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# Emergency Response Plan

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Diego Martin Regional Corporation

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2018  
(Under Review)

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## **PURPOSE:**

The purpose of the Diego Martin Regional Corporation (DMRC) Emergency Operations Plan (EOP) with its annexes and other attachments is to provide the basis for a coordinated emergency operation before, during and after an emergency or disaster affecting the DMRC utilising our local resources. The guidance contained in this plan is designed to develop a state of readiness 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 the Office of Disaster Preparedness and Management (ODPM) especially if the magnitude of the event is overwhelming.

The objective of this contingency plan is to develop systems and put in place logical, step by step procedures for handling all types of hazards when they occur. This plan, when established will eliminate or reduce the risk of natural and manmade hazards.

It is the responsibility of the Diego Martin Regional Corporation to protect life and property from the effects of hazardous events within its geographical area.

## **SCOPE**

- a) The **Diego Martin Regional Corporation** Emergency Operations Plan 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 man-made hazards. The **DMRC** Emergency Operations Plan is set to ensure the continuity of government operations during disaster situations.
  
- b) This plan pre-determines, to the extent possible, actions and interactions to be taken by the **Diego Martin Regional Corporation** and cooperating agencies to prevent and minimize hazards. These actions include reduction of the vulnerability of its citizens to hazards, protection of life and property of citizens residing within the **Municipality of Diego Martin** as well as visitors to the **Region**. It also ensures quick and effective response to disaster occurrences and the implementation of timely recovery actions.

# DESIGN

This Plan has two basic principal components.

- a) **The Basic Plan:** The Basic Plan provides an overview of the Emergency Operations organization and policies. 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) **Appendices:**
  - **General:** These appendices provide information related to organization, position responsibilities, administrative forms and financial record keeping, initial damage assessment procedures and emergency response resource inventories.
  - **Hazard-Specific:** These appendices provide guidance unique to a given hazard or situation.

# **AUTHORITIES**

The following are the legislative instruments required for the promulgation of this plan:

- Constitution of the Republic of Trinidad and Tobago Act 4 of 1976 Ch. 1: 01 4 Rights enshrined; Ch.5 Executive Powers
- Fire Service Act Ch. 35.50 Act 10 1997 – Amendments to the Fire Services Act Ch. 35.50
- Police Service Act Ch.15.01
- The Regional Health Authorities Act No. 5 of 1994
- The Coroner’s Act Ch.6:04
- The Disaster Measures Act Ch. 16.50
- The Defense Act, Ch. 14.01
- Protective Services Compensation Act No. 22 of 1996
- Occupational Safety and Health Act No. 1 2004
- Telecommunications Act of 2000
- TTEMAS Act No 8 of 2000
- Supplemental Police Act Ch. 15.02

# POLICY STATEMENTS

## a) Limitations:

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

## b) Suspension of Routine Activities and Availability of Employees:

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.

## c) 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 Diego Martin Regional Corporation Emergency Operations Centre.

## d) Non-Discrimination;

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

## e) Citizens 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 Diego Martin Regional Corporation will make every effort to provide information to the public, via the media to assist citizens in dealing with an emergency.

## f) Union Consideration:

All agreements will be observed with respect to the terms and conditions of employment established by collective bargaining between the recognised union and the Ministry of Local Government when a disaster event / hazard warrants the services of these employees to perform extra duties.



## REVIEW AND UPDATE

- a) An update of this plan, including a review of the Diego Martin Regional Corporation responsibilities and procedures, will be conducted by the CEO and the Disaster Management Unit annually.
- b) Additional revisions or enhancements required following activation of the Diego Martin Regional Corporation Emergency Operations Centre or as the result of the findings resulting from exercises may also be added.

# **SITUATIONS AND ASSUMPTIONS:**

## **A. SITUATIONS**

### **HAZARDS**

a) The Diego Martin Regional Corporation is vulnerable to a number of hazards which are:

#### Natural Disasters

- i) Hurricane
- ii) Flooding
- iii) Earthquake
- iv) Landslides

#### Man-made Disasters

- i) Oil Spill
- ii) Bush Fires

The Diego Martin Corporation is bordered by the Caribbean Sea and the Atlantic ocean. The reclaimed land in Diego Martin would be Invaders Bay to Westmoorings by the Sea. See Appendix – Map showing location of Diego Martin Regional Corporation.

## **Characteristics of Diego Martin Regional Corporation**

a) The Region of Diego Martin is located in the North-West Trinidad. Its boundaries are as follows:

- North - Form Point Rouge on the sea coast proceeding in a generally north-easterly direction along the said sea coast to the point where it meets the eastern boundary of the Ward of Diego Martin.
- East - From the last mention point proceeding in a southwards and then south-westwards direction along the eastern boundary of the Ward of Diego Martin to the point at its south-eastern boundary at the northern boundary of the City of Port- of Spain where Saddle Road Meets Cotton Hill.
- South - From the last mention point proceeding in a generally north-westerly and then westerly direction along Saddle Road to Long Circular Road; thence Westwards along Long Circular Road to Belle Vue Road; thence north-Westwards along Belle Vue Road to the point where it crosses the West Bank of the Belle Vue Ravine; thence in a generally south-westerly direction along the Bournes Road Ravine to Murray Ravine thence in a generally north-westerly direction along the South bank of the Murray

Ravine to a point on the boundary between lands now or formerly of Ross and the Public Cemetery to a point on the Southern boundary of Fort George Road; then in a generally south-westerly direction along the Charles Ross and the Public Cemetery; thence south-westwards along the said boundary line passing between the lands now of formerly of Charles Ross and the Public Cemetery to a point on the southern boundary of Fort George Road; then in a southerly-westerly direction along the southern boundary of Fort George a point about 1,330 feet from the junction of the said Fort George Road to a monument; thence on the same bearing for a distance of 2,679.6 feet to a monument; thence on a bearing 29° -06' crossing Fort George Road to a monument; thence on the same bearing for a distance of 2,679.6 feet to a monument; thence on a bearing of 299° -09' for a distance of a 173.2 feet to a monument at the north-western corner of the lands of the lands of the Church of England; thence proceeding south-westwards along an imaginary straight line passing along the western boundary of the lands of the Church of England to the point at its south-western boundary at Ocean Avenue on the sea coast; thence proceeding first in a generally westerly and then northerly direction along the said sea coast to Point Rouge at the point of commencement.

This region includes the islands of Chacachacre, Huevos, Monos, Gaspar Grande, Gasprillo, Carrera, Cronstadt, the five Islands and all other small Islands as lie in close proximity to the said region.

This place is situated in Trinidad and Tobago. It has a land area of 127.53 km<sup>2</sup>. Its geographical coordinates are 10°43'N 61°34'W / 10.717°N 61.567°W / 10.717; -61.567

**b) POPULATION OF THE MUNICIPALITY OF DIEGO MARTIN**

<b>Population</b>	-	<b>97,936</b>
Male - 48,009		Female - 49,927
Carenage District	-	14,700
Diego Martin	-	50,765
Petit Valley	-	17,342

**Major Roadways:**

There is one major highway which is the Diego Martin Highway and four main access roads which are the Diego Martin Main Road, The Morne Coco Road, Western Main Road and Saddle Road that provide ingress and egress to the Diego Martin Region.

The other major roads are:

- Audrey Jeffers Highway
- Diego Martin Highway
- Four Roads
- St Lucien Road
- Tucker Valley Road
- North Post Road
- Majuba Road
- Sierra Leone Road
- Crystal Stream Road
- Covigne Road
- Richplain Road
- Bagatelle Road
- Wrightson Road
- Mucurapo Road

**Waterways:**

- Diego Martin Main River
- Maraval Watercourse
- Bagatelle River
- Blue Basin River
- Diamond Vale River

See appendix - Map showing location and distribution of roads and rivers in Diego Martin

**Drinking Water Sources/Intakes:**

The Municipality gets its water supply from Wells in Pearl Gardens, St Lucien Road, Sierra Leone Road, Four Roads, and Chaguaramas.

The power supply sources are Four Roads Sub Station, St Lucien Road Sub Station, Diamond Vale Estate Sub Station and Maraval Road, St Clair

**Special Population:**

**Institutionalized**

St Michaels School for Boys Diego Martin Main Road, Diego Martin	-	Average One Hundred (100) persons
Christ Child Convalescent Home Church Street, Diego Martin	-	Forty (40) persons

St Finbars Geriatric Home Morne Coco Road and Sarganga Trace, Diego Martin	-	Sixty-two Residents (ten disabled included)
Alleynes Nursing and Convalescent Home # 7 Riverdale Avenue St Lucien Road.	-	Thirty - five Residents
O' Angels Senior Citizens Home # 11 Riverdale Avenue, St Lucien Road	-	One Residents
Villa Pierre Point Home for Senior Citizens Sierra Leone Road and St Lucien Road	-	Twenty Residents
The Lodge Nursing Home #77 Apple Blossom Avenue, Petit Valley	-	Twenty - Five Residents

## ASSUMPTIONS

- I. The Diego Martin Regional Corporation will respond to all emergency situations which occur within its geographical area.
- II. The Diego Martin Regional Corporation will have established Memorandum of Understanding with the key stakeholders in their respective regions that speak to the rendering of assistance in times of need.
- III. The DMRC will have established Memorandum of Understanding with each other to assist in times of need when one's capacity and capability becomes overwhelmed or depleted.
- IV. Assistance would be made available from the Office of Disaster Preparedness and Management should the local government entities deplete their resources or require equipment or expertise which they do not presently have available.

## CONCEPTS OF OPERATIONS

### A. GENERAL:

- I. It is the responsibility of the Diego Martin Regional Corporation to provide for a comprehensive emergency management programme that meets the needs of those who may have been or might be affected by any hazard or major disaster.
- II. The Chief Executive Officer will initiate the Emergency Operations Plan as necessary. In the absence of the Chief Executive Officer, the County Superintendent will initiate the plan. If either of these persons is unavailable the responsibility lies with the next senior officer so designated.
- III. To the extent possible, initial emergency management response will be conducted by the Municipality. 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 Diego Martin Regional Corporation Emergency Operations Centre located at Technical and Transport Section LP# 95 North Post Road, Diego Martin. If the Transport Section becomes inaccessible the EOC will be housed at the Diego Martin Regional Corporation's Main Office at # 2-3 Orchid Drive, Petit Valley.
- IV. Response to a disaster will parallel normal day-to-day functions as closely as possible and will utilize the DMRC resources to the extent possible before seeking assistance from other Municipal Corporations, the Ministry of Local Government, and the National Disaster Management Agency - ODPM.
- V. The Diego Martin Regional Corporation is guided by the Office of Disaster Preparedness Management explanation of levels of emergencies. These are as follows:
  - **Level I**  
A localized event which can be dealt with using the regular operating mode of the resources of the local government authorities 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.

It is expected in such scenarios that the Emergency Operations Centre of the local entity will be stood up to coordinate those effects in the region and regular communications channels be maintained with the Office Of Disaster Preparedness Management. Once operations have ended a final report must be lodged with the ODPM and Ministry of Local Government.

- **Level II**

This level is so identified when events are occurring in two or more municipal regions/Tobago 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 municipal regions are impacted the ODPM National Emergency Operations Centre will be notified and partially activated. This is to facilitate closer monitoring of events and preparation taking place should the system become overwhelmed.

Partial activation is defined by bringing to the NEOC, those 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 Ministry of Local Government Chief Disaster Coordinator would be requested to sit amongst these agencies to monitor and evaluate the effectiveness and efficiency of the response of the affected municipalities.

- **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. On the advice of the Prime Minister, the President can make a Proclamation declaring a disaster area (*Disasters Measures Act 1978 sec 2(I)*).

At this stage the National Emergency Operations Centre is fully activated and will lead in coordinating the regional and international relief efforts.

## PHASES OF EMERGENCY MANAGEMENT:

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

- a) **Prevention:** The action aimed at eliminating risk by preventing the hazard from occurring or preventing damage by avoiding or limiting the subject's exposure to the hazard.
- b) **Mitigation:** The mitigation process is a process aimed at reducing the impact and the effects of a hazard.
- 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.
  - **Short Term (Rehabilitation):** Operations that seek to restore vital services to the community, while providing for the basic needs of the public. eg Remove debris by CEPEP and URP
  - **Long Term (Reconstruction):** Operations that strive to restore the community to its normal or improved status.

## DIRECTION AND CONTROL:

The Diego Martin Regional Corporation Chairman's Office:

- a) The Chairman of the Diego Martin Regional Corporation has the authority to issue a Local State of Emergency within the region and if necessary, order evacuation of the community, or affected areas. In the absence of the Chairman, the Vice Chairman will assume responsibility for the direction and control of an incident
- b) The Chief Executive Officer authorizes the implementation of the Diego Martin Regional Corporation's Emergency Operations Plan and, as needed, authorizes the Disaster Management Coordinator to activate the Emergency Operations Centre.
- c) In the absence of the Chief Executive Officer, action by Council is required to issue a Local State of Emergency, order evacuation, implement the Diego Martin Regional Corporation Operations Plan, or activate the Emergency Operations Centre. The Emergency Operations Centre shall be managed by Disaster Coordinator.
- d) Because of the devastating effect that one community's actions could have on the other local communities, any intention of ordering an evacuation, must first be discussed and coordinated with the MOLG and the ODPM.



## **DMRC EMERGENCY OPERATIONS CENTRE (EOC):**

- a) The Diego Martin Regional Corporation Emergency Operations Centre, when activated, will operate using the Office Disaster Preparedness Management's (ODPM) standard for its National Emergency Operations Centre (NEOC) with command staff designated to direct, control and coordinate the Municipality's response and recovery operations. EOC Staff to be drawn from Disaster Committee
- b) The Disaster Management Coordinator or his/her designee will serve as the Emergency Operations Centre (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 Chief Disaster Coordinator and with assistance of the MOLG EOC. He/she will direct the planning for and performance of emergency operations within the regularly constituted governmental structure, augmenting it where necessary. The Disaster Coordinator will also serve as the Operations Chief overseeing the management of the Operations Room.
- c) In organizing the initial response to the incident and staffing of the DMRC EOC, the Chief Executive Officer on the advice of the Disaster Management Coordinator 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. **There is no absolute standard** - As the incident dictates, the response operation grows and additional staff, as required, will be activated.
- d) The DMRC EOC staff position assignments EOC Organization Chart (see appendix) and Position Checklists are included in the appendix
- e) The Diego Martin Regional Corporation Emergency Operations Centre prime location will be at the Transport and Technical Section LP# 95 North Post Road, Diego Martin. The EOC is equipped with Radio Communication capabilities and immediate access to all transport and construction machinery of the Municipality.
- f) As a back-up emergency operations facility, an alternate EOC has been identified and is located at Diego Martin Regional Corporation's Main Office at # 2-3 Orchid Drive, Petit Valley.
- g) The DMRC EOC is the general coordination point for complete emergency operations. All major changes, decisions and actions will be reported to this control point. The Disaster Coordinator staff will report to the EOC where 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) Administrative staff provides forms, as needed, for 24-hour operations scheduling, sign-in for DMRC EOC staff and visitors, Event Action Log, Message Form, and Message Log.
- i) Summary Reports, provides five ICS Summary Record forms designed to assist in maintaining accurate documentation of emergency related costs. Completed forms must be submitted to the Administration/Finance Section Chief after termination of the response operation. Each form includes an instruction page, however, if you have any questions, contact the Administration/Finance Section Chief or the Financial Specialist for assistance. The Summary Records are:
  1. \* Force Account Labour Summary Record: used to record personnel costs
  2. Applicant's Benefits Calculation Worksheet: used to calculate fringe benefits paid on an employee's salary.
  3. \* Force Account Equipment Summary Record: used to record equipment costs.
  4. Material Summary Record: used to record supplies and materials that you either purchase or taken out of existing stock.
  5. Rented Equipment Summary Record: used to record the cost of rented or leased equipment.

6. Contract Work Summary Record: used to record the cost of work done by contract.

The term “force account” refers to the Region’s own personnel and equipment.

It is essential that all EOC staff members accurately document their expenses incurred during disaster response and recovery. Accurate documentation will help the Region 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.

- j) Emergency Resources Inventories provides listings of response equipment, facilities, communications assets, and emergency points of contact for the Region, Fire & Police stations.

## **REQUESTS FOR ASSISTANCE:**

- a. The Disaster Management Coordinator or his designee may request assistance from voluntary and private sector groups by mutual aid agreements, letter of understanding or contact by telephone to any number of such agencies.
- b. The Disaster Management Coordinator or his designee may request assistance from another Municipal Corporation either via a MOU with the entity, or through the Ministry of Local Government Chief Disaster Coordinator.
- c. Should assistance be required beyond the capabilities of Municipal Corporation and Ministry Of Local Government, the Ministry of Local Government Permanent Secretary will request necessary assistance from the Chief Executive Officer, Office of Disaster Preparedness Management.

## CONTINUITY OF GOVERNMENT (COG): (COOP)

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

1. Preserving lawful leadership and authority
2. Preventing the unlawful assumption of authority
3. Preserving vital government documents
4. Assuring that mechanisms and systems necessary for continued government direction and control are in place prior to the crisis
5. Assuring that government services essential to the continued welfare of the public and be delivered during an emergency
  - a. **Lines of Succession:** There must be an established list of those entitled to succeed one another under emergency situations. The alternatives to other key positions are maintained in each department.
  - b. **Pre-Delegation of Authority:** The Municipality shall ensure officials in leadership positions are prepared to respond to emergency conditions.
  - c. **Emergency Operations Centre (EOC):** The DMRC has a designated location as the EOC. This centre serves as a centralized facility for the direction and control of disaster operations. Upon notification of an actual or impending disaster, the CEO, or his/her representative activates the EOC and declares the emergency response phase of operation to be in effect.
  - d. **Preservation of Records:** Each department of the DMRC shall develop and maintain procedures to preserve essential records, files and reference materials.
  - e. **Identification and Protection of Key Government Resources, Facilities and Personnel:** The DMRC, 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 DMRC can contribute to function during emergency conditions.
  - f. **Continuity of Government/ DMRC Responsibilities:**
    1. **Diego Martin Regional Corporation CEO:**
      - a. The CEO or his/her designee(s) will be responsible for the continuity of the Corporation and the capability of the RC to function during periods of an emergency situation or disaster. The ultimate responsibility for the effectiveness of the RC emergency operations, in conjunction with the normal demands of providing services to its community, is that of the CEO.
      - b. During normal office hours, and when existing conditions permit, the CEO's office, as well as the Council Hall, will remain open and will continue to provide normal services. The office staff will provide up to date information on the status of the existing or impending emergency situation.
      - c. As the need may dictate and at the discretion of the CEO or his/her designee, the CEO's office will be manned during other hours it is not normally open, to receive inquires from the public and to relay pertinent information to the EOC.
      - d. The CEO or his/her designee will define and detail emergency responsibilities for all employees.

- e. The CEO or her designee will identify all essential DMRC services that must be maintained and those activities that may be temporarily suspended.
- f. The CEO or her designee will coordinate all efforts, prior to the activation of the Diego Martin Regional Corporation EOC, with the MOLG EOC concerning forecasts and warnings of impending emergencies or disasters.
- g. The CEO or her designee will be responsible for coordinating the assessment of damage occurring within the DMRC, resulting from a disaster.

**Municipal Police:**

The purpose of the Municipal Police is to maintain law and order within the DMRC; to provide early and/or the first line of warning as to the severity and of existing conditions of an impending disaster or emergency situation; to provide an on-going status report of conditions; to limit access to an affected area; to assist with evacuation; and to provide security for an affected area.

1. The magnitude of the disaster will determine the number of Police Officers required. At the corner of the Diego Martin Main Road and Wendy Fitzwilliam Blvd there is the West End Police Station which can be mobilized at a moment's notice. There are the Carenage Police Station, the Four Roads Police Station and the Maraval Police Station to respond to emergencies. If warranted, resources can also be tapped from the following stations, St. Clair Police Station, Police Headquarters - Port of Spain. Security steps o be taken to provide security to personnel and property during the disaster.

2. a) Alert the Chief Executive Officer on Emergency situation status

b) Provide the Diego Martin Regional Corporation Emergency Operation Centre with updated reports of scene status.

c) Maintain law and order within the Region

d) Limit public access to affected areas.

e) Execute an evacuation order in hazard areas, in an orderly manner.

f) Ensure the overall security of the region

g) Provide radio communication at the Regional Corporation Emergency Operations Centre.

**Fire Department:**

The function of the Fire Service is to provide fire fighting and search and rescue services, as well as, where necessary, assist with the evacuating and transporting of persons to safe zones and to emergency medical facilities.

- a) Alert the CEO on Emergency Status.
- b) Provide assistance in the evacuation of personnel from a disaster area.
- c) Maintain a head count of persons being evacuated from a disaster area
- d) Ensure accountability for all residents within the disaster area.
- e) Patrol, visit and render assistance in the rescue operations within the disaster area.
- f) Provide advice and assistance in any related field during times of disaster.
- g) Already established is a plan for firefighting operations. This plan includes equipment and personnel from the Fire Services Headquarters at Wrightson Road and the Chaguaramas Fire Station.
- h) All ambulances (including Red Cross etc) will be under the supervision of the Fire Coordinator
- i) Liaise with hospital Disaster Coordinator - Re; use of the Hospital or any temporary Facility for mass treatment casualties.

**Health Department:**

The function of the Health Department is to ensure that Public Health and environmental issues are maintained at all times.

- a) Alert the Chief Executive Officer on Emergency Status.
- b) Provide the Diego Martin Regional Corporation Emergency Operation Centre with updated reports of scene status.
- c) Coordinate clean up operations (removal of debris, clearing of water courses)
- d) Control environmental sanitation (control of rodents, mosquitoes etc)
- e) Limit public access to affected area(s)

**EMERGENCY MEDICAL SERVICES COORDINATOR**

- a) Coordinate activities of ambulance Re: transportation of injured to hospital
- b) Liaise with Red Cross, St. Johns Ambulance
- c) Examine all fatalities when notified
- d) If necessary establish an adequate morgue.
- e) Supervise the location and transportation of the remains of the deceased
- f) Certify the cause of death of the deceased victims and issue death certificates.
- g) Liaise with police to notify next of kin and release the remains and personnel effects proper representatives.
- h) Liaise with Public Information Officer to issue press releases on the environmental sanitation process.
- i) Evaluate the potential for disease spread, including vector - borne diseases
- j) Mobilize the Public Health Team to provide technical assistance in epidemiological surveillance, immunizations (if necessary)
- k) Arrange for laboratory tests to assist in diagnosis and treatment
- l) Put in place psycho - emotional support system for disaster victims.



## **Building Inspector**

- a) Alert the CEO on emergency situation status
- b) Provide the D.M.R.C E.O.C with updated reports of scene status.
- c) Establish procedures for inspecting buildings.
- d) Establish procedures for identifying unsafe buildings
- e) Establish procedures for identifying building that are safe
- f) Liaise with Public Information Officer Re; Press Release
- g) Collect data and prepare assessment reports.

# DISASTER MANAGEMENT PERSONNEL

1. Chief Executive Officer
2. Disaster Management Coordinator
3. Field Officers
4. Communications Technician
5. Municipal Police
6. County Superintendent
7. Transport Dispatcher
8. Workshop Foreman
9. Public Health Inspector III
10. Building Inspector

## **XII. IDENTIFICATION REQUIREMENTS:**

- a. Identification will be required during emergency operations in order to control the movement of individuals within areas of the D.M.R.C 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: D.M.R.C. issued employee identification card
  - ii. Press Personnel: Valid and Current Press Pass (should work with the media houses to verify what are their passes)
  - iii. Homeowners/Business Owners: Valid Drivers' Permit (with D.M.R.C. address), a copy of a bill or a recent utility bill (including telephone bill) that indicates the D.M.R.C. address.

### **XIII. OPERATIONS BY TIME FRAME – (PHASES):**

- a. In order to minimize the effects of a disaster, provide emergency response capabilities and to facilitate recovery efforts, the various D.M.R.C 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 Municipality 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**
  1. **MITIGATION AND PREPAREDNESS PHASE – CODE GREEN:** This phase consists of ROUTINE MITIGATION AND PREPAREDNESS activities conducted by the D.M.R.C staff and it's Mitigation Planning Team on a routine basis.
  2. **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).
  3. **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)
  4. **RESPONSE PHASE – CODE RED:** This phase consists of RESPONSE activities during the period of the hazard impact.
- c. With the departure of a tropical wave, severe weather system (or other effects), the RECOVERY PHASE beings and includes actions related to emergency relief from the effects of the event.

Recovery activities include, but are not limited to:

1. Assist with life-saving operations and with the restoration of essential services
2. Assess the needs of the community and complete detailed damage assessments that will be the basis for requesting National disaster assistance
3. Compile and submit required forms and documentation required to request assistance from the recognized authorities like Ministry of Social Development
4. Represent the D.M.R.C on National Preliminary Damage Assessment (PDA) Teams and facilitate their access to damaged areas
5. Prioritize recovery projects and assign functions accordingly

6. Coordinate recovery efforts and logistical needs with supporting agencies and organizations
7. Preserve and file all documentation of the event, including events log, cost analyses and estimated recovery costs
8. Facilitate the establishment of Disaster Assistance Centres, when necessary, to assist private businesses and citizens with individual recovery
9. Incorporate emergency plans from other entities into recovery and reconstruction activities

## **XIV.ALERT AND WARNING:**

- a. The purpose of the warning process is to provide efficient alerting and warning to the D.M.R.C elected officials, the various department heads, the responding emergency personnel in the Region and the community, of an actual or impending emergency situation. The Chief Executive Officer 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.

<b>MAJOR TASK</b>	<b>RESPONSIBILITY</b>
Alerting Municipal Corp. Officials	Disaster Management Coordinator
Alerting Ministry of Local Gov. Chief Disaster Coordinator	Chief Executive Officer
Alerting the Nat'l Office/ODPM	Communication Technician
Alerting and warning the community	Chairman, Chief Executive Officer and Disaster Management Coordinator
Alerting the community when an emergency necessitates the activation of Municipal Corporation's EOC	Chairman in consultation with Chief Executive Officer and Disaster Management Coordinator.

## **XV. EVACUATION:**

When a major disaster occurs or when information is received, that a disaster is imminent, the likelihood of damage of homes and infrastructure in the population being at risk. The parameters would necessitate that part, if not all, of the effected residents are re-located.

There is need therefore, to identify and establish (1) temporary shelters, (2) transfer stations and (3) possible evacuation routes. This is essential to the plan because of three main parameters.

- i The magnitude and the factors involved in mass transportation.
- ii The transportation system itself may be affected.
- iii There may be need to move injured persons.

In developing this plan extreme pertinent assumptions must be made with emphasis placed on the local vulnerabilities to disasters.

Listed hereunder are the guidelines that should be followed:

- a) Residents should be advised to assemble at the designated transfer stations.
- b) A head count should be instituted (noting the name, age, sex, etc. of the individual).
- c) Separation of families should be avoided. Children in particular must not be separated from parents. If for some reason family units are disrupted, efforts should be directed at re-uniting the members as soon as possible.
- d) Preserve meaningful group structure. Try to facilitate keeping neighbours or residents from the same community together.
- e) Do not leave frightened or injured persons alone.

The evacuation process provides for the evacuation of people in the Municipality of the Diego Martin Regional Corporation from areas where hazards from a natural or man - made disaster threatens their safety and health. The Chairman or her designee has the primary responsibility for the safe evacuation and sheltering for the citizens of Municipal Corporation.

Prior to any order for evacuation, the Chairman or his/her designee 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	Chairman

Coordinate with the Resource Personnel and agencies	Disaster Management Coordinator
Ensure the community is kept informed	Chief Executive Officer

## **XVI. SHELTERING:**

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 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 Social Development and the Ministry of Local Government. (Please see shelter management sub-plan

<b>MAJOR TASK</b>	<b>RESPONSIBILITY</b>
Designate a shelter	Disaster Management Coordinator in conjunction with the Ministry of Social Development.
Coordinate sheltering and request additional shelters to be opened if needed	Disaster Management Coordinator in conjunction with the Ministry of Social Development.
Notify appropriate agencies to assist with operations	Disaster Management Coordinator or his designee
Open, staff and manage shelters	Disaster Management Coordinator /Designee in conjunction with the Shelter Managers
Shut down, clean up, submit keys to owner and submit final report	Shelter Manager

## **XVII. 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 Building Inspector as Coordinator, the Road Officers and the Disaster Management Unit Field Officers assigned to the D.M.R.C Emergency Operation Centre. Report forms required for compiling and submitting damage assessment data are included. (See appendix)
    - Is conducted immediately in the early and critical stage of a disaster, as soon as the conditions allow survey personnel to operate
    - Determines relief and immediate response requirements
    - Is broad in scope and focuses on overall patterns and trends
    - Identifies:
      - ▲ Magnitude of the disaster (without necessarily delivering exact figures)
      - ▲ Impact of the disaster on society
      - ▲ People’s capacity to cope
      - ▲ Most urgent relief needs and potential methods for delivery
      - ▲ Priorities for action
      - ▲ Utilization of resources for immediate response
      - ▲ Need for detailed assessment of specific geographical areas or substantive sectors
      - ▲ Level of continuing or emerging threats
      - ▲ 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	Damage Management Coordinator in conjunction with the County Superintendent and the Road Officers
Identify areas to be assessed and	Damage Management Coordinator

assign	and the Road Officer III
Conduct detailed damage assessment	Road Officers, Social Workers and Field Officers
Conduct detailed assessment of the D.M.R.C's capabilities and report this to the POC	Chief Executive Officer
Compile damage assessment reports for submission to the MOLG EOC and the ODPM NEOC	Disaster Management Coordinator
Determine unsafe buildings, structures and facilities	Building Inspector
Keep the public informed of unsafe areas	Chief Executive Officer
Provide assistance to Sectoral and National Assessment officials	Chief Executive Officer / Disaster Management Coordinator

3. Aims at determining the long-term recovery and development requirements
4. Conducted days to weeks after a disaster, depending on the accessibility of the affected areas
5. Covers critical areas in terms of the D.M.R.C future economic and social development strategy
6. Carried out by specialists within the affected areas
7. Identifies:
  - Recovery program options
  - Estimates on financial and material recovery requirements
  - Estimates on value of loss due to damages
  - Damage to the social structure
  - Links between relief and development
  - Continuing need for relief assistance
  - Need for National assistance
8. Both the Initial and Detailed Assessments will contain:
  - 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 D.M.R.C
  - A needs assessment that defines the level and type of assistance required for the affected population of the D.M.R.C (What needs to be done?)
9. During Joint Damage Assessment activities involving the National entity, the D.M.R.C will designate a representative to assist.

**XVIII. 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. Emergency Public Information activities are the responsibility of the Public Information Officer assigned to the D.M.R.C EOC. Emergency Public Information activities will be accomplished in accordance with the instructions provided in Appendix (this can be assisted by the ODPM), Emergency Public Information (EPI), of this Plan. (See Appendix)

The following telephone numbers and other information are provided for your convenience to obtain up-dated status report of impending emergency situations; to report situations that need to

come to the attention of the Municipal Corporation EOC and the CEO's office. (**Police and Fire emergencies should be directed to the 999 and 990 centres respectively**).

Vital information and instructions can also be obtained from these telephone numbers before, during and after an emergency situation.