference to those officials who will function at the EOC in an emergency or Disaster situation.

1.2 NATIONAL EMERGENCY OPERATIONS CENTRE (NEOC)

The National Emergency Operations Centre shall be managed by the Office of Disaster Preparedness, and shall be located at:

12 Camp Road
KINGSTON 4

or at any other site as agreed upon by the Executive.

The NEOC shall be designed to provide adequate communication facilities, working areas, a central display system, resource data files and other necessary operational requirements.

1.3 REGIONAL EMERGENCY OPERATIONS CENTRES (REOC)

Emergency operations within each Region shall be coordinated from an appropriate Parish Emergency Operations Centre which shall be designated 'Regional Emergency Operation Centre'.

Where a Parish Emergency Operations Centre has been appropriated by the Regional Coordinator in order to better manage the emergency or disaster occurring within the Region, the Regional Coordinator shall take the necessary action to inform the Director General of the ODP, and shall coordinate the emergency operation from that site in cooperation with members of the Parish Disaster Executive.

1.4 PARISH EMERGENCY OPERATIONS CENTRES (PEOC)

The PEOC shall act as the coordinating and control facility for the Parish in the event of natural, man-made or impending disaster, and for the coordination of all Parish resources in times of emergency or disaster, and requests to or from higher levels of Government in times of emergency or disaster.

The PEOC shall be located at a site agreed upon by the Parish Disaster Executive, and shall be designed to provide adequate communication facilities, working areas, a central display system, resource data files and other necessary operational requirements.

1.5 EMERGENCY POWER SUPPLY

All NEOC's are to be equipped with an emergency power generating system to enable operations to continue should there be an interruption to the normal power supply.

1.6 RELOCATION OF EMERGENCY OPERATIONS CENTRE

If any NEOC is moved to another location, that is to say a location not previously notified or established, all relevant authorities are to be immediately informed.

2.0 PURPOSE OF THE SOP

The purpose the Standard Operating Procedure is:

- 2.1** To establish procedures for operation during emergencies to fulfill responsibilities assigned by the Prime Minister to the Office of Disaster Preparedness and Emergency Relief Management(ODPEM).
- 2.2** To mobilize the ODPEM organization for emergency operations.
- 2.3** To specify duties and responsibilities for personnel in ODPEM and related organizations for emergency operations.

3.0 PURPOSE OF THE NEOC

Once activated, the NEOC will be the point to which official reports and inquiries are directed. In particular the centre will:-

- 3.1 Receive directives from the Prime Minister.
- 3.2 Give such general directions to public officers and guidance to the public as may be necessary.
- 3.3 Be the sole source of official information about the state of affairs.
- 3.4 Maintain appropriate logs and other records.
- 3.5 Prioritize and organize requests for assistance from within Jamaica.
- 3.6 Coordinate requests for External Assistance.
- 3.7 Act as the local point of contact for regional and international relief organizations.
- 3.8 It may be necessary depending on the nature of the disaster/emergency to set up either site command posts or temporary NEOC's. The SOP's presented here may be modified by the NEOC Director upon authorization by the Prime Minister.

The NEOC is intended to be structurally resistant to disasters. Therefore, it should be a self continued, self sufficient facility that can operate independently for reasonable periods of time with its own electrical generator, an independent water supply and sewage disposal system and adequate ventilation.

The environment of the NEOC must be suitable for people working closely together.

4.0 CONCEPT OF OPERATIONS

- 4.1 The Prime Minister (Chief Executive) will direct emergency operations through the delegated Cabinet Minister, the Director, ODPEM, and the regularly constituted government structure.
- 4.2 The Director, ODPEM, will maintain the National Emergency Operations Centre (NEOC)

4.3 When, in the judgment of the Director, ODPEM, an emergency crisis, impending or actual situation is of such gravity and magnitude as to require centralized coordination and control of disaster response operations, he will request that representatives from appropriate ministries and government departments report to the NEOC to coordinate on a 24-hour-per-day basis, if necessary, the emergency operations of their respective emergency functions.

4.4 If the situation warrants, as an extension of the National NEOC, Regional NEOCs may be established in the affected regions or at such other locations as may be designated, and will operate under the overall direction of the Regional Coordinator. Appropriate government agencies and volunteer relief organizations will be requested to send representatives to the Regional NEOC's to assist in the coordination of disaster relief operations within the regions.

4.5 Elements of the NEOC may be mobilized, as appropriate, to deal with crisis situations, emergencies and declared disaster incidents. In general the NEOC will only be fully mobilized in the event of major emergencies or disaster events.

5.0. PHASES OF DISASTER

There are three phases of an emergency/disaster:

5.1 ALERT (STAND BY) - Services/Authorities will be placed on an Alert status when an emergency/disaster is imminent, suspected or possible.

5.2 RESPONSE (CALL OUT) - Services/Authorities are committed to combating an emergency/disaster, either directly or indirectly.

5.3 RECOVERY - An emergency/disaster is over and emergency response organizations have completed their task. Clean up and debris removal are commenced, essential services and life-line systems are restored, and efforts are begun to return a community and its people to normalcy. The recovery and rehabilitation process is a longer term activity to be undertaken by agencies other than the emergency responders.

STAND-DOWN - an organization will be stood down when it has completed its task and is no longer required to combat the emergency/disaster.

Organizations placed on **STAND-BY** should make every effort to collect together any personnel, vehicles, equipment and resources likely to be required if that organization is called out. The STAND-BY period should be used to ensure that a maximum response can be achieved immediately an organization is called out.

Some disasters such as earthquakes and chemical explosions are designated "No Warning" disasters and will understandably not have an alert phase.

In general the emergency phase should not extend beyond five days.

6.0 WARNING AND ALERTING SYSTEMS

Warnings of impending or actual emergency/disaster situations may be received in a number of ways; these will of course depend upon the type of situation. Warnings will, however, normally be received via one of the following agencies:

A.	Weather situations, including flooding	The Meteorological Service.
B.	Flooding caused by release of water from Water Commission holding dams	National Water Commission.
C.	Marine emergencies	JDF Coast Guard or Harbour Masters Department.
D.	Hazardous fire situations	Appropriate Fire authority.
E.	Major health problems	Ministry of Health
F.	Veterinary health Problems	Ministry of Agriculture.
G.	Industrial/traffic accident	Police
H.	Rail accident	Jamaica Railway Corporation
J.	Most situations	The General Public/Media Houses

These warnings are likely to be received by any Service or Authority by any of the following means:

- Telephone
- Telex/Facsimile
- Radio
- Personal Contact

It is quite possible that the Authority receiving the initial warning will not be the appropriate Authority to take action. In such cases the Authority receiving the warning is to ensure that the appropriate Authority is notified immediately.

6.1 INITIAL ACTION

On receipt of a warning of a potential or the report of an occurrence of an actual emergency/disaster, the DIRECTOR will:

- 6.1.1 Obtain all possible and relevant information utilizing the checklist at Annex F.
- 6.1.2 Advise the lead agency and all other agencies likely to be affected or involved in the emergency/disaster
- 6.1.3 The lead agency will immediately dispatch an officer to the scene, if appropriate, who will make an initial assessment of the situation and report the results to the DIRECTOR and his headquarters using the initial assessment form shown at Annex F.
- 6.1.4 If an officer from the ODPEM is dispatched to the scene before the lead agency's officer, he will assume command of the emergency/disaster site until relieved by the lead agency.

6.2 SUBSEQUENT ACTION BY RECEIVING AUTHORITY

On receipt of a report from the officer dispatched to the scene, the appropriate agency and/or the DIRECTOR will take the following actions:

- 6.2.1 Pass the details of the SITREP to the Prime Minister and all other affected agencies
- 6.2.2 Advise all agencies of the name of the on-scene commander
- 6.2.3 Advise appropriate agencies of any requests for assistance from the on-scene commander

6.2.4 Issue necessary warnings, survival information or evacuation instructions to the affected population by all available means

6.2.5 Further action determined as the situation develops.

7.0 ACTIVATING THE NEOC

In activating the NEOC, the Director in effect has called for the transformation of pre-determined facilities in the NEOC. This will mean the changing of existing offices, halls, lounges, etc. into Executive, Operations, Communications, Public Information, rest and security areas.

Boxes of emergency food, office supplies, additional telephones, logs, status boards, and other material and equipment necessary for the NEOC must be readily accessible. Individual action lists in the disaster plan will outline specific responses to NEOC personnel.

7.1 General

The ODPEM will ensure that adequate procedures are in force with other emergency/command centres which regularly operate around the clock (Police Control, Meteorological Office, JDF, Fire Headquarters, Air Traffic Control, etc.) to facilitate the activation of the National NEOC when appropriate.

7.2 During Duty Hours.

Upon receipt of information indicating a potential emergency or notification of the actual occurrence of an emergency/disaster which requires centralized coordination of response and relief operations, the Director ODPEM will initiate appropriate call-up procedures. Relevant ministries and government departments will send representatives to the Operations Room.

7.3 Non-Duty Hours

In the event a warning or notification of an emergency/disaster is received during non-duty hours, the incoming notification will be automatically switched to the home phone or pager of the ODPEM Duty Officer. The Duty Officer will notify

the Director and Deputy Director of ODPEM. If these Officers cannot be immediately contacted, the Duty Officer will take the necessary actions to activate the NEOC.

7.4 Twenty Four Hour Operations

When the emergency situation requires the NEOC to operate on a 24 hour basis, the Operations Room staff will be divided into two twelve (12) hour operating shifts. Shift hours are; first shift, 6:30 a.m. - 7:00 p.m. second shift, 6:30 p.m. - 7:00 a.m. The day shift (first shift) will be under the direction of the Operations Group Chief (Deputy Director, ODPEM). The night shift (second shift) will be under the direction of the Coordinator of Emergency Operations.

DEBRIEFING

For declared emergencies/disasters ODPEM is responsible to conduct a debriefing of the major organizations who were involved in counter-disaster operations.

For other than declared emergencies/disasters and incidents the organization to which the on-scene commander belonged is to conduct debriefing.

Debriefing shall be held as soon as is practicable after the completion of operations.

8.0 ORGANIZATION OF THE NEOC

FUNCTIONAL COMPONENTS

The NEOC is divided into four basic functional areas:

- a) the Executive Command Centre,
- b) the Operations Room,
- c) the Communications Centre,
- d) the Admin. and Support Area.

A model of the NEOC is shown overleaf.

These areas (described below) will be complemented by a media centre.

8.1 EXECUTIVE

The Prime Minister is the ultimate NEOC Authority. The day to day activities of the NEOC are delegated to the NEOC Executive Group.

The executive group (NDE), exercises overall direction and control of disaster operations. This group makes decisions, whether strategic or policy, which are beyond the authority of the DIRECTOR, and comprises:

The Command Centre is that area designated for the Executive Group from which it exercises overall direction and control of emergency operations throughout the Island. The Executive Group is composed of:

- Prime Minister (or his designated representative)
- PS - Office of the Prime Minister (Dep. Chairman)
- Director - ODPEM
- PS - Min. of Local Government and Works
- PS - Min. of Health
- PS - Min. Labour , Social Security & Sports
- PS - Min. of Education Youth Culture
- Commissioner - Jamaica Constabulary Force
- Chief of Staff - Jamaica Defence Force
- Financial Secretary
- Attorney General
- Government Information Officer
- Commissioner - Jamaica Fire Brigade
- Chief Engineer PWD
- Chief Engineer NWC
- Chief Medical Officer
- Director of Red Cross

8.2 OPERATIONS AND LOGISTICS

The overall function of this component is to ensure the effective management of emergency forces involved in preparing for and responding to situations which occur as a result of Natural disasters, technological incidents, or civil disruptions. Some of the responsibilities associated with this component are outlined below.

- a. Overall management and coordination of emergency operations to include, as required, on-site incident management.
- b. Maintain liaison with the appropriate support agencies, whether governmental, private or international.
- c. Request and allocate resources and other support.
- d. Establish priorities and resolve any conflicting demands for support.
- e. Manage the movement and reception emergency relief supplies and emergency support personnel.
- f. Provide food and medical support to incident assigned personnel.
- g. Meet the transportation needs of the incident.

THE OPERATIONS ROOM: The area from which the Operations Group coordinates the emergency response and relief efforts and activities as directed by the Prime Minister and/or the Director of ODPEM.

The Operations Room is equipped with necessary maps, display, status, and situation boards. (See Appendix 3, Operations Room diagram).

The Operations Group coordinates the emergency/disaster response and relief efforts and activities as directed by the DIRECTOR through the Operations Officer

as shown in the diagram on Page 15. Also present in the Operations Room are representatives from those ministries or government departments (Resources Team) which are responsible for providing emergency services or relief; i.e. shelter operations, public works and debris clearance, medical service, welfare and human services, police, fire, rescue,

The OPERATIONS GROUP includes:

- Operations Officer (Dep. Director ODPEM)
- Assistant Operations Officer
- Communications Officer
- Admin. and Support Officer
- Logistics Officer
- Chief Marine Officer
- Radio Operators
- Rep. - Jamaica Constabulary Force

Chief Engineer - Public Works Dept.
 Rep.- Telecommunications of Jamaica
 Chief Engineer - National Water Commission
 General Manager -Jamaica Public Service
 Rep. -Red Cross
 Admin. and Support Staff

8.3 COMMUNICATIONS

The NEOC Operations Group will be responsible for the management and maintenance of a wide variety of communications activities with information coming into the NEOC, transfer within the NEOC and dispatch outside the NEOC.

A clearly defined plan of communications to cover messages, (oral and written), telecommunications and radio reports has been developed and shown in these SOP's.

COMMUNICATIONS CENTRE: The Physical location of communications equipment and operators necessary for the adequate control and coordination of emergency operations. The communications Centre is established, maintained and operated under the direction of Emergency Operations. In addition to the ODPEM radio system (Ministry of Works Radio Network), the Defence Force, Police and Fire Authority, and other services/authorities, as appropriate, will position radios and operators in the NEOC Communications Centre in order to

transmit over their own networks information and instructions to their own operating units in the field. A Jamaica Amateur Radio Association (JARA) operator and radio may also be located in the Communications Centre when the NEOC is activated for emergency operations. (See Appendix 3, Communications Centre Diagram).

8.4 ADMIN. AND SUPPORT

The Administrative and support services will cater for finance, procurement, administration and welfare of NEOC staff, to include cooking, dining and rest facilities for personnel working in the NEOC.

8.4.1 SUPPORT AREA is that area in which the following are located:

- a. The Administrative and Support Services Branch.
- b. The cooking, dining and rest facilities for personnel working in the NEOC

c. The Information and Training Branch.

- 8.4.2 MEDIA CENTRE and briefing room, (see Appendix 4, Support Area Diagram) will be operated under the direction of the Head, Public Education, Information and Training Branch in collaboration with the JIS to maintain adequate Public Information flow, rumour control and the timely dissemination of briefings and updates.

PUBLIC INFORMATION AND EDUCATION

It is important that the public is kept informed of the emergency/disaster in a manner that is both timely and factual through the Public Information Centre. The media, both print and electronic, will be the most important pipeline to the public at large, in disseminating news. It is therefore imperative that they are kept informed of facts on an on-going basis with briefings and bulletins.

The Public Information and Education officer (PIEO) and staff will gather information from the operations staff and prepare it for dissemination to the public at large. Vital or significant information is accurately prepared and released in a timely manner in order to be of value to the public. Press briefings will be held with the executive group as often as the situation demands. Any information leaving the NEOC must be cleared with the NDC Chairman or Prime Minister before dissemination.

(**NEOC PERSONNEL**)

The Public Information and Education Centre is an area in which at least the following are located:

- a. Media Centre
- b. Briefing Room

9.0 JOB DESCRIPTIONS

NEOC personnel must ensure a coordinated response to the crisis. Since they are not at the disaster site, they must:

- a. Control and coordinate actions generated as a result of orders from the executive.
- b. Provide direction and support to the site personnel and
- c. Plan ahead to meet requirements that will follow the disaster

Although the Government has the overall responsibility for responding to a disaster, a community effort is invariably needed if the overall effect is to be minimized. It is part of the responsibility of the NEOC staff to ensure that a coordinated effort is made to avoid fragmentation and alienation.

10.0 NEOC RESOURCES

The operation of the NEOC will be much like the operation of a very busy office. Consequently, a wide range of supplies will be needed. Ideally, all supplies, equipment and data for the effective and efficient running of the NEOC will be stored on site in marked lockers or cabinets until actually needed. Under no circumstances will these supplies be available for everyday use. It must be assured that items needed under disaster conditions are readily available when required.

The possibility exists that disaster conditions may make it impossible, or at least impractical for operations to be conducted from a pre-designated NEOC. The entire NEOC must be prepared to move to the alternate NEOC at the conference training rooms at the Fire Headquarters at short notice. That need suggests that supplies, data and small equipment must be stored in boxes or other containers suitable for quick packing and easy movement from the NEOC to trucks or vehicles for transportation to the alternate NEOC site. The packing and transportation must be done in such a way as to enable the new NEOC facility to be set up, equipped and made operational in a short time.

A duplicate set of all supplies, data and equipment needed to establish the alternate NEOC must be kept since, if the pre-designated NEOC is hit by the disaster, there may be nothing to move to the alternate site.

11.0 MANAGEMENT OF THE NEOC

The efficient and effective operation of an NEOC in an emergency situation requires management approaches which will differ significantly from the day today routine of a normal office.

The NEOC operational environment is characterized by situations which require rapid but calculated decisions in a rapidly changing environment. A variety of interrelated and separate tasks must be coordinated on a timely basis to minimize the negative impacts of the disaster or emergency.

Principles of effective management should still be the foundation of the activities of the NEOC.

- a. There must be a single, undisputed chain of command.
- b. Problems must be specifically and clearly defined.
- c. Decisions must be based on fact as far as possible in the circumstances.
- d. Facts must be analyzed.
- e. Alternative courses of action must be developed and considered.
- f. The most effective and practical course of action should be taken.
- g. Actions and decisions must be recorded and constantly evaluated.
- h. Flexibility and responsiveness must feature prominently in the establishment of short term objectives and management plans.

The NEOC will be manned in general terms by two teams working around the clock if necessary. Continuity should be preserved such that there is not a sharp break between the end of the Primary Duty Teams Shift and the beginning of the Secondary Duty Teams Shift. Individual shifts should therefore be staggered to preserve continuity.

12.0 NEOC ACTIVITIES

The NEOC whenever it is activated will be required to execute a variety of critical tasks. Foremost among them are the following:

12.1 COMMUNICATIONS

One of the critical reasons for creating an NEOC is the consolidation of the National communications network. Without proper communications, the effectiveness of the NEOC would be severely limited. As mentioned before, one of the primary concerns of the NEOC is the efficient movement, assimilation and dissemination of information from disaster sites to the resource managers and to the public at large.

An effective communication capability is essential to the NEOC in order to support emergency operations. The degree to which the different systems are utilized will depend on the nature of the emergency situation. Communications systems may be overloaded or inoperable during an incident. The following basic principles need to be noted.

- a. Existing day to day systems may be all that are available in an emergency.
- b. Privately owned radio systems, equipment and facilities may need to be used to support the emergency activities of the field forces not linked to the NEOC.
- c. Communications officers will often be required to provide operators for communications equipment, as well as to service and maintain them.

12.1.1 Disaster Site to NEOC

In order for the NEOC to have an accurate picture of the situation at the site, it must make use of all available resources for communicating. It may be possible for the on-scene commander to establish a telephone link with the NEOC from the site. While this is a most desirable link, it may not be a viable one, depending on the nature of the disaster and possible damage to the telephone system. It is therefore essential that other means of communication are established. Some alternative means are:

- a. Military radios
- b. Police radios
- c. Fire radios
- d. Cellular telephones
- e. CBers
- f. HAMS
- g. Taxi or courier companies
- h. Other

12.1.2 Within the NEOC

Once the information is received at the NEOC, it is very important that it is appropriately handled. This means that there must be in place within the NEOC an efficient and tested capability for message receiving, handling and routing. Provision should also be made within the NEOC for communications with either NEOC's.

12.1.3 The NEOC to the Public

The NEOC should be able to issue disaster warnings and give necessary instructions for the survival of the public. Instructions, bulletins and news reports may also have to be issued and communication links should be planned as necessary.

This may necessitate the advance installation of remote broadcast connections through radio and television stations.

12.1.4 INFORMATION DISSEMINATION

The NEOC Executive Group will be responsible for ensuring that mechanisms are developed and maintained for the regular and frequent dissemination of accurate officially sanctioned information to the public in general and the media in particular.

Damage assessment will be coordinated by the representative from the damage assessment sub-committee. This is a vital area of disaster coordination as there will be tendencies for some assessors to underestimate, and for others to overestimate damage and needs. As such, assessments from as wide a range of assessors as possible is usually desirable.

12.3 RESPONSE MECHANISMS

The NEOC Executive Group will be responsible for determining the actions which are necessary to continue to preserve life and maintain health and security.

Essential to the response mechanisms following an event is the collecting and analyzing of information on the nature, severity, and extent of the disaster. This will provide officials at the NEOC with a logical basis for their response decisions.

12.4 OPERATIONS AND LOGISTICS

The NEOC through the Operations and Logistics Officer will be responsible for the operational and logistics arrangements for the deployment of resources, that is manpower, materials and equipment to the disaster scene.

12.5 RELIEF COORDINATION

The NEOC will be responsible for identifying, sourcing and coordinating the provision of human and material relief assistance to the disaster scene.

12.6 ACCOUNTING AND RECORD KEEPING

In a general sense, routine administrative procedures will not be possible, nevertheless full accountability must be maintained at all times. Appropriate documentation in filing, data processing and retrieval systems must be established and maintained.

In addition to other areas files must be maintained to cover the following:

- a. News Releases
- b. Messages
- c. Damage Assessments
- d. Needs Assessments
- e. Pledges and Donations
- f. Dispatches
- g. Receipts
- h. Bills
- i. Payment vouchers
- j. Equipment, deployment and use.
- k. Personal and Staff matters

I. Meetings and Briefings

12.7 SUPPLIES

The NEOC will be equipped to provide basic amenities for duty officers. Typically these will include hot and cold beverage mixes, hard rations, sanitation supplies, toiletries, stationery and office equipment, blankets, sheets, raincoats, flashlights and radios.

12.8 SECURITY AND SIGN-IN

Depending on the nature of the emergency/disaster, the DIRECTOR may decide to establish special security for the NEOC, in which case the police would be responsible for the physical security of the NEOC and its critical systems. In such an event, a police officer will be assigned to the NEOC upon activation, who will handle the screening and signing in of visitors.

Additionally, sign-in sheets shall be made available as the conditions require, or at the request of the Director ODPEM (DIRECTOR).

With respect to general security the following must be coordinated.

- Law enforcement and traffic control
- Warnings, alerts and survival instructions to the public
- Crowd control and traffic routing in support of any evacuation plans
- Security at mass care facilities, Clinics and Health Centres, storage areas, and vacated areas
- Procedures to allow rapid access by authorized personnel to controlled areas
- Support search and rescue operations
- Public safety precautions

With respect to the NEOC the following pertain.

- Control of access except for authorized personnel
- Protection of equipment and facilities

- Maintenance of confidentiality, and protection of sensitive or secret information.

13.0 DISASTER INTELLIGENCE

In major disasters there are three kinds of intelligence required.

13.1 Information necessary to determine operational problems and immediate needs of the victims. In the immediate impact phase this information is the most important, and a high priority must be given to its collection.

13.2 Information on the dollar amounts, economic impact etc. in order to facilitate NEOC response and requests for local and outside assistance or relief.

13.3 Information in sufficient detail to be used in proper planning for both short term and long term recovery.

14.0 RECONNAISSANCE

An immediate reconnaissance of the area, if possible, is to be done to obtain a description of a situation which can then be evaluated, in order to provide a determination as to the general needs and the courses of action to be taken.

15.0 OPERATIONAL INFORMATION

15.1 MESSAGE CONTROL

15.1.1 INCOMING RADIO MESSAGES

All emergency radio messages received in the NEOC will be delivered by messenger to the Operations Officer for his routing.

The radio operator receiving the message will take the following actions upon receipt of an emergency message:

- Enter a message number at the top of the form. The message number will begin with a two letter identifier and then a number. Incoming messages will be numbered consecutively.
- Assign a priority number from 1 (highest) to 4 (lowest) as follows:
 - Priority 1 Lives endangered - immediate response required
 - Priority 2 Lives endangered - fast response required
 - Priority 3 Timely operational response required
 - Priority 4 Routine data and logistics messages

The Operations Officer will then:

- Review the nature of the message and assign the problem for action to the appropriate agency representative in the Operations Room. Since many emergency actions or problems do not fall within the area of responsibility of a single agency, the Operations Officer has flexibility in assigning responsibilities and can, to some degree, balance the work load among the agencies.
- Ensure that the Journal clerk logs the message in the NEOC Journal Incoming Message Log indicating which agency is assigned the message for action.

The agency assigned responsibility for the message will take the required action, indicating on the bottom half of the message form the action taken and time taken, and return a copy to the Operations Officer.

The Operations Officer will see that a summary of the message and actions taken are posted on the Status Action Board by the journal clerk, as appropriate, and follow up until the problem is solved or until no further action is necessary.

After posting, the Operations Officer will ensure that the Journal Clerk files the message for use in compiling the After Action Report and for historical purposes.

INCOMING TELEPHONE MESSAGES

Telephone messages may be received by a number of people in the NEOC. The person receiving the message will record the message on the prescribed message form. The message will then be delivered to the Operations Officer. The Operations Officer will handle the message in the same manner as a radio message.

15.1.2 OUTGOING MESSAGES

The drafter of an outgoing message will write the message in the upper half of the message form , assign a priority at the top of the form and deliver a copy to the Operations Officer.

The Operations Officer will review the contents, assign a priority, and determine the best means to transmit the message, after which he will pass it to the Journal Clerk for logging on the Outgoing Message Log.

Due to the urgency of the situation , agency representatives may transmit disaster information directly by telephone either to their headquarters or operating units in the field. In such cases, agency representatives will capture the essence of the message when time permits and provide the Operations Officer a copy for posting and filing. The Journal Clerk will maintain the message file.

Operational Information may be defined as information (usually collected in the operational area) which has a direct bearing on the overall operation. To be of value operational information must be reliable and accurate.

Operational Information becomes the basis on which decisions affecting the overall operation are made. It is therefore essential that the organizations involved in counter-disaster operations have an assured capability for the collection, collation and passage of operational information.

As information can only be assessed for value at command level, all organizations involved in counter-disaster operations are to ensure that all operational information is passed to the on-scene commander and to the appropriate Emergency Operations Centre without delay.

15.2 SITUATION REPORTS (SITREPS)

The principal means of passing operational information will be by means of a situation report (SITREP).

In most instances SITREPS will be passed by telephone, radio or in person. To avoid confusion, complicated or lengthy SITREPS should, wherever possible, be in writing. To avoid delay it may, however, be necessary to pass the SITREP verbally and then confirm it in writing at the earliest opportunity.

Situation Reports may be called for at any time and moreover, should the local situation change significantly a SITREP should immediately be submitted to higher headquarters for forwarding to the appropriate EOC.

Routing SITREPS should be submitted to the appropriate EOC at regular intervals for the duration of emergency/disaster operations. This interval may vary but as a general rule should not be less frequent than hourly.

Once an initial SITREP has been dispatched only changes to the situation need be advised. Where there's no change this should be reported as "no change".

A standardized format for situation reports is desirable in an emergency, and is in most cases attainable, e.g. casualties, physical damage, needs, etc., but a degree of flexibility is always necessary.

The writer of a Situation Report from any agency requires:

- The ability to carry in his mind a comprehensive and accurate picture of the situation.
- The ability to distinguish between, and concentrate upon the important facts, however small they may be, and the trivial, however large they may be.

- The ability to make himself wholly dispassionate and objective.
- The ability to write clearly and concisely.

The SITREP format attempts to structure that which can be structured in the emergency situation, but also gives allowance for a free-hand description of the emergency/disaster.

15.2.1 FORMAT OF SITREPS

Whether passed verbally or in writing, a SITREP should commence with the word SITREP and contain the following information/detail:

- a. A date/time and reference number must be given. The reference number should relate to the number of SITREPS sent by that particular organization and be numbered from one onward, e.g. Health 1/78, ODPEM1/78.
- b. State the type of emergency/disaster, e.g. flood, fire, air crash, building collapse, etc.
- c. Location of emergency/disaster, i.e. map reference, town name.
- d. A description of the general situation.
- e. Details of victims
- f. Details of major problems/damage. May include such matters as condition of houses, major buildings, bridges, power supply, water supply, sewerage system.
- g. Details of counter emergency action being taken within the area. This may include such matters as rescue operations, evacuation, establishment or welfare centres, etc.
- h. Details of transport routes open/closed. To include details of roads, open and closed airfields and helipads, usable or damaged, condition of railways, etc.
- i. Details of resources required. To include details of resources required to support counter emergency operations, e.g. personnel by skills and number bulldozers, transport, radios, food, blankets, etc.
- j. Any general matters in addition to the above details. This section could include: general observations, details of

anticipated problems, administrative information, communications details, etc.

- k. The name of the on-scene commander and the organization he/she represents.

A sample SITREP is attached at Appendix 21.

These reports will normally originate at the Parish level and will most likely come from the Parish chairman. They will identify the area being reported on to include any damage. Where no damage is evident, it is still important to submit a negative report.

There may be three types of reports:

A. Flash Reports

These are the first types of report to be submitted to the NEOC. They should be through pre-determined channels. These may also serve as the trigger for the response mechanisms of the NEOC. These are most likely to be verbal with the first being submitted as quickly as possible following the event.

B. Situation Reports

These are detailed reports to be prepared and submitted to the NEOC at regular specified intervals. This type of report will define affected areas, identify closed roads and highways, estimate the number of casualties, and any other information as may be requested by the NEOC. Here again a negative report is better than no report.

C. Detailed Reports

This type of report requires more detailed information, particularly that resulting from damage estimates and analysis and is useful to assist in determining as closely as possible the exact situation. This report is the responsibility of the NEOC, and should include the total numbers of dead and injured, the amount of damage to both public and private facilities, and the type and relative priority of needed assistance.

16.0 RELIEF COORDINATION

This component deals with the organization and operational policies and procedures that are necessary to meet the needs for food, clothing, medicines, care, and shelter of the people. This component also deals with the coordination of public and private organizations responsible for providing relief and welfare services. Within the NEOC the activities of this component will be closely linked with the Ministry of Finance and assisted by the Parish Disaster Coordinators.

16.1 GOODS AND SUPPLIES

In the aftermath of a disaster, the ODPEM would be responsible for the coordination of distribution of goods and supplies entering the island.

Such relief would be distributed on the basis of reports submitted by the damage assessment personnel or committee.

The Director would delegate duties to the following persons:

- a. JDF - to provide manpower for the handling of relief supplies.
- b. PWD - to provide vehicles for the transportation of supplies
- c. Parish Committees - to help distribute supplies

17.0 DISPLAYS

Because the disaster operation centre's major purpose is accumulating and sharing information to ensure coordinated and timely disaster response, display devices will be maintained so that agencies can quickly comprehend what actions have been taken and what resources are available.

Display needs will vary with the nature and scope of the disaster, but the following charts are the core of the NEOC display system whenever the facility is activated and MUST be used:

17.1 PROBLEM LOG

All major problems will be entered on the Log as they are received. The log is a large plastic covered or white board with pre-assigned columns, as shown in Appendix 20. This log is maintained by the Journal Clerk.

17.2 EVENT LOG

All major and significant events resulting from or affecting the disaster in any way will be displayed for all to see on an Event Chart as shown in Appendix 19. These are maintained by the Journal Clerk.

17.3 DAMAGE ASSESSMENT CHART

This chart contains columns for towns and Parishes, reported damage, time of report and extent of reported damage. A copy is shown at Annex L. This chart is maintained by the Plotter.

17.4 ISLAND/TOWN/PARISH MAP

The following information is particularly important to all agencies in the NEOC and must be posted immediately:

- a. Transportation routes closed or impeded
- b. Areas of major damage
- c. Locations of medical treatment and emergency shelter facilities

- d. Expected inundation areas (flood emergencies)
- e. Limits of evacuation areas, control points and exit routes

These following maps are maintained by the Plotter:

a. WEATHER MAP

This will show current forecasts and wind patterns as well as used for plotting fallout in appropriate cases. This map is maintained by the Plotter.

b. PLANNING MAP

This is a duplicate of the master operations maps kept in the Operations Room.

c. BRIEFING MAPS

These are large and small scale maps for briefing or specific purposes.

d. MEDICAL FACILITIES CHART

This chart must show current information on the status of permanent and temporary medical facilities, including locations, beds available, blood and other critical supply needs, manpower requirements and communications links. It is particularly important to note locations of temporary medical facilities so that the public information officer and other NEOC elements can instruct the public. This chart is maintained by the representative from the Ministry of Health.

e. EMERGENCY SHELTERS CHART

This chart provides information on shelter facilities throughout the Country, and is maintained by the Emergency shelter sub-committee representative in the Operations Room.

f. LAW ENFORCEMENT RESOURCES CHART

This chart provides information on numbers, status and locations of full time, reserve and auxiliary Police manpower, and is maintained by the Police Representative in the Operations Room.

g. FIRE RESOURCES CHART

This chart displays current deployment and availability of fire units and is maintained by the Fire Brigade Representative in the Operations Room.

h. TRANSPORTATION RESOURCES CHART

This chart displays the current status and availability of all public and private transportation and is maintained by the Logistics Officer.

I. OTHER DISPLAYS

These may include as appropriate:

- a. Evacuation route maps for crisis relocation
- b. Utility system maps
- c. Blackout block assignments
- d. Fault line, soil, and landslide potential maps
- e. Maps of predicted inundation in tsunami areas
- f. Flood plain maps
- g. Locations of hazardous materials and storage
- h. List of town organizations, their location and status
- i. Personnel location board (key people)
- j. Officers duty roster
- k. Courier service schedule
- l. Communications diagram
- m. Communications status board
- n. Radio diagrams for each network
- o. Key resource location board
- p. Reception centre control board
- q. Chart of NEOC layout showing rest area
- r. Location of electronic news media transmitters, reporters and coverage areas
- s. OVERLAYS OF MAPS TO SHOW:
 - Impact zones
 - Site layout
 - Plumes, effects of dangerous gasses
 - Flood lines bases on empirical data
 - Any other special requirements (nuclear weapons - effects etc.)

- Air photos

18.0 BRIEFINGS AND CONFERENCES

Briefings for the DIRECTOR, by the Operations and Public Information groups will be scheduled at six-hour intervals. The DIRECTOR will post a briefing schedule on the bulletin board. NEOC functional Reps must be prepared to participate in these briefings with a three minute summary on the progress of their respective functions. Briefings will include:

- a. Unresolved problems
- b. Major new problems during previous six hours
- c. Assistance needed from other agencies or outside organizations.
- d. Information developed by the agency that must be passed to other agencies or to the public.

Additional briefings may be organized by the DIRECTOR. These may include VIP, news media briefings, and situation reviews for newly arrived agency representatives.

Conferences of key NEOC personnel may be convened at any time by the DIRECTOR to discuss and resolve major issues. These conferences will be held in the Conference Room.

The Operations Officer is responsible for ensuring that any decisions reached at conferences are quickly relayed to all NEOC personnel.

19.0 REPORTS

19.1 NEOC REPORTING

The DIRECTOR is responsible for ensuring that all required reports are forwarded to the next higher NEOC (CDERA) on time. He is also

responsible for preparing and sending any special reports on damages, threats or assistance needed.

19.2 AFTER ACTION REPORTS

An after action report must be completed on deactivation of the NEOC, which signals the official end of the response. This report will be used in a debrief of the operations, which is vital for learning lessons, good or bad, which are meant to continuously improve disaster response.

20.0 OTHER TOPICS

20.1 STRESS MANAGEMENT

Some people will find responding to disasters quite stressful. Others will find it extremely stressful. Often, members of the NEOC work 20-30 hour shifts without adequate rest. In the event of a major disaster, it is recommended that a counselor be made available to conduct a stress debriefing. This debriefing must be incorporated in the plan, to allow for an open discussion of the feelings, frustrations and anxieties experienced by crisis personnel. Failure to do this can result in a form of aftershock, with stress and depression presenting themselves shortly after the crisis.

It is vitally important that everyone, including the DIRECTOR, gets adequate rest and relief. Therefore all agencies and/or committees will be responsible for ensuring that a proper relief system exists within their respective agencies while operating in the NEOC.

20.2 MANAGING PUBLIC INFORMATION

Below are some useful guidelines for managing public information:

- a. Hold the first news conference within 12 hours of the event
- b. Set media guidelines regarding accessibility to information, length of question periods, conference/briefings, site tours, etc.
- c. Ensure good communications with frequent updates on the bulletin board or white board
- d. Ensure a messenger is available to assist the media where possible.

- e. Media pooling is the practice of selecting a small number of media personnel from different media houses to represent print and electronic news personnel on the disaster site. A good practice is to have the media select (from their own ranks) one print journalist, one still photographer, one video camera man and one audio technician. Media pooling is used when access to the disaster site is limited. Otherwise the media will expect full access to the site.
- f. Ensure monitoring of print and electronic coverage for rumour control and awareness. This can either be done by contracting monitoring to an outside company, or by installing in-house electronic equipment and monitoring personnel.
- g. Ensure expert spokespersons are available for credibility
- h. Ensure bilingual capabilities, as appropriate. Certain circumstances may warrant professional translation services.

20.3 RUMOUR CONTROL

One of the necessary items to consider in preparing for an emergency/ disaster is rumour and information. Monitoring of both the news media and incoming public calls will enable awareness of rumours and innuendoes, which could both have negative consequences for public safety and must be corrected promptly.

21.0 WELFARE OF NEOC STAFF AND VISITING PERSONNEL

The Administrative Officer would be given the responsibility for:-

- a. Making arrangements for accommodation and welfare of the NEOC Staff. (Food items, toiletries and restroom, etc.)
- b. Meeting and attending to the welfare of visiting volunteers.

With reference to visiting volunteers, assistance can be sought from the JDF to provide transportation to and from the airport/seaport and also within the country.

22.0 STANDING DOWN PROCEDURES

When the NEOC Director is satisfied that the recovery phase of operations is sufficiently advanced and being effectively managed, he should recommend to the Prime Minister that the NEOC be stood down. The recommendation should include a period of time during which NEOC Operations should be phased out.

The Logistics Officer and Director ODPEM will be jointly responsible for ensuring a phased, orderly and systematic stand down of the NEOC. The NEOC Director must indicate in writing his agreement to the Stand Down of the NEOC when the deadline imposed by the Prime Minister has been reached.

The Logistics Officer and Director ODPEM in Standing Down the NEOC must ensure that the following actions are executed:-

- a. The taking of a closing inventory of supplies, materials and equipment
- b. The submission of a draft report

The NEOC Director will highlight the major actions taken during the NEOC operations, major needs outstanding and recommended follow up actions.

Provided the decision had been taken to stand down the NEOC, all relevant Local, Regional and International Officials and Agencies must be informed in writing.

Equipment on loan should be secured, returned, signed/accounted for before Stand Down is complete. When the NEOC is Stood Down normal governmental procedures would resume and will signal the start of any recovery and rehabilitation phase.

23.0 EOC JOB DESCRIPTIONS

23.1 PRIME MINISTER

GENERAL RESPONSIBILITIES

- a. To formulate policy, and operational guidelines in support of policy, for the conduct of emergency operations. General policy for emergency/disaster operations is set forth in the Jamaica National Disaster Plan, which is approved for implementation by order of the cabinet.

- b. To ensure that information and direction are given to the general public and that contact is maintained with the appropriate levels of government.
- c. The overall management of the nation's survival and recovery efforts, working through the ministries and parish governments. In fulfilling this role the Prime Minister may delegate a senior cabinet minister who will have the assistance of the Director, ODPEM, (acting as his EO) and the specialized assistance of the ODPEM staff.

ALERT

- a. Ensure that the public has been fully informed of the steps to be taken in the emergency/disaster.
- b. Ensure that every effort has been made to enhance the capacity and quality of public shelters.
- c. Ensure that all government departments with operational roles are prepared to respond.
- d. Ensure that all means are used to warn the public and the people are given explicit instructions regarding the actions they should take to increase their chances of survival.

RESPONSE

- a. Maintain public morale by informing the population of actions being taken for their welfare and safety.
- b. Receive assessments of damage suffered by the communities during the emergency, review plans for recovery and post-emergency, review plans for life support and welfare systems, and the restoration of vital facilities and essential services.
- c. Receive estimates of the time and resources required to execute repairs and initiate recovery plans.
- d. Maintain contact with the appropriate departments of government, receive update situation reports, and assistance, if possible.

RECOVERY PHASE

- a. Assist emergency and repair operations by personal announcement to the public to ensure orderly recovery from the emergency/disaster.
- b. Ensure the continuity of authority in all major government departments and agencies, and in all major institutions, business and industry.
- c. Ensure that steps are taken for the conservation, use and equitable distribution of scarce resources.

23.2 DISASTER EXECUTIVE

GENERAL RESPONSIBILITIES

- a. Formulates operating guidelines in support of policy for the conduct of disaster operations.
- b. Approves general policy for disaster operations as set forth in the national disaster plan.
- c. Ensures that information and directions are given to the general public and that contact is maintained with the appropriate levels of government.
- d. Overall management of survival and recovery efforts.

ALERT PHASE

- a. Ensure that the public has been fully informed of the steps to be taken in a disaster emergency.
- b. Ensure that every effort has been made to enhance the capacity and quality of public shelters
- c. Ensure that all government departments with operational roles are prepared to respond.
- d. Ensure that all means are used to warn the public and that people are given explicit instructions regarding the actions they should take to increase their chances of survival.

RESPONSE PHASE

- a. Maintain public morale by informing the population of actions being taken for their welfare and safety.
- b. Receive assessments of damage suffered by the communities during the disaster.
- c. Review plans for recovery and post-disaster establishment of medical systems, and the restoration of vital facilities.
- d. Receive estimates of the time required to execute recovery plans and the number of persons and equipment needed over that which is available.
- e. Declare National disaster or State of Emergency if the situation warrants.
- f. Maintain contact with the appropriate departments of government, receive update situation reports, and respond to requests for assistance, if possible.

RECOVERY PHASE

- a. Assist NEOC operations by personal announcements to the public to ensure orderly recovery from the disaster.
- b. Ensure the continuity of authority in all major government departments and agencies, in all major institutions, business and industry.
- c. Ensure that steps are taken for the conservation, use, and distribution of any resources that are made available by Regional and International agencies and/or Governments.

23.3 DIRECTOR ODPEM (DIRECTOR)**GENERAL RESPONSIBILITIES**

- a. Chief advisor to the Executive Council
- b. Responsible to the Executive Council for all strategic issues affecting both the activities of the incident and supportive functions of the NEOC.

ALERT PHASE

- a. Ensure members of the NEOC have been alerted and that the NEOC is properly activated
- b. Determine which staff officers are present and when the others will report
- c. Open telephone log
- d. Begin long range planning
- e. Serve as primary contact between NEOC, Regional and Sectoral agencies (to include CDERA, CDRU, WIGS, Donor groups, etc.)
- f. Check operational readiness of alert and warning systems and improvise means of warning areas not currently covered by the system
- g. Review with the Communications Officer the mechanics of alerting and warning
- h. Determine through the Operations Officer that the Police, Fire, Public Works, Welfare, Shelter, Medical emergency/disaster organizations and other appropriate agencies are alerted and ready to be deployed
- i. Ensure that the Operations Officer has reviewed current operational policy for each of his agency representatives.
- j. Check through the Communications Officer the type of problems being experienced during the alert phase, and confirm that proper liaison is effected between Communications Centre and Operations Room personnel
- k. Review with the Operations Officer the operational status of emergency operating sites established by utility and industrial plants
- l. Determine whether communications exist between these sites and the NEOC
- m. Determine that emergency shutdown procedures have been implemented
- n. Serve as primary contact between NEOC, Parish Chairman and NGO representatives.

- o. Review with the Telecommunications Officer, the mechanics of alerting and warning.
- p. Check the deployment of manpower, vehicles and equipment of the various utility and industrial organizations and their availability for operational assignments.
- q. Review the responses that have been made by utilities and industry and ensure that they have been coordinated with proper services/authorities in the NEOC.
- r. Review with the military and police liaison officers the availability of aid from military sources. Ensure that communications exists to the nearest source of the military assistance.
- s. Ensure that the ODPEM direction and control organization is staffed with trained personnel, that communications are operational, and that appropriate pre-positioned data and aids are available in the NEOC.
- t. As authorized by the Prime Minister, ensure (in cooperation with the Public Information Officer that the public has been fully informed of the steps that should be taken in the event of an emergency/disaster.
- u.
- v. Review with the Parish Disaster Committee Executive their emergency procedures, evacuation, shelter and response plans.
- w. Check the operational readiness of the alert and warning system, and improvise means of warning areas not currently covered by the system. Review with the Emergency Operations Team the mechanics of alerting and warning.
- x. Check with staff heads to determine whether all positions in their groups have been manned. If not, take appropriate action to fill these positions.
- y. Determine through the Operations Group Chief that the police, fire, public works, welfare, medical, shelter emergency organization and other appropriate services/authorities are alerted and ready to be deployed.

- z. Ensure that the Operations Group Chief has reviewed current operational policy for each of his sections. Check through the Communications team the type of problems that are being experienced and confirm that proper liaison is effected between the Communications Centre and Operations Room Personnel.

RESPONSE PHASE

- a. Direct NEOC operations
- b. Obtain briefings from the Operations Officer
- c. Prepare briefings for the Executive
- d. Monitor information displayed
- e. On receipt of a report about the occurrence of an actual emergency/disaster:
 - Obtain all possible and relevant information
 - Advise the lead agency and all other agencies likely to be affected or involved in the emergency/disaster
- f. On receipt of a report from the officer dispatched to the scene,
- g. Pass the details of the SITREP to all other affected agencies
 - Advise all agencies of the name of the on-scene commander
 - Advise appropriate agencies of any requests for assistance from the on-scene commander
 - Issue necessary warnings, survival information or evacuation instructions to the affected population by all available means
 - Further action determined as the situation develops.
- h. Brief the Prime Minister on the situation that exists throughout the country including a summary of major emergencies that have occurred or are under review by the staff in the Operations Room

- Post on the executive bulletin board any announcements affecting the conduct of the disaster operations
 - Ascertain whether the Operations Officer is receiving pertinent and timely reports from the field and disaster areas
 - Ensure that an analysis of field data is being made and that the information is posted on the situation and action boards and operations map
- i. Review and keep abreast of the operational activities ordered, or being taken, by the various agencies in the Operations Room
 - j. Refer to the Prime Minister all problems that require the exercise of emergency powers or changes and interpretation of policy.
 - k. Check with the Public Information Officer to determine whether information on survival action is being broadcast to the sheltered population.
 - l. Make sure that broadcasts include assurance by government officials that information available at the EOC regarding the disaster situation is made known to the public; that the public be advised to remain in shelters until it is determined safe to return to their communities and homes, and to obey the instructions of the shelter manager.

The media centre will be opened and the on-scene public information team dispatched if appropriate.

Applicable information will continue to be released along with damage assessment figures when available.

RECOVERY PHASE

- a. Ensure NEOC properly deactivated.
- b. Determine when it is safe for the population to leave shelters.
- c. Maintain surveillance over post-shelter deployment.
- d. Closely monitor the establishment of the emergency medical and welfare systems and the clean up activities.
- e. Monitor the implementation of plans for the restoration of vital services.

- f. Ensure the conservation, proper use and distribution of vital supplies and materials made by outside sources and international relief organization and/or Governments.
- g. Determine whether vital communication links have been disrupted and ensure that either communications are restored or that prescribed reports are delivered by alternate means.
- h. Ensure that reports are made to the appropriate government officials.
- i. Ensure that the Public Information Officer informs the media of relevant details of emergency, situations particularly with regard to instructions to restrict entry into specific areas of high risk.
- j. Ensure that reports are made to the appropriate government officials.

23.4 PUBLIC INFORMATION AND EDUCATION OFFICER (PIEO)

GENERAL RESPONSIBILITIES

- a. Advises the Director about the media related activities.
- b. Gathers facts on the crisis and prepares dissemination of safety bulletin, clips to the media and public
- c. Ensures the availability of 'expert' spokesperson as required.
- d. Ensures the monitoring of print and electronic media coverage of the event.

ALERT PHASE

- a. Set up the Public Information area of the NEOC
- b. Check personal telephone
- c. Open log and record date and time of arrival

- d. Check for any messages which relate to your function/responsibilities prior to your arrival
- e. Report to the DIRECTOR and receive briefings
- f. Activate the media centre from which to brief media representatives on a periodic basis and ensure that the following are set up in the media room:
 - Furniture
 - Communications equipment
 - Stationery and supplies
 - Photocopy machine
 - Manual typewriters
 - Battery powered calculators
 - Battery powered radio receivers
- g. Be aware of alternative methods of public information in the event that 'mass' media is not available. (i.e. loud hailers)
- h. Develop measures for authenticating the source of information before broadcast or publication.
- i. Direct broadcast, publication and release of information on:
 - Individual and family protective measures
 - Available public shelters
 - Recommended routes to public shelters and other traffic control arrangements.
 - Ways to improve private shelters or improvise shelters where one exist.
 - Supplies which individuals should take to public or private shelters and how supplies can be obtained.
- j. Set up the media area from which to brief media representatives on a periodic basis and ensure that the appropriate arrangements are made within the media area.
- k. Brief the Command Centre team on procedures:
 - By which decisions and guidance for public information purposes will be issued from the executive authority; and

- For the staff to follow in answering enquiries or issuing public statements and news releases.

- l. Identify official spokesmen for the news media. (In most cases this should be restricted to the Prime Minister, Minister of Science, Technology and Environment, Director of ODPEM, and the Public Information Officer).
- n. Meet with management and staff of the news media (newspaper, radio and television stations) to review Emergency Public Information Plans and Procedures. Develop measures for authenticating the source of information before broadcast or publication.
- o. After securing approval from the executive authority, issue news releases announcing preliminary steps the government is taking for increasing preparedness and readiness.
- p. Activate the Media Centre from which to brief the media representatives on a periodic basis.
- q. Collate and disseminate information from the PDCs on current conditions.

RESPONSE PHASE

- a. Monitor radio broadcasts
- b. Schedule periodic press conferences for the media and general public to keep them informed of the situation. This will include, but need not be limited to:
 - Information, advice or instructions related to living in shelters for the duration of the disaster (sanitation, food preparation and conservation)
 - Weather conditions
 - Estimate of length of time before emergence from shelters can take place
 - How the communities are faring.

- c. Prepare first news release to the public to include:
 - What happened (cause and effect)
 - A request for people to stay away from the emergency/disaster area or worst affected areas.
 - Any other relevant information
- d. Monitor display boards and situation maps and consult the Director of ODPEM to keep informed of local situations above which the public should be provided information and advice.
- e. Conduct periodic briefings for the media to keep them informed of the situation.

RECOVERY PHASE

- a. Continue to issue information as required to assist the population in recovering from the effects of the disaster with particular emphasis on:
 - The kinds of relief available
 - The AGENCIES responsible for providing the relief and where it may be obtained.
 - Continuing public safety information

23.5 OPERATIONS AND LOGISTICS OFFICER

Operations Group Chief (Deputy Director, ODPEM/Head, Preparedness and Emergency Operations Branch).

GENERAL RESPONSIBILITIES

- a. Operations advisor to the DIRECTOR
- b. Acts as primary message controller to ensure smooth information flow within the NEOC
- c. Takes action to provide and coordinate assistance and relief requested by the villages and communities through the appropriate agency representative or volunteer agency in the operations room
- d. Responsible for the operational and tactical plans for the deployment of resources to the emergency/disaster scene. (coordination of emergency/disaster operations).

ALERT PHASE

- a. Review the operational status of the NEOC
- b. Obtain a communications status report
- c. Review the operational status of each agency
- d. Review the status of the emergency/disaster operations plans and procedures and ensure they are current
- e. Confirm that agency representatives have been notified and/or have arrived at the NEOC
- f. Check that personnel assigned to the operations room are trained in:
 - Internal operating procedures
 - Policy guiding emergency/disaster operations
 - Report forms
 - Distribution and message routing
 - Displays
 - Internal and external communications
- g. Ensure that the following tasks are completed:
 - Set up furniture
 - Set up communications equipment
 - Set up charts and display materials
 - Install phones, fax, computers, radios and scanners
 - Distribute stationery supplies to each desk

- Inspect generator, antennas, food and water stocks, and fuel supply
 - Set up chalkboards/whiteboards
 - Set up photocopier machine
 - Set up manual typewriters
 - Take out battery powered calculators
 - Take out battery powered radio receivers
 - Take out box of message and report forms
 - Take out stationery and supplies (see list)
 - Take out emergency/disaster plans and agreements
 - Secure the NEOC
- h. Set up the alternative NEOC as above if considered necessary
- i. Identify and authorize essential pre-event activities.
- j. Establish direct communications with incident/site managers.
- k. Begin compilation of needs assessment.
- l. In collaboration with the NEOC Director and DIRECTOR establish an alternate NEOC if necessary and ensure setup is completed as above

RESPONSE PHASE

- a. Ensure that rapid, well coordinated and effective responses are made to the emergency/disaster situations referred to the operations group
- b. Ensure that response actions are treated on the basis of their seriousness
- c. Note whether action is deferred to later time periods, where possible, in favour of activity that must be taken immediately
- d. Anticipate problems and take remedial action before large problem situations develop
- e. Ensure that coordinated activity is taking place within the operations room and with the executive group and communications centre

- f. Refer to the DIRECTOR those decisions requiring the exercise of extraordinary emergency powers, departure from the operational policy guidelines, and interpretations of policy
- g. Prioritize and route messages entering, leaving or circulating within the NEOC
- h. Ensure messages are properly logged in the NEOC journal
- i. Brief the DIRECTOR periodically on the status of the situation and immediately on vital emergency/disaster operations and major problems
- j. Brief all new arrivals
- k. Exercise direction over the NEOC when the DIRECTOR is resting
- l. Ensure that logistics information is displayed.
- m. Coordinate transportation of emergency disaster supplies from all air and sea ports of entry, to main distribution centres and areas in need.
- n. Establish centres for the storage and distribution of emergency/disaster supports.

RECOVERY PHASE

- a. Continue to coordinate the emergency repairs and restoration activities as directed by the Prime Minister and Director, ODPEM, until emergency phase ends (this will normally be within five days).
- b. Prepare and consolidate After-Action Reports.
- c. Assist the PDC to promptly assume responsibilities for repairs, welfare assistance and recovery.
- d. Ensure NEOC deactivation tasks are carried out
- e. Deactivate the NEOC.

23.6 ASSISTANT OPERATIONS OFFICER - EMERGENCY COORDINATOR

GENERAL RESPONSIBILITIES

- a. Acts as assistant to the Operations Officer
- b. Acts under the instructions of the Operations Officer
- c. Acts as primary message controller to ensure a smooth information flow within the NEOC.
- d. Takes action to provide and coordinate assistance and relief requested by the parishes through the appropriate agency representative or volunteer agency in the operations room.
- e. Serves as primary contact between ODPEM and Regional Coordinators.
- f. Receives and record initial disaster reports, and regional and local situation reports.
- g. Keeps Operations Group Chief and Director, ODPEM, apprised of the situation.
- h. Exercises direction over shift No. 2 when the NEOC is operating on a 24-hour basis.

ALERT PHASE

- a. Report operational status to the Operations Officer
- b. Test standby power unit.
- c. Ensure all radios, telephones, fax machines etc. are activated.
- d. Ensure a ready supply of logs, forms, maps, etc. are in the operations and communications area.
- e. Report operational status to the Operational Officer.

RESPONSE PHASE

- a. Receive and record initial disaster reports, and Sectoral and local situation reports
- b. Ensure that maps, displays, logs and registers are correctly maintained
- c. Keep the Operations Officer and DIRECTOR appraised of the situation
- d. Receive and record initial disaster reports, and divisional and local situation reports.
- e. Ensure that maps, displays, logs and registers are correctly maintained.
- f. Keep the operations officer and director appraised of the situation.
- g. Exercise direction over night shifts when the NEOC is operating on a 24-hour basis.

RECOVERY PHASE

- a. Deactivate the NEOC as follows:
- b. Store furniture
- c. Clean and store displays
- d. Inventorize and store supplies
- e. Replenish supplies
- f. Arrange the necessary transportation required for distributing the emergency /disaster supplies from the central warehouse into the Parish or villages affected.
- g. Procure the necessary essential emergency/disaster materials/food supplies and services that may be required.
- h. Answer the immediate needs of the emergency/disaster.

23.7 TELECOMMUNICATIONS OFFICER

GENERAL RESPONSIBILITIES

- a. Supervises operations of the communications centre
- b. Establishes and maintains radio communications (National, Regional and International)
- c. Acts as message controller.
- d. Supervises operations of the communications center.
 - Receive and disseminate warnings to regions, parishes and communities as directed by the Operations Group Chief or Coordinator of Emergency Operations.
 - Establish radio communications and arrange for additional communications and arrange for additional communications within capability, as directed by the Operations Group Chief.
 - Coordinate establishment of Emergency communications in the disaster area.
 - Prepare communications portion of After-Action Reports.

ALERT PHASE

- a. Test standby power unit
- b. Ensure a ready supply of logs, forms, maps, etc. are in the operations and communications area
- c. Check personal telephone
- d. Open personal log and record date and time of arrival
- e. Check for any messages which relate to your function or responsibilities, delivered prior to your arrival
- f. Open IN/OUT message register
- g. Switch on all radios, fax machines, telephones etc.
- h. Conduct a complete operational check of all available radio networks
- i. Assign radio operators to location as required
- j. Establish radio communications with site

- k. Open radio logs
- l. Report communications status to Operations Officer

RESPONSE PHASE

- a. Establish communications in the disaster area
- b. Arrange for additional communications, with capability as directed by the Operations Officer
- c. Ensure communications and backup equipment are fully operational
- d. Maintain communications status board

RECOVERY PHASE

- a. Disconnect and store communications equipment
- b. Prepare communications portion of after action reports

23.8 ADMINISTRATION AND SUPPORT OFFICER

GENERAL RESPONSIBILITIES

- a. Funding and purchasing required for emergency/disaster operations

ALERT PHASE

- a. Check personal telephone

- b. Open personal log and record date and time of arrival
- c. Check for any messages which relate to your function or responsibilities delivered prior to your arrival
- d. Obtain brief from Operations Officer on all available information on the emergency/disaster including resources committed and held in reserve
- e. Begin compilation of needs assessment
- f. Brief Operations Officer on logistics status and provide a Situation Report on the mechanisms in place to collect data on emergency/disaster relief requirements

RESPONSE PHASE

- a. Ensure logistics related information displayed
- b. Obtain critical emergency/disaster relief requirements
- c. Determine damage to property and repair or reconstruction requirements
- d. Prioritize and arrange for immediate repair of buildings and infrastructure to ensure speedy rehabilitation of the population to normal activity in the shortest possible time
- e. Coordinate transportation of emergency/disaster supplies from air and sea ports of entry to the main distribution centre
- f. Establish a centre for the storage and distribution of emergency/disaster supplies
- g. Arrange the necessary transportation required for distributing the emergency/disaster supplies from the central warehouse into the Parish or villages affected
- h. Procure the necessary essential emergency/disaster materials/food supplies and services that may be required
- i. Answer the immediate needs of the emergency/disaster.
- j. Provides administrative support for the NEOC including the following as required:

- Billeting
 - Transportation
 - Food
 - Supplies and material, to include fuel for auxiliary power generator
 - Personnel augmentation from outside sources
 - Printing and reproduction
 - Maintenance and upkeep of disaster directory and work schedules
 - Additional facilities as required
- k. Fiscal functions:
- Maintain financial records for emergency/disaster operations
 - Perform emergency funding and emergency purchasing actions
 - Prepare financial portion of after action report.
- l. Performs duties of Executive Assistant to the NEOC Director.
- m. Responsible for NEOC staff welfare and personnel management issues.

23.9 Receptionist/Telephone Operator (Designated Secretary/Stenographer)

GENERAL RESPONSIBILITIES

- a. Receives all visitors, determines their business and informs appropriate member of the NEOC staff
- b. Maintains visitors register
- c. Handles incoming telephone calls and informs the called individual through the intercom system (if available) or other ring-down means
- d. Keeps a record of incoming calls not completed and routes information to called individual through messenger

23.10 RADIO OPERATOR

GENERAL RESPONSIBILITIES

- a. Operates assigned radio frequencies
- b. Maintains accurate IN/OUT message logs under the direction of the Communications Officer
- c. Monitor and document alternate HF frequencies

23.11 PLOTTER

Coordinator of Preparedness or other designated individual with map-reading skills).

GENERAL RESPONSIBILITIES

- a. Maintains maps, charts and status boards, and posts situations as required to keep current
- b. Becomes familiar with identifying codes and symbols of agencies in the Operations Room
- c. Ensures that sufficient map symbols are available and marked properly
- d. Ensures that actions are entered on the status board and action board, and that these boards are kept current.

23.12 JOURNAL CLERK(Designated Secretary)

GENERAL RESPONSIBILITIES

- a. Maintains the NEOC Operations Journal
- b. Records incoming and outgoing messages in the Journal

- c. Files one copy of each message or report in the Journal

23.13 RUNNER/MESSENGER

GENERAL RESPONSIBILITIES

- a. Maintains prompt flow of information within the NEOC as directed by the Operations Officer or DIRECTOR
- b. Picks up and distributes messages within the NEOC
- c. Reproduces the required number of copies of messages on duplicating equipment

23.14 SENIOR STAFF CLERK

GENERAL RESPONSIBILITIES

- a. Ensures sufficient clerical support staff for operations, services and committees at all times
- b. Correlates and reproduces records pertaining to the emergency/disaster

23.15 OTHER CLERKS

GENERAL RESPONSIBILITIES

- a. Dictates, types, and files information as directed by the Senior Clerk
- b. Assists operations/services and/or committees in the NEOC with clerical needs

- c. Operates photocopier and other office equipment as required.

23.16 POLICE/PWD/FIRE/UTILITIES/ REPRESENTATIVES

GENERAL RESPONSIBILITIES

- a. Operational planning, decisions and coordination within services or committees represented. (e.g. Fire, Damage Assessment Committee, Shelter Committee, etc.)
- b. Operational support to the disaster with continued service to unaffected areas of the country
- c. Police to provide security for the NEOC, evacuated areas and homes of response personnel

ALERT PHASE

- a. Report to the NEOC
- b. Check personal telephone/desk
- c. Open personal log and record date and time of arrival
- d. Check for any messages which relate to your function or responsibilities delivered prior to your arrival
- e. Check the operational status of the service represented
- f. Establish communications with the service represented
- g. Report operational and communications status to Operations Officer
- h. Obtain brief from Operations Officer on all available information on the emergency/disaster including resources committed and held in reserve
- i. Begin long range planning

RESPONSE PHASE

- a. Brief Operations Officer on Departmental status and provide a Situation Report on the emergency/disaster. Highlight problem areas or unusual resource requirement
- b. Answer the immediate needs of the emergency/disaster

RECOVERY PHASE

- a. Hand over to normal Government/Commercial agencies.

23.17 HEALTH REPRESENTATIVE**GENERAL RESPONSIBILITIES**

- a. Operational planning, decisions and coordination within services or committees represented. (e.g. fire, Damage Assessment Committee, Shelter Committee, etc.)
- b. Operational support to the disaster with continued service to unaffected areas of the country

ALERT PHASE

- a. Check personal telephone/desk
- b. Open personal log and record date and time of arrival
- c. Check for any messages which relate to your function or responsibilities delivered prior to your arrival
- d. Obtain brief from Operations Officer on all available information on the emergency/disaster including resources committed and held in reserve

- e. Check operational status of the Ministry of Health and all other medical services
- f. Report operational status to the Operations Officer
- g. Establish communications with other health and medical officials
- h. Check with hospital to determine any unusual problems or needs
- i. Alert Health clinics in the immediate area of the emergency/disaster or hazard and offer assistance in relocating patients or residents
- j. Begin long range planning

RESPONSE PHASE

- a. Brief Operations Officer on departmental status and provide a situation report on the emergency/disaster. Highlight problem areas or unusual resource requirement.
- b. Answer the immediate needs of the emergency/disaster

RECOVERY PHASE

- a. Hand over to normal Government/Commercial agencies.

24.0. PREPOSITIONED DATA AND ANALYTICAL AIDS

The following documents and aids are pre-positioned in the Operations Room to assist the DIRECTOR and NEOC staff:

- a. National and local emergency/disaster operations and preparedness plans:
 - Hurricane/tropical storm
 - Earthquake
 - Flooding

- Oil spill
 - Chemical spill/explosion
 - Explosion
 - Ships fire
 - Major fire
 - Marine accident
 - Aviation accident
 - Civil disturbance
 - Volcanic eruption
 - Others
- b. Maps of the islands/countries, Parish and major towns and communities showing physical features, land use and population densities.
 - c. Data on Parish and major communities including their population, resources, and any mutual aid agreements that may exist.
 - d. Roster of key local government and private officials including their organizations, business and home addresses, and telephone numbers.
 - e. NEOC SOP's
 - f. Emergency/disaster communications plan and SOP's
 - g. Mutual aid agreements (Local, Regional and International)
 - h. National emergency legislation
 - i. Agency emergency/disaster response plans (police, fire etc.)
 - j. Agency organization charts
 - k. National evacuation plan.
 - l. Emergency/disaster plans for neighboring Communities/Towns/Parish
 - m. Current list of locations and descriptions of dangerous goods within the Town/Parish/Islands
 - n. Relevant documentation of dangerous goods
 - o. Resource inventories

- p. Reference library (inventory of documents)
- q. Distribution lists
- r. Other

24.1 FILES

Below are some files that are normally maintained in the NEOC:

- a. Status reports
- b. Estimate of situation
- c. News releases
- d. Police incident reports
- e. Message file
- f. Journal file
- g. Other.

PART 5

GLOSSARY OF ABBREVIATIONS

ABBREVIATIONS

AAJ	AIRPORTS AUTHORITY OF JAMAICA
CCP	CASUALTY COLLECTION POINT
CDERA	CARIBBEAN DISASTER EMERGENCY RESPONSE AGENCY
CDRU	CARIBBEAN DISASTER RESPONSE UNIT
CMO	CHIEF MEDICAL OFFICER
CVSS	COUNCIL OF VOLUNTARY SOCIAL SERVICES
DHA	DIRECTORATE OF HUMANITARIAN AFFAIRS
DHO	DISTRICT HEALTH OFFICERS
DOSC	
DTG	DATE AND TIME GROUP
ECD	ENVIRONMENTAL CONTROL DIVISION
EEZ	EXCLUSIVE ECONOMIC ZONE
EKT	
EMT	
EO	EMERGENCY OFFICER
EOC	EMERGENCY OPERATIONS CENTRE
ETA	ESTIMATED TIME OF ARRIVAL
GSD	GEOLOGICAL SURVEY DEPT.
HM	HARBOUR MASTER
ICAO	INTERNATIONAL CIVIL AVIATION ORGANIZATION
INMARSAT	INTERNATIONAL MARITIME SATELLITE
ITOPF	INTERNATIONAL TANKER OWNERS POLLUTION FUND
JARA	JAMAICA AMATEUR RADIO ASSOCIATION
JBC	JAMAICA BROADCASTING CORPORATION
JCC	JAMAICA CHAMBER OF COMMERCE
JCF	JAMAICA CONSTABULARY FORCE
JDFCG	JAMAICA DEFENCE FORCE COAST GUARD
JDF	JAMAICA DEFENCE FORCE
JFB	JAMAICA FIRE BRIGADE
JIS	JAMAICA INFORMATION SERVICE
JMI	JAMAICA MARITIME INSTITUTE
JMTI	JAMAICA MARITIME TRAINING INSTITUTE
JPS	JAMAICA PUBLIC SERVICE
JTB	JAMAICA TOURIST BOARD
JUTA	JAMAICA UNION OF TRAVELERS ASSOCIATION
MOU	MEMORANDUM OF UNDERSTANDING
MPUT	MINISTRY OF PUBLIC UTILITIES AND TRANSPORT

NDC	NATIONAL DISASTER COMMITTEE
NDE	NATIONAL DISASTER EXECUTIVE
NEOC	NATIONAL EMERGENCY OPERATIONS CENTRE
NEO	NATIONAL EMERGENCY OPERATIONS
NGO	NON-GOVERNMENTAL ORGANIZATION
NPIC	NATIONAL PUBLIC INFORMATION CENTRE
NRCA	NATIONAL RESOURCES CONSERVATION AUTHORITY
NRCD	NATIONAL RESOURCES CONSERVATION DEPARTMENT
NRT	NATIONAL RESPONSE TEAM
NWC	NATIONAL WATER COMMISSION
ODPEM	OFFICE OF DISASTER PREPAREDNESS & EMERGENCY MANAGEMENT
OSC	ON SCENE COMMANDER
PAHO	PAN AMERICAN HEALTH ORGANIZATION
PCJ	PETROLEUM CORPORATION OF JAMAICA
PDC	PARISH DISASTER COMMITTEE
PDE	PARISH DISASTER EXECUTIVE
PEOC	PARISH EMERGENCY OPERATIONS CENTRE
PIEO	PUBLIC INFORMATION AND EDUCATION OFFICER
PIOJ	PLANNING INSTITUTE OF JAMAICA
PVO	PRIVATE VOLUNTARY ORGANIZATION
PWD	PUBLIC WORKS DEPARTMENT
REOC	REGIONAL EMERGENCY OPERATION CENTRE
RJR	RADIO JAMAICA
RPIC	NATIONAL PUBLIC INFORMATION CENTRE
SITREPS	SITUATION REPORTS
SOP	STANDARD OPERATING PROCEDURES
STATIN	STATISTICAL INSTITUTE OF JAMAICA
SUMA	SUPPLY MANAGEMENT AGENCY
TOJ	TELECOMMUNICATIONS OF JAMAICA
TOR	TERMS OF REFERENCE
TPD	TOWN PLANNING DEPARTMENT
UNDP	UNITED NATIONS DEVELOPMENT PROGRAMME
UNEP	UNITED NATIONS ENVIRONMENT PROGRAMME
USAID	UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
USCG	UNITED STATES COAST GUARD
USMLO	UNITED STATES MILITARY LIAISON OFFICER
UWI	UNIVERSITY OF THE WEST INDIES
WRA	WATER RESOURCES AUTHORITY

PART 6

SIGNATURES OF CONCURRENCE

PART 7

DISTRIBUTION LIST