

SAN JUAN/LAVENTILLE REGIONAL CORPORATION



EMERGENCY OPERATIONS PLAN



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LIST OF ABBREVIATIONS

CDC	-	CHIEF DISASTER COORDINATOR
CDEMA	-	CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY
CEO	-	CHIEF EXECUTIVE OFFICER
CBO	-	COMMUNITY-BASED ORGANIZATION
COG	-	CONTINUITY OF GOVERNMENT
DANA	-	DAMAGE ASSESSMENT AND NEEDS ANALYSIS
DMU	-	DISASTER MANAGEMENT UNIT
EOC	-	EMERGENCY OPERATIONS CENTRE
EOP	-	EMERGENCY OPERATIONS PLAN
EPI	-	EMERGENCY PUBLIC INFORMATION
FBO	-	FAITH-BASED ORGANIZATION
ICS	-	INCIDENT COMMAND SYSTEM
IDA	-	INITIAL DAMAGE ASSESSMENT
IMS	-	INCIDENT MANAGEMENT SYSTEM
MOLG	-	MINISTRY OF LOCAL GOVERNMENT
MOU	-	MEMORANDUM OF UNDERSTANDING
NEOC	-	NATIONAL EMERGENCY OPERATIONS CENTRE
NGO	-	NON-GOVERNMENTAL ORGANIZATION
ODPM	-	OFFICE OF DISASTER PREPAREDNESS AND MANAGEMENT
PIO	-	PUBLIC INFORMATION OFFICER
RECP	-	REGIONAL EMERGENCY COMMUNICATIONS PLAN
SJLRC	-	SAN JUAN/LAVENTILLE REGIONAL CORPORATION
SOP	-	STANDARD OPERATING PROCEDURE (S)

FOREWORD

A Disaster is an emergency which suddenly disrupts the daily life of the population of a country, which can result in substantial loss of life and social upheaval, leading to many persons becoming homeless and hungry, a situation that is further aggravated by the dislocation or disruption of vital production, water, power- supply, and communication.

Disaster Preparedness means that a community must be prepared to react promptly to save lives, alleviate suffering and protect property if it is threatened or hit by a hazard such as hurricane, flood, earthquake or fire.

It is therefore necessary to seek to protect lives and property by ensuring that the San Juan / Laventille Regional Corporation has a disaster plan equipped to respond to such events. Careful planning must be put in place to coordinate the use of resources both human and physical.

Regular training must be carried out covering all aspects of relief, rescue management and welfare.

MR. ANTHONY ROBERTS
CHAIRMAN
SAN JUAN / LAVENTILLE REGIONAL CORPORATION

DATE:

FROM THE CHIEF EXECUTIVE OFFICER

The Local Government Reform process now in progress has created a space for refocusing on the importance of disaster management. Evidence of this can be seen in the recent creation of the post of Chief Disaster Coordinator at the Head Office, Ministry of Local Government and also the creation of Disaster Management Units within all Municipal bodies in Trinidad. The Tobago House of Assembly, on the other hand, has had its own disaster management unit TEMA, for quite some time now.

Recognizing the opportunity being presented to strengthen the national disaster management system, the ODPM has issued a Model Emergency Operations Plan to assist municipal bodies in writing or updating their own plans so that we can all contribute to taking the disaster management practice in Trinidad and Tobago to the next higher level.

I therefore urge all stakeholders (elected officials, employees of the SJLRC, First Responder agencies, the private sector, NGOs, CBOs, and the wider community of the San Juan/Laventille Region) alike to embrace this opportunity not only to review our Region's current emergency management systems as represented in this Emergency Operations Plan, but also to remind ourselves that we live in a part of the world that is subject to both natural and man-made hazards. Hazard events will happen. We must not only accept this inescapable truth but also take whatever actions that are within our means to prevent, minimize, and be ready to respond effectively to, their impacts.

MR. KENWYN PANTIN
CHIEF EXECUTIVE OFFICER
SAN JUAN / LAVENTILLE REGIONAL CORPORATION

DATE:

RECORD OF AMENDMENTS

SER	SECTION (S) AMENDED	DATE AMENDED	CONFIRMED BY (SIGNATURE)
1.	PG. 3 - INSERT OF ANNEX Q	11/12/12	
2.	PG. 5 - CHANGED C.E.O	11/12/12	
3.	PG. 23 - CHANGED TO COLOR CODE	11/12/12	
4.	PG. 24 - D.M.U NO. CHANGED	11/12/12	
5.	PG. 24 - CS. TO E.S.O	11/12/12	
6.	PG. 29 - CS. TO E.S.O	11/12/12	
7.	PG. 33 - E.O.C. STRUCTURE CHANGED	11/12/12	
8.	PG. 38 - E.O.C. ORG. CHART CHANGED	11/12/12	
9.	PG. 39 - INSERT PLANNING CHART	18/12/12	
10.	PG. 40 - INSERT INCIDENT COMMAND CHART	18/12/12	
11	PG. 41 - INSERT FINANCE ADMIN. CHART	18/12/12	
12	PG. 42 - INSERT OPERATIONS SEC. CHART	18/12/12	
13	PG. 43 - INSERT LOGISTICS CHART	18/12/12	
14	PG. 44 - INSERT NEW A.O.II	18/12/12	
15	PG. 44 - INSERT NEW E.S.O	18/12/12	
17	PG. 44 - INSERT CONTACT NO. FOR K. JOHN	18/12/12	
18	PG. 44 - DELETE A. PAUL F.O	19/12/12	
19	PG. 45 - ALIGN NAMES	19/12/12	
20	PG. 45 - UPDATE CONTACT NO.	19/12/12	
21	PG. 47 - UPDATE TREE CUTTERS	19/12/12	
22	PG. 50 - UPDATE STATE AGENCIES	19/12/12	
23	PG. 49 - UPDATE AGENCIES CONTACT	19/12/12	
24	PG. 56 - UPDATE SHELTER MANAGERS	19/12/12	
25	PG. 78-80 - INSERT LIST OF CERT TEAMS	19/12/12	
26	PG. 13 - CHANGE ADDRESS	18/3/13	
27	PG. 32 - "C" SPECIAL POPULATIONS ADDED	18/3/13	
28	PG. 44 - CHANGE C.E.O	18/3/13	
29	PG. 45 - DELETE "COUNCILLOR RAMJIT"	18/3/13	
30	PG. 47 - ADD #7 & #8	18/3/13	
31	PG. 50 - ADD CONTACT PERSONS	18/3/13	
32	PG. 54 - UPDATE INVENTORY LIST	18/3/13	
33	PG. 57 - ADDITIONAL SHELTER MANAGER	18/3/13	
34	PG. 57 - 58 - INSERT LIST OF SHELTERS	14/5/13	
35	PG. 82 - INSERT LIST OF MEDICAL OFFICERS	14/5/13	
36	PG. 83 - INSERT LIST OF HEALTH CENTRES	16/5/13	
37	PG. 43 - CHANGE A.O. II	6/8/13	
38	PG. 44 - LIST TO BE INSERTED	6/9/13	
39	PG. 58 - INSERT UNASSIGNED SHELTERS	6/9/13	
40	PG. 51 - REASSIGNED TO MEDICAL OFFICERS	6/9/13	
41	PG. - UPDATE COUNCIL MEMBERS	5/12/13	
42	UPDATED PLAN	20/02/14	

RECORD OF AMENDMENTS

[illegible]

PART A – THE BASIC PLAN

SECTION ONE

1. DEFINITIONS:

In this Plan: -

- a) 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”
- b) The term “emergency” is used as defined by the ODPM to mean “a situation generated by the real or imminent occurrence of an event, requiring immediate attention.”
- 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.”

2. PURPOSE:

- a) The purpose of the San Juan / Laventille Regional Corporation (SJLRC) Emergency Operations Plan (EOP), with its annexes and other attachments, is to provide the basis for coordinated action before, during and after an emergency or disaster affecting the Region.
- b) The guidance contained in this plan is designed to develop a state of readiness for all types of hazards – natural and man-made – thereby minimizing the loss of lives and damage to property and the environment. This plan also provides for the necessary coordination between other Government Ministries and Departments, non-Governmental Organizations (NGOs), Community-based organizations (CBOs), the private sector and the general public.

3. SCOPE:

- a) The SJLRC EOP provides a basis for planning and executing activities to prevent, minimize, prepare for, respond to, and recover from the impacts of natural or man-made hazards.
- b) This plan pre-determines, to the extent possible, actions and interactions to be taken by the San Juan/Laventille Regional Corporation and cooperating agencies to prevent or minimize disasters. These actions include the reduction of the level of vulnerability to hazards, the protection of life and property, timely warnings, a quick and effective response and the implementation of recovery actions.
- c) This EOP establishes areas of responsibility to be assumed and appropriate procedures and response protocols to be followed in times of emergencies. The plan also seeks to ensure the continuity of local government operations during emergency operations.

- 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.

4. DESIGN

The Plan has two 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) **The Annexes.** These are of two types:
- General. These 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 provide guidance unique to a given hazard or situation.

5. AUTHORITY

This Plan is promulgated under the general direction of the Minister of Local Government. There are, however, several pieces of legislation that deal with matters related to disaster management (see Annex I). Chief among these are:

- a) ***The Disaster Measures Act No. 47 of 1978***
b) ***The Municipal Corporations Act No. 20 of 1990***

6. POLICY STATEMENTS

The following policy statements govern the operation of this Plan:

1. Limitations:

The nature of emergency operations makes it difficult to predict their outcome. Therefore, it should be recognized that this plan is meant as a guideline and that the outcome of the response may be limited by several factors such as the scope, magnitude and duration of the hazard event.

2. Management of Emergencies:

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

3. *Suspension of Routine Activities:*

Day-to-day functions of the Corporation that do not contribute directly to disaster relief operations may be suspended for the duration of an emergency. Similarly, resources normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, SJLRC employees not assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the workforce of their own department, or other SJLRC Departments, if required.

4. *Continuity of Government:*

Notwithstanding the existence of an emergency situation, the SJLRC will endeavour, as far as the existing conditions allow, to continue to provide normal services to areas not affected by the emergency.

5. *Non-Discrimination:*

All services of the SJLRC are provided in accordance with the Equal Opportunities Act 2000 (Part IV). It is SJLRC policy that no service will be denied on the basis of political affiliation, race, physical or other disability, religion, sex, marital status, age, sexual orientation or nationality.

6. *Individual Preparedness:*

The existence of this Plan does not absolve burgesses of their individual responsibility to be aware of, and prepare for, hazards to which the San Juan/Laventille Region is subject. All citizens are expected to be aware of developing events and take appropriate steps to ensure personal safety and protect property. The SJLRC will make every reasonable effort to provide information, via various media, to assist citizens in dealing with an emergency.

7. REVIEW AND UPDATE

- a) This Plan will be reviewed annually by the CEO, with the assistance of the staff of the Disaster Management Unit, and updated as required.
- b) Additional revisions or enhancements deemed necessary, either following activation of the SJLRC EOC or as a result of findings of an exercise, may also be made.

SECTION TWO

8. SITUATIONS AND ASSUMPTIONS

a. Situations:

(1) Hazards: The Region of San Juan/Laventille is subject to a variety of hazards, including: -

NATURAL

FLOODS
STORMS
HURRICANES
STORM SURGES
LANDSLIDES
HIGH WINDS
HOT & DRY SPELLS
INFESTATION
EPIDEMIC
TSUNAMI
CLIMATE CHANGE
EARTHQUAKE

MAN MADE

EXPLOSIONS
TOXIC SPILLS (HAZARDOUS)
FIRE INCL. FOREST FIRES
ACCIDENTS (VEHICLE & INDUSTRIAL)
PLANE CRASH
MARINE & LAND POLLUTION
FOOD POISONING
SEWER EXPLOSION
RUPTURED TRANSMISSION & GAS LINES
FECAL AND SOLID WASTE DUMPING
CIVIL UNREST

(2) Boundaries: the Region of San Juan/Laventille is located in North-Western Trinidad and is bounded by: -

EAST: from the last point proceeding South through the Northern Range to Hutton Road and the eastern Main Road, Champ Fleurs, then West along the Eastern Main Road to Uriah Butler Highway to Munroe Road inside Ward of Chaguanas.

WEST: from the last point Northerly direction bound by the Port-of-Spain and Diego Martin Corporations through Santa Cruz, to the Sea Coast at that point of commencement

NORTH: from the Ward of St. Anns Easterly along the North Coast to Yarra River, La Fillette

SOUTH: from the last point along Madame Espangol River, Warner Village to the mouth of the sea coast "Gulf of Paria".

(3) Topography:

The Region lays claim to a substantial portion of Trinidad's Northern Range and coastline, and is a combination of hilly, forested, swampy and flat areas. The Region is also served by five (5) major rivers; namely the Yarra; San Juan; St. Ann's; Malick and Caroni Rivers.

(4) Population:

The Region is home to 157,295 persons (CSO 2000 Census). In planning for disaster emergencies, attention must be paid to our 'special' populations such as the aged, children, the physically challenged, and tourists. Persons falling into these categories may have trouble hearing or understanding warnings, instructions or other information. Some will have difficulty in moving quickly, when quick movement is required. A high 'vehicles-to persons' ratio means that there is any likelihood that our roads will become congested should people be required to evacuate an area. Our special populations include:

Aged persons – (to be sourced from CSO)
Children - (to be sourced from CSO)
Physically challenged – (to be sourced from CSO)

Further details of the Region's special populations are available at Annex I.

(5) Neighbouring Corporations:

East – Tunapuna / Piarco Regional Corporation
West - Port-of-Spain and Diego Martin Corporations
North - N/A
South - Chaguanas Borough Corporation

(6) Major Traffic Arteries:

Beetham Highway; Churchill Roosevelt Highway; Uriah Butler Highway; Eastern Main Road; Lady Young Road; Laventille Road West; St. Anns & Cascade Main Road; Saddle Road; North Coast Road; Trou Macaque and Pelican Extension Road; Aranguez Main Road; Santa Cruz Old Road; Priority Bus Route.

(7) Special Areas (Limited Access / Exit Roadways)

Saddle Road - Maracas into Las Cuevas and La Fillette, Santa Cruz, Cascade, St Anns and Beetham Highway

(8) Areas Prone to Flooding:

Bamboo No. 1; Mt. Lambert; Morvant; Barataria; Success Village; Beetham; Aranguez; San Juan (Baines Ave); El Socorro South; St Anns; Upper & Lower Santa Cruz.

(9) Areas Prone to Landslides:

North Coast Road; Laventille East & West; Mt. Hope; Santa Cruz; El Socorro Extension and heavily Informal Communities

(10) Potential Industrial Emergency Areas:

Fernandez Industrial Estate, Eastern Main Road, Laventille; Industrial Estates at Morvant and El Socorro South; NP Installation Sea Lots; All Gas Stations.

(11) Drinking Water Sources

The Region's main surface and ground water sources are as follows:

Surface Water

Pipiol Intake
Capriata Intake
Reservoir Intake
Susconusco Intake
La Canoa Intake

Ground Water

Santa Cruz (La, Pastora, Meadows)
El Socorro
Blanchisseuse (Rincon, La Fillette)
St. Ann's

b. Assumptions

- 1) The SJLRC will respond to all disaster emergency situations occurring within its jurisdiction.
- 2) The SJ/LRC will report all emergencies to the ODPM.
- 3) The SJ/LRC will have established Memoranda of Understanding with key stakeholders within its jurisdiction regarding the rendering of assistance in times of need.
- 4) The SJ/LRC will have established Memoranda of Understanding with other Regional Corporations regarding mutual assistance when their individual capacities and capabilities become depleted or overwhelmed.
- 5) Assistance will be available from the Office of Disaster Preparedness and Management in the event that the local government bodies deplete their resources or require equipment or expertise, which they do not have.

SECTION THREE

9. CONCEPT OF OPERATIONS

a. General.

It is recognized that the occurrence of certain hazards often takes place with little or no warning. In such circumstances, or when the duration of the emergency is estimated to be relatively short, initial management of the emergency will be undertaken by First Responder Agencies on site or as close to the site as possible.

- (1) For emergencies in which there is some lead time or for those that are expected to be lengthy in duration, the management of response operations will take place at the SJLRC's EOC, located at *Transport Yard, Uriah Butler Highway, Mt. Hope*.
- (2) The CEO will initiate the Emergency Operations Plan as necessary. In the absence of the CEO, the County Superintendent will initiate the plan. If both of these officials are unavailable the responsibility for initiating this plan falls to the Administrative Officer II.
- (3) Emergency response activities 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 Corporations, the Ministry of Local Government, and the ODPM.
- (4) For ease of management, the Corporation uses three categories of emergencies, which are patterned after the categorization used by the ODPM and CDEMA. They are:
 - **Level I Emergency.** This is a localized event, the required response to which is entirely within the capacity of the Corporation and its supporting first responder agencies to provide.
 - **Level II Emergency.** This is an event, which does not overwhelm the capacity of the Corporation and its supporting first responder agencies, but nonetheless requires some specialized assistance from external sources. Such an event might justify the declaration of a "disaster area" within the Region.
 - **Level III.** This is an event the required response to which completely overwhelms the collective capacity of the Corporation. To effectively cope with the situation, additional resources must be brought in from outside the Region. Such a situation may result in the Region being declared a "disaster area".
- (5) An impacted area may be declared a "disaster area" under the provisions of the Disaster Measures Act 1978, Section 2(1)

- (6) It is expected that once two or more municipalities are impacted the ODPM, having been notified as required, will activate the NEOC at the appropriate level. This is to facilitate the monitoring of the response activities and the provision of assistance as needed.

b. Direction and Control:

- (1) The Chairman of the SJ/LRC *has the authority to issue a Local State of Emergency within the Region and, if necessary, order the evacuation of a community or affected area.* In the absence of the Chairman, the chairman of the Physical Infrastructure Committee will assume this responsibility.
- (2) In making the decision to declare a Local State of Emergency or issue an Evacuation Order, the Chairman will be guided by the advice of the CEO.
- (3) The CEO authorizes the implementation of the Region's Emergency Operations Plan and, if needed, authorizes the full or partial activation of the EOC.

(NB. The Corporation's Emergency Response Command Structure is set out at Annex A).

NB. Because of the devastating effect that a community's actions can have on other communities, any intention of ordering an evacuation must first be discussed and coordinated with the Ministry of Local Government and the ODPM.

c. Requests for Assistance

- (1) The EOC Director, or in his/her absence the County Superintendent, may request assistance from voluntary and private sector groups under mutual aid agreements and/or MOU's, or via contact by telephone to any number of such agencies.
- (2) The EOC Director, or his/her absence the County Supervisor, may request assistance from another Regional Corporation or Municipality through a MOU with the particular entity, or through the MOLG's Chief Disaster Coordinator (MOLG CDC).
- (3) Should assistance be required beyond the capabilities of either the Municipal Corporations or the MOLG to provide, the Permanent Secretary, MOLG, will request assistance from the CEO ODPM.

d. Identification Requirements

- (1) Under NORMAL conditions (i.e. when there is no emergency), SJ/LRC personnel shall enjoy unrestricted access to all SJ/LRC locations (except where such access is controlled /restricted even in normal conditions), upon presentation of their SJ/LRC ID badges.
- (2) Under CRISIS conditions (i.e. when some level of emergency exists within the Region), certain areas of operations (e.g. the Operations Room of the EOC or an Incident Command Centre) will be OFF LIMITS to non-authorized personnel. In such circumstances, special SJ/LRC ID Badges will be issued to personnel to whom access to these locations/offices is granted.

e. Phases of Emergency Management:

Activities of the SJ/LRC that contribute to the four phases of emergency management are as follows:-

- (1) ***Prevention:*** The SJ/LRC seeks to prevent or limit exposure to hazards by:
 - Executing physical development of the Region in accordance with national physical development policy and the National Physical Development Plan.
 - Enforcing current physical development regulations
- (2) ***Mitigation:*** The SJ/LRC attempts to prevent or reduce the probability of a disaster occurring as well as minimize the undesirable effects of unavoidable hazards by:
 - Executing physical development of the Region in accordance with national physical development policy and the National Physical Development Plan.
 - Enforcing current physical development regulations
- (3) ***Preparedness:*** The SJ/LRC seeks to establish the response capabilities needed in the event of an emergency in the Region by:
 - Having in place an all-hazard Emergency Operations Plan (EOP).
 - Ensuring that the SJ/LRC is adequately resourced to effectively supervise, and contribute meaningfully to, the execution of the EOP.
 - Ensuring that all persons and agencies having responsibilities under the EOP are aware of and comfortable with their respective responsibilities.
 - Conducting appropriate exercises to ensure that the responses contemplated in the EOP are relevant and effective.
 - Ensuring that the EOP is updated regularly to reflect lessons learned or to correct deficiencies noted as a result of exercises or operations.

- Ensuring that communities within the Region are organized and trained to respond appropriately to adverse events
- (4) **Response:** When an emergency threatens or has arisen, the SJ/LRC's immediate priorities are the prevention of the loss of lives, and the minimizing of damage to property and the environment. In this regard, the SJ/LRC:
 - Assesses the level of the emergency to determine the appropriate response required.
 - Monitors the actions of the First Responder agencies to ensure that the response required is being provided.
 - Activates the EOP, as necessary, to ensure that the response required is being provided.
 - In responding to an emergency, appropriate action must be taken not only to address the situation but also to facilitate the recovery process.
- (5) **Recovery:** It is often difficult to distinguish between response and recovery activities. Actions in the Recovery phase are of two types -

Rehabilitation (Short Term) - These are actions that seek to restore vital services to the community while providing for basic needs. For the SJLRC, rehabilitation involves the restoration of:

- law and order
- the electricity and water supplies,
- health and telephone services,
- the road network (including the provision of temporary bridges),
- the school system

Reconstruction (Long Term):- These are actions taken to restore the affected community to its previous, or improved, status. For the SJ/LRC, reconstruction involves:

- The full repair of damaged roads,
- The replacement of temporary bridges,
- The full repair or replacement of schools, health facilities, Police stations, libraries, and similar public buildings

SECTION FOUR

10. THE EMERGENCY OPERATIONS CENTRE (EOC)

- a.** The SJ/LRC's Main EOC is located at Transport Department, Uriah Butler Highway, Champ Fleurs with its alternate at the MTS Plaza Aranguez.

(NB. Neither its present location nor the physical accommodation of the SJLRC's DMU/EOC is suitable for efficient and effective emergency management operations.)

- b.** The EOC will operate using the ODPM's standard for its NEOC: with staff designated to direct, control and coordinate the Corporation's response and recovery operations. In all cases alternates will be appointed and it is recommended that designated alternates be residents of the region. Access to the EOC, when activated, will be strictly controlled.
- c.** The EOC is the general coordination point for emergency operations. All major changes, decisions and actions will be reported to the EOC. The Disaster Management Unit's staff will report to the EOC where the EOC Director or the Disaster Coordinator will coordinate activities of the EOC staff and required by the plan.
- d.** The CEO, or his/her absence the County Superintendent, will serve as EOC Director and will be responsible for planning, directing and coordinating all emergency response activities within the Region. As dictated by the situation, he/she will undertake these activities in coordination with the Ministry of Local Government's EOC. He/she will utilize normal governmental structures, augmenting them as necessary.
- e.** Once the EOC is activated, the Disaster Coordinator will serve as the Operations Chief, overseeing the management of the EOC's Operations Room.
- f.** In organizing the initial response to an incident and staffing the EOC, the EOC Director will be guided by the size and complexity of the response required. ***There is no absolute standard.*** As dictated by the incident, the response is modified and additional staff mobilized.
- g.** The EOC's organizational structure, contact lists, Standard Operating Procedures (SOPs), and respective checklists are included at Annexes D, E, F and G to this Plan.
- h.** Once activated, the EOC will maintain, as a minimum, the following records: - EOC Staff signing-in /out Log, Visitors Log, Event Action Log, Messages Log, Message Forms, and Emergency Resources Inventories. Examples of these records are contained in Appendices 1 to 6 of Annex D.
- i.** The EOC will complete an Event Summary Report. This report consists of six ICS Summary Record forms designed to assist in maintaining an accurate documentation of the costs related to the response to an emergency. On termination of response activities these forms must be completed and submitted to the Corporation's Finance Section. The six Summary Records are:

- Labour Summary Record. - Used to record personnel costs.
 - Applicants' Benefits Worksheet. Used to calculate fringe benefits to be paid to workers.
 - Equipment Summary Record. - Used to record equipment-related costs
 - Material Summary Record.- Used to record supplies and materials purchased or taken out of existing stock and applied to the response effort.
 - Rented Equipment Summary Record. - Used to record the cost of equipment rented/leased for the response effort.
 - Contract Work Summary Record. - Used to record the cost of work done by contract.
- j.** It is essential that the EOC staff accurately record expenses incurred during emergency response and recovery activities. Accurate documentation of expenses will help the Corporation recover costs, provide historical data for the development of projects, provide information to the MOLG, and assist the Corporation in preparing for future audits.
- k.** An inventory of Emergency Resources normally held in stock is available at Annex H.

SECTION FIVE

11. CONTINUITY OF GOVERNMENT (COG)

a. General

It is critical that Municipal Corporations maintain their ability to exercise lawful authority and provide leadership under threat, or after the occurrence, of any catastrophic natural or man-made event. The purpose of continuity of government (COG) planning is to reduce or mitigate disruptions to normal governance operations. Specifically, COG achieves an orderly recovery from an emergency and ensures the restoration of full services to citizens by:

- (1) Preserving lawful leadership and authority
- (2) Preventing unlawful assumption of authority
- (3) Preserving vital records and documents
- (4) Assuring the mechanisms and systems necessary for continued government direction and control are in place PRIOR TO the emergency
- (5) Assuring that government services essential to the continued welfare of the public can be delivered during an emergency.

b. SJ/LRC Council

To facilitate *COG in emergency situations*, the Council has approved the following:

- i. Lines of Succession.* The succession lines for the various Department of the SJ/LRC are as promulgated in Annex C.)
- ii. Pre-Delegation of Authority.* In the absence of the Council Chairman, the Chairman, Physical Infrastructure Committee, shall deputize for him or her.
- iii. Preservation of Records.* The Clerk IV, in his/her capacity as Office Manager, shall ensure that procedures to preserve essential records, files and reference materials are maintained.
- iv. Protection of Key Resources, Facilities and Personnel.* The Council, with the advice of Department Heads, will take steps to disperse resources, facilities and personnel in a manner that achieves sufficient redundancy to ensure that the Corporation can continue to function during an emergency.

c. SJ/LRC CEO

- i.* The CEO, or in his/her absence the County Superintendent, is responsible for the continuity of the Corporation and the capability of the SJ/LRC to function during an emergency situation or a disaster. That said, the ultimate

responsibility for the effectiveness of the Corporation's emergency response, in conjunction with the normal provision of services to the Region, rests with the CEO.

- ii.* The CEO, or in his/her absence the County Superintendent, will identify those essential services that must be maintained and those which may be temporarily suspended during an emergency.
- iii.* 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.
- iv.* As the situation dictates and at the discretion of the CEO, or in his/her absence the County Superintendent, the CEO's Office will remain open after normal business hours to receive enquiries from the public and to relay pertinent information.
- v.* The CEO, or in his/her absence the County Superintendent, will define emergency responsibilities for all employees.

d. Municipal Police

In an emergency situation the Municipal Police will:

- i.* Continue to maintain law and order within the Corporation
- ii.* Control public access to the SJ/LRC Headquarters
- iii.* Control access to the EOC, if activated
- iv.* Assist in warning the community
- v.* Assist in initial damage assessment
- vi.* Assist with evacuations, if ordered.
- vii.* Limit access to affected areas.

e. Municipal Public Health Department:

In an emergency situation the Public Health Department will:

- i.* Address the public health aspects of the emergency

- ii. If necessary, enlist the assistance of national health facilities and ensure the coordination of their respective activities.
- iii. Prepare public health advisories as required and ensure their timely dissemination
- iv. As far as circumstances allow, continue to provide its usual service to the rest of the Region.

f. Municipal Building Inspector's Department

In an emergency situation the Building Inspector's Department will:

- i. Address any aspect of the emergency that falls within its area of responsibility
- ii. Liaise with the appropriate Department of the Ministry of Works and Transport and the Fire Service to ensure that all issues of the structural integrity of buildings, whether state-owned or not, are adequately addressed.
- iii. As far as circumstances allow, continue to provide its usual service to the rest of the Region.

g. Trinidad and Tobago Fire Service

In an emergency situation the San Juan Fire Station will:

- i. Act as lead First Responder Agency to prevent/limit the loss of lives and damage to property and the environment.
- ii. In its pursuit of (1), above, be mindful of the need to preserve the scene as much as possible so as to facilitate a criminal investigation, if applicable.
- iii. Once its objectives at (1) above are achieved, be prepared to allow another First Responder agency to take the lead as necessary, in keeping with the IMS process.
- iv. As far as circumstances allow, continue to provide its usual service to the rest of the Region.

h. Trinidad and Tobago Police Service

In an emergency situation the San Juan Police will:

- i. Respond to the emergency to provide assistance to other First Responder agencies as necessary.

- ii.* Determine whether the cause of the emergency might have been due to a criminal act, and take action as deemed appropriate.
- iii.* As far as circumstances allow, continue to provide its usual service to the rest of the Region.

i. Health Service

In an emergency situation the San Juan Health Centre will:

- i.* Be prepared to respond to the emergency to prevent the loss of lives by providing the required medical attention.
- ii.* Alert the appropriate health facilities to the possible need to assist in providing the requisite medical attention.
- iii.* Establish contact with the GMSL to facilitate the dispatch of casualties to the appropriate health facility.
- iv.* As far as circumstances allow, continue to provide its usual service to the rest of the Region.

SECTION SIX

12. TEMPORAL PHASES OF OPERATIONS

- a.* To minimize the impacts of hazard events, provide emergency response capabilities and facilitate recovery efforts, the SJLRC shall, to the best of its ability, endeavour to provide services in the areas of mitigation, preparedness, response and recovery from hazard events.
- b.* The following is a description of the four preparedness/response phases and their assigned colour-code.
 1. *Mitigation and Preparedness Phase – **CODE GREEN**.* This phase consists of mitigation and preparedness activities conducted by the Corporation’s Mitigation Planning Team and other staff on a routine basis.
 2. *Increased Readiness Phase – **CODE ORANGE**.* This phase consists of warning and heightened preparedness activities undertaken in the face of an imminent hazard event.
 3. *Response Phase - **CODE RED**.* This phase consists of activities taken to save lives and minimize casualties and damage to property in the immediate aftermath of a hazard event.
 4. *Recovery Phase – **CODE BLUE**.* This phase begins when the immediate situation has been stabilized and there is no immediate threat of loss of life and damage to property.

The determination of the current phase and attendant colour code will be made by the CEO and based on the advice of the Disaster Coordinator.

13. ALERT & WARNING:

- a.* The purpose of the warning process is to provide efficient alert and warning to the Corporation’s elected officials, Department heads, emergency response personnel and the Region’s wider community of an impending or actual emergency situation. The CEO or, in his/her absence, the County Superintendent has the primary responsibility for the warning process.
- b.* The primary method of public notification of situations requiring prompt action such as evacuation or sheltering-in-place will be through a previously-agreed-upon Emergency Notification System
- c.* When required, Municipal Police and Fire Service personnel will alert members of the community using loudspeakers and making door-to-door contact. The enlistment of the support of private owners of loudhailers will also be considered.
- d.* Warning / Alerts may be received from a range of sources as shown below, and via a variety of means. Warning or directed messages received through any source ***must be verified.***

Duty Hours: National Level

- Office of the Minister of National Security
- Office of the CEO – Office of Disaster Preparedness and Management
- Police / Fire Services

- Chairman and Councillors of the SJ/LRC
- Electronic Media
- On-scene personnel (including First Responder agencies)

e. Persons to whom messages should be directed

Duty Hours: Regional Level

<i>The CEO</i>	Phone: (638 – 4470 or 761 – 5255)
<i>The Disaster Coordinator, DMU</i>	Phone: (663 – 9777 or 778 - 4747)
<i>SJLRC Chairman</i>	Phone: (675 – 2770 © 681 – 5009)
<i>Engineer Survey Officer</i>	Phone: (708 – 1793)

Non – Duty Hours: Regional Level

1. CEO
2. Corporation Chairman
3. Disaster Coordinator, DMU

TASK ASSIGNED	RESPONSIBILITY
ALERTING THE DIRECTOR, DISASTER MANAGEMENT UNIT	THE FIRST RESPONDER AGENCY RECEIVING THE INITIAL NOTIFICATION OF THE EXISTENCE OF AN EMERGENCY SITUATION
ALERTING THE CEO	THE DIRECTOR, DISASTER MANAGEMENT UNIT
ALERTING THE COUNCIL CHAIRMAN AND OTHER OFFICIALS AS REQUIRED	THE CEO
ALERTING MOLG CDC	THE DIRECTOR, DMU
ALERTING THE ODPM	THE DIRECTOR, DMU
ALERTING AND WARNING THE REGION'S WIDER COMMUNITY	THE SJ/LRC COMMUNICATIONS OFFICER, THROUGH A PREVIOUSLY-AGREED-UPON EMERGENCY NOTIFICATION SYSTEM.
ALERTING THE REGION'S WIDER COMMUNITY THAT THE OEC HAS BEEN ACTIVATED	THE SJ/LRC COMMUNICATIONS OFFICER THROUGH A PREVIOUSLY-AGREED-UPON EMERGENCY NOTIFICATION SYSTEM.

14. EVACUATION

- a. This process provides for the evacuation of persons in the Region from areas where natural or man-made hazards threaten the safety and/or health.

- b. The CEO, or in his/her absence the County Superintendent, has the primary responsibility for the safe evacuation and sheltering of the burgesses of the Region.
- c. Prior to the issuance of an Evacuation Order the CEO, or County Superintendent, will contact the MOLG CDC and the CEO ODPM to discuss and coordinate the details of any intended evacuation.

ASSIGNED TASK	RESPONSIBILITY
MAKE THE DECISION TO EVACUATE	THE COUNCIL CHAIRMAN
ISSUE THE EVACUATION ORDER	THE COUNCIL CHAIRMAN
COORDINATE WITH THE MOLG AND ODPM	THE CEO
ENSURE THAT THE WIDER COMMUNITY IS KEPT INFORMED	THE SJ/LRC COMMUNICATIONS OFFICER THROUGH A PREVIOUSLY AGREED UPON EMERGENCY NOTIFICATION SYSTEM.

15. SHELTERING

- a. This function provides for the use of state-owned as well as privately-owned facilities within the Region for the purpose of sheltering and caring for persons who need to be evacuated from their homes due to an emergency. The SJ/LRC will collaborate with both the Ministry of Local Government and the Ministry of the People and Social Development to ensure that the needs of shelties are properly identified and met.
- b. Before, during or immediately after the occurrence of a disaster the public would be notified of the location of clearly marked temporary shelters. The name and title of personnel to whom displaced persons should report would be given in an effort to improve effectiveness and reduce confusion.
- c. Shelter have been identified within the region and classified as: -
 - (a) *Primary - those recommended for National Scale Disasters*
 - (b) *Secondary – recommended for Local and Regional Disasters*
- d. A list of designated shelters in the San Juan/Laventille Region is enclosed at

Appendix G

<i>Assigned Task</i>	<i>Responsibility</i>
MAKE THE DECISION TO OPEN A SHELTER	THE CEO
DESIGNATE THE SHELTER(S) TO BE OPENED	

	THE CEO, IN CONSULTATION WITH THE CHAIRMAN, SJLRC SHELTERS SUB-COMMITTEE
COORDINATE SHELTERING AND REQUEST ADDITIONAL SHELTERS TO BE OPENED, IF NEEDED	THE CHAIRMAN, SJLRC SHELTERS SUB-COMMITTEE
OPEN, STAFF AND MANAGE THE DESIGNATED SHELTER	DESIGNATED SHELTER MANAGER, WITH THE SUPPORT OF ASSIGNED SHELTER MANAGEMENT STAFF
NOTIFY APPROPRIATE AGENCIES TO ASSIST WITH SHELTER OPERATIONS	THE CHAIRMAN, SJLRC SHELTERS SUB-COMMITTEE
INFORM ODPM OF THE OPENING OF ANY SHELTER. (ALONG WITH ALL PERTINENT DETAILS)	THE CEO (OR ANYONE DESIGNATED BY THE CEO TO DO SO ON HIS/HER BEHALF)
ORDER CLOSURE OF ANY DESIGNATED SHELTER	THE CEO
SHUT DOWN CLEAN UP, RETURN KEYS TO OWNER AND SUBMIT FINAL REPORT	DESIGNATED SHELTER MANAGER, WITH THE SUPPORT OF ASSIGNED SHELTER MANAGEMENT STAFF

16. DAMAGE AND NEEDS ASSESSMENT

- a.** When a hazardous event occurs, damage and needs assessment needs to be undertaken. The overall objectives of this assessment include, but are not limited to:
1. Determining the immediate needs and priorities of impacted persons
 2. Determining the level of damage to housing, critical facilities and societal lifelines, and to key economic sectors.
 3. Identifying primary impediments and interruptions to emergency response operations.
 4. Identifying secondary threats (e.g. unsafe buildings that are still being occupied, areas still at risk to rising floodwaters, etc).
 5. Estimating the economic impact of the hazard event, especially damages to industry and commerce, loss of jobs, and the effect insurance cover may or may not have on mitigating losses.
 6. Monitoring public health.
 7. Determining the resources that are available to respond to the emergency and identifying the deficiencies that need to be met from outside resources.
 8. The composition of a Damage Assessment Team will vary according to the type of hazard event, the severity of its impact and the availability of personnel.
 9. Depending on the extent of the impacts of the hazard event, two types of assessments may be conducted. These are:

b. Initial Damage Assessment (IDA).

This activity is the responsibility of the EOC's Damage Assessment Coordinator (see Responsibilities Checklist at Annex J, and Damage Report Forms). The IDA:

- Is conducted immediately in the early and critical stage of an emergency (within the first 24 - 72 hours), or as soon as conditions allow survey personnel to operate safely
- Determines relief and immediate response requirements
- Is broad in scope and focuses on overall patterns and trends
- Determines:
 - The magnitude of the impact (without necessarily ascertaining exact figures)
 - The impact of the event on affected society
 - The community's capacity to cope
 - The most urgent relief needs and potential methods for their delivery
 - The priorities for action
 - The best utilization of resources for immediate response
 - The level of continuing or emerging threats
 - The need for national assistance
 - The need for detailed assessment of specific geographical areas or substantive sectors

c. Detailed Damage Assessment.

This type of assessment is the joint responsibility of the CEO, or in his/her absence the County Superintendent, and the Permanent Secretary, MOLG.

MAJOR TASK	RESPONSIBILITY
ASSEMBLE AND DESIGNATE MEMBERS OF THE DAMAGE ASSESSMENT TEAM	PS MOLG
IDENTIFY AREAS TO BE ASSESSED AND ASSIGN SPECIALISTS TO SECTORS	CEO SJ/LRC
CONDUCT DETAILED DAMAGE ASSESSMENT	SECTOR SPECIALISTS
CONDUCT DETAILED ASSESSMENT OF THE CORPORATION'S CAPABILITIES (FOR REPORTING TO THE POC)	DESIGNATED LEADER, DAMAGE ASSESSMENT TEAM
COMPILE DAMAGE ASSESSMENT REPORTS FOR SUBMISSION TO MOLG AND ODPM	CEO SJ/LRC
IDENTIFY UNSAFE BUILDINGS, OTHER STRUCTURES AND FACILITIES	SECTOR SPECIALIST, DAMAGE ASSESSMENT TEAM
KEEP THE PUBLIC INFORMED OF UNSAFE AREAS	PUBLIC INFORMATION OFFICER, SJ/LRC

PROVIDE ASSISTANCE TO SECTORIAL AND NATIONAL ASSESSMENT TEAM OFFICIALS	CEO SJ/LRC
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d. Detailed Damage Assessments:

- Are aimed at determining the long-term recovery and development requirements of the impacted community
- Address critical areas of the Corporation's future economic and social development strategy
- Are carried out by specialists in the affected sectors (e.g. Housing, Commerce, Transport, Tourism, etc.)
- Also identify:
 - Recovery programme options
 - Estimates on financial and material recovery requirements
 - Estimates on value of loss due to damages
 - Damage to social structures
 - Links between relief and development
 - Continuing need for relief assistance
 - Need for national assistance

e. Both the Initial and Detailed Damage Assessments will contain:

- A situation assessment that describes the magnitude of the impact of the hazard on the population and infrastructure of the Region, and
- A needs assessment that defines the level and type of assistance required for the affected population (i.e. what needs to be done?)

f. During joint Damage Assessment activities involving a national-level Damage Assessment Team the CEO, or in his/her absence the County Superintendent, will designate a SJLRC representative to assist.

17. PUBLIC INFORMATION

In emergency situations, the SJLRC Secretary will act as the Corporation's Public Information Officer (PIO). Providing prompt, authoritative and easily understandable emergency information to the mass media and to the community during an emergency is an essential responsibility of the PIO. Emergency Public Information (EPI) activities will be conducted in accordance with the instructions contained in Annex A of this Plan.

The following telephone numbers and other information are provided to facilitate the reporting of situations requiring the attention of the SJLRC and the obtaining of up-dated status reports on impending or actual emergency situations.

SJ/LRC

CEO's Office	638 - 4470
Engineer Survey Officer	
Administrative Officer II	730 - 5405
Coordinator, DMU	663 - 9777 / 778 - 4747
Inspector, Municipal Police	309 - 0601

First Responder Agencies

Fire Service	990
Police Service	999
EMS	811
TTR (*)	634 - 4772 / 625 - 4222
Coast Guard (*)	625 - 4939

(*) These agencies provide 'first response' SAR services in certain specialized circumstances.

Other Agencies

DMU	663 - 9777
WASA	662 - 9272
TTEC	623 - 2611-7 / 625 - 1296
TSTT	824 - 8788 / 624 - 8826
ODPM	640 - 1285 / 1289/6493
MOWT	625 - 1229 / 13
MOPSD	623 - 9385 / 625 - 9227

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

18.RADIO FREQUENCIES

- a.** The DMU operates, on behalf of the SJLRC, a wireless radio network that is linked to the National Emergency Telecommunications Network. This network is monitored by the DMU staff during normal business hours and in emergency situations.
- b.** The default frequencies of this network are as follows:

146.940 MHz repeater - Primary Channel
 146.660 MHz Simplex - Secondary Channel
 146.640 MHz Simplex – Alternate Secondary Channel
 (for Amateur Radio operators)

26.965 MHZ (CH 1) – Primary Channel

27.405 MHZ (CH 40) – Secondary Channel
27.065 MHz (CH 9) - Alternate Secondary Channel
(for Citizen Band Operators)

- c.** Further information on the Corporation's Emergency Telecommunications System is available in the SJ/LRC's Regional Emergency Communications Plan (RECP). See Annex F (4) for a list of radio operators available to the Region.

19. TELEPHONE DIRECTORIES

Telephone numbers for key SJ/LRC and other personnel are available at Annexes E, F and J to this plan.

PART B- ANNEXES

SECTION A – GENERAL

LIST OF RELATED LEGISLATION

The Fire Service Act No. 10 of 1997

ANNEX B

SJ/LRC SPECIAL POPULATIONS

(This info is currently being accessed from the CSO)

A. SPECIAL POPULATIONS BY AREAS

<u>AREAS</u>	Men	Women	Children
Maracas / Santa Cruz / La Fillette			
Morvant			
San Juan West			
St. Anns / Cascade / Mon Repos West			
Beetham / Picton			
Success / Trou Macaque			
Petit Bourg / Champ Fleurs / Mt. Lambert			
San Juan East			
Aranguez / Warner Village			
Febeau / Bourg Mulatresse			
Caledonia / Upper Malick			
St. Barbs / Chinapoo			
Barataria			
(NB. Info still to be received from CSO)			

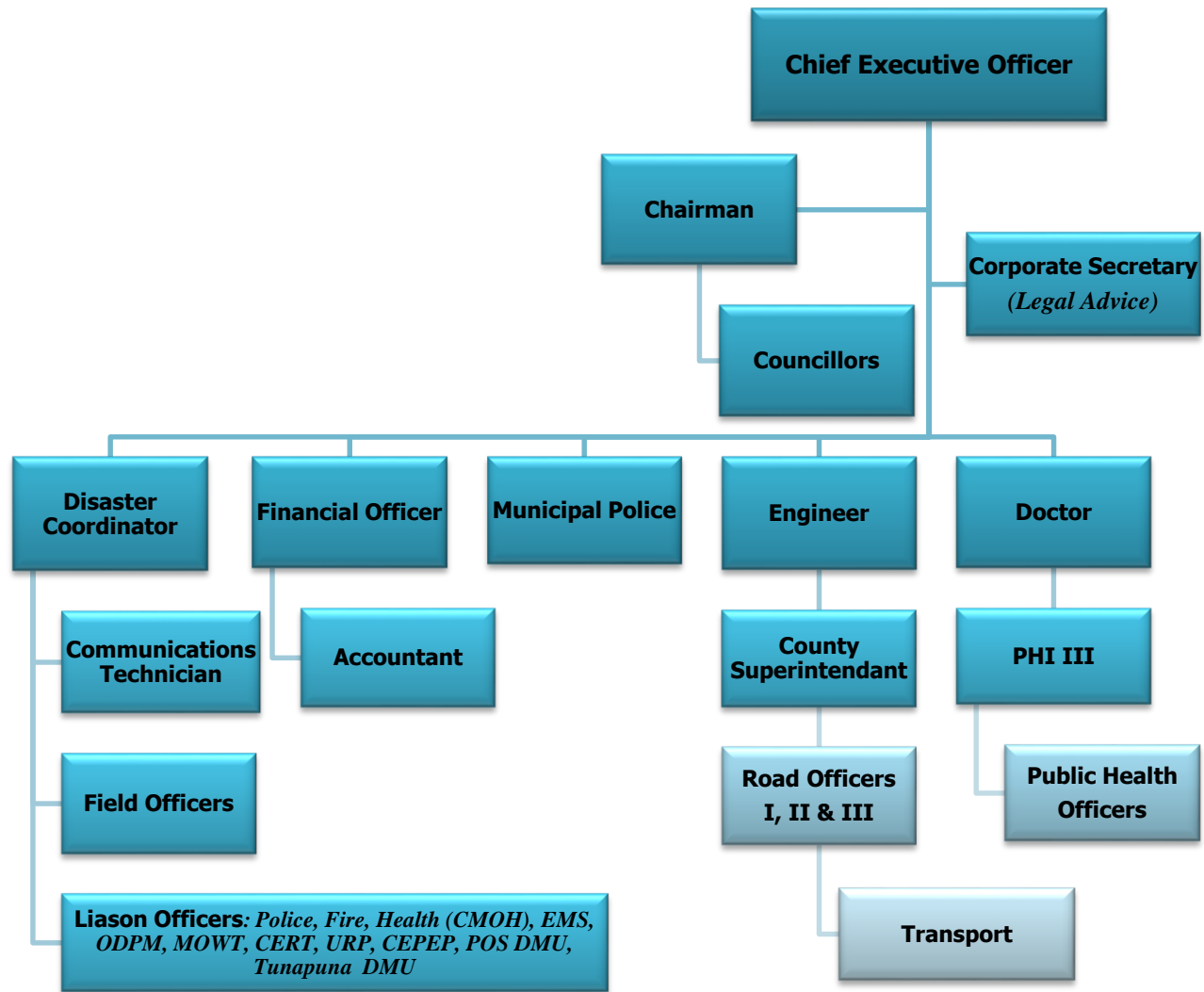
B. HOMES FOR SENIOR CITIZENS/ ASSISTED-LIVING CENTRES

There are seventeen (17) Homes for Senior Citizens/ Assisted-Living Centres listed for the Region.

C. SPECIAL POPULATIONS BY CATEGORIES

NAME OF SCHOOL	ADDRESS	POPUPLATION
<i>School for the Blind</i>	<i>Pax Vale, Santa Cruz</i>	<i>19 students; 30 staff</i>
<i>School for the Deaf</i>	<i>#19 Cascade Road, Cascade</i>	<i>47 students; 30 residents; 18 staff</i>

<i>National Association for Down Syndrome School & Resource Centre (NADS)</i>	<i>#2 Sydenham Ave, St. Ann's</i>	<i>16 students; 9 staff</i>
<i>Persons Associated with Visual Impairment (PAVI)</i>	<i>#76 Eastern Main Road, San Juan</i>	<i>8 boys; 6 staff</i>
<i>Bliss Creative Learning Institution</i>	<i>Spanish Acres, Cotton Tree Foundation Ariapita Road, St. Anns</i>	<i>13 boys; 4 girls; 3 staff</i>
<i>Wharton Patrick</i>	<i>Sydneyham Avenue, St. Anns</i>	<i>22 boys; 7 girls; 11 staff</i>
<i>Immortelle</i>	<i>St. Anns Garden, St. Anns</i>	<i>85 students; 26 staff</i>
<i>Servol Each One Teach One Special School</i>	<i>Corner 12th Street and Main Street, Beetham Gardens</i>	<i>12 boys; 6 girls; 2 staff</i>



ANNEX C (CONT.)

EMERGENCY APPOINTMENTS AND RESPONSIBILITIES

A. CEO

- Ensures that the emergency plan and standards operation procedures (SOPs) for the response to emergencies are developed and continually updated.
- Alerts and mobilizes, as required, the Regional Emergency / Management Committee when informed of an emergency with the region.
- Assumes direction and control of emergency operations and distributes duties according to the availability of members.
- Acts as Chairperson of the local disaster coordinating committee.
- Maintains administrative records as required and ensures that financial records of expenditure are kept during emergencies.
- Ensures that exercises and tests of the emergency response system are conducted on a periodic basis.
- Establishes the Regional Disaster Management Unit (DMU) which should include primary and backup radio communications (fixed and mobile).
- Ensures adequate training for the Emergency Management Organization.
- Establishes a link with ODPM and ensures that information and reports are forwarded regarding all emergencies.
- Requests assistance from state agencies or ODPM, as needed, if local resources fail to cope with said emergency.
- Receives request for assistance within the region and direct aid to areas where needed.
- Ensures that all necessary information and reports are issued as required.
- Maintains a current list of available resources
- Ensures that narrative and operation journals are kept active during emergencies
- Ensures that programs of mitigation activities are undertaken with particular emphasis on areas that are prone to the impacts of hazards.

B. COUNCIL CHAIRMAN

- Discharges appropriate provisions of the State General Statute in addition to local ordinances relating to emergencies
- Declares an emergency at the regional level
- Declares impacted areas as disaster areas, as appropriate
- Oversees relief operations

ANNEX C (CONT.)

C. PUBLIC INFORMATION OFFICER/ COMMUNICATIONS OFFICER

The PIO, or in his/her absence the CEO, will:

- Maintain current inventories of public information resources
- Prepare procedures for the conduct of public information services during disasters
- Coordinate all media releases pertaining to emergencies, planning and information
- Develop media advisories for the public
- Provide emergency information materials for the public, including non – English speaking groups and the visually/hearing impaired

D. POLICE DEPARTMENT COORDINATOR

- Participate in the activity of the Regional Disaster Coordinating and Strategic Committee
- Plan for conducting traffic control and other law enforcement operations throughout the region during disasters
- Provide security for the DMU personnel and equipment
- Provide security for shelters

E. FIRE DEPARTMENT

- Be the lead First Responder agency for natural and man-made hazards
- Participate in the activity of the Regional Disaster Coordinating and Strategic Committee
- Plan the coordination of the firefighting operation throughout the region in times of disasters
- Develop search, rescue, survey and investigate operations
- Participate in evacuations
- Search and Rescue – Trinidad and Tobago Fire Services

F. REGIONAL EMERGENCY MEDICAL RESPONSE COORDINATOR

- Plan the coordination of ambulance / rescue activities throughout the region during disasters
- Develop mutual aid agreements
- Coordinate with Hospital Disaster Coordinator on use of medical facilities with the region for mass casualty incidents
- Develop procedures for emergency public health operation including mental health care
- Plan for inspection of food and water in shelters and insurance of instructions for decontamination, distribution and usage
- Institute surveillance measures
- Ensure that sanitation inspection of shelters are conducted
- Respond to notification of fatalities from local authorities and establish adequate morgues
- Supervise the location and transportation of the remains of the deceased
- Certify the cause of death of the deceased victim and issue death certificates
- Notify the next of kin and release personal effects to proper representatives
- Coordinate with medical / health care facilities e.g. nursing, rest homes etc.
- Ensure development of emergency procedures in conjunction with appropriate Agencies
- Issue press release in conjunction with the public information officer.

G. SPECIAL SERVICES AND SHELTER COORDINATOR

- Plan the coordination of Social Operations during disaster
- Coordinate emergency activities during response and recoveries with Red Cross, Salvation, Army and other volunteer organizations to include shelter; feeding and clothing
- Develop mutual aid agreement
- Support transportation operations during evacuation exercises
- Provide personnel support e.g. nurses; counselors; bus drivers etc.
- Prepare a list of available Human Resources for staffing shelters

H. COMMUNICATIONS COORDINATOR

- Plan and direct communication warning systems including two (2) way radio system throughout the region, describing methods of communication between Areas; DMU; Field Forces; Shelters; Facilities; Adjacent; Jurisdiction and National Disaster Management Unit
- Disseminate warning information
- Operate message centre inspection at the Regional, DMU
- Perform periodic inspection of DMU installations
- Prepare database of available communication resources

I. PUBLIC WORKS/REGIONAL MAINTENANCE COORDINATOR

- Plan for emergency repair and restoration of regional roads, drains, vital facilities and utilities during disaster
- Assist with debris removal
- Plan for shelter marking and shelter upgrading
- Coordinating the clearing of main drains and water courses
- Coordinating disaster assessment teams conducting field surveys
- Collect data and prepare damage assessment reports.

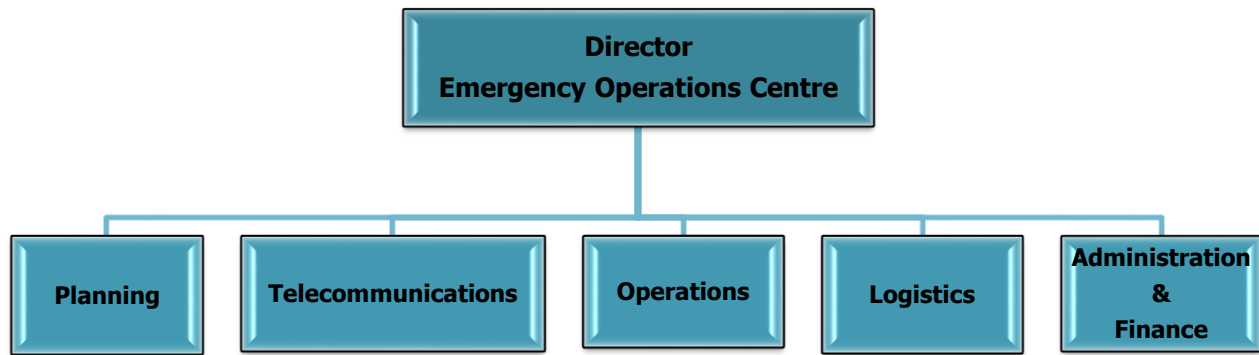
J. DAMAGE ASSESSMENT COORDINATOR

- Mobilize the region's Damage Assessment Teams
- Assign areas of responsibility to DATs, as appropriate
- Ensure all impacted areas have been visited and reported-on
- Prepare collated report on impacted areas for Coordinator, DMU

ANNEX D

**SAN JUAN LAVENTILLE REGIONAL CORPORATION
EMERGENCY OPERATIONS CENTRE**

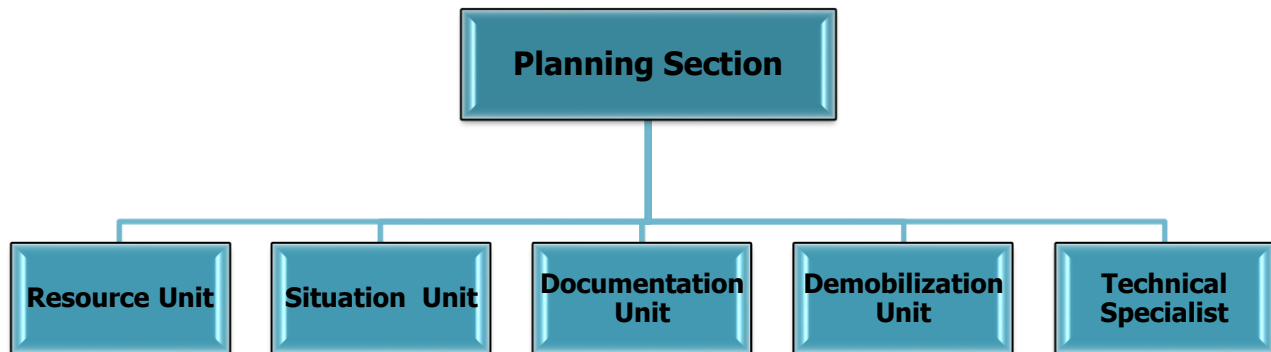
ORGANIZATIONAL STRUCTURE



ANNEX D

Planning Section

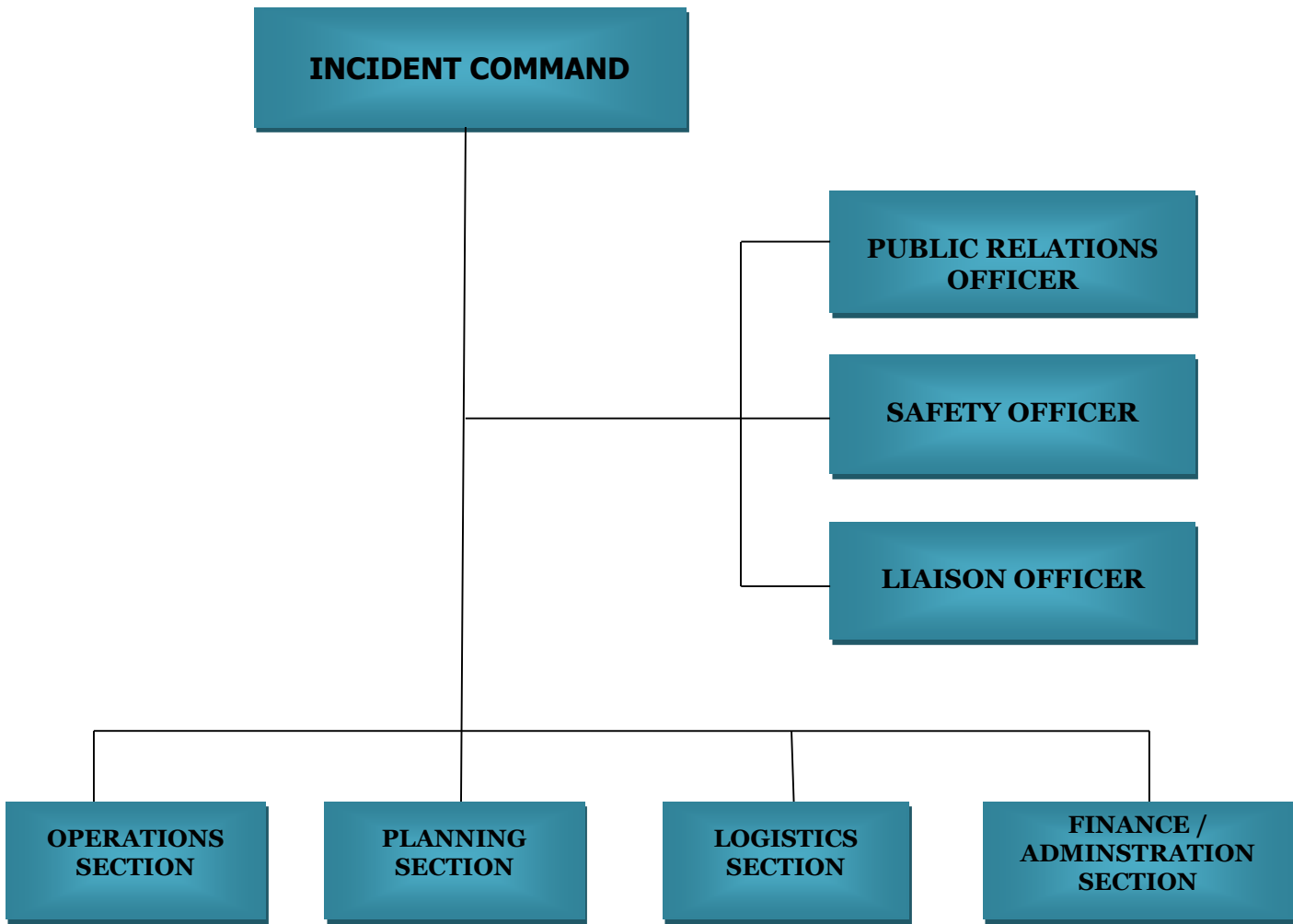
- **Prepares the Incident Action Plan**



ANNEX D

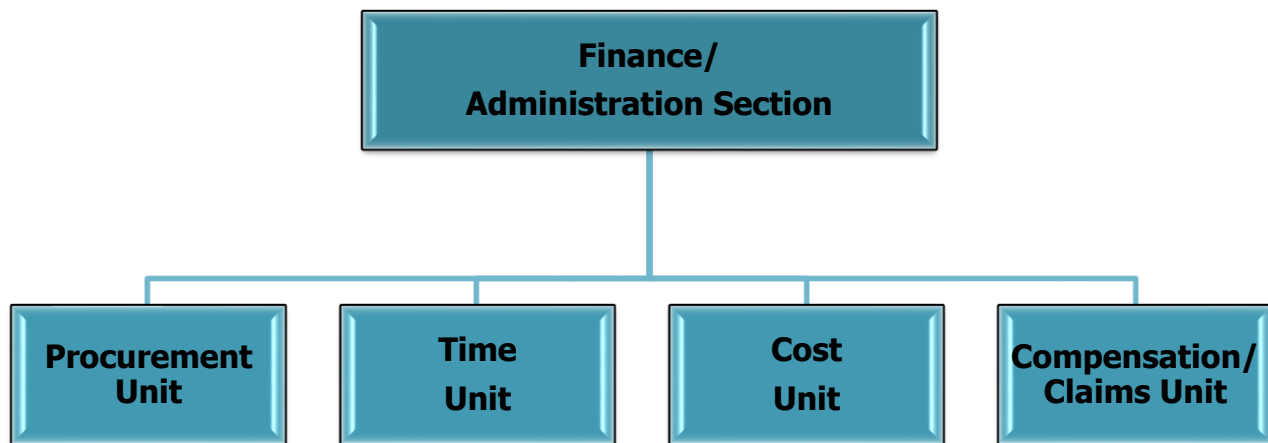
INCIDENT COMMAND SECTION

- Incident Commander may have one or more deputies from the same agency or from agencies in another jurisdiction.



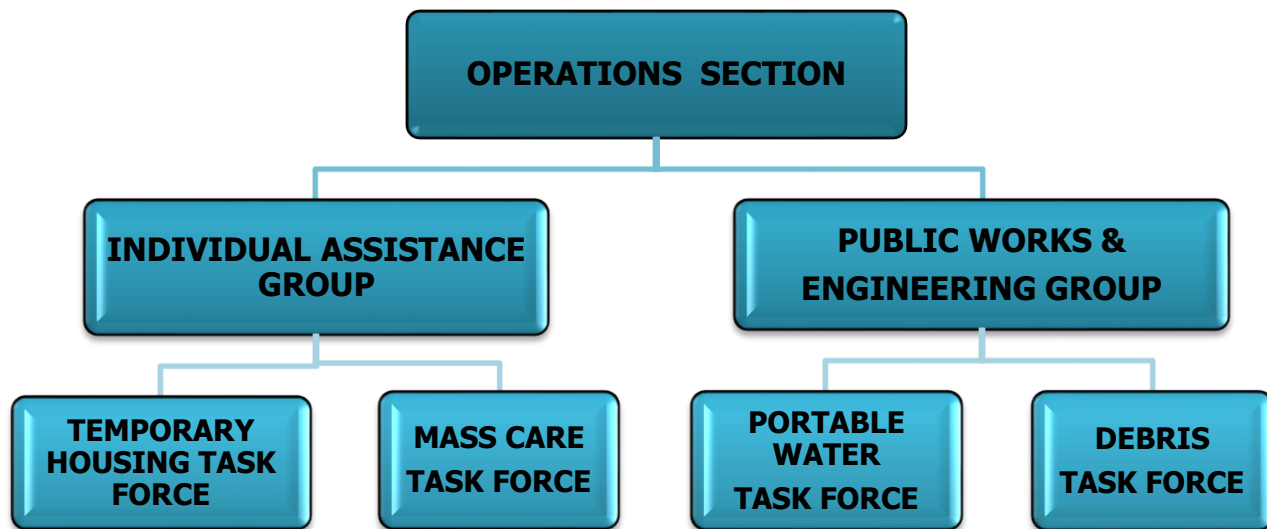
Finance Administration Section

- Monitor costs



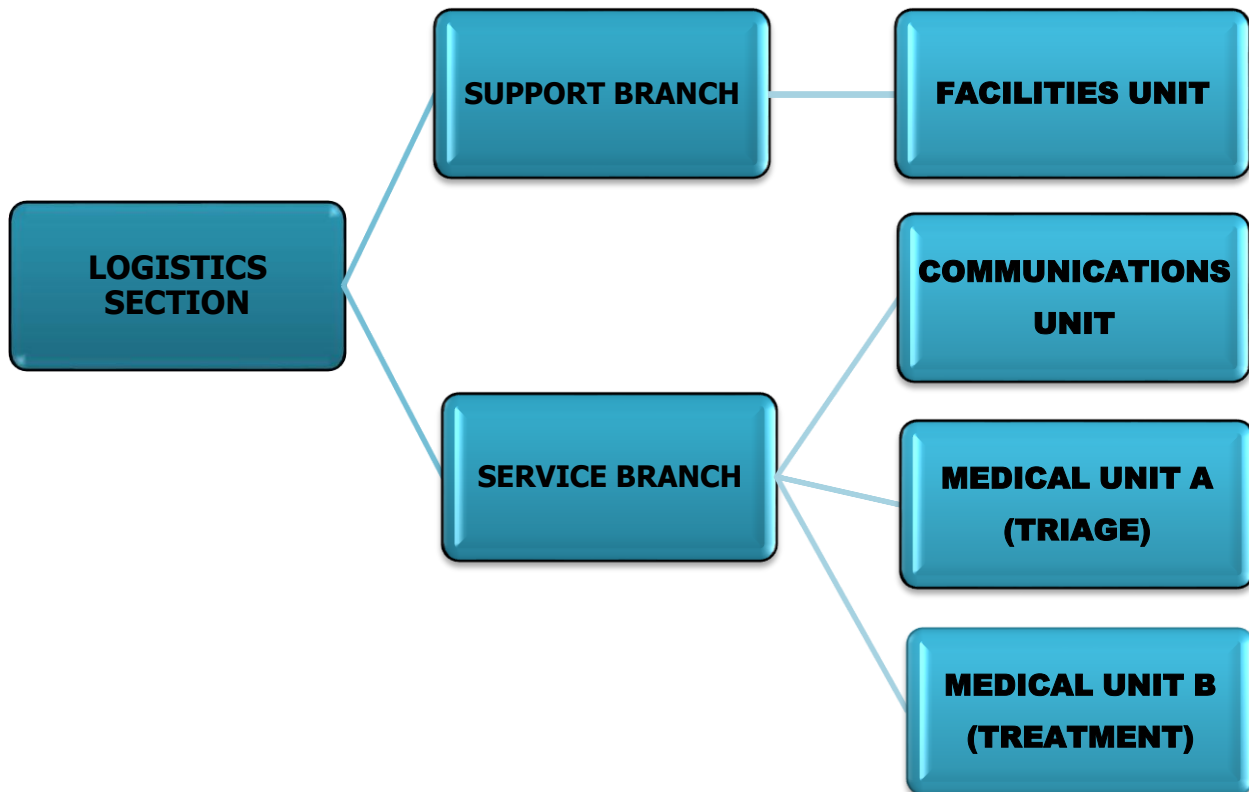
Operations Section

- Where tactical fieldwork is done



Logistics Section

- Handles all service and support needs



NAMES	POSITION	CONTACT NUMBERS
<i>Ms. Kofi Chapman</i>	<i>CHIEF EXECUTIVE OFFICER</i>	776-4756
<i>Mr. Riaz Ali</i>	<i>ADM INISTRATIVE OFFICER II</i>	489-0933/638-1107
<i>Mrs. Sandra Latchu</i>	<i>ACCOUNTANT II</i>	797 - 2889
<i>Mr. Michael Guelmo</i>	<i>BUILDING INSPECTOR I</i>	357-0215 / 761-8191
<i>Mr. Keith Le Blanc</i>	<i>COUNTY SUPERINTENDENT</i>	721-9772
<i>Mr. Raphael How Chung</i>	<i>PRINCIPAL MEDICAL OFFICER</i>	684 – 5385 / 788 - 4723
<i>Mr. Hans Scanterbury</i>	<i>WORKS SUPERVISOR III</i>	701-3600
<i>Mrs. Simone Moses</i>	<i>PUBLIC HEALTH OFFICER</i>	784 - 8845
<i>Mr. Wendell Guzman</i>	<i>INSPECTOR, MUNICIPAL POLICE</i>	309 - 0601
<i>Mr. Nigel M'Carthy</i>	<i>CESSPOOL SUPERVISOR</i>	772 - 3846
<i>Mr. Eaknath Ramdass</i>	<i>TRANSPORT FOREMAN</i>	362 – 2916 / 772 - 9269
<i>Mr. Lloyd Morris</i>	<i>WORKSHOP FOREMAN</i>	732 – 5421 / 364 – 5862
<i>Mr. Rasheed Mohammed</i>	<i>ROAD OFFICER I</i>	799 – 5539 / 779 – 5439
<i>Mr. Kendell John</i>	<i>ROAD OFFICER I</i>	495 – 2261 / 290 - 3435
<i>Ms. Valarie Bobcombe</i>	<i>ROAD OFFICER II</i>	684 – 4739
<i>Mr. Faizool Ali</i>	<i>ROAD OFFICER III</i>	748 - 8193
<i>Ms. Rita Holder</i>	<i>ROAD OFFICER</i>	376 - 1795
	<i>DISASTER COORDINATOR</i>	778 – 4747 / 361 - 1182
<i>Mrs. Rowena Julien-Mansano</i>	<i>FIELD OFFICER</i>	361 - 1188
<i>Ms. Crystal Persad</i>	<i>FIELD OFFICER</i>	361 - 1358
	<i>COMMUNICATION TECH.</i>	

ANNEX F

LIST OF SJ/LRC COUNCIL MEMBERS

Alderman Anthony Roberts
Chairman
tonycrob@hotmail.com
©765 - 7093

Councillor Lyndon Lara
Maracas / Santa Cruz / La Fillette
lara.lyndon@gmail.com
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Alderman Ramdai Amarsingh Rampersad
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Councillor Adanna Griffith - Gordon
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Councillor Raphael John
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Alderman Sherma Wilson
shermawilson@yahoo.com
726-6407

1. LIST OF RESPONSE TEAM DRIVERS & CONTACT INFORMATION

NO.	NAMES	CONTACT NUMBERS
1.	Mohanlal Doonie	710 – 7686
2.	Matthew David	638 – 3515 / 756 – 0007
3.	Eon Kirk	359 – 3800
4.	Luke Cardinez	371 – 6831
5.	Gerrard Sylvester	779 – 0629
6.	Vernon Williams	374 – 7084
7.	Herbert Pasqual	395 – 5734
8.	Anslem Mohammed	785 – 0286
9.	Anthony Marchan	765 – 4210 / 625 – 6462 / 381 – 2930
10.	Steve Marchan	319 – 3490
11.	Dace Nanton	753 – 1322
12.	Peterson Noreiga	667 – 2518 / 303 – 3632
13.	Ricardo John	472 – 7253
14.	Curtis Lewis	460 – 6526
15.	Ainsley Marin	312 – 8851
16.	Selwyn Kirk	796 – 3041
17.	Freddie John	755 – 2860
18.	Khalid Juman	321 – 0646
19.	Holland Pearce	380 – 5164
20.	Krishna Boodhan	672 – 7316
21.	Chevron Eccles	316 – 5861
22.	Phillip Ottley	383 – 0942
23.	Rawle Mungal	728 – 4806
24.		734 - 8912

	Julien Hernandez	
25.	Jerome Bennette	741 – 8586
26.	Randy Paul	349 – 9796
27.	Bertram Morris	713 – 4009
28.	Earl Spencer	328 – 9363
29.	Reynold Francis	757 – 6319 / 338 – 9035
30.	Garvin Pennie	327 – 0375

2. TREE CUTTING UNIT

NO.	NAMES	CONTACT NUMBERS
1.	Beroy Edwards	355 – 4318
2.	Calvin Mc Intyre	767 – 3568 / 304 – 6513
3.	Shane Houston	778 – 7560
4.	Curtis Cudjoe	325 – 8249
5.	Christopher Joseph	294 – 7954
6.	Rickie Garcia	291 – 3300
7.	Jeremiah Jones	777 – 4307
8.	Ronald Warner	315 – 4577

3. LIST OF VEHICLES AND REGISTRATION NUMBERS

NO.	TYPE OF VEHICLE	REGISTRATION NUMBER
1	FORTUNER JEEP	PCD 185
2	TUCSON JEEP	PCX 6856
3	TERRACAN WAGON	PCC 7180
4	TERRACAN WAGON	PBY 9738
5	PAJERO WAGON	PBL 2505
6	PAJERO WAGON	PBA 3098
7	TUCSON WAGON	PCN 7340

8	AD WAGON	PBL 3457
9	NISSAN WAGON	PBA 2218
10	NISSAN WAGON	PAJ 3137
11	SEDAN	PCN 7317
12	FRONTIER PICKUP	TCF 6296
13	FRONTIER PICKUP	TCB 7599
14	FRONTIER PICKUP	TCB 7548
15	FRONTIER PICKUP	TCL 4225
16	FRONTIER PICKUP	TCF 6296
17	FRONTIER PICKUP	TCB 7599
18	NAVARA PICKUP	TCN 7421
19	NAVARA PICKUP	TDA 3330
20	NAVARA PICKUP	TCU 1702
21	NISSAN PICKUP	TAY 18
22	TOYOTA PICKUP	TCY 4592
23	DUMP TRUCK	TCH 1065
24	DUMP TRUCK	TCE 4110
25	DUMP TRUCK	TCE 4109
26	DUMP TRUCK	TBL 4163
27	DUMP TRUCK	TCJ 9674
28	DUMP TRUCK	TBA 3294
29	DUMP TRUCK	TBX 5003
30	DUMP TRUCK	TBB 3428
31	DUMP TRUCK	TAE 6704
32	DUMP TRUCK	TCU 6400
33	DUMP TRUCK	TCU 7300
34	HIAB	TCB 2565
35	HIAB	TBD 6399
36	3 TON DYNA	TCH 4897
37	3 TON DYNA	TBX 6201

38	3 TON DYNA	TAH 3191
39	3 TON DYNA	TBL 4386
40	CESSPOOL TRUCK	TAZ 7347
41	CESSPOOL TRUCK	TCC 3235
42	CESSPOOL TRUCK	TCB 1312
43	CESSPOOL TRUCK	TAJ 3137
44	M. ROLLER	TAF 3858
45	M. ROLLER	XCJ 1448
46	M.ROLLER	XCJ 4756
47	M. ROLLER	TZ 9852
48	CAB LIFT	TCC 8480
49	M. GRADER	TAM 9492
50	WHEEL TRACTOR	TBY 2875
51	WHEEL TRACTOR	TBB 4981
52	WHEEL TRACTOR	TCT 6053
53	WHEEL TRACTOR	TCT 6054
54	WHEEL TRACTOR	TCX 4937
55	WHEEL TRACTOR	TCZ 3668
56	WHEEL TRACTOR	TAK 6412
57	BACKHOE	TCL 862
58	BACKHOE	TCL 863
59	BACKHOE	TBY 6826
60	BACKHOE	TBA 1110
61	BACKHOE	TCB 8868
62	BACKHOE	TCB 8867
63	BACKHOE	TBH 3491
64	BACKHOE	TAG 9830

65	WATER TRUCK	TCB 111
66	WATER TRUCK	TCS 2628
67	WATER TRUCK	TCS 2629
68	WATER TRUCK	TAJ 3138
69	BUS	TCB 4944
70	C/ CAB TRUCK	TCY 2837
71	C/ CAB TRUCK	TDA 1770
72	WRECKER	TCD 7823
73	WRECKER	TAR 1061
74	FORKLIFT	KE- 00967
75	SKIDSTEER	CH.#25453
76	TRAILER	TCD 8117
77	TRAILER	TCX 1143
78	TRAILER	TCC 3228
79	MOTORCYCLE	PAZ 309
80	WELDING PLANT	TAL 6720
81	BACKHOE	TDE 9751
82	BACKHOE	TDE 9752
83	BACKHOE	TDE 9753

4. Amateur Radio Operators within the San Juan / Laventille Region

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NAMES	DISTRICT	CONTACT NUMBERS
<i>Richard John</i>	<i>SUCCESS VILLAGE, LAVENTILLE</i>	791 – 5601
<i>Telica Joy John</i>	<i>SUCCESS VILLAGE, LAVENTILLE</i>	727 – 3478
<i>Sherry – Ann Scott</i>	<i>MORVANT (WEST)</i>	785 – 4320
<i>Courtney Serrette</i>	<i>MORVANT (WEST)</i>	762 – 4015
<i>Michael Dickson</i>	<i>MORVANT (WEST)</i>	791 – 1773
<i>Clinton Bailey</i>	<i>BARATARIA (NORTH)</i>	775 – 9032
<i>Peter Temal</i>	<i>SAN JUAN (SOUTH)</i>	754 – 0849
<i>Patrick Mason</i>	<i>UPPER SANTA CRUZ</i>	367 – 1067
<i>Gregory Simon</i>	<i>UPPER SANTA CRUZ</i>	684 – 3111
<i>Dennis Marcelle</i>	<i>PETIT BOURG</i>	763 – 5076
<i>George F. Butcher</i>	<i>MOUNT LAMBERT</i>	465 – 6858© 674 – 8204 (H)
<i>Gloria Butcher</i>	<i>MOUNT LAMBERT</i>	789 – 9209
<i>Anthony M. Pegus</i>	<i>MOUNT LAMBERT</i>	683 – 4293
<i>Pamela Roach</i>	<i>CHAMP FLEURS (LOWER)</i>	663 – 3229 (H)
<i>Juliet Orr</i>	<i>CHAMP FLEURS (UPPER)</i>	399 – 1589

STATE AGENCIES

Name & Address of Agency	Contact Person /s	Contact No.
	<i>Mr. Dave Samayah</i>	346-8112

<i>Forestry Division</i>	<i>Mr. Lallan Parmanan</i>	<i>764-9146</i>
<i>R.E.A.C.T</i>	<i>Mr. P. Teemal</i>	<i>754 – 0849</i>
	<i>Mr. George Butcher</i>	<i>465 – 6858</i>
<i>S.W.M.C.O.L</i>	<i>Mr. Michael Viechweg</i> <i>Ms. Maria Along</i>	<i>785-8735</i> <i>747 – 1673</i>
<i>W.A.S.A (Port-of-Spain)</i>	<i>Mr. Shoba Sanadeo</i>	<i>751-4895</i>
<i>Environment Management Agency (E.M.A)</i>	<i>Ms. Siddeeqah Ansari</i> <i>Ms. Ria Ramoutar</i>	<i>682–8042 Ext2265 / 774-0247</i> <i>680-9588</i>
<i>Trinidad & Tobago Electrical Company (T&TEC)</i>	<i>Mr. Courtney Legendre</i>	<i>689-6236</i>
	<i>Mr. Ravi Gajadarsingh</i>	<i>685-1573</i>
<i>San Juan Fire Station</i>	<i>Ag. F.S.O. McLean</i>	<i>638 – 4053; 392 – 3979</i>
<i>Santa Cruz Fire Station</i>	<i>Ag. F.S.O. Earl Campbell</i>	<i>676 - 0453</i>
<i>Belmont Fire Station</i>	<i>Ag. F.S.O. Michael Parks</i>	<i>624 - 4222</i>
<i>Morvant Fire Station</i>	<i>Ag. F.S.O. Benedict Cain</i>	<i>625 – 2039; 624 - 3737</i>
<i>San Juan Police Station</i>	<i>Asst. Supt. Mahabir</i>	<i>487 – 2325; 638 - 3416</i>
<i>Barataria Police Station</i>	<i>Insp. Sheraz Ali</i>	<i>674 – 4725 or 23</i>
<i>Morvant Police Station</i>	<i>Senior Sup. Christopher Lewis</i>	<i>624 – 3737; 1926</i>
<i>Santa Cruz Police Station</i>	<i>Ag. Insp. Arlene Layne</i>	<i>676 – 6000; 8888</i>
<i>Maracas Police Station</i>	<i>Ag. Sgt. John Victor</i>	<i>669 – 4136; 664 - 3136</i>
<i>Belmont Police Station</i>	<i>Insp. Ramdeen</i>	<i>621 – 2514 / 15</i>
<i>St. Barb's Police Station</i>	<i>Ag. Sgt. Anslem Knott</i>	<i>623 – 0929</i>
<i>O.D.P.M</i>	<i>Mr. Jaishima Gowandan</i>	<i>701-3129</i>
<i>Ministry of the People and Social Development</i>	<i>Mr. Anthony Phagoo</i>	<i>396 – 1542</i>
	<i>Mr. Chai Kamose</i>	<i>396 – 0655</i>
<i>Social Services (MTS Plaza)</i>	<i>Mr. Lezama</i>	<i>385 – 8976</i>
<i>Ministry of Food Production</i>	<i>Mr. Roosevelt Jacob</i> <i>Mr. John Fachoitte</i>	<i>492-6888</i> <i>797 – 2073</i>
<i>Ministry of the Environment and Water Resources</i>	<i>Mr. Avery Dookeran</i>	<i>341 – 6546</i>
<i>TT Card</i>	<i>Mr. Ernie Daniel</i>	<i>795 – 2458</i>

	<i>Dr. Harry Smith</i>	<i>675 – 5281</i>
<i>County Medical Of Health</i>	<i>Ms. Christina Siew</i>	<i>774-2215</i>
<i>TSTT</i>	<i>Ms. Michelle Jack</i>	<i>724-8952</i>
<i>Citizen Security Programme</i>	<i>Ms. Kelli Combs</i>	<i>487 – 5322</i>
<i>Horticultural Society</i>	<i>Mrs. Patricia Maharaj</i>	<i>468 – 2777</i>
<i>National Commission for Self Help</i>	<i>Mr. Jimmy Bryce</i> <i>Mr. Bobby Yacub</i>	<i>367-2621 / 489-9858</i> <i>627-9519</i>
<i>National Family Services</i>	<i>Ms. Faizool</i>	<i>625 – 0439</i>
<i>Ministry of Community Development</i>	<i>Ms. Susan Corbett</i>	<i>623 – 5988 Ext.3016</i>
<i>PTSC Route 2 Maxi Taxi Association</i>	<i>Mr. Ralph Harding</i> <i>Mr. Linus Phillip</i>	<i>706-8260</i> <i>765-5017</i>
<i>Horticulture</i>	<i>Mr. Yohann Govia</i> <i>Mr. Winfield Marshall</i>	<i>709-9722</i> <i>489-6520</i>
<i>CEPEP</i>	<i>Mr. Michael Legerton</i> <i>Mr. Ian Frederick</i>	<i>748-8567</i> <i>703-7606</i>
<i>Ministry of Education</i>	<i>Ms. Salish Hosein</i>	<i>728-9100</i>
<i>SJ/LRC Litter Prevention Warden</i>	<i>Mr. Morgan Charles</i> <i>Ms. Loren Browne</i>	<i>314-7465</i> <i>761-5964</i>
<i>Ministry of Tourism</i>	<i>Mr. Marhony</i>	<i>624 – 1403 ext 234</i>
	<i>Mr. L. Kwarik</i>	<i>Ext. 510</i>

5. SUPPORT TEAMS

Unemployment Relief Programme (URP)

<i>Mr. Milton Sebro</i>	<i>Manager - Mt. D'or Division</i>	<i>– 764 – 2521</i>
<i>Mr. Anthony Bennette</i>	<i>Manager - San Juan</i>	<i>– 702 – 7003</i>
<i>Mr. Barack Panchoo</i>	<i>Regional Coordinator - San Juan</i>	<i>– 797 – 5352</i>

Foremen In Charge of Areas:

<i>Kerwin M^c Clean</i>	<i>Morvant / Laventille</i>	<i>– 750 – 7034</i>
<i>Fayad Hosein</i>	<i>Barataria / San Juan</i>	<i>– 785 – 0253</i>
<i>Sandra Nelson</i>	<i>Barataria / San Juan</i>	<i>– 779 – 3734 / 386 – 81743</i>
<i>Barry Batson</i>	<i>Cascade / St Anns</i>	<i>– 729 – 2351</i>

CEPEP

<i>Mr. Shiva Bagaloo</i>	<i>Operations Manager</i>	<i>– 483 – 5555</i>
<i>R. Thompson</i>	<i>Field Officer / Besson Street</i>	<i>– 483 – 6043</i>
<i>Javed Abdool</i>	<i>Field Officer / Barataria</i>	<i>– 743 – 1465</i>

RED CROSS DISASTER COORDINATOR

<i>Joseph Charles</i>	<i>- 384 – 6291</i>
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MEDICAL OFFICERS (within the San Juan / Laventille Region)

Name	Position	Contact #
<i>Dr. Harry Singh</i>	<i>County Medical Officer of Health</i>	<i>685 – 7381</i>

<i>Dr. Samlal Boochay</i>	<i>Medical Officer 1</i>	678 – 0445
<i>Dr. Olusegun Olowe</i>	<i>Medical Officer 1</i>	688 – 8156
<i>Dr. Peter Baggan</i>	<i>Primary Care Physician II</i>	678 – 7908
<i>Dr. Tanjore Raman</i>	<i>Medical Officer</i>	681 – 3414
<i>Dr. Anand K. Shavili</i>	<i>Primary Care Physician 1</i>	486 – 6829
<i>Dr. Ranjeev Ramkhalawan</i>	<i>Primary Care Physician II</i>	689 – 1397
<i>Dr. Aruna Rancharitar – Maharaj</i>	<i>Primary Care Physician 1</i>	767 – 3678
<i>Dr. Zanim Mohammed</i>	<i>Primary Care Physician 1</i>	680 – 2331
<i>Dr. Suresh Koppiseti</i>	<i>Primary Care Physician 1</i>	751 – 2576
<i>Dr. Giselle Emmanuel</i>	<i>Primary Care Physician 1</i>	726 – 5111
<i>Dr. Sharmistha Dutta</i>	<i>Primary Care Physician 1</i>	751 – 4109
<i>Dr. Aruna Singh</i>	<i>Primary Care Physician 1</i>	359 – 0565
<i>Dr. Sherma Richardson</i>	<i>Primary Care Physician 1</i>	749 – 9482
<i>Dr. Osafo Fraser</i>	<i>Medical Officer 1</i>	620 – 4360

HEALTH CENTRES (within the San Juan / Laventille Region)

Name	Address	Contact #
<i>Aranguez Health Centre</i>	<i>Aranguez Main Road</i>	638 – 2120
<i>Barataria Health Centre</i>	<i>#77 – 79, 7th Street, Barataria</i>	638 – 2124; 674 - 2227
<i>El Socorro Health Centre</i>	<i>Cor. Alie's Alley, El Socorro Road</i>	638 – 5218
<i>San Juan Health Centre</i>	<i>Real Street, San Juan</i>	638 - 3618
<i>Santa Cruz Health Centre</i>	<i>Saddle Road, Santa Cruz</i>	676 – 7400
<i>Morvant Health Centre</i>	<i>Lot #212 A&B – Lady Young Ave, Morvant</i>	626 – 1044
<i>Success/Laventille Health Centre</i>	<i>Espinet Street, Success, Laventille</i>	623 – 6434
<i>Upper Laventille Health Centre</i>	<i>Laventille Road</i>	624 – 4438
<i>Las Cuevas Health Centre</i>	<i>School Street, Las Cuevas</i>	669 – 6302

6. List of Recreation Grounds Recommended as Staging Sites

NAME OF GROUND	LOCATION
<i>Brian Lara Recreation Ground</i>	<i>Sam Boucaud Road, Santa Cruz</i>
<i>Gasparillo Recreation Ground</i>	<i>El Carmen Road, Santa Cruz</i>
<i>La Fillette Recreation Ground</i>	<i>North Coast Road, La Fillette</i>
<i>Las Cuevas Recreation Ground</i>	<i>North Coast Road, School Trace, Las Cuevas</i>
<i>Susconosco Recreation Ground</i>	<i>Susconosco # 1, Santa Cruz</i>
<i>Cantaro Recreation Ground</i>	<i>Rosemary Street, Cantaro Santa Cruz</i>
<i>Maracas Recreation Ground</i>	<i>Grand Fond Road, Maracas</i>
<i>Nazarene College Recreation Ground</i>	<i>Sam Boucaud Road, Santa Cruz</i>
<i>Erica Street Recreation Ground</i>	<i>Erica Street, Laventille</i>
<i>Trou Macaque Planning Recreation Ground</i>	<i>Trou Macaque, Laventille</i>
<i>President Recreation Ground</i>	<i>Corner St Ann's Road</i>
<i>Belmont Recreation Ground</i>	<i>St. Francois Valley Road, Belmont</i>
<i>Trou Macaque Recreational Ground</i>	<i>Trou Macaque, Laventille</i>
<i>Barataria Recreational Ground (Oval)</i>	<i>6th Avenue, Barataria</i>
<i>St. George's Ground / Barataria Cricket Ground</i>	<i>6th Avenue, Barataria</i>
<i>Wiltshire Recreation Ground</i>	<i>Don Miguel Road</i>

ANNEX H

**STANDARD OPERATING PROCEDURES (SOPs)
(To be developed)**

NO.	ITEM	AMOUNT IN STOCK
1.	POWER WASHERS	8
2.	CROW BAR	1
3.	PIG FOOT	1
4.	CUTLASSES	4
5.	FAN RAKES	3
6.	BOLT CUTTER	2
7.	POLE PRUNER	2
8.	COTS	42
9.	MEGA PHONES	3
10.	SLEDGE HAMMER	1
11.	FLARE KITS	5
12.	FIRST AID KIT	1
13.	FIRST AID BAG	1
14.	FLUORESCENT TRAFFIC CONES	24
15.	EMERGENCY HEADLIGHT	1
16.	BLOWER MOTOR	1
17.	3 STEP LADDER	1
18.	16FT LADDER	1
19.	TROLLEY	1
20.	POWER DOME	1
21.	GEO SPORT TENT	1
22.	HAND HELD RADIOS	10
23.	MOBILE RADIOS	3
24.	WEATHER STATION	1
25.	ROPE	1
26.	WHEEL BARROWS	20
27.	PRISM LIGHT	1
28.	TRASH PUMPS	4
29.	EZ BAGS (SOAKER BAGS)	7 Boxes
30.	SAND BAGS	5,000
31.	POWER SAWS	11
32.	PRESSURE STEAMER	1
33.	SUBMERSIBLE PUMPS	10
34.	GLO BUG LIGHTING SYSTEM	1
35.	JACK HAMMER	2
36.	GENERATORS	7
37.	WEED WACKER	2
38.	CUTTER	1
39.	FLOURESCENT LAMPS	12
40.	LANTERNS	29
41.	WET/DRY VACUUM	3
42.	TORCHLIGHTS	21
43.	TARPAULIN (BLUE)	20x24 (48) 24x30 (48)
44.	AXES	6

45.	SHOVELS (ROUND)	11
46.	SHOVELS (SQUARE)	29
47.	SPADE	8
48.	PITCH FORK	9
49.	REG. FORK	3
50.	TARPAULIN (YELLOW)	16x20 (9) 24x30 (6) 20x40 (10)
51.	EMERGENCY LIGHTING W/ BATTERY	1

**SJ/LRC LINES OF SUCCESSION
(To be developed)**

LIST OF SHELTER MANAGERS

(Attached to the San Juan /Laventille Regional Corporation, Disaster Management Unit as of August 10th 2009)

SHELTERS	SHELTER MANAGERS	CONTACT NUMBERS
BARATARIA REGIONAL COMPLEX BARATARIA	<i>Peter Teemal</i>	754 - 0849
	<i>Avinash Nandalal</i>	770 - 1681
ST. GEORGE'S COLLEGE BARATARIA	<i>Kerwyn Scipio</i>	756 - 6917
	<i>Anissa Philander Browne</i>	774 - 1215
MALICK SENIOR COMPREHENSIVE BARATARIA	<i>Kirk Phillip</i>	380 - 1919
	<i>Ulric Maule</i>	681 - 1533
SAN JUAN NORTH SECONDARY BOURG MULATRESSE	<i>Anderson Dyer</i>	491 - 1590
	<i>Charmaine Mc Lean</i>	764 - 7502
BOURG MULATRESSE COMMUNITY CENTER SANTA CRUZ	<i>Joseph Charles</i>	319 - 3951
	<i>Natasha Andrews Bacchus</i>	723 - 9281
LAVENTILLE REGIONAL COMPLEX LAVENTILLE	<i>David Benjamin</i>	684 - 8092
	<i>Jacqueline Solomon</i>	627 - 4122
ARANGUEZ COMMUNITY CENTER ARANGUEZ	<i>Ramcharan Rambharose</i>	678 - 6738
	<i>Carol Hope Ali</i>	466 - 2812
MT. D'OR COMMUNITY CENTRE CHAMP FLEURS	<i>Winston Arnold</i>	395 - 8527
	<i>Premnath Bisnath</i>	751 - 5061
<u>SUPPLEMENTARY LIST OF SHELTER MANAGERS (UNASSIGNED)</u>		
<i>Patricia Morris</i>		718 - 6979
<i>Marcia Rujai</i>		715 - 9316
<u>SUPPLEMENTARY LIST OF SHELTER MANAGERS (UNASSIGNED) cont'd</u>		
<i>Gail Julien - John</i>		367 - 8243
<i>Curtis Bateau</i>		730 - 4845

<i>Carlyle Thephilus</i>	754 - 2340
<i>Natasha Nathaniel</i>	718 - 2984
<i>Cheryl Ann Wharwood</i>	392-4095

LIST OF SHELTERS

COMMUNITY CENTRES

COMMUNITY CENTRES	ADDRESS	CONTACT PERSON	PHONE NUMBER
BARATARIA	LOWER 6TH AVENUE EXTENSION, BARATARIA	ESME PHILLIP	674 - 9413
TROU MACAQUE	COR. TROU MACAQUE & SPRING VILLE	IAN JOHN	626 – 2933; 750 - 3815
BOURG MULATRESSE	BOURG MULATRESSE, LOWER SANTA CRUZ	WILBERT LEZAMA	461 - 7371
MT. DOR	MT. DOR ROAD, CHAMP FLEURS	RICHARD JEREMIAH	787 - 2593
CANTARO	COR. JAMES & CHARLES ST. CANTARO VILLAGE. SANTA CRUZ	RICHARD OSBORNE	347-7499
ARANGUEZ	MAHELAL STREET, ARANGUEZ	RAMCHARAN R. RAMBROSE	675 - 5451
MALICK	UPPER 6TH AVENUE, MALICK	CECELIA MC INTOSH	638 – 4825; 682 - 2122
LA PASTORA	CORNER CAPRIATA & LA PASTORA ROAD. UPPER SANTA CRUZ	MR. CHARLES	774 – 1787; 676 – 8750; 755 - 6794
MISIR	ST. FRANCOIS VALLEY ROAD. MORVANT	ANNICE MUNDY	719-4790
CHINAPOO	LAVENTILLE EXTENSION RD, CHINAPOO VILLAGE. MORVANT	JEAN GARCIA / MISS BABB	338-3379, 739-7157
SUCCESS CENTRAL	MARCELLA STREET, LAVENTILLE	VIOLA PARSON	703-5742
LAVENTILLE EXT. NEVER DIRTY	# 7 ANGELINA TERRACE, NEVER DIRTY, MORVANT	SHERED MOHAMMED	734-3656
ST. BARBS, CENTRAL	UPPER ST. BARBS, MORVANT	REYNOLD BROWN	749 – 0646; 764 – 4299; 765 – 1375
SOGREN	SOGREN TRACE, UPP. LAVENTILLE ROAD, E.D.R. POS	LENNARD WILLIAMS	339 – 8327; 627 – 0817
SHENDE	LP. # 73 SHENDE STREET EXTENSION, SUNSHINE AVENUE. SAN JUAN	LENNOX CARRINGTON	339-8327, 627-0817
LA FILLETTE	72mm, PARIA MAIN ROAD. LA FILLETTE	ADEL GIBSON	732 – 5797
MARACAS	SAVANNAH ROAD MARACAS	JUDITH GOMEZ	384-8074, 298-5462

LIST OF REGIONAL COMPLEXES

REGIONAL COMPLEX	ADDRESS	CONTACT PERSON	PHONE NUMBER
BARATARIA REGIONAL	3RD AVENUE, BARATARIA	TARYN FORBES	638 – 2585
LAVENTILLE REGIONAL	TRINITY AVE, LAVENTILLE	MR. CUDJOE	624 – 0924

LIST OF SPORTING FACILITIES

SPORTING FACILITY	ADDRESS	CONTACT PERSON	PHONE NUMBER
LAVENTILLE YOUTH	DESPERTIE CRESCENT, LAVENTILLE		
MALICK YOUTH	UPPER 7TH AVE, MALICK. BARATARIA	CYNTHIA FEDRICK	638-1884

SCHOOLS

SCHOOL NAME	ADDRESS	CONTACT PERSON	PHONE NUMBER
ARANGUEZ NORTH SECONDARY	BOUNDARY ROAD, SAN JUAN	JERARD THOMAS	638 – 3229
BARATARIA NORTH SECONDARY	6TH AVNUE EXTENSION, BARATARIA	GREGORY FRANCIS	674 – 2136; 760 – 3178
BARATARIA SOUTH SECONDARY	3RD AVENUE EXTENSION, BARATARIA	HELEN BERNARD	638 – 3507
MORVANT / LAVENTILLE COMPREHENSIVE	PELICAN EXTENSION, MORVANT	VIVIAN KANGALEE	669-1758
MT. HOPE SECONDARY	GORDAN STREET, MT. HOPE	SABRINA ROCK	638 – 4997
SUCCESS / LAVENTILLE SECONDARY SCHOOL	EASTERN MAIN ROAD, LAVENTILLE	HAMIDA BAKSH	623 – 0534; 681 – 1985
LAS CUEVAS GOVERNMENT PRIMARY	ST. MICHAEL VILLAGE, LAS CUEVAS	OCTAVIA SMALL – ALMANDOZ	364 – 6715; 669 – 1758
BLANCHISSEUSE SECONDARY SCHOOL	NORTH COAST ROAD, VIA LA FILLETTE	PHILLIP KALLOO	669 – 6542
ST. GEORGE'S COLLEGE	10TH STREET BARATARIA	JAMES SAMMY	638-8766
IMMORTELLE CHILDREN'S CENTRE	#2A ST. ANN'S GARDEN, ST. ANN'S	JACKIE LEOTAUD	621-2943, 352- 3825
CASCADE SCHOOL FOR THE DEAF	CASCADE, ST. ANN'S	FRANCISCA MONSEGUE	309-6276, 624- 3661

SHELTER GUIDELINES

Shelter Managers and supporting Shelter Management personnel must be identified and trained. When operating a shelter, Shelter Managers and their team members will take the following into consideration:

Family: Families should be housed together if possible.
 Single males should be housed separately from single females.
 A minimum floor space of 3.5 square meters per person is desirable.
 Toilet facilities should be separated – male and female
 (1 toilet per 15 females; 1 toilet per 20 males; 1 toilet per 15 children)
 (1 wash hand basin per 20 persons; 1 shower per 12 persons)
 Water Supply: 50 liters per person per day

Basic Requirements

Adequate supply and protection of food supplies against contamination
 Protection of individual against vector borne illness
 The use of portable, rather than standby generators
 Adequate supply of fuel for generators (at least 5 days' supply)
 Adequate number of shelter forms
 At least three (3) Shelter Managers and supporting teams per shelter

SECTION B – HAZARD- SPECIFIC INFORMATION

Purpose: To provide addition information that is specific to responding to the following hazards:-

Tropical Storms/Hurricanes
Severe Weather
Landslides
Earthquakes

Assumptions:

- The SJ/LRC will respond to all disaster emergency situations occurring within its jurisdiction.
- The SJ/LRC will report all emergencies to the ODPM.
- The SJ/LRC will have established Memoranda of Understanding with key stakeholders within its jurisdiction regarding the rendering of assistance in times of need.
- The SJ/LRC will have established Memoranda of Understanding with other Regional Corporations regarding mutual assistance when their individual capacities and capabilities become depleted or overwhelmed.
- Assistance will be available from the Office of Disaster Preparedness and Management in the event that the local government bodies deplete their resources or require equipment or expertise which they do not have.
- These Annexes will be used in conjunction with the guidelines given in Part A of this ERP.

HURRICANES/TROPICAL STORMS***I. Situation:***

1. The SJ/LRC is bordered on the north by a portion of the northern coastline. Therefore special consideration should be given to the coastline communities that may be impacted by a tropical storm or hurricane.
2. The Atlantic Hurricane Season runs from June 1 through November 30 each year, but the possibility exists for a storm to impact the Region beyond November.

II. Watches and Warnings:

1. A Hurricane or Tropical Storm Watch: is given when hurricane or tropical storm conditions are possible in the specified area of the watch within 36 hours.
2. A Hurricane or Tropical Storm Warning: is issued when hurricane or tropical storm conditions are expected in the specified area of the warning within 24 hours.

III. Hurricane Classifications:

A hurricane is a warm core tropical system in which maximum average wind is 74 miles (119 kilometers) per hour or greater. A well-defined “eye” (the central area of relative calm surrounded by wall clouds) may be associated with this tropical system type. Hurricanes occur especially in the western Atlantic and are usually accompanied by rain, thunder and lightning. Hurricanes are classified using the Saffir-Simpson Scale, which categorizes hurricanes according to their intensity and related potential to impart destruction.

SAFFIR – SIMPSON HURRICANE INTENSITY SCALE

SCALE/	SUSTAINED	DAMAGE	STORM
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CATEGORY	WINDS (MPH)		SURGE
1	74 – 95	Minimal: Unanchored mobile homes, vegetation and signs.	– 5 feet
2	96 – 110	Moderate: All mobile homes, roofs, small crafts & flooding.	6 – 8 feet
3	111 – 130	Extensive: Small buildings, low-lying roads cut off	9 – 12 feet
4	131 – 155	Extreme: Roofs destroyed, trees down, roads cut off, mobile homes destroyed, beach homes flooded.	13 – 18 feet
5	155	Catastrophic: Most buildings destroyed, vegetation destroyed. Major roads cut off. Homes flooded	18 feet – or more

IV. Activation:

This plan will be activated by the CEO, or in his/her absence the Disaster Management Coordinator, upon the issue of a Tropical Storm/Hurricane Watch by the Meteorological Services Division.

V. Actions:

1. Before.

a. On the issue of a Hurricane Watch,

i) The CEO shall:

- Place appropriate SJ/LRC personnel on Telephone Alert. Telephone alert is defined as being able to be contacted by telephone and able to report to one's work site within one hour.
- Ensure that an ample stock of relief supplies (including food, water and other supplies) is available for distribution to affected burgesses and to sustain SJ/LRC personnel during response operations.
- Ensure that all chairpersons of emergency sub-committees are alerted and ready to respond.
- Ensure that all vehicles will be fueled and put in a state of readiness. Special attention will be paid to trucks, backhoes/dozers, & portable lighting systems.

- Inform the Council Chairman of the issuance of the Watch and of actions taken in light thereof.
- ii). ***Personnel on Telephone Alert shall:***
Take appropriate steps to secure their homes and families so that they are in a position to properly discharge their emergency functions.
- iii) ***The Disaster Coordinator shall:***
 - Place all DMU staff on an appropriate level of alert.
 - Ensure that the EOC is made ready for operations in accordance with EOC SOPs.
 - Ensure that all hand-held road-clearing equipment (e.g. chain saws, shovels, axes, cutlasses, etc.) are put in a state of readiness.
 - contact providers of relief supplies to ensure availability
- iv) ***Officers-in-Charge of SJ/LRC locations shall***
 - Conduct a survey of all property and equipment.
 - Secure their respective sites in accordance with site-specific SOPs.

(NB. In the absence of the Officer-in-Charge, the responsibility for ensuring that these surveys are conducted and that sites are secured falls to the senior officer on site.)

b. On the issue of a Hurricane Warning,

- i) ***The CEO shall:***
 - Convene a meeting of all EOC staff
 - Confirm the state of readiness of all SJ/LRC locations
 - Evaluate the need for evacuation of high-risk areas and review procedures related thereto.
 - Review shelter arrangements
 - Pre-position, as deemed necessary, DANA teams and response personnel and equipment.
 - send home all non-essential personnel
 - Establish arrangements for the movement of essential staff.
- ii) ***Personnel on Telephone Alert shall:***
 - Confirm, via the appropriate chain of command, their state of readiness to discharge their response duties.

iii) The Disaster Management Coordinator shall

- Activate the EOC at the appropriate level
- confirm the state of readiness at hand-
- hold road-clearing equipment

iv) Officers-in-Charge of SJ/LRC locations shall

- confirm that their respective locations are secure
- Report their state of readiness to CEO.

During:

During the passage of the Tropical Storm/Hurricane:

The CEO shall:

- Monitor the event from the EOC.
- Inform the ODPM and CDC MOLG as necessary.
- Ensure that public safety advisories and other information are available to burgesses.

After

Immediately after impact of a Tropical Storm/Hurricane:

(3 -6 hours after the ALL CLEAR has been issued by the ODPM)

The EOC, under the direction of the CEO, shall:

- Dispatch teams to undertake rapid (qualitative) Initial Damage Assessment (IDA)
- Provide updates to Council Chairman, ODPM and CDC MOLG.
- Priorities needs and dispatch resources to meet those need.
- Ensure the timely and coordinated release of information, in accordance with pre-established procedures, to SJ/LRC burgesses.
- Determine the need for the declaration of disaster areas and advise the Council Chairman, ODPM and CDC MOLG accordingly.

Post impact of a Tropical Storm/Hurricane:

(18 – 48 hours after the ALL CLEAR has been issued and onward)

The EOC, under the direction of the CEO, shall:

- Continue to assess the situation and coordinate the emergency response
- Ensure that burgesses are kept informed of response activities.
- Initiate rehabilitation and recovery activities

VI. Precautions (individual) against Hurricanes

Before:

Know the hurricane risks in your area

Learn safe inland routes

Know the location of official shelters

Ensure that enough food and water supplies are on hand

Obtain and store materials, such as plywood, necessary to secure

your home

Clear loose and clogged gutters and downspouts

Keep trees and shrubbery trimmed

Obtain insurance cover

During:

Stay indoors and away from open doorways and windows.

Continue to listen to your radio for official word that it is safe to leave your home.

After:

Stay indoors and listen to your radio to know whether dangerous winds are no longer in your area.

Seek medical help for injured persons at the nearest Health Facility.

Check your house for structural damage

Be aware of outdoor hazards such as downed power lines, weakened bridges and washed out roads.

Boil all drinking water. Use canned foods. Dispose of spoiled foods properly

Report broken sewer or water mains to the local authorities

Help other members of the community who may have been affected.

A. Situation

1. The Region encompasses a substantial portion of Trinidad's Northern Range and coastline, and its general topography is a combination of hilly, swampy, forested and flat areas. The Region also receives approximately (?) inches of rainfall annually.
2. The Atlantic Hurricane Season runs from June 1 through November 30 each year. During this season the Region, like the rest of Trinidad and Tobago, becomes subject to increased incidents of severe weather, but the possibility exists for severe weather events to impact the Region beyond November.

B. Definitions

1. Severe Weather is weather phenomenon sufficiently intense to:
 - cause flash and/or basin flooding,
 - generate wind gusts sufficiently strong to cause dangerous sea states,
 - generate tornadoes,
 - endanger roofs and other structures,
 - uproot trees, etc.,
 - cause electric storms and rainfall sufficient to promote landslides and other slope instability.
2. Flood

A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters from the unusual and rapid accumulation or runoff of surface waters from any source.

Floods can have both positive and negative impacts. They can bring welcome relief for people and ecosystems suffering from prolonged drought, but also are regarded to be the most costly natural hazard in Trinidad and Tobago.
3. Landslide

A

landslide is the usually rapid movement down-slope of a mass of rock, debris, earth, or soil (soil being a mixture of earth and debris). Landslides occur when gravitational and other types of shear stresses within a slope exceed the shear strength (resistance to shearing) of the materials that form the slope.

Shear stresses can be built up within a slope by a number of processes. These include over-steepening of the base of the slope, such as by natural erosion or excavation, and loading of the slope, such as by an inflow of water, a rise in the groundwater table, or the accumulation of debris on the slope's surface. Short-term stresses, such as those imposed by earthquakes and rainstorms, can likewise contribute to the activation of landslides.
4. Preparedness

In the face of the likely occurrence of severe weather, preparedness - taking appropriate action before, during and after the impact of a hazard will weigh heavily toward the protection of life, property and the environment.

5. Early Warning/Bulletins

Meteorological Services Division will issue warnings and forecasts of impending severe weather via national radio and television networks. Burgesses are to be encouraged to stay tuned to these networks to keep abreast of severe weather developments.

C. Flood-Prone Areas

The following areas are prone to flooding-

Bamboo No. 1	Mt. Lambert
Morvant;	Barataria;
Success Village;	Beetham;
Aranguez;	San Juan (Baines Ave);
El Socorro South;	St Anns;
Upper & Lower Santa Cruz.	

D. Activation:

This plan will be activated by the CEO, or in his/her absence the Disaster Coordinator, upon:

- i) The issue of a Severe Weather Bulletin by the Meteorological Services Division.
- ii) Confirmation of the impact of severe weather to *Level II Emergency or higher*.

E. Actions

Before the event:

On issue of a Severe Weather Advisory by the Meteorological Services Division,

The Disaster Coordinator shall:-

- immediately inform the CEO and DMU staff of the Advisory
- circulate the Advisory to First Response agencies and other supporting agencies
- inform the CDC MOLG

On being informed that a Severe Weather Advisory has been issued for the Region,

The CEO shall:-

- Inform the Chairman and other members of the Council, as appropriate.
- Ensure that First Response and other Agencies are aware that such an advisory has been issued.
- Determine the level of the emergency, based on the advice of the Disaster Coordinator.
- Forward a copy of the detailed SitRep to the ODPM

On being informed of the impact of a Severe Weather event on the Region,

The Disaster Coordinator shall:-

- Take immediate action to confirm the event.
- Advise the CEO
- Inform DMU staff
- Develop a detailed Situation Report (SitRep) by contacting the local Fire Station, Police Station, WASA office, TSTT office, and T&TEC office.
- Assist the CEO in determining the level of the emergency.

On being informed of the impact of a Severe Weather event on the Region,

The CEO shall:-

Precautions against Floods (individual)

Before

- Avoid building in a flood prone area unless you plan to elevate and reinforce your home.
- Elevate the furnace, water heater, and electric panel if susceptible to flooding.
- Install "check valves" in sewer traps to prevent floodwater from backing up into the drains of your home.
- Contact community officials to find out if they are planning to construct barriers (levees, beams, floodwalls) to stop floodwater from entering the homes in your area.
- Seal the walls in your basement with waterproofing compounds to avoid seepage

During

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

If you must evacuate, you should:

- Secure your home. If you have time, bring in outdoor furniture. Move essential items to an upper floor.
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

As you leave your home, remember these evacuation tips:

- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

The following are important points to remember when driving in flood conditions:

- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.

After:

- Listen for news reports to learn whether the community's water supply is safe to drink.
- Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.
- Avoid moving water.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay away from downed power lines, and report them to the power company.
- Return home only when authorities indicate it is safe.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
- Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.
- Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.

ANNEX N

LANDSLIDES:

A. Situation

1. The Region encompasses a substantial portion of Trinidad's Northern Range and coastline, and its general topography is a combination of hilly, swampy, forested and flat areas. The Region also receives approximately (?) inches of rainfall annually.
2. The Atlantic Hurricane Season runs from June 1 through November 30 each year. During this season the heavy rainfall and other severe weather subject to increased incidents of landslides bring on the Region, but the possibility exists for landslide events to impact the Region beyond November.

B. Definitions

1. Severe Weather is weather phenomenon sufficiently intense to:
 - cause flash and/or basin flooding,
 - generate wind gusts sufficiently strong to cause dangerous sea states,
 - generate tornadoes,
 - endanger roofs and other structures,
 - uproot trees, etc.,
 - cause electric storms and rainfall sufficient to promote landslides and other slope instability.

2. Landslide

A Landslide is the usually a rapid movement down slope of a mass of rock, debris, earth, or soil (soil being a mixture of earth and debris). Landslides occur when gravitational and other types of shear stresses within a slope exceed the shear strength (resistance to shearing) of the materials that form the slope. Shear stresses can be built up within a slope by a number of processes. These include over-steepening of the base of the slope, such as by natural erosion or excavation, and loading of the slope, such as by an inflow of water, a rise in the groundwater table, or the accumulation of debris on the slope's surface. Short-term stresses, such as those imposed by earthquakes and rainstorms, can likewise contribute to the activation of landslides.

C. Preparedness

In the face of the likely occurrence of landslides, preparedness – taking appropriate action before, during and after the impact of a hazard – will weigh heavily toward the protection of life, property and the environment.

II. Early Warning/Bulletins

Meteorological Services Division will issue warnings and forecasts of the likelihood of landslides due to heavy rainfall or other severe weather via national radio and television networks. Burgesses are to be encouraged to stay tuned to these networks to keep abreast of severe weather developments.

III. Landslide-Prone Areas

The following areas are prone to landslides:-

North Coast Road;
Mt. Hope;
Areas populated by Informal Communities

Laventille East & West;
Santa Cruz; Morvant

IV. *Activation:*

This plan will be activated by the CEO, or in his/her absence the Disaster Coordinator, upon:

- 1) Issue of a Severe Weather Bulletin by the Meteorological Services Division.
- 11) Confirmation of the impact of severe weather to *Level II Emergency or higher*.

VII. *Actions*

Before the event

On issue of a Severe Weather Advisory by the Meteorological Services Division, *the Disaster Coordinator shall:-*

I. Situation

1. Trinidad and Tobago lies in the Caribbean - an area of considerable tectonic complexity, and in which almost every sort of tectonic activity can be observed within relatively short distances.
2. The Region of San Juan/Laventille encompasses a substantial portion of Trinidad's Northern Range and coastline, and its general topography is a combination of hilly, swampy, forested and flat areas. The Region also receives approximately (?) inches of rainfall annually. Like the rest of the island, the Region is subject to the threat posed by earthquakes.

II. Characteristics of Earthquakes

The potential consequences of an earthquake differ from those of other hazards because of its unique characteristics. These include:

Ground Shaking - The potential severity of ground shaking and its consequential impact on buildings and life-lines depend on several factors. As noted earlier, the magnitude of the earthquake at epicentre determines the amount of energy released. Both the distance and the type of materials through which an earthquake travels attenuate its seismic waves. Therefore, the intensity of the same earthquake could differ at two locations that are equidistant from the epicentre (point of origin). The natures of the ground on which affected structures are located as well as the duration of the shaking are other contributing factors to the destructiveness of an earthquake event.

Induced Ground Failures - Ground shaking could trigger landslides or rock falls, and could cause liquefaction, which in turn could result in casualties or damage to structures.

Secondary Hazards - Secondary hazards, such as dam failure or fires due to ruptured gas lines, may be caused by collapsed or damaged structures.

III. How Earthquakes Are Measured

MAGNITUDE

In Trinidad and Tobago, we use the duration of the earthquake recording, and the distance of the recording station from the hypocentre to find magnitude (e.g. magnitude 5.8). Magnitude is related to the energy generated when a fault ruptures and produces an earthquake. There are different ways to determine magnitude. For any given earthquake, the magnitude is a fixed number that does not vary regardless of the island on which you are located.

INTENSITY

Intensity Scales describes the severity of an earthquake by grading the effects on people, structures and geological formations. Each degree of intensity is described by Roman numerals (I, II, III etc.) and the effects of the earthquake roughly double in severity for

each one-division increase in intensity. In the Western hemisphere, including the Eastern Caribbean, the most widely used scale is called the Modified Mercalli or MM scale. In the rest of the world an almost identical scale called the MSK scale is more common. For any given earthquake, the Intensity may vary depending where you are in relation to the earthquake's epicentre. (See Appendix 1 to Annex A for the Modified Mercalli Scale)

IV. Earthquake Damage Assessment

For the purpose of reporting earthquake damage, the following classification has been borrowed from the Initial Damage Assessment (IDA) process.

LEVEL I – little or no structural damage suffered. The structure can be used for its original purpose.

LEVEL II – Slight to moderate structural damage suffered. Non-extensive repairs required making structure suitable for original use.

LEVEL III – Extreme structural damage suffered. Extensive repairs required. Demolition and replacement of the structure is now a serious consideration.

N.B. If used to describe an entire area (as opposed to an individual structure) the highest level of damage suffered (and an approximate percentage of the affected stock) should be given.

V. Actions

Before

1. As with any other hazard, proper earthquake management begins with those actions taken to *avoid the hazard* (i.e. removing oneself away from the vulnerable environment), or to *reduce its impact* (by either mitigating the hazard or reducing vulnerability to it).
2. In the lexicon of the ODPM ‘mitigation’ refers to “*activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.*” Typically, such mitigation actions fall into two categories: structural and non-structural. Structural measures include the application of building codes and the retrofitting of buildings. Non-structural measures include hazard mapping, land-use planning, zoning of development activities, effective early - warning; public awareness and education, and disaster management planning.
3. Structural measures the Region can take to counter the earthquake threat include
 - Enforce building codes for all structures,
 - Retrofit critical structures as necessary to enhance their survivability, thereby increasing the likelihood that they will be in a position to provide their services in the aftermath of an earthquake event.

4. Non-structural measures the State can take to counter the earthquake threat include:

- Map the earthquake hazard.
- Adopt and execute appropriate land use plans.
- Zone physical development activities.
- Set up and operate an effective Early Warning system.
- Institute tax regimes to discourage development in certain hazard-prone areas.
- Take action to encourage all agencies of the SJLRC emergency management system to be adequately resourced and well practiced.
- Educate the public about the earthquake hazard and organise and train communities to respond effectively to hazard events.

After

5. For Level II and Level III earthquake emergencies, the management of response operations will take place at the region's EOC. The CEO, or in his/her absence the Disaster Coordinator, will initiate the Earthquake Response Plan as necessary. If both of these officials are unavailable the responsibility for initiating this plan falls to the County Superintendent

6. In the immediate aftermath of a serious earthquake event there are often many activities that need to be undertaken in a relatively short space of time. To ensure scarce resources are used in the most effective and efficient manner the Council must indicate the importance placed on, and the priority level of, each of these activities. To ensure that a management structure is put in place to determine the priority and importance of these necessary activities, the following phases are recommended.

- a. ***Phase 1 – Initial Stage.*** Activities in this phase should concentrate on establishing an organized response. This phase begins immediately following the occurrence of the earthquake and continues until the EOC is fully activated and is capable of controlling all emergency response activities. The duration of this period should be as short as possible. The main activities of this period include:
 - Mobilizing personnel and resources to fully establish the NEOC.
 - Response agencies activating their respective EOCs and instituting systems to carry out response activities in a comprehensive and efficient manner.
 - Establishing channels of support through collaboration with other organizations within and outside of the country.
- b. ***Phase 2 – Response Stage.*** Activities in this phase should focus on the saving of lives and the protection of property and the environment against secondary hazards. The length of this period typically extends

from 24 hours after the event to about seven days maximum (depending on the scale of the earthquake event).

- c. *Phase 3 - Return to Normalcy Stage.*** Activities in this phase should focus on stabilizing peoples' daily lives and economic activities. This phase typically starts approximately three days after the earthquake event and can last from a few weeks to a few months (depending on the scale of the earthquake event).

7. In keeping with the concept of opera the State's response will be executed in three phases.

- | | | | |
|----|---|---|---------------|
| a. | Phase 1 | – | Initial Stage |
| | i. Activation of EOC. The SJ/LRC and all other public agencies having emergency response-related responsibilities shall nominate personnel responsible for emergency response in advance. | | |
| | ii. Such nominated persons shall immediately answer the call to mobilize whenever such a call is issued. | | |
| | iii. Once activated, the EOC shall operate in accordance with established SOPs. | | |
-
- | | | | |
|----|--|---|----------------|
| b. | Phase 2 | – | Response Stage |
| | i. This phase typically begins about 24 hours after the event and should last for about seven days maximum (depending on the scale of the earthquake event). The main activities in this stage are geared towards the saving of lives and the prevention of damage to property and the environment. Consequently, key actions include: | | |
| | <ul style="list-style-type: none"> • Prompt gathering and transmission of information on the details of the earthquake, the securing of a reliable means of communication and the initial assessment of the damage caused, • Determining the need to declare a "Disaster Area", as appropriate. • Preventing confusion resulting from rumors or false reports, encouraging appropriate decision-making and action-taking by transmitting correct information to both victims and the rest of the population, • Searching for and rescuing disaster victims and providing prompt medical attention to casualties, • Disaster prevention activities such as fire-fighting and tsunami countermeasures (for communities along the North Coast) in order to prevent secondary or chain reaction emergencies, • Guiding victims to safe shelters, • Securing means of emergency transportation by controlling vehicular and pedestrian traffic to support smooth rescue, medical assistance and fire-fighting activities and to issue emergency supplies to victims, and | | |

- Ascertaining the risk of secondary disasters hazards such as flooding, landslides etc., and, where necessary, evacuating residents and implementing countermeasures against these potential hazards.

c. Phase 3 – Return to Normalcy Stage

i.

This phase typically starts approximately 72 hours after the earthquake event and can last from a few weeks to a few months (depending on the scale of the earthquake event). Activities in this phase are aimed at stabilizing peoples' daily lives and economic activities. Key activities undertaken during this stage include:

- procuring and distributing food, water, medicines and other daily supplies necessary for maintaining an acceptable level of comfort for disaster victims,
- establishing law and order through crime prevention and suppression activities, and implementing measures to ensure the reliability of supply and the stability of commodity prices,
- restoration of lifelines and utilities,
- acceptance of material and monetary donations from abroad,
- preventing confusion caused by rumours and false reports,
- transmitting correct information to disaster victims and other members of the public; thereby encouraging appropriate judgment and decision-making based on accurate information,
- assessing the state of health of disaster victims, health and hygiene activities such as waste disposal, quarantine activities, and the recovery and handling of dead bodies,
- clearance of debris from roads, airports and ports. These activities should include debris management considerations.
- Reopening of roads, ports and airports.
- Temporary repair of damaged buildings.
- Consider possible isolation of some areas, and the resupply options available to assist them.
- Re-establishment of communications systems.
- Establishment of procedures to deal with media enquires

N.B. Aftershocks may continue to affect the community. Plans should take into account the effects these might have on response operations

ANNEX P

TSUNAMI

I. Situation

1. Trinidad and Tobago lies in the Caribbean - an area of considerable tectonic complexity, and in which almost every sort of tectonic activity can be observed within relatively short distances.
2. The Region of San Juan/Laventille encompasses a substantial portion of Trinidad's Northern Range and coastline, and its general topography is a combination of hilly, swampy, forested and flat areas. The Region also receives approximately (?) inches of rainfall annually. Like the rest of the island, the Region is subject to the threat posed by earthquakes and, to a lesser extent, tsunamis.

II. Definition

1. A tsunami is an ocean wave that is generated by a sudden disturbance of the ocean floor that displaces a large amount of water. Tsunamis are not always a 'single wave' event, with subsequent waves often being larger than the first. Earthquakes cause tsunamis generally. However, they may also be caused by submarine volcanic eruptions, submarine landslides and, very rarely, by large meteorite impacts in the ocean.
2. It is estimated that Caribbean tsunamis may achieve speeds of 500-600km/h, even rising to 800km/h, depending on the depth of the water. With such high rates of travel, tsunamis generated in the Caribbean can reach Trinidad and Tobago within minutes. It is therefore imperative that the SJLRC establishes systems for receiving tsunami alerts and for sharing this information with its burgesses.

III. Prediction

1. By applying knowledge of the hypocenter, epicenter and magnitude of an earthquake event, it is possible to predict, to a certain degree, whether or not a tsunami will occur.
2. Further, whether the first wave of a tsunami comes right away or after subsiding at first it is determined by the movement of the fault. When the fault is pushed up, the first wave comes straight away, whereas if the fault is pushed down, the wave first subsides before moving inland.

IV. Warning

1. Monitoring institutions such as the SRC routinely assess the possibility of a tsunami after an earthquake has occurred and promptly issue the tsunami forecast to all relevant government organizations.
2. When received by the SJ/LRC, Tsunami warnings shall be issued promptly to residents, fisher folk, bathers and others in the affected areas by all available means.
3. When a tsunami warning has been issued the NDU shall set up a sea watch.

V. Evacuation

1. The decision to recommend that residents evacuate from an area after an earthquake event shall be the responsibility of the Council in consultation with key stakeholders including the SRC, appropriate central and local government officials, and NGOs.

2. The responsibility for implementing the evacuation rests with the Fire Service, supported by the Police Service and the SJ/LRC. The Police Service will be responsible for designating evacuation routes and for securing the evacuated area.
3. Transport to and from shelters will be provided and supervised by the SJ/LRC.

VI. Actions

(Preparedness and response actions by the SJ/LRC in response to the tsunami threat are the same as for the earthquake threat)

Vii. Re-Occupation of Evacuated Areas

The CEO is responsible for issuing the “ALL CLEAR”, which must be given prior to an evacuated area being re-occupied.

ANNEX Q

LIST OF MAPS

Map 1 – Boundaries of the San Juan / Laventille Region

	<u>CERT TEAMS</u>	
	<u>BIN 1</u>	
	MORVANT / LAVENTILLE	
Name	Address	Contact
Allana Domingo Cuffy	F 104 Las Alturas Lady Young Gardens, Morvant	291 - 7462
Camelia Julian	LP. 173 Laventille Extension Road, Morvant	723 - 8714
Curtis Cudjoe	Building D, Apt. 202 Alsifalturaf, Lady Young Road, Morvant	766 - 0125
Kevin Cummings	Cipriani Avenue, 2nd Caledonia, Morvant	292 - 9041
Wilburn Smalls	L.P #56 Critchlow Trace, Chinapoo Village, Morvant	337 - 0287
Joanne Cutting	#46 Morvant Old Road, Morvant	466 - 0328; 336 - 8237
Chi Kamose	# 4 Flamingo Road, Morvant	799-1368
Christian Paul	# 17 Cajula Street, Morvant	797-0187
Cassandra John	#15 Trou Macaque Road, Success Village, Laventille	783 - 0995
Michelle Graham	LP. 9 Eastern Quarry, Laventille	791 - 8959
Natasha Nathaniel	LP. #22/2 Mango Alley, Trou Macaque Rd., Laventille	718 - 2984; 627 - 7972
Adio Boney	#8 Dawn Street, Laventille	786 - 3688
Alicia James	Prizgar Lands, Laventille	493 - 7286
Lorraine Wright	# 16 Plover Extension, Morvant	306-4535
Nathaniel Graham	LP. 9 Eastern Quarry, Laventille	749 - 0760
Kent Shields	# 11 Morgan Lane, Laventille	760-2186
Anisley Marin	#2 Sawmill Ave, Barataria	312 - 8851
Anissa Phillander-Brown	Tenth Street, Barataria	774 - 1215
Beverly James	2nd Caledonia Road, Barataria LP. #16	786 - 2089
Brenda Simmons	#2 Sawmill Ave, Barataria	748 - 5362
Crystal Simmons	#2 Sawmill Ave, Barataria	491 - 2317; 81 - 7440
Shashti Persad	#50, 10th Street, Barataria	731 - 4448
Sherry Ollivierre	#84 First Street, Barataria	787 - 4095
Anthony Joseph	L.P. # 63 Upper 7 th Ave, Malick Barataria	485 - 7424
Kevin Cumming	Cipriani Ave, Second Caledonia, Barataria	292-9041
	<u>BIN 2</u>	
	ST. ANN'S / CASCADE	
Name	Address	Contact
Christopher Joseph	Fondes Amandes Road, St. Ann's	294 - 7954
David Benjamin	#12 Hutton Road, Apt. 10, St. Ann's	684 - 8092; 623 - 3815
Steven Brodber	#11 Hutton Road, St. Ann's	779 - 6902
Sandra Pierre	# 12 - D2 Fondes Amandes Road, St. Anns	295-5293
Sherma Thomas	L.P. 12C, 3 Fondes Amandes Road, St. Anns	363-5714
Theophillus Gill	Upper St. Francois Valley Rd, Colins Road, Belmont	370-5132

Wayne Drysdale	# 124 Belmont Circular Road	370-0234
Rondell Bamby	#4 Richardson Lane, East Dry River, POS	716 - 7137
Cindy Bamby	#4 Richardson Lane, East Dry River, POS	751 - 3194
	<u>BIN 3</u>	
	UPPER SANTA CRUZ / CANTARO	
Name	Address	Contact
Colvin Jacob	#43 La Pastora, Upper Santa Cruz	797 - 9438; 724 - 8648
Kenrick De Silva	Tievmone Drive, LP. 18 Upper Santa Cruz	728 - 2603
Angela Ojoe	L.P. # 51 Crosswinds Blvd. off Cutucupano Road, Santa Cruz	754-2531
Leo Persad	# 95 La Pastora Road, Santa Cruz	688-4211
Mersha Seaton	8/62 Toncabeau Terrace, Pipiol Road, Cantaro Village, Upper Santa Cruz	337-7582
	<u>BIN 4</u>	
	LOWER SANTA CRUZ / BOURG MULATRESSE	
Name	Address	Contact
Councillor Jeffrey Reyes	#20 Riverside Park, Santa Cruz	681 - 9893
Jeffery Reyes Jr.	#20 Riverside Park, Santa Cruz	313 - 2089
Khadina Charles	63/2 Pepper Hill Bourg Mulatresse, Lower Santa Cruz	675 - 0581; 799 - 6708
Renaldo Donatien	La Canoa Road, Lower Santa Cruz	316 - 0191
Charmaine Mc Lean	#3 Santa Cruz Old Road, San Juan	764 - 7502
Crystal Oliver	Corner Santa Cruz Old Road, San Juan	465-8053
Carol Hope-Ali	#73 Saddle Road, San Juan	466 - 2812
Sharon Noel	#13 Frankville Lane, Bagatelle Road, San Juan	353 - 0398
Ian Frederick	# 20 Weekes Trace, San Juan	483-9094
Susan Frederick	# 20 Weekes Trace, San Juan	396-5062
Candice Alexander	LP. 52 Dookhan Village, La Conoa Rd, Lower Santa Cruz	788 - 6185
Rita Holder	LP. #2 La Canoa, Lower Santa Cruz	376 - 1795
	<u>BIN 5</u>	
	MT. D'OR	
Name	Address	Contact
Robert Charles	#28 Hillsdale Crescent. Mt. Hope	620 - 1737
George Butcher	# 21 Ninth Street, Mt. Lambert	465-6858
Jude Francisco	Building 14 – 1 Breezy Heights, Mt. Hope	484 – 4662
Victoria Bennette	L.P. 25 Mt. D'or Road, Champ Fleurs	786-0704
Charlene Forte	# 3 Robinson Street, Petit Bourg, San Juan	771 - 4023
Erica Joseph- Vasquez	Lot #1 Prithwi Lane, Petit Bourg, San Juan	737-5050
Cedric Hazelwood	L.P. # 119 Upper Laventille Street, Petit Bourg, San Juan	719 - 0988
Michelle De Four	# 146 Eastern Main Road, Petit Bourg, San Juan	295-5039

	<u>BIN 6</u>	
	MARACAS	
Name	Address	Contact
Kirk Morton	Grand Fond Road, Maracas Bay	384-7656
Albion Norbiga –Golding	Rincon Road, Las Cuevas	295 - 7805
Anthony Paul	Maracas Bay, North Coast Road #48	356 – 3697
Aneesha Ramdial	LP. 60 Burrow Road, Maracas Bay	388 – 7999
Caroline Slinger	LP. 4 St. Michael Village, Las Cuevas	387 – 8017
Christina Singh	LP. 58 Grand Fond Road, Maracas Bay	325 – 5231
Curtis Hernandez	#36 Belle Smythe Street, Curepe	385 – 1540
Eamely Rampersad	LP. 58 Grand Fond Road	313 – 8488
Emanuel Phillip	LP. 2 Tappin Street, santa cruz	710 – 6885
Celish Salvary	LP. 6 Las Cuevas Village, Las Cuevas	316 – 0318
John Whiskey	Old Bay Road, Maracas Bay	352 – 1974
Keith Castillo	#9 Las Cuevas	323 – 3311
Kifah Hernandez	#7 Hernandez Road, Las Cuevas	352 – 8441
Krishna Paul	Maracas Bay, North Coast Road, #48	356 – 3697
Lisa Hernandez	#7 Hernandez Road, Las Cuevas	352 – 8441
Marilyn Paradassie	Hamilton Trace, Maracas Bay	380 – 9970
Michelle Morton	1 – 2 Grand Fond Road, Maracas Bay	328 – 6942
Mikey Campbell	Hamilton Road, Maracas Bay	669 – 4810
Sean Morton	1 – 2 Grand Fond Road, Maracas Bay	313 – 6581
Selena Thomas	LP. 4 St. Michael village, Las Cuevas	385 – 9615
Sharon Singh	LP. 6 Grand Fond Road, Maracas Bay	344 – 7024
Shereen Bailey	LP. 7 Rincon Road, Las Cuevas	356 – 1580
Sherlana Castillo	LP. 9 School Road, Las Cuevas	373 - 6843
	<u>SUPPORT TEAM</u>	
Name	Address	Contact
Michael Greaves	#54 Jackson Street, Curepe	382 - 1649
Avis Gibbs Allsop	# 11 A Farrari Street, Apie San Juan	364 - 0663
Peter Temal	# 16 Mohammed Trace, El Socorro, San Juan	754-0849
Stephanie S. Beharry	# 5 New Lane, El Socorro Road, San Juan	773-5904
Avinash Nandalal	#40 Siewdass Trace, El Socorro Road, San Juan	770 - 1681
Nzinga Richardson	# 54 Adjodha Street, El Socorro, San Juan	786-6980
Shamshuddin Mohammed	# 7B, Mohammed Ville Aranguez	674-5348
Deborah Ng-Saye Shoon	#42 Sandalwood Crescent, Malabir, Arima	462 - 6769
Anderson Dyer	Bourg Mulatresse, Grand Curacaye Rd. Independence Ave	
Morgan Charles	#160 Jones Medira St. Phase 4/2 Malabar, Arima	314 - 7465
Gail Julien - John	# 22 Apple Blossom Ave, St. Clair Gardens Trincity	367 - 8243
Shane Houston	Beetham Gardens, Beetham	778 - 7560
Betty Ann Smith	# 15 – 17 th Street, Beetham Gardens	779 - 1924
Jonella Z. St. John	#12 Simon Street, Diego Martin	473 - 5859
Cheryl Ann Wharwood		
Nigel McCarthy	#9 Blue Basin Gardens, Diego Martin	772 - 3846; 385 - 3723

LIST OF MAPS

Map 2 – *Location of San Juan Basin*

LIST OF MAPS

Map 3 – *Flood Prone Areas of the San Juan River Catchment*

