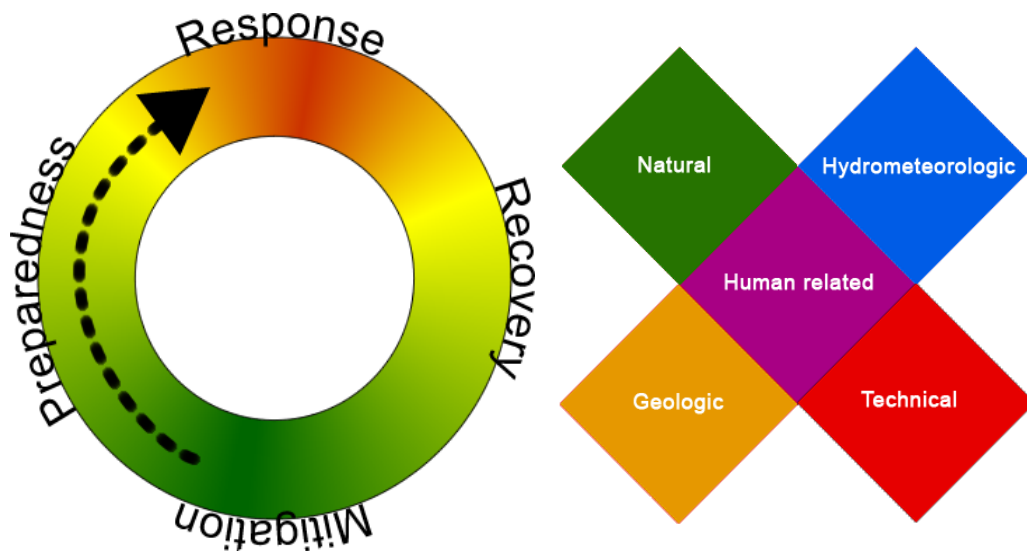




CHAGUANAS BOROUGH CORPORATION



EMERGENCY OPERATIONS PLAN 2013



EMERGENCY OPERATIONS CENTRE
CORNER TAITT AND CUMBERBATCH STREETS
CHAGUANAS

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CHIEF EXECUTIVE OFFICER
Mr. Raymond Seepaul

FOREWORD

To be written by the CEO.

Mr. Raymond Seepaul
Chief Executive Officer

RECORD OF AMENDMENTS

SER	SECTION(S) AMENDED	DATE AMENDED	CONFIRMED BY (SIGNATURE)
1.	APPENDICES	22ND JULY 2013	
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LIST OF ABBREVIATIONS

CBC	-	CHAGUANAS BOROUGH CORPORATION
CBO	-	COMMUNITY BASED ORGANIZATION
CCC	-	CIVILIAN CONSERVATION CORP
CDC	-	CHIEF DISASTER COORDINATOR
CDEMA	-	CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY
CEPEP	-	COMMUNITY-BASED ENVIRONMENTAL PROTECTION AND ENHANCEMENT PROGRAMME
CEO	-	CHIEF EXECUTIVE OFFICER
COG	-	CONTINUITY OF GOVERNMENT
DMC	-	DISASTER MANAGEMENT COORDINATOR
DMU	-	DISASTER MANAGEMENT UNIT
EOC	-	EMERGENCY OPERATIONS CENTRE
EOP	-	EMERGENCY OPERATIONS PLAN
IMS	-	INCIDENT MANAGEMENT SYSTEM
MOLG	-	MINISTRY OF LOCAL GOVERNMENT
MOWI	-	MINISTRY OF WORKS AND INFRASTRUCTURE
NEOC	-	NATIONAL EMERGENCY OPERATIONS CENTRE
NGO	-	NON-GOVERNMENTAL ORGANIZATION
ODPM	-	OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT
RDC	-	RURAL DEVELOPMENT COMPANY
URP	-	UNEMPLOYMENT RELIEF PROGRAMME
WASA	-	WATER AND SEWAGE AUTHORITY

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 CBC FLOOD RESPONSE PLAN59

 CBC HURRICANE RESPONSE PLAN59

 CBC EGRESS/ EVACUATION RESPONSE PLAN59

GLOSSARY

Activate

To begin the process of mobilizing a response team, or to set in motion an emergency response or recovery plan, process, or procedure for an exercise or for an actual hazard incident.

After Action Report (AAR)

This document describes, in detail the incident response, associated actions and corresponding findings. It can be used to determine response performance.

Agency

An institution with specific functions and offers a particular kind of assistance to the incident. It is defined as either as jurisdictional having statutory responsibility or as assisting or cooperating i.e. providing resources or other assistance.

Authority

The power or right of an individual or group to give an order or make a decision. Authority may be delegated from one entity to another.

Catastrophe

An event in which a society incurs, or is threatened to incur, such losses to persons and/or property that the entire society is affected and extraordinary resources and skills are required, some of which must come from external sources.

Chain of Command

A series of command, control, executive, or management positions in hierarchical order of authority.

Chief Executive Officer

The senior-most decision maker within an institution outside of a board of directors.

Communications

A focused process that is a narrow but vital component of Information Management and is the defined method(s) of conveying information.

Comprehensive Emergency Management (CEM)

A conceptual framework that encompasses all hazards and all levels of government (including the private, non-profit and volunteer sectors). It views disaster management activities occurring across four phases: mitigation, preparedness, response and recovery.

Contingency

A future event that is likely but not certain to happen. The consequences of the occurrence are such that one must address the likelihood of occurrence and the projected impact if it occurs.

Contingency Plan

Proposed strategy and tactics (often documented) to be used when a specific issue arises or event occurs during the course of emergency or disaster operations.

Continuity of Government

All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision-makers.

Coordinate

To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Damage Assessment

An appraisal or determination of the effects of the disaster on human, physical, economic, and natural resources.

Disaster

Natural or anthropogenic event which cause intensive negative impacts on people, goods, services and or environment, exceeding the affected communities ability to respond.

Disaster Risk Reduction

The systematic development and application of policies, strategies and practices to minimize vulnerabilities and disaster risks throughout a society, to avoid or to limit adverse impact of hazards, within the broad context of sustainable development.

Emergency

A Hazard impact causing adverse physical, social, psychological, economic or political effects that challenges the ability to rapidly & effectively respond.

Emergency Operations Center (EOC)

The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place.

Emergency Operations Plan (EOP)

The description of organizational authorities, relationships, functions, processes, and procedures that are used to manage response to, and recovery from, actual or potential incidents that may exceed the ‘everyday’ response capability of the jurisdiction.

Emergency Preparedness

Activities and measures designed or undertaken to prepare for or minimize the effects of a hazard upon the civilian population, to deal with the immediate emergency conditions which would be created by the hazard, and to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by the hazard.

Evacuation

Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Hazard

A potential or actual force, physical condition, or agent with the ability to cause human injury, illness and/or death, and significant damage to property, the environment, critical infrastructure, agriculture and business operations, and other types of harm or loss.

Incident Action Plan (IAP)

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

Incident Command/ Management System (ICS/ IMS)

A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Incident Commander (IC)

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources.

Mitigation

The phase of Comprehensive Emergency Management that encompasses all activities that reduce or eliminate the probability of a hazard occurrence, or eliminate or reduce the impact from the hazard if it should occur.

Needs Assessment

A specific form of evaluation, distinct from performance evaluation, that focuses upon “needs” rather than upon system performance.

Preparedness

The phase of Comprehensive Emergency Management that encompasses actions designed to build organizational resiliency and/or organizational capacity and capabilities for response to and recovery from disasters and emergencies.

Prevention

Actions taken to avoid an incident or to intervene or stop an incident from occurring.

Recovery

The phase of Comprehensive Emergency Management that encompasses activities and programs implemented during and after response that are designed to return the entity to its usual state or to a “new normal.”

Resources

Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.

Response

Activities performed immediately before (for an impending threat), during, and after a hazard impact to address the immediate and short-term effects of the disaster or emergency.

Risk

Risk is a function of probability (likelihood) of a hazard occurrence and the impact (consequences) of a hazard on the target of the risk assessment.

Volunteer

A person agreeing to provide service outside the scope of his/her employer and/or employed position, without additional or specific compensation for this voluntary commitment.

Vulnerability

The likelihood of an organization being affected by a hazard, and its susceptibility to the impact and consequences (injury, death, and damage) of the hazard.

Warning

Dissemination of notification message signalling imminent hazard which may include advice on protective measures.

PART A – THE BASIC PLAN

SECTION ONE

DEFINITIONS

In this plan:-

- a. The term “emergency” is used as defined by the Officer of Disaster Preparedness and Management (ODPM) to mean “a situation generated by the real or imminent occurrence of an event, requiring immediate attention.”
- b. The term “hazard” is used as defined by the ODPM to mean “a potentially damaging physical event, phenomenon and or human activity which may cause loss of life, injury, property damage, social and economic disruption or environmental degradation.”
- c. The term “disaster” is used as defined by the ODPM to mean “a natural or man caused event which causes intensive negative impacts on people, goods, services and or the environment, exceeding the affected community’s capabilities to respond.”

PURPOSE

- a. The purpose of the Chaguanas Borough Corporation (CBC) Emergency Operations Plan (EOP) with its annexes and other attachments is to provide the basis for a coordinated response operation before, during and after an emergency or disaster, affecting the geographic area of the CBC.
- b. The guidance contained in this plan is designed to develop a state of readiness and response for all types of hazards – natural and man-made. This plan also provides for the necessary coordination between the Ministry of Local Government (MOLG) and other Government Ministries, ODPM, Non-Governmental Organizations (NGO), Community Based Organizations, the private sector and the general public.

SCOPE

- a. The CBC EOP provides a basis for preparing for and executing emergency operations to prevent, minimize, prepare for, respond to, and recover from injury or damage that may be caused by natural or technological hazards.
- b. The Plan also seeks to ensure the continuity of government operations during disaster situations.
- c. This plan pre-determines, to the extent possible, actions and interactions to be taken by the CBC and cooperating agencies to prevent and minimize disasters. These actions include reduction of the vulnerability of its citizens to hazards; protection of life and property of citizens residing in and visitors to CBC; quick and effective response to disaster occurrences; and the implementation of timely recovery actions.
- d. The responsibilities, procedures and response protocols listed under this EOP are generic in nature and may be varied to suit particular incidents as deemed appropriate at the time by responding agencies.

DESIGN

This Plan has two basic principal components.

- a. The Basic Plan.

The Basic Plan provides an overview of the organization and policies for Emergency Operations. It describes the overall approach to disaster operations and assigns responsibilities for emergency planning and operations. In general terms, it states WHO will do WHAT and WHEN they will do it.

- b. Annexes.

These Appendices provide information related to organization, position responsibilities, administrative forms and financial record keeping, initial damage assessment procedures, and emergency response resource inventories.

To be included in the General Appendix is a:

- Telecommunication Plan (Still in draft)
- Community Plan (Still in draft)

- Damage Assessment Forms and Procedures
- Resource Listing
- Shelter Listing
- Memorandums of Understanding (Still in draft)
- Hazard-Specific sub-plan for:
 - Floods (Still in draft)
 - Hurricanes (Still in draft)
 - Earthquakes
 - Egress and Evacuation

AUTHORITIES

This plan is promulgated under the general direction of the Minister of Local Government. There are however, several critical pieces of legislation that address disaster management. Key legislation includes:

- a. The Municipal Corporations Act No. 21 of 1990
- b. The Disaster Measures Act No. 1978
- c. The Fire Services Act
- d. The Environmental Management Act 2000
- e. Equal Opportunities Act 2000

POLICY STATEMENTS

a. LIMITATIONS:

Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by a number of factors such as the scope, magnitude and duration of the event.

b. MANAGEMENT OF EMERGENCIES:

All emergencies, regardless of their particular level, occurring within the jurisdiction of the CBC and requiring a multi-agency response, will be managed using the Incident Management System (IMS).

c. SUSPENSION OF ROUTINE ACTIVITIES:

Day to day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, Corporation employees not otherwise assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other Corporation departments, if required.

d. HOUSEHOLDS OF EMERGENCY RESPONSE PERSONNEL:

Corporation employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbours or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the CBC EOC.

e. NON-DISCRIMINATION:

All local activities within the CBC will be carried out in accordance with Equal Opportunities Act (2000 part IV). It is the CBC policy that no service will be denied on the basis of race, religion, nationality, origin, age, sex, marital status, political affiliation, sexual orientation or the presence of any disability.

f. CITIZEN PREPAREDNESS:

This Plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. The CBC will make every effort to provide information to the public, via the media to assist citizens in dealing with an emergency.

Information will also be available to the public through:

- Community Outreach Programmes
- Schools Outreach Programmes
- Exhibitions/ Displays

- Lectures
- Flyer/ Brochures

REVIEW AND UPDATE

- a. The responsibilities and procedures of this plan will be reviewed annually by the CEO, with the assistance of the Disaster Management Unit (DMU), and updated as required.
- b. Additional revisions or enhancements considered essential, either following activation of the CBC EOC or as the result of the findings resulting from exercises will be included in the plan.

SECTION TWO

SITUATIONS AND ASSUMPTIONS

SITUATIONS

a. Hazards:

The Region of Chaguanas is vulnerable to a number of major hazards both Natural and Man-made:

NATURAL

DISEASE EPIDEMIC

HURRICANES

EARTHQUAKES

STORMS

SEA SURGES

TSUNAMIS

HIGH WINDS

TORNADOES

DROUGHT

ANTHROPOGENIC

CIVIL DISORDER

MAJOR FIRE

EXPLOSIONS

AIR, WATER & LAND POLLUTION

ACCIDENTS (VEHICLE, INDUSTRIAL)

EXTENSIVE FOOD POISONING

MASS CASUALTY INCIDENT

BOMB THREAT

HAZARDOUS MATERIALS ACCIDENT

COLLAPSED BRIDGE

BIOTERRORISM

FLOODS MAY BE CHARACTERIZED UNDER BOTH HEADINGS

b. Characteristics of Municipal Corporation:

- i. Location:** N 10 degrees 31.314'
W 061 degrees 25.040'
- ii. Elevation:** 11 feet
- iii. Size:** The Borough of Chaguanas comprise approximately 7 sq. km.
- iv. Population:** Approximately 80,000 persons.

c. Boundaries

EAST:	Along the Cunupia River (which is located east of the Southern Main Road) then branching to the Grand River to Raghoonanan Road, going in a southerly direction along Longdenville Road to the Caparo River to the south.
WEST:	From the western coast of the Gulf of Paria along the Madam Espagnol River, travelling easterly.
NORTH:	Travelling along the boundary of the Borough in an easterly direction on Monroe Road to the Southern Main Road in the east.
SOUTH:	Heading in a westerly direction from the eastern trip along the Caparo River to the Honda River, along this route, crossing the Southern Main Road in Edinburgh and reuniting the Caparo River travelling westerly to the Gulf of Paria.

d. Major Roadways:

There are main roads and highway that provide ingress and egress to the Borough of Chaguanas.

FROM NORTH	Caroni Savannah Road, Uriah Butler Highway and to some extent the Southern Main Road via Montrose to Chaguanas
FROM EAST	Longdenville Main Road, Chin Chin Road to Southern Main Road, Montrose Crown Trace, La Clave Street, Southern Main Road via Montrose.
FROM SOUTH	Sir Solomon Hochoy Highway, Southern Main Road, Chandernagore Road, and Caroni Estate Road
FROM WEST	Peterfield Road, Chaguanas Main Road, Pierre Tahadille Road to Caroni Savannah Road

e. Waterways:

WEST	From the Western sea coast in the Gulf of Paria along the Madame Espagnol River, travelling easterly.
NORTH	None
EAST	Along the Cunupia River (which is located east of the Southern Main Road) then branching to the Grand River to Raghoonanan Road, going in a southerly direction along Longdenville Road to the Caparo River to the south
SOUTH	Heading in a westerly direction from the eastern trip along the Caparo River to the Honda River, along this route, crossing the Southern Main Road in Edinburgh and reuniting the Caparo River travelling westerly to the Gulf of Paria

f. Areas Prone to Flooding:

Chaguanas Main Road; Felicity; Petersfield; Charlieville; Endeavour; Cunupia; Enterprise; Longdenville, Edinburgh 500.

g. Chemical Using Facilities & Chemical Producing Facilities:

There are a number of chemical using and producing facilities within the Borough of Chaguanas. (The list to be updated and subsequently added)

h. Drinking Water Sources/Intakes:

The Chaguanas Borough gets its main potable water supply via the Caroni/Arena Water Treatment Plant which is located outside the Borough at Piarco.

i. Special Needs Population:

There are a number of special needs, physically challenged, nursing homes, schools, hospitals, etc located within the Borough of Chaguanas.

ii. Potential Industrial Emergency Areas:

Biljah Industrial Estate and Factory Road

ASSUMPTIONS

- a. The Chaguanas Borough Corporation will respond to all emergency situations arising within its jurisdiction.
- b. The Chaguanas Borough Corporation will have established Memorandum of Understanding with the key stakeholders within its jurisdiction regarding the rendering of assistance in times of need.
- c. The Chaguanas Borough Corporation will have established Memorandum of Understanding with other Regional Corporations to assist in times of need when the Borough's capacity and capability becomes overwhelmed or depleted.
- d. Assistance would be made available from the neighbouring Regional Corporations, The Ministry of Local Government (other ministries such as MOWI) and ODPM should the Chaguanas Borough Corporation deplete its resources or require equipment or expertise which is not presently available.

SECTION THREE

CONCEPT OF OPERATIONS

GENERAL

- a. It is the responsibility of the Chaguanas Borough Corporation to provide a comprehensive emergency management programme that meets the needs of those who may have been or might be affected by an emergency or major disaster.
- b. The CEO will initiate the Emergency Operations Plan as necessary. In the absence of the CEO, the deputy CEO will initiate the plan. If either of these persons is unavailable the responsibility lies with the next senior officer so designated by the CEO.
- c. To the extent possible, initial emergency management response will be conducted by the Corporation. It is recognized that the nature of certain disaster agents does not allow for any warning or lead-time prior to the occurrence. When this happens, or when the duration of an incident is expected to be relatively short, the management of the emergency operations will be directed at or near the site. For emergencies for which there is lead time or for those that are expected to be lengthy in duration, management of the operations will be from the CBC EOC located at the CBC Borough Hall.
- d. Response to a disaster will parallel normal day-to-day functions as closely as possible and will utilize the Corporation's resources to the extent possible before seeking assistance from other neighbouring Regional Corporations, the MOLG and the ODPM.
- e. The CBC is guided by the ODPM and the Caribbean Disaster Emergency Management Agency (CDEMA) explanation of the three levels of emergencies. These are as follows:
 - i. **Level I**

A localized event which can be dealt with using the regular operating mode of the CBC in conjunction with the normal first responder agencies such as the Trinidad and Tobago Police Service, Trinidad and Tobago Fire Service and the Health Services, when deemed necessary. In such scenarios, the EOC of the CBC will coordinate these responses in the region and regular communications channels will be maintained with the ODPM. Once operations have ended a final report would be lodged with the MOLG and the ODPM.

ii. Level II

This level is so identified when events are occurring in two or more Regional Corporations and can be dealt with without overwhelming the capacity of the national resources to respond and recover.

It is expected that once two or more Regional Corporations are impacted the ODPM National Emergency Operations Centre (NEOC) will be notified and partially activated. Partial activation is defined by bringing to the NEOC agencies deemed critical to monitor, evaluate and coordinate responses to situations on the ground, ready to mobilize and dispatch resources when necessary.

At this juncture the MOLG Chief Disaster Coordinator (CDC) would be requested to sit amongst these agencies to monitor and evaluate the effectiveness and efficiency of the response of the affected Corporations.

Because of the devastating affect that one community's actions could have on other local communities, any intention of ordering an evacuation, must first be discussed and coordinated with The Ministry of Local Government and the ODPM.

iii. Level III

This indicates that the emergency/disaster events have overwhelmed the capacity of the national resources to respond and recover, and external assistance is required. Under the Disaster Measures Act 1978 (Sec. 2(1)) and on the advice of the Prime Minister, the President can make a Proclamation declaring a disaster area.

At this stage the NEOC will be fully activated and will lead in coordinating the regional and international relief efforts.

PHASES OF EMERGENCY MANAGEMENT

Actions performed during an emergency management process fall into one of the following categories:

a. **Prevention:**

These are the actions taken to prevent the impact of a hazard.

b. **Mitigation:**

The mitigation process involves the prevention or reduction of the probability of a disaster occurring and attempts to minimize the undesirable effects of unavoidable hazards.

c. **Preparedness:**

The preparedness process develops the response capabilities needed in the event an emergency should arise.

d. **Response:**

The response process occurs after the onset of an emergency, or directly preceding the onset given enough lead-time. This process serves to reduce disaster damage and possible casualties and to expedite the recovery process.

e. **Recovery:**

The recovery process consists of both a short term and a long term process.

- i. Short Term (Rehabilitation): Operations that seek to restore vital services to the community, while providing for the basic needs of the public.
- ii. Long Term (Reconstruction): Operations that strive to restore the community to its normal or improved status.

DIRECTION AND CONTROL

a. Chief Executive Officer:

- i. The CEO authorizes the implementation of the Chaguanas Borough Corporation Emergency Operations Plan and, as needed, authorizes the Emergency Operations Centre to be activated.
- ii. The CEO act on behalf of the Chairman and Councillors in the control of emergency operations.
- iii. Keep financial records of expenditures during emergencies.
- iv. Liaise with the Disaster Management Coordinator and other Agencies to develop and continually update the EOP for Chaguanas.
- v. Ensure that systems are in place to respond to emergencies.
- vi. Together with the Disaster Management Coordinator ensure that exercise and tests of the emergency systems are conducted on a periodic basis.
- vii. Ensure that representatives for the CBC EOC staff are designated to report to EOC upon activation to provide direction and control.

b. Mayor's Office:

- i. The Mayor of the Chaguanas Borough Corporation has the authority to issue a *Local State of Emergency within the region and if necessary, order evacuation of any community, or affected areas.*
- ii. In the absence of the Mayor, the Deputy Mayor or the CEO will assume responsibility for the direction and control of the same.
- iii. In the absence of both the Deputy Mayor and the CEO action by Council is required to issue a *Local State of Emergency and order evacuations.*

c. Disaster Management Coordinator:

- i. To perform managerial work in researching, designing, planning, co-coordinating and evaluating all activities related to disaster management relevant to the Chaguanas Borough Corporation in collaboration with other stakeholder organizations. Key responsibilities include:
 - a. Manage the Disaster Management Unit.
 - b. Supervises and co-ordinates activities within the Borough's EOC
 - c. Advises the CEO and CDMC of MOLG on activities related to all phrases of disaster management.

- d. Working with the ODPM in the implementation of the National Disaster Management Plan for Trinidad.
- e. Implementation of the disaster management policy for the Ministry of Local Government.
- f. Participate in the research, co-ordination and evaluation of policies, strategies, programmes and plans relevant to disaster management within the Ministry of Local Government in collaboration with the Chief Executive Officers, Assistant Disaster Management Coordinators and other stakeholder organizations.
- g. Compile, analyze and evaluates data for decision making relevant to Disaster Management.
- h. Work collaboratively with organizations such as the ODPM, Fire Service, Police Service, Defense Force and Emergency Health Services and review and design plans for managing emergencies in regional communities.
- i. Designs and submits recommendations and proposals for the implementation and development of response and recovery plans.

d. Field Officer:

- i. To collate, analyze and make recommendations on information relating to all the phases of disaster management within the Chaguanas Borough Corporation. Functions include:
- ii. Co-ordinate damage assessment in terms of identifying and obtaining critical emergency/disaster relief requirements.
- iii. Co-ordinate surveys in disaster areas to determine damage to property and repair or reconstruction requirements.
- iv. 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.
- v. Development and maintenance of a database of information relating to all the phases of disaster management.
- vi. Other related duties assigned to by the Disaster Management Coordinator.

e. Communication Technician:

- i. To work with the Ministry of Local Government and the Office of Disaster Preparedness and Management (ODPM) in the development and maintenance of an efficient and effective communication programme.
- ii. To be technically and orally capable of operating procedures of radio communication.
- iii. To have a basic knowledge of software relating to radio communications and computers.
- iv. To conduct radio communication nets and simulation exercises.
- v. To set up temporary stations for communications and relate back to the emergency operating centers.
- vi. To operate backup electronic systems such as standby generators and battery systems, portable backup batteries, handy talkies, base radios, small weather station and mobile emergency operating center operations.

f. Public Information Officer – Mayor:

- i. A Public Information Centre will be located at the Mayor's office.
- i. The radio and television stations will be utilized.
- ii. As information is to be disseminated as quickly as possible, the daily newspaper and audio visual media will be more appropriately used.
- iii. All media releases pertaining to emergency planning and operations will be made by the Mayor or anyone delegated by him on the advice of the Co-ordinator.
- iv. As regular as may be necessary, advisory for the public will be available to the media.
- v. Lead agencies will liaise with the Public Information Officer to issue press releases.

g. Police:

- i. The magnitude of the disaster will determine the number of Police Officers required.
- ii. Security steps to be taken to provide security to personnel and property during the disaster.
- iii. Prevent looting.
- iv. Ensure safe conduct of emergency vehicles.

h. Damage and Needs Assessment Team:

- i. Disaster Management Field Officers
- i. Ministry of Social Development Officers

SECTION FOUR

EMERGENCY OPERATIONS CENTRE (EOC)

- a) The CBC EOC is located at the CBC Borough Hall, Corner Taitt and Cumberbatch Streets, Chaguanas. Its alternate location has not yet been identified.
- b) The CBC EOC will be the general coordination station for all emergency operations. All major reports, changes, decisions and actions will be reported to the EOC.
- c) The CBC EOC, when activated, will operate using the ODPM's standard for its NEOC with command staff designated to direct, control and coordinate the Corporation's response and recovery operations. Access to the activated EOC will be strictly controlled.
- d) The CEO, and in his absence the Disaster Management Coordinator will serve as the EOC Director and will be responsible for the planning, direction, and coordination of all emergency activities within the Region. He/she will direct these activities through coordination with the Ministry of Local Government EOC. He/she will direct the planning for and performance of emergency operations within the regularly constituted governmental structure, augmenting it where necessary.
- e) Once the EOC is activated, the Disaster Management Coordinator will serve as the Operations Chief overseeing the management of the EOC's Operations Room.
- f) In organizing the initial response to the incident and staffing of the CBC EOC, the EOC Director will consider the needs of the incident. The number of staff personnel and the organizational structure are dependent upon the size and complexity of the incident. As the incident dictates, and the response operation grows, additional staff as required will be activated.
- g) The EOC Director's staff will report to the EOC where the Director or his/her designee will coordinate the plan and the Region's response operations among the designated EOC staff. Any questions or "alterations" in this plan should be reported to the EOC immediately.
- h) Once activated, the EOC will maintain the following administrative records: 24-hour Operations Scheduling, Sign-in/out Log for the EOC Staff and Visitors, Event Action Log, Message Forms

and Messages Log. Emergency Resource Inventories provides listing of response equipment, facilities, communication assets and emergency points of contact for the region including Fire and Police Stations.

- i) Summary Reports will be completed by the CBC EOC. These include six (6) Incident Command System (ICS) Summary Record forms designed to assist in maintaining accurate documentation of emergency related costs. On the conclusion of all response operations, completed forms must be submitted to the CBC's Administration/Accounts Department for remuneration. The six (6) Summary Records are:
 - a. Labour Summary Record: used to record personnel costs
 - b. Applicant's Benefits Calculation Worksheet: used to calculate fringe benefits paid on an employee's salary.
 - c. Equipment Summary Record: used to record equipment costs.
 - d. Material Summary Record: used to record supplies and materials that you either purchase or taken out of existing stock.
 - e. Rented Equipment Summary Record: used to record the cost of rented or leased equipment.
 - f. Contract Work Summary Record: used to record the cost of work done by contract.

It is essential that all EOC staff members accurately document their expenses incurred during disaster response and recovery. Accurate documentation will help the Borough to recover all eligible costs, provide information necessary to develop projects, have information available for the Ministry, and to be prepared for any Ministry audits in the future.

REQUESTS FOR ASSISTANCE

- a. The EOC Director, or in his/her absence the Disaster Management Coordinator may request assistance from voluntary and private sector groups by mutual aid agreements and/or M.O.U.'s or by means of contact by telephone to any number of such agencies.
- b. The EOC Director, or in his/her absence the Disaster Management Coordinator may request assistance from the neighbouring Corporations such as the Couva/ Tabaquite/Talparo Regional Corporation or the Tunapuna/Piarco Regional Corporation either via a MOU, or through the MOLG CDMC.
- c. Should assistance be required beyond the capabilities of the CBC and MOLG, the MOLG Permanent Secretary will request necessary assistance from the permanent secretaries of other Ministries such as the Ministry of Works and Infrastructure (MOWI) or from the CEO of the ODPM

SECTION FIVE

CONTINUITY OF GOVERNMENT (COG)

Continuity of local government is critical in the event of a disaster. It is the CBC's responsibility to maintain and preserve its lawful leadership and authority under threat or after the occurrence of any catastrophic natural or man-made event experienced by the CBC. The purpose of COG is to reduce or mitigate disruptions to normal government operations. Specifically, COG achieves a timely and orderly recovery from an emergency and ensures the restoration of full services to the residents by:

- a. Preserving lawful leadership and authority.
- b. Preventing the unlawful assumption of authority.
- c. Preserving vital government documents.
- d. Assuring that mechanisms and systems necessary for continued government direction and control are in place prior to the crisis.
- e. Assuring that government services essential to the continued welfare of the public and be delivered during an emergency:

LINES OF SUCCESSION

An established list of those entitled to succeed one another under emergency situations is listed in Annex VI.

- i. **Pre-Delegation of Authority:** The Borough shall ensure officials in leadership positions are prepared to respond to emergency conditions.
- ii. **Preservation of Records:** Each Chaguanas Borough Corporation department shall develop and maintain procedures to preserve essential records, files and reference materials.
- iii. **Identification and Protection of Key Government Resources, Facilities and Personnel:**
The Chaguanas Borough Corporation, with the advice of department supervisors, will act as necessary to disperse resources, facilities and personnel in a manner that facilitates sufficient redundancy to ensure that the Borough can contribute to function during emergency conditions.

iv. Continuity of Government/C.B.C. Responsibilities:

a. CHIEF EXECUTIVE OFFICER

1. The C.E.O. or his/her absence the Disaster Management Coordinator (DMC) will be responsible for the continuity of the CBC and the capability of the CBC to function during periods of an emergency situation or disaster. The ultimate responsibility for the effectiveness of the Borough's emergency operations/response, in conjunction with the normal demands of providing services to its community, rests with the CEO.
2. As the need may dictate and at the discretion of the C.E.O. or in his/her absence the DMC, the CEO's office will be manned during hours it is not normally open to:
 - a. Provide normal services
 - b. Provide up-to-date information on the status of the existing or impending emergency situation.
 - c. Receive inquiries from the public and to relay pertinent information to the CBC EOC.
3. The C.E.O. or in his/her absence the DMC, will identify all essential CBC services that must be maintained and those activities that may be temporarily suspended during an emergency.
4. The C.E.O. or in his/her absence the DMC, will coordinate all efforts, prior to the activation of the CBC EOC with the MOLG EOC, concerning forecasts and warnings of impending emergencies or disasters.
5. The C.E.O. or his/her absence the DMC, will be responsible for coordinating the assessment of damage occurring within the Borough, resulting from a disaster.
6. The C.E.O. or in his/her absence the DMC, will define and detail emergency responsibilities for all employees.

b. MUNICIPAL POLICE:

In an emergency the CBC's Municipal Police will:

- i. Maintain law and order within the CBC
- ii. Assist in providing security for an affected area
- iii. Limit access to affected areas
- iv. Assist with evacuations in an orderly manner

- v. Control access to the EOC
- vi. Assist in warning the community

c. FIRE DEPARTMENT:

In an emergency situation the Chaguanas Fire Station will:

- i. Provide fire fighting and search and rescue services as first responders.
- ii. Assist with evacuation and transportation of persons to safe zones and to emergency medical facilities.
- iii. Preserve the scene so much as possible as to facilitate, where applicable, a criminal investigation.

IDENTIFICATION REQUIREMENTS

- a. Identification will be required during emergency operations in order to control the movement of individuals within areas of the Chaguanas Borough Corporation affected by the disaster.
- b. Need to determine what means of identification will be provided for workers. This should be collectively decided on by the Department heads that are responsible for the issuance of identification cards.
- c. Individuals requiring access to the area will be required to present one of the following forms of identification:
 - i. Essential Personnel: Chaguanas Borough Corporation issued employee identification card
 - ii. Press Personnel: Valid and Current Press Pass
 - iii. Homeowners/Business Owners: Valid Drivers' Permit (with a Chaguanas Borough Corporation address), a copy of a bill or a recent utility bill (including telephone bill) that indicates a Chaguanas Borough Corporation address.

SECTION 6

PHASES OF OPERATION

- a. In order to minimize the effects of a disaster, provide emergency response capabilities and to facilitate recovery efforts, the various Chaguanas Borough Corporation departments shall endeavour to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.
- b. The following colour-coded checklist for the phases of emergency preparedness and response within the Borough will be used as a basis for preparing for and responding to disaster events. There are four preparedness/response phases identified below by description and corresponding colour. From the lowest to the highest, the phases and colours are:
 - **Mitigation and Preparedness (Normal) = Green**
 - **Readiness = Yellow**
 - **Increased Readiness = Orange**
 - **Response = Red**

MITIGATION AND PREPAREDNESS PHASE – CODE GREEN

This phase consists of ROUTINE MITIGATION AND PREPAREDNESS. The CBC conducts routine mitigation meetings with agencies such as the Ministry of Works (Highways Divisions), Ministry of Water and Environment (drainage Divisions) URP, RDC, CEPEP, CCC, WASA, Fire Services, and other agencies within the Borough. The DMU also conducts community sensitization through the Community Outreach Programme and Drainage improvement works in alignment with the Technical Department of CBC.

READINESS PHASE – CODE YELLOW

This phase consists of READINESS activities during the period when Tropical Storm Force Winds/Hurricane Force Winds are forecast to arrive within three to five days (HURRICANE WATCH PERIOD). During this phase a stepped-up public awareness campaign, emphasizing on

public preparedness e.g. removal of loose debris and items that might be hazardous during high wind activity, is set into motion. This phase can also be used in other impending emergencies e.g. tsunamis.

INCREASE READINESS PHASE – CODE ORANGE

This phase consists of INCREASED READINESS activities during the period when Tropical Storm Force Winds/Hurricane Force Winds are forecast to arrive within two to three days (HURRICANE WARNING PERIOD). During this period contact is made with relief agencies and shelters, and the CBC resources are put on alert for any eminent relief activities that might be needed. (See appendix for resources)

RESPONSE PHASE – CODE RED

This phase consists of RESPONSE activities during the period of the hazard impact. A comprehensive damage assessment will be conducted at this stage. A need analysis will also be performed from data gathered during the damage assessment and assistance will be provided as required.

RECOVERY

With the departure of a tropical wave, severe weather system (or other effects), the RECOVERY PHASE begins and includes actions related to emergency relief from the effects of the event.

Recovery activities include, but are not limited to:

- a. Assist with life-saving operations and with the restoration of essential services.
- b. Assess the needs of the community and complete detailed damage assessments that will be the basis for requesting National disaster assistance.
- c. Compile and submit required forms and documentation required to request assistance from the recognized authorities like Ministry of Social Development.
- d. Represent the Chaguanas Borough Corporation on National Preliminary Damage Assessment (PDA) Teams and facilitate their access to damaged areas.
- e. Prioritize recovery projects and assign functions accordingly.
- f. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.

- g. Preserve and file all documentation of the event, including events log, cost analyses and estimated recovery costs.
- h. Facilitate the establishment of Disaster Assistance Centres, when necessary, to assist private businesses and citizens with individual recovery.
- i. Incorporate emergency plans from other entities into recovery and reconstruction activities.

ALERT AND WARNING

- a. The purpose of the warning process is to provide efficient alerting and warning to the Chaguanas Borough Corporation's elected officials, the various department heads, the responding emergency personnel in the Region and the community, of an actual or impending emergency situation. The CEO or his/her designee will have the primary responsibility for the warning process.
- b. The primary method of public notification and information of situations requiring prompt action such as evacuation or sheltering-in-place will be through the use of an agreed upon Emergency Notification System.
- c. When required, Municipal Police and Fire Divisions/Stations personnel will alert members of the community using loudspeakers and making door-to-door contacts. The use of private owners of loudhailers will also be considered.

MAJOR TASK	RESPONSIBILITY
Alerting Chaguanas Borough Corporation Officials	Chief Executive Officer or Disaster Coordinator
Alerting MOLG CDC	Chief Executive Officer or Disaster Coordinator
Alerting the National Office/ ODPM	Chief Executive Officer or Disaster Coordinator
Alerting and warning the community	Chief Executive Officer or Disaster Coordinator
Alerting the community when an emergency necessitates the activation of the Chaguanas Borough Corporation's EOC	Chief Executive Officer or Disaster Coordinator

EVACUATION

- a. This process provides for the evacuation of people in the Chaguanas Borough Corporation from areas where hazards from a natural or technological disaster threatens their safety and health. The CEO or his/her designee has the primary responsibility for the safe evacuation and sheltering for the citizens of Borough.
- b. Prior to any order for evacuation, the CEO or his/her designee and the Mayor will contact the MOLG CDC & ODPM to discuss and coordinate the intentions of evacuation before any such evacuation takes place.

MAJOR TASK	RESPONSIBILITY
Issue evacuation order when a disaster necessitates	Chief Executive Officer
Coordinate with the essential services (Police, Fire Service) and/or other agencies	Disaster Coordinator
Ensure the community is kept informed	Public Information Officer

SHELTERS

This function provides for the use of local facilities for the purpose of sheltering people who need to be evacuated due to a natural or a man-made (technological) disaster, and to provide for their congregate care and basic human needs. **The entities that must work together to ensure these needs are properly identified and provided for are the Ministry of the People and Social Development and the Ministry of Local Government.**

MAJOR TASK	RESPONSIBILITY
Designate a shelter	Disaster Management Coordinator
Coordinate sheltering and request additional shelters to be opened if needed	Disaster Management Coordinator
Notify appropriate agencies to assist with operations	Disaster Management Coordinator
Open, staff and manage shelters	Shelter Managers
Shut down, clean up, submit keys to owner and submit final report	Shelter Managers

Approved Shelters for 2013/2014 is listed in the Appendices. Inspection of shelters is conducted by the Fire Services, ODPM, and Chaguanas Borough Corporation (including engineering and public health department and DMU).

DAMAGE AND NEEDS ASSESSMENTS

- a. The overall objectives of damage/needs assessments can include the following:
 1. Determine the immediate needs and priorities of the disaster victims
 2. Determine the damages to housing, agriculture, lifelines, and critical facilities
 3. Identify stoppages, i.e. obstacles or interruptions to emergency operations or impediments to relief efforts
 4. Identify secondary threats, for example unsafe buildings still occupied, areas at risk to rising floodwaters, etc.
 5. Estimating the economic impact of the disaster, especially damages to commerce and industry, loss of jobs and work, and the effect insurance may or may not have on mitigating losses
 6. Monitoring public health
 7. Determining the resources available to respond to the disaster and identifying the gaps between that need to be filled from outside resources
- b. The composition of each Damage Assessment Team will vary depending on the type and severity of the damage and the availability of personnel. Each team will have a Team Leader who ensures that the team members have the proper forms, equipment and transportation.
- c. Depending on the disaster, two distinct types of assessments may be conducted as follows:
 1. Initial Assessment: IDA activities are the responsibility of the Damage Assessment Coordinator assigned to the Chaguanas Borough Corporation EOC. Report forms required for compiling and submitting damage assessment data are included.
 - a. Is conducted immediately in the early and critical stage of a disaster, as soon as the conditions allow survey personnel to operate
 - b. Determines relief and immediate response requirements
 - c. Is broad in scope and focuses on overall patterns and trends
 - d. Identifies:
 1. Magnitude of the disaster (without necessarily delivering exact figures)
 2. Impact of the disaster on society
 3. People's capacity to cope

4. Most urgent relief needs and potential methods for delivery
5. Priorities for action
6. Utilization of resources for immediate response
7. Need for detailed assessment of specific geographical areas or substantive sectors
8. Level of continuing or emerging threats
9. Need for National assistance

2. Detailed Assessment: Detailed damage assessment activities are the joint responsibility of the CEO or his/her designee as follows:

MAJOR TASK	RESPONSIBILITY
Assemble and designate damage assessment team	DMC
Identify areas to be assessed and assign	DMC
Conduct detailed damage assessment	Fire Services
Conduct detailed assessment of the CBC's capabilities and report this to the POC	DMC
Compile damage assessment reports for submission to the MOLG EOC and the ODPM NEOC	Fire Services
Determine unsafe buildings, structures and facilities	BI or Engineer
Keep the public informed of unsafe areas	Police and Fire services
Provide assistance to Sectoral and National Assessment officials	DMC

- a. Aims at determining the long-term recovery and development requirements
- b. Conducted days to weeks after a disaster, depending on the accessibility of the affected areas
- c. Covers critical areas in terms of the Chaguanas Borough Corporation's future economic and social development strategy
- d. Carried out by specialists within the affected areas
- e. Identifies:

1. Recovery program options
2. Estimates on financial and material recovery requirements
3. Estimates on value of loss due to damages
4. Damage to the social structure
5. Links between relief and development
6. Continuing need for relief assistance
7. Need for National assistance

Both the Initial and Detailed Assessments will contain:

- a. A situation assessment that depicts a picture of the situation by describing the magnitude of the disaster and the impact on the population and infrastructure of the Corporation.
- b. A needs assessment that defines the level and type of assistance required for the affected population of the Chaguanas Borough Corporation.

During Joint Damage Assessment activities involving the National entity, the Chaguanas Borough Corporation will designate a representative to assist.

PUBLIC INFORMATION

Providing prompt, authoritative and easily understandable emergency information to the community during all hazardous events is an essential responsibility of the Disaster Management Unit. Public advisory and information would be given by the use of mobile microphone systems for the quick and immediate dissemination of critical information to the public. The CBC CEO has the responsibility of disseminating information via the media.

MUNICIPAL CORPORATION RADIO FREQUENCIES

- **Ministry of Local Government three (3) VHF repeaters:**

Location: North (Cumberland)
Central
Mayaro

- **One Citizens Band (CB) Radio owned by Radio Emergency Associated Communications Team (REACT) – Temporary**
- **One O.D.P.M. frequency radio (base station and hand held)**

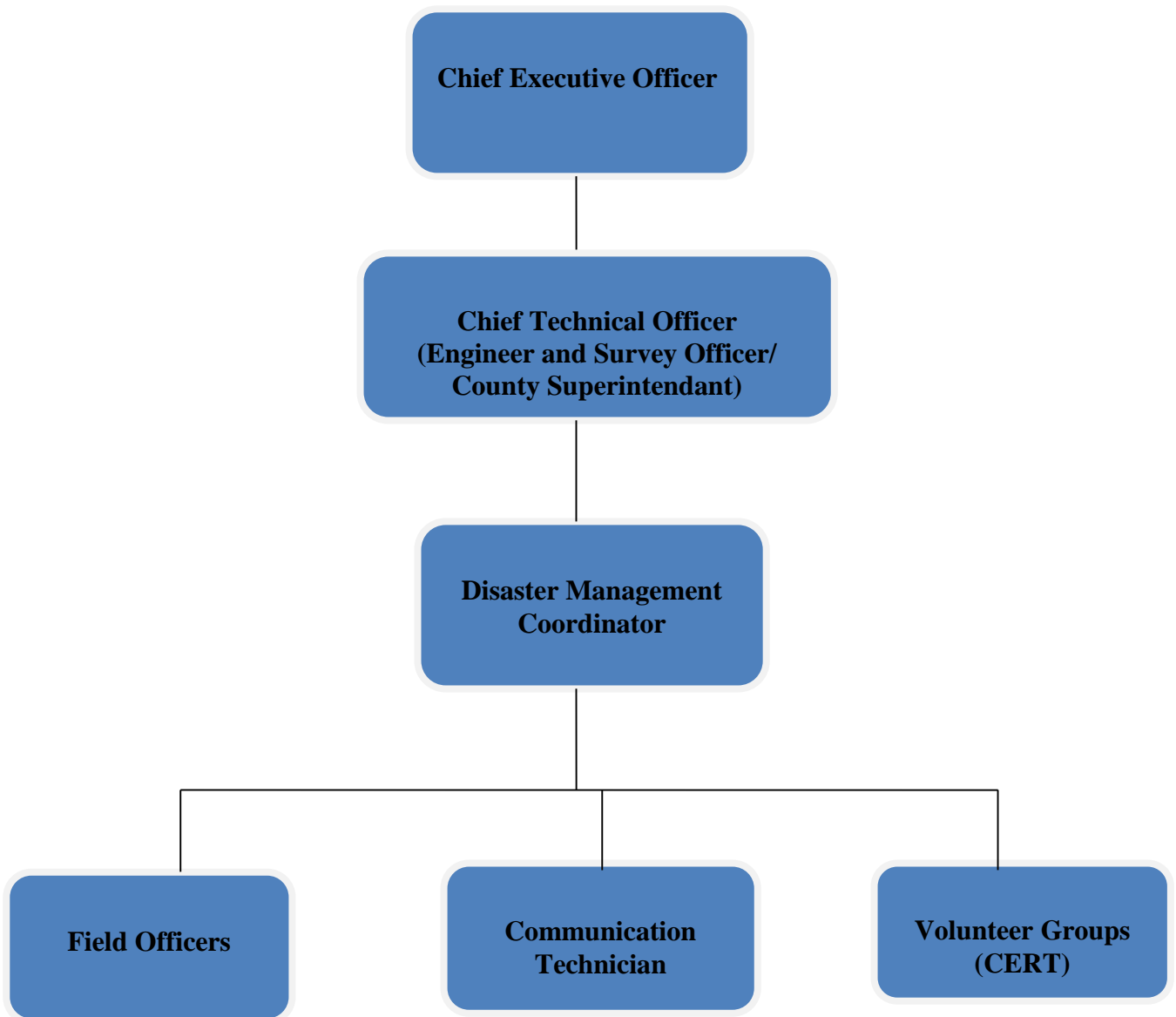
TELEPHONE DIRECTORIES

Telephone directory for the Chaguanas Borough Corporation are outlined in the Appendices

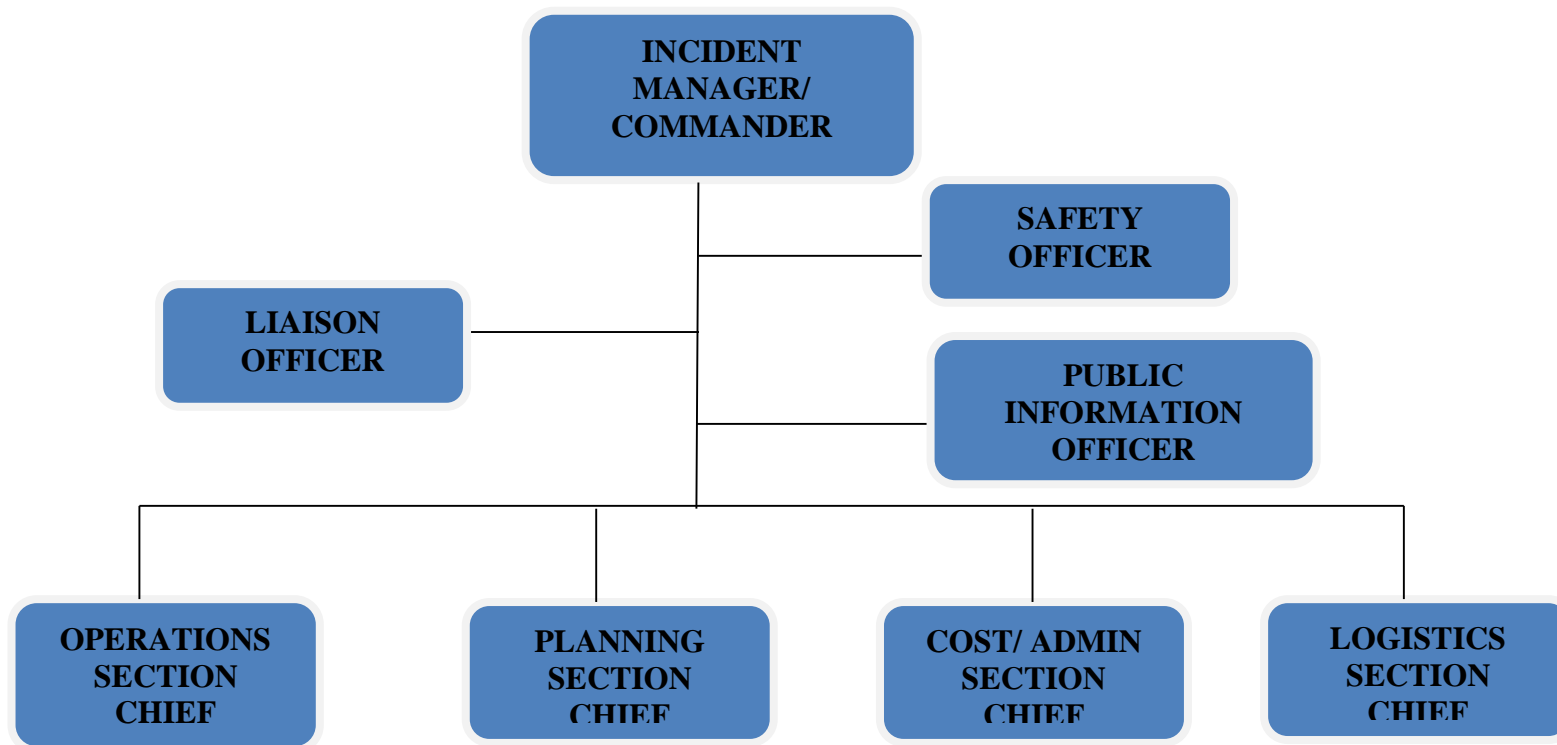
PART B

APPENDIX I – Organizational structure

CBC INTERNAL EMERGENCY MANAGEMENT ORGANIZATIONAL STRUCTURE



CBC INCIDENT COMMAND/ MANAGEMENT STRUCTURE



APPENDIX II- Telephone Directories

CBC DMU CONTACT LIST

Name	Contact	DMU Position
Patti Ann Williams	790-5777	Co-ordinator
Reynold Moses	304-3893	Field Officer
Amar Bedassie	466-5276	Communication Technician
Saleem Aziz	681-3529	Field Officer (OJT Trainee)
Patricia Patrice	391-8659	Administrative (Checker)

LIST OF CBC CRITICAL ADMINISTRATIVE STAFF AND COUNCIL MEMBERS (last updated July 2013)

POSITION	NAME	PHONE NUMBER
Mayor	Mr. Orlando Nagessar	18686821655
Chief Executive Officer	Mr. Ashmead Mohammed	18687830358
Alderman	Ms. Erica Harry	18684846562
Councillor	Ms. Falisha Isahak	18686814819
Councillor	Mr. Dwarka Singh	18686834489
Councillor	Ms. Renuka Kangal	18687715537
Councillor	Mr. Narsingh Rambarran	18687778508
Councillor	Mr. Ronald Heera	18687787496
Alderman	Mr. Ramesh Ramdhan	18687788328
Deputy Mayor/Councillor	Mr. Gopaul Boodhan	18687797343
Councillor	Mr. Samuel Joey	18687799850
.Deputy Chief Executive Officer	Mr. Beresford Ellies	18684982461
Principial Medical & Health Officer		
Municipal Inspector	Mr.Octive Lewis	18684982468
County Superintendant	Mr.Ranjit Persad	18684982475

Ag.Road Officer II	Mr.Ryan Rampersad	18684982487
Road Officer I	Mr.Dwarika Samaroo	18684982496
Ag.Accontant II	Mrs. Ramlogan	
Disaster Management Coordinator	Mrs. Patti-Ann Williams	1868790-5777
Engineer	Mr Boniface Ogama	18684982539
Ag. Road Officer III	Mr.Samoorath Sahatoo	18684982597
Ag. Clerk IV -PIRO	Mr.Naresh Boodhram	18684982603
Workshop Foreman	Mr.Randolph Ali	18684982604
Financial Officer (Contract)	Mr Gulabchand Maharaj	18684982608
Public Health Officer	Mrs.Leah Ramsaran	18687906148
Accountant I		
Building Inspector	Mr. Andrew Bereaux	18684982616
Administration Officer	Mrs.Chandai Ramlogan	18687903843
Planning Officer	Mr. Roddy Beharry	18684982643
Public Health Officer	Mr.Randall Daberan	18684982678
Public Health Officer	Mrs. Auster James	18684982677
Officer Manager	Mr.Jeoffery Samaroo	18684982684
Storeskeeper	Mrs. Radha Mohammed	18684982712
Tenders Clerk	Mrs.Shaliza Khan	18684982721
Corporate Secretary	Mr. Brian Baig	18684982611
CS Checker	Mr.Deonarine Ramdhanie	18684982732

LIST OF FIRE STATIONS

1. Chaguanas Fire Station

DFO Ramsaran

Contact No. # 665-5719/665-5728/665-5729/665-8077

LIST OF POLICE STATIONS

- 1. Chaguanas Municipal Police Post**
Inspector Lewis
Contact No. # 665-3977/672-4340
- 2. Chaguanas Police Station**
Snr. Supt. Reyes
Contact No. # 665-5271/ 5324
- 3. Longdenville Police Post**
Sgt. Satnarine
Contact No. # 665-4539
- 4. Cunupia Police Station**
Sergeant Subero
Ag. Insp. Harris
Contact No. # 665-3080

LIST OF VOLUNTEER AGENCIES IN THE CHAGUANAS BOROUGH CORPORATION

- 1. Trinidad and Tobago Red Cross**
Mr. Kishore – Tel. No. # 396-9815
- 2. R.E.A.C.T (Radio Emergency Associated Communications Team)**
Rohan Rampersad – Tel. No. # 682-1267
Kenneth Weekes – Tel. No. # 671-4340
Andy (Foxy) – Tel. No. # 744-9563/731-2634
- 3. T.T.A.R.L (Trinidad and Tobago Amateur Radio League)**
Mervin Dedier – Tel. No. # 357-5404
- 4. T.T.A.R.S (Trinidad and Tobago Amateur Radio Society)**
Ravi Ramnath – 374-5404
- 5. Lion's Club of Chaguanas**
Mr. Richard Surju – Tel. No. #
- 6. Rotary Club of Chaguanas – Tel. No# 665-4668**
Mr. Dean Mohess – Tel # 684-8555

CBC VOLUNTEER LISTING

Name	Organisation	Contact
Roddy Beharry	CBC	482-8922
Chandai Ramlogan	CBC	716-4164
Marilyn Kangoo	CBC	486-8686
Preamanand Jankie	CBC	756-0562
Kerron Lawrence	CBC	784-9960
Vishala Lutchman		687-4711
Derrick Cornwall		796-4754
Brian Traboulay		759-8907

LIST OF HEALTH CENTRES AND HOSPITALS AND PRIVATE FACILITIES

- 1. Chaguanas Health Facility**
Main Road Montrose Chaguanas
Contact No. # 665-9338
- 2. Cunupia Health Centre**
Latchu Trace, Chin Chin Road, Cunupia
Contact No. # 665-0183
- 3. Health Net Limited**
67 Rodney Road, Chaguanas
Contact No. # 665-7409
- 4. Cunupia Health Centre**
Larchu Trace, Cunupia
Contact No. #223-5151

LIST OF SOCIAL SERVICES

Ministry of Social Services- Chaguanas Office
Contact No. #671-3526

National Commission for Self Help- Chaguanas
Kevin Williams- 364-1958

LIST OF OTHER SERVICES AVAILABLE IN THE EVENT OF AN EMERGENCY

- 1. Ministry of Works and Infrastructure**
Highways Division – 665 -8055
Mr. Babal – Contact No. # 680-5754
Mr. Harryman – Contact No. # 764-1735
- 2 T&TEC (Trinidad and Tobago Electricity Commission)**
Ms. Gomez – Contact No. # 741-4910
- 3 Water And Sewerage Authority (WASA)**
Stewart – 777-6141
Ishmael – 724-8515
Ms. Hosein – 769 -2434
- 4 Office of Disaster Preparedness and Management**
Denise Anderson
Contact Nos. 761-4115
ODPM Emergency Hotline- 511
- 5 Regional Corporation Assistance**
Couva Tabaquite Talparo Regional
Disaster Management Coordinator
Ravi Ramnath – 760-1084/ 374-5593 or
Amar Seepersad – 460-0410

Tunapuna Piarco Regional Corporation
Disaster Management Coordinator
Rishi Siew
720-4761
- 6 Meteorological Services**
Contact No. 669-4392
- 8 Tents / Rental**
Mickey and Leela – 665-0630 / 705-4303
- 9 Unemployment Relief Programme – Chaguanas**
Programme Manager – Mr. Roger

665-2565/665-6250/665-2819

10 Civilian Conservation Corp
Mr. Bernardo- 387-3437/ 665-9425

APPENDIX III- Shelters

CBC 2013/ 2014 SHELTER LISTING

NAME OF FACILITY	LOCATION	CAPACITY	CONTACT/KEY HOLDER
ASJA Girls College	School Street, Charlieville	280	Principal: Salia Mohammed Tel: 671-3236 Fax 665-4218
ASJA Boys College	School Street, Charlieville	280	Principal: Idris Khan Tel/ Fax: 671-0408
Central Indoor Sports Complex	Saith park, Chaguanas	240	Facility Manager: Stephanie Skeete Tel: 665-2096 Fax: 665-9836
Chaguanas North Secondary School	Helen Street, Lange Park	300	Principal Ms Alisha Alleyne Tel/Fax: 665-4669
Chaguanas South Secondary School	Helen Street, Lange Park	300	Principal: Ms Pamela Amun Tel/Fax: 665-4473
Cunupia Government Primary School	Chin Chin Road, Cunupia	200	Principal: Ronald Sinanan Tel: 484-3497/ 693-0002
Cunupia High School	Hasserath Road, Cunupia	300	Principal: Vishnoo Gopaul Maharajh Tel/Fax: 665-5583
Edinburgh 500 Gov't Primary School	Kestral Boulevard, Edinburgh	200	Ms. Raoutee Seeram Tel/Fax: 671-7348
Enterprise SDA Church	11 Railway Road, Enterprise	25	Pastor: Wayne Sampson Tel: 753-0983
Flaming Word Ministry	Caroni Savannah Rd. Charlieville	40	Pastor: Dave Alleyne Tel: 671-9673
Jerningham Gov't Primary School	Hasserath Road, Cunupia	150	Principal: Batson Swarat Tel: 672-8061
TOTAL ESTIMATED CAPACITY = 2315			

CBC SHELTER MANAGERS

June Mc Millan	Volunteer	781-0369
Reynold Moses	Field Officer (CBC)	304-3893
Joseph Ramsaran	Volunteer	775-8553
Selvin Mc Millan	Volunteer	623-0767
Sharmila Tolan Rampersad	Volunteer	494-0172
Gail Mohammed	Volunteer	490-6110

APPENDIX IV- Documentation

INITIAL DAMAGE ASSESSMENT FORMS

OTHER FORMS AND DOCUMENTS

1. OPERATIONS SCHEDULING
2. SIGN-IN SIGN-OUT LOG
3. EVENT ACTION LOG
4. MESSAGE FORMS AND MESSAGE LOG
5. EMERGENCY RESPONSE (INVENTORY/ LISTING)
6. LABOUR SUMMARY RECORD
7. APPLICATION BENEFITS CALCULATION WORKSHEET
8. EQUIPMENT SUMMARY
9. MATERIAL SUMMARY
10. RENTAL EQUIPMENT SUMMARY
11. CONTRACT WORK SUMMARY
12. OTHER (As may be deemed necessary)

CHAGUANAS BOROUGH CORPORATION
Disaster Management Unit
Tel/ Fax: 671-5958/ 665-5320 ext 295
INITIAL DISASTER ASSESSMENT FORM



1. Date of Event :- _____
2. Nature of Disaster:- _____
3. Person(s)/Business Affected:- _____
4. How Badly Affected (*please describe damage*):- _____

5. Assistance Rendered? ☐ Yes ☐ No
6. Describe nature of assistance rendered. _____

7. _____ Responded to by:- _____

8. Time of Response: - _____
9. Resources Employed: - _____
10. Duration of Exercise: - _____
11. Which Agency Responded in Conjunction with: - _____
12. Which agencies/forms were affected persons referred to: - ☐ Social Services ☐ Self-Help
13. Contact Number(s) for Person(s) Affected: - _____

Any other information of note:

Comments: - _____

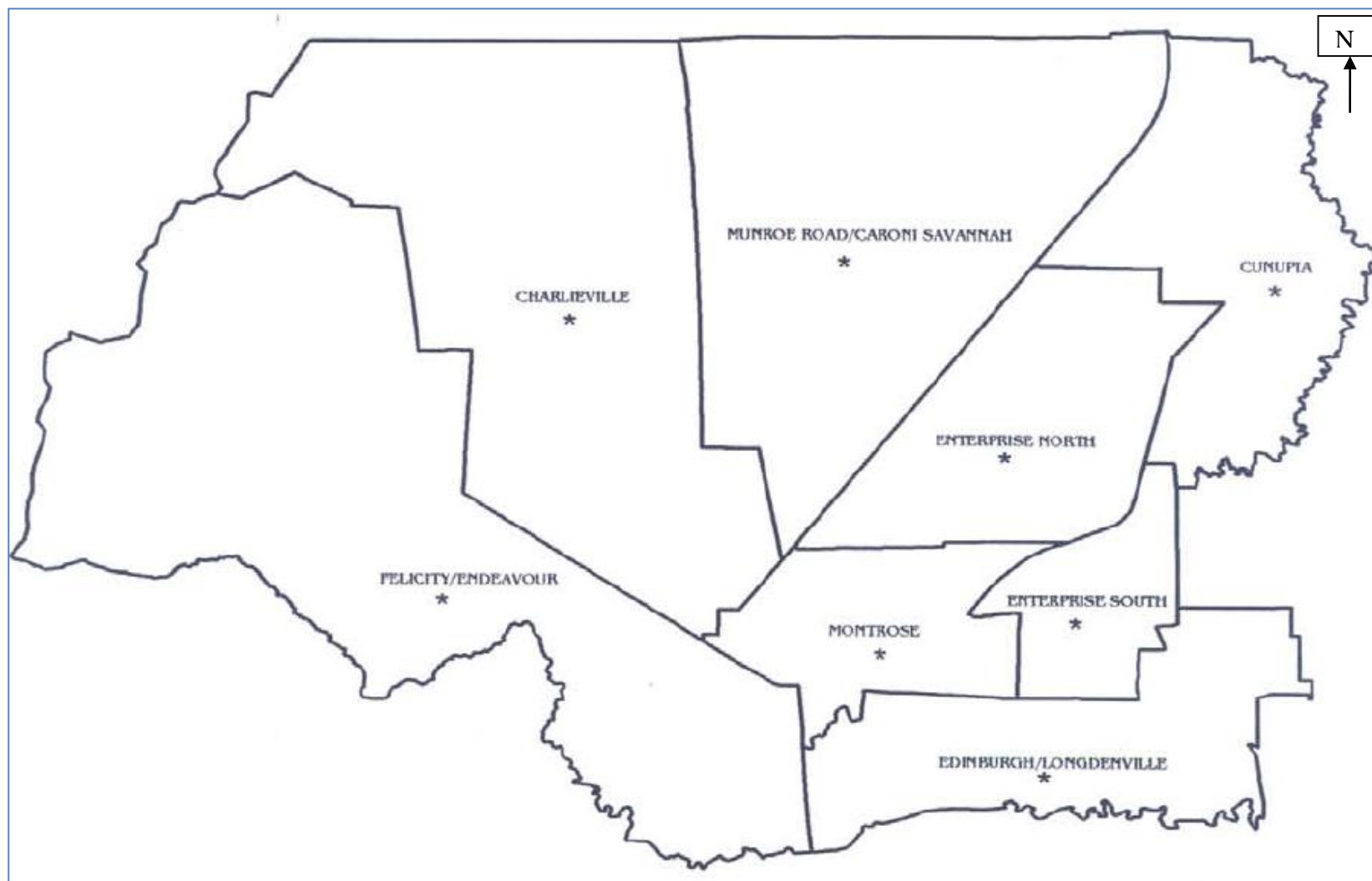
Field Officer: _____

Disaster Coordinator: _____

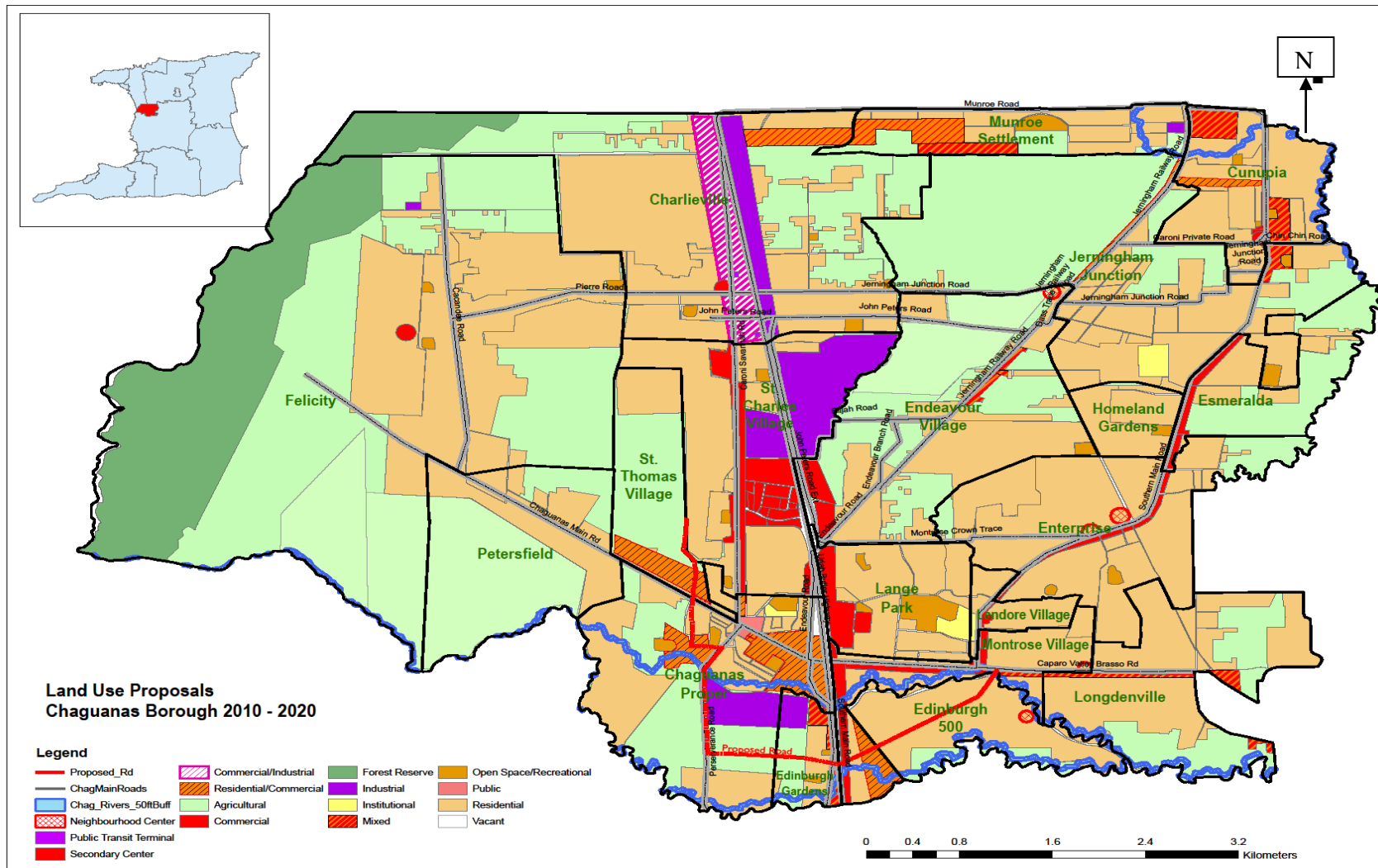
Date: _____

APPENDIX V- Maps

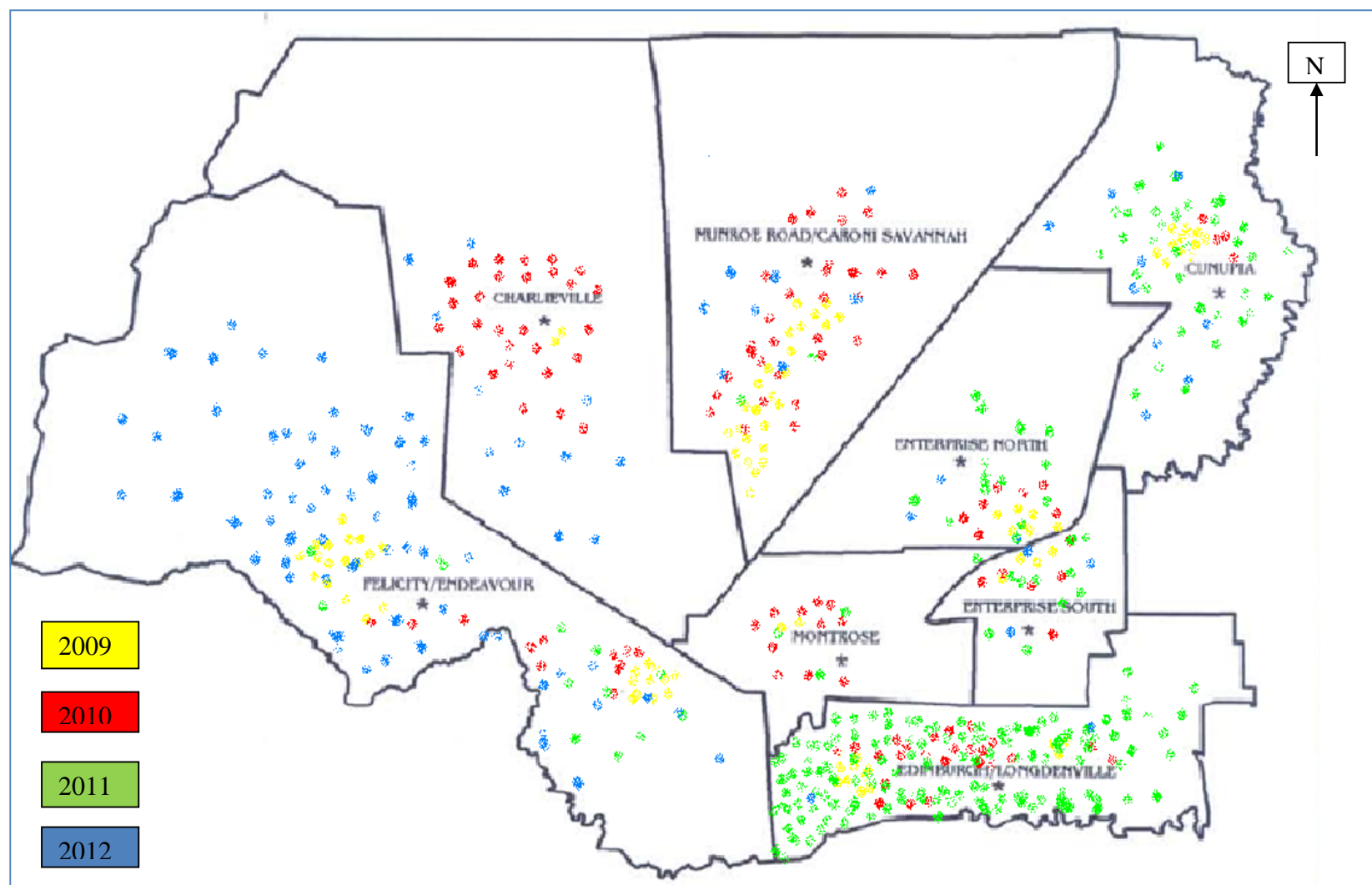
MAP 1: CHAGUANAS BOROUGH CORPORATION WITH OUTLINE OF EIGHT (8) ELECTORAL DISTRICTS



MAP 2: CHAGUANAS BOROUGH CORPORATION- LAND USE PROPOSAL (2010/ 2020)



MAP 3: CHAGUANAS BOROUGH CORPORATION- FLOOD PRONE AREAS (2009/ 2012)



APPENDIX VI- Hazard Specific Plans

CBC EARTHQUAKE EMERGENCY RESPONSE PLAN

(See attached document)

CBC FLOOD RESPONSE PLAN

(See attached document- Still in draft)

CBC HURRICANE RESPONSE PLAN

(See attached document- still in draft)

CBC EGRESS/ EVACUATION RESPONSE PLAN

(See attached document- still in draft)