



PENAL/DEBE REGIONAL CORPORATION

Disaster Management Unit Emergency Operation Plan

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I. PURPOSE:

The purpose of the Penal/Debe Regional Corporation **Emergency Operations Plan** with its annexes and other attachments is to provide the basis for a coordinated operation before, during and after an emergency or disaster affecting Penal/Debe Regional Corporation. The guidance contained in this plan is designed to develop a state of readiness for all types of hazards – natural and man-made. This plan also provides for the necessary coordination between the Ministry of Local Government and the Office of Disaster Preparedness and Management.

II. SCOPE:

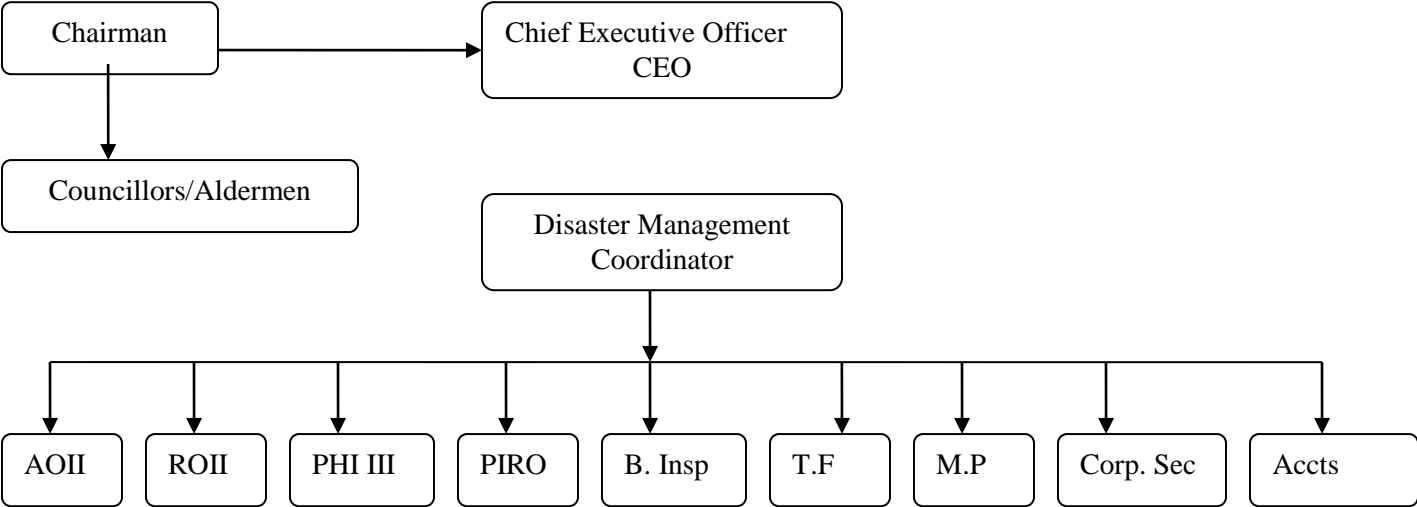
- a) The Penal/ Debe Regional Corporation Emergency Operations Plan provides a basis for preparing for and executing emergency operations to prevent, minimize, prepare for, respond to, and recover from injury or damage that may be caused by natural or technological hazards. The Municipal Corporation must also ensure the continuity of government operations during disaster situations.
- b) This plan pre-determines, to the extent possible, actions and interactions to be taken by the Municipal Corporation and cooperating agencies to prevent and minimize disasters. These actions include reduction of the vulnerability of its citizens to hazards, protection of life and property of citizens residing in Penal/ Debe Regional Corporation as well as visitors to the region/city/borough, quick and effective response to disaster occurrences and the implementation of timely recovery actions.

III. DESIGN

This Plan has two basic principal components.

- a) The Basic Plan: The Basic Plan provides an overview of the Emergency Operations organization and policies. It describes the overall approach to disaster operations and assigns responsibilities for emergency planning and operations. In general terms, it states WHO will do WHAT and WHEN they will do it.
- b) Appendices:
 - General: These Appendices provide information related to organization, position responsibilities, administrative forms and financial record keeping, initial damage assessment procedures, and emergency response resource inventories.
 - Hazard-Specific: These Appendices provide guidance unique to a given hazard or situation.

Penal/Debe Regional Corporation Disaster Organizational Chart



- AOII: Administrative Officer II
- ROII: Road Officer II
- PHI III: Public Health Inspector III
- B. Insp.: Building Inspector
- T.F.: Transport Foreman
- M.P.: Municipal Police
- Corp. Sec.: Corporate Secretary
- Accts. Accountant

IV. AUTHORITIES

The following are the legislative authorities for the promulgation of this plan:

- a) Local government Act 21 1990
- b) National/State government

V. POLICY STATEMENTS

- a) Limitations:

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

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

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

- c) Households of Emergency Response Personnel:

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

- d) Non-Discrimination:

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

- e) Citizen Preparedness:

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

VI. REVIEW AND UPDATE:

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

VII. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS:

I. Hazards:

- a) The Municipal Corporation is vulnerable to a number of hazards such as flooding, fires, landslides, oil and gas spills etc.
- b) The Municipality is bordered by the Morne Diablo Beach, (put if it is bordered by any sea/river and if there are any reclaimed lands).
- c) Other existing hazards include
 - Civil Disorder
 - Landslides
 - Floods
 - Drinking Water Contamination
 - Earthquakes
 - Hurricanes
 - Power Failures
 - Hazardous Materials Accident
 - Transportation Accidents

II. Characteristics of Municipal Corporation:

- a) Location (aviation coordinates)
- b) Elevation:
- c) Size:
- d) Population: (according to the last Census Survey)

III. Major Roadways:

There are three (3) major main roads that provide ingress and egress to the Penal/ Debe Municipality.

- a) S.S. Erin Road
- b) New Colonial Road
- c) Rochard Road, Barrackpore

IV. Waterways:

- a) Coromata River
- b) Oropouche River

- c) Ciperó River
- d)

V. Chemical Using Facilities & Chemical Producing Facilities
NIL

VI. Drinking Water Sources/Intakes:
Navet Dam

VII. Special Population:

Are there any special arrangements put in place for the special population in the Municipality?

B. ASSUMPTIONS:

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

VIII. CONCEPT OF OPERATIONS:

A. GENERAL:

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

A localized event which can be dealt with using the regular operating mode of the local government authorities in conjunction with the normal first responder agencies such as the Trinidad and Tobago Police Service, Trinidad and Tobago Fire Service and the Health Services, when deemed necessary.

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

- **Level II**

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

It is expected that once two or more municipal regions are impacted the ODPM National Emergency Operations Centre will be notified and partially activated. This is to facilitate closer monitoring of events and preparation taking place should the system become overwhelmed.

Partial activation is defined by bringing to the NEOC, those agencies deemed critical to monitor, evaluate and coordinate responses to situations on the ground, ready to mobilize and dispatch resources when necessary. At this juncture the Ministry of Local Government Chief Disaster Coordinator would be requested to sit amongst these agencies to monitor and evaluate the effectiveness and efficiency of the response of the affected municipalities.

- **Level III**

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

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

B. Phases of Emergency Management:

- I. Actions performed during an emergency management process fall into one of the following categories:
 - a) **Prevention:** Is the action aimed at eliminating risks by preventing the hazard from occurring or preventing damage by avoiding or limiting the subject's exposures to the hazards.
 - b) **Mitigation:** The mitigation process is a process aimed at reducing the impact and effects of a hazard.
 - c) **Preparedness:** The preparedness process develops the response capabilities needed in the event an emergency should arise.
 - d) **Response:** The response process occurs after the onset of an emergency, or directly proceeding the onset given enough lead-time. This process serves to reduce disaster damage and possible casualties and to expedite the recovery process.
 - e) **Recovery:** The recovery process consists of both a short term and a long term process.
 - Short Term: Operations that seek to restore vital services to the community, while providing for the basic needs of the public.
 - Long Term: Operations that strive to restore the community to its normal or improved status.

C. Direction and Control:

Municipal Corporation Chairman/Mayor's Office:

- a) The Mayor/Chairman of the Municipal Corporation has the authority to issue a Local State of Emergency within the region and if necessary, order evacuation of the community, or affected areas. In the absence of the Chairman, the Deputy Chairman will assume responsibility for the direction and control of an incident
- b) The CEO will authorize the activation and de-activation of the Municipal Corporation's Emergency Operations Plan and, as needed, authorizes the Emergency Operations Centre to be activated.
- c) In the absence of the CEO, action by Council is required to issue a Local State of Emergency; order evacuation; implement the Municipal Corporation's Operations Plan; or activate the Emergency Operations Centre.

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

IX. MUNICIPAL CORPORATION EMERGENCY OPERATIONS CENTRE (EOC):

- a) The Municipal Corporation Emergency Operations Centre, when activated, will operate using the ODPM's standard for its NEOC with command staff designated to direct, control and coordinate the Municipality's response and recovery operations.
- b) The CEO or his/her designee will serve as the EOC Director and will be responsible for the planning, direction, and coordination of all emergency activities within the Region. He/she will direct these activities through coordination with the Ministry of Local Government EOC, and with assistance of the MOLG EOC, he/she will direct the planning for and performance of emergency operations within the regularly constituted governmental structure, augmenting it where necessary. The Disaster Coordinator will serve as the Operations Chief overseeing the management of the Operations Room.
- c) In organizing the initial response to the incident and staffing of the Municipal Corporation EOC, the EOC Director will consider the needs of the incident. The number of staff personnel and the organizational structure are dependent upon the size and complexity of the incident. **There is no absolute standard** – As the incident dictates, the response operation grows and additional staff, as required, will be activated.
- d) Municipal Corporation EOC staff position assignments (EOC Organization Chart) and Position Checklists are included in the appendix
- e) Municipal Corporation EOC primary location is where and has what capabilities?
- f) As a back-up emergency operations facility, an alternate EOC has been identified – Debe Sub Office Road
- g) The Municipal Corporation EOC is the general coordination point for complete emergency operations. All major changes, decisions and actions will be reported to this control point. The EOC director's staff will report to the EOC where the Director or his/her designee will coordinate the plan and the Region's response operations among the designated EOC staff. Any questions or "alterations" in this plan should be reported to the EOC immediately.
- h) Administrative Forms, provides forms, as needed, for 24-hour operations scheduling, sign-in for Municipal Corporation EOC staff and visitors, Event Action Log, Message Form, and Message Log (put in appendix)
- i) Summary Reports, provides five ICS Summary Record forms designed to assist in maintaining accurate documentation of emergency related costs (reproduce forms locally as needed). Completed forms must be submitted to the Administration/Finance Section Chief after termination of the response operation. Each form includes an instruction page, however, if you have any questions, contact the Administration/Finance Section Chief or the Financial Specialist for assistance. The Summary Records are:
 - 1. * Force Account Labour Summary Record: used to record personnel costs
 - 2. Applicant's Benefits Calculation Worksheet: used to calculate fringe benefits paid on an employee's salary.
 - 3. * Force Account Equipment Summary Record: used to record equipment costs.
 - 4. Material Summary Record: used to record supplies and materials that you either purchase or taken out of existing stock.
 - 5. Rented Equipment Summary Record: used to record the cost of rented or leased equipment.
 - 6. Contract Work Summary Record: used to record the cost of work done by contract.

* The term "force account" refers to the City/Borough/Region's own personnel and equipment.

It is essential that all EOC staff members accurately document their expenses incurred during disaster response and recovery. Accurate documentation will help the City recover all eligible costs, provide

information necessary to develop projects, have information available for the Ministry, and to be prepared for any Ministry audits in the future.

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

X. REQUESTS FOR ASSISTANCE:

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

XI. CONTINUITY OF GOVERNMENT: (COOP)

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

- 1. Preserving lawful leadership and authority
- 2. Preventing the unlawful assumption of authority
- 3. Preserving vital government documents
- 4. Assuring that mechanisms and systems necessary for continued government direction and control are in place prior to the crisis
- 5. Assuring that government services essential to the continued welfare of the public can be delivered during an emergency
 - a. **Lines of Succession:** There must be an established list of those entitled to succeed one another under emergency situations. The alternatives to other key positions are maintained in each department.
 - b. **Pre-Delegation of Authority:** The Municipality shall ensure officials in leadership positions are prepared to respond to emergency conditions.
 - c. **Emergency Operations Centres (EOC):** Municipal Corporation has a designated location as the EOC. This centre serves as a centralized facility for the direction and control of disaster operations. Upon notification of an actual or impending disaster, the CEO, or his/her representative activates the EOC and declares the emergency response phase of operation to be in effect.
 - d. **Preservation of Records:** Each Municipal Corporation department shall develop and maintain procedures to preserve essential records, files and reference materials.
 - e. **Identification and Protection of Key Government Resources, Facilities and Personnel:** The Municipal Corporation, with the advice of department supervisors, will act as necessary to disperse resources, facilities and personnel in a manner that facilitates sufficient redundancy to ensure that Municipal Corporation can contribute to function during emergency conditions.
 - f. **Continuity of Government/ Municipal Corporation Responsibilities:**
 - 1. **Municipal Corporation CEO:**
 - a. The CEO or his/her designee(s) will be responsible for the continuity of the Corporation and the capability of the RC to function during periods of an emergency situation or disaster. The

ultimate responsibility for the effectiveness of the RC emergency operations, in conjunction with the normal demands of providing services to its community, is that of the CEO.

- b. During normal office hours, and when existing conditions permit, the CEO's office, as well as the Council Hall, will remain open and will continue to provide normal services. The office staff will provide up to date information on the status of the existing or impending emergency situation.
- c. As the need may dictate and at the discretion of the CEO or his/her designee, the CEO's office will be manned during other hours it is not normally open, to receive inquires from the public and to relay pertinent information to the Municipal Corporation EOC.
- d. The CEO or his/her designee will define and detail emergency responsibilities for all employees.
- e. The CEO or his/her designee will identify all essential Municipal Corporation services that must be maintained and those activities that may be temporarily suspended.
- f. The CEO or his/her designee will coordinate all efforts, prior to the activation of the Municipal Corporation EOC, with the MOLG EOC concerning forecasts and warnings of impending emergencies or disasters.
- g. The CEO or his/her designee will be responsible for coordinating the assessment of damage occurring within the Municipal Corporation, resulting from a disaster.

2. Municipal Police:

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

MAJOR TASK	RESPONSIBILITY
Alert the CEO on emergency situation status	Disaster Management Coordinator
Provide the Municipal Corporation EOC with updated reports of scene status	Field Officers (2)
Maintain law and order within the Region	Municipal Police
Limit public access to affected area(s)	Police
Execute an evacuation order in hazmat areas, in an orderly manner	Fire Service
Ensure the overall security of the Region	Police
Provide radio communications at the Municipal Corporation EOC	Communication Technician

3. Fire Department:

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

MAJOR TASK	RESPONSIBILITY
Alert the CEO on emergency situation status	Disaster Management Coordinator
Provide the Municipal Corporation EOC with updated reports of scene status	Field Officers (2)
Provide radio communications at the Municipal Corporation EOC	Communication Technician

4. Health Department:

The purpose needs to be identified here followed by a table depicting the major tasks and persons or positions assigned the responsibility.

MAJOR TASK	RESPONSIBILITY
Alert the CEO on emergency situation status	Disaster Management Coordinator
Provide the Municipal Corporation EOC with updated reports of scene status	Field Officers (2)
Limit public access to affected area(s)	Police

5. Building Inspector

MAJOR TASK	RESPONSIBILITY
Alert the CEO on emergency situation status	Disaster Management Coordinator
Provide the Municipal Corporation EOC with updated reports of scene status	Field Officer (2)

XII. IDENTIFICATION REQUIREMENTS:

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

XIII. OPERATIONS BY TIME FRAME – (PHASES):

- a. In order to minimize the effects of a disaster, provide emergency response capabilities and to facilitate recovery efforts, the various Municipal Corporation departments shall endeavour to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.
- b. The following colour-coded checklist for the phases of emergency preparedness and response within the Municipality will be used as a basis for preparing for and responding to disaster events. There are four preparedness/response phases identified below by description and corresponding colour. From the lowest to the highest, the phases and colours are:
 - **Mitigation and Preparedness (Normal) = Green**
 - **Readiness = Yellow**
 - **Increased Readiness = Orange**
 - **Response = Red**
 1. **MITIGATION AND PREPAREDNESS PHASE – CODE GREEN:** This phase consists of ROUTINE MITIGATION AND PREPAREDNESS activities conducted by the Municipal Corporation staff and its Mitigation Planning Team on a routine basis.
 2. **READINESS PHASE – CODE YELLOW:** This phase consists of READINESS activities during the period when Tropical Storm Force Winds/Hurricane Force Winds are forecast to arrive within three to five days (HURRICANE WATCH PERIOD).
 3. **INCREASE READINESS PHASE – CODE ORANGE:** This phase consists of INCREASED READINESS activities during the period when Tropical Storm Force Winds/Hurricane Force Winds are forecast to arrive within two to three days (HURRICANE WARNING PERIOD)
 4. **RESPONSE PHASE – CODE RED:** This phase consists of RESPONSE activities during the period of the hazard impact.
- c. With the departure of a tropical wave, severe weather system (or other effects), the RECOVERY PHASE beings and includes actions related to emergency relief from the effects of the event.

Recovery activities include, but are not limited to:

1. Assist with life-saving operations and with the restoration of essential services

2. Assess the needs of the community and complete detailed damage assessments that will be the basis for requesting National disaster assistance
3. Compile and submit required forms and documentation required to request assistance from the recognized authorities like Ministry of Social Development
4. Represent the Municipal Corporation on National Preliminary Damage Assessment (PDA) Teams and facilitate their access to damaged areas
5. Prioritize recovery projects and assign functions accordingly
6. Coordinate recovery efforts and logistical needs with supporting agencies and organizations
7. Preserve and file all documentation of the event, including events log, cost analyses and estimated recovery costs
8. Facilitate the establishment of Disaster Assistance Centres, when necessary, to assist private businesses and citizens with individual recovery
9. Incorporate emergency plans from other entities into recovery and reconstruction activities

XIV. ALERT AND WARNING:

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

MAJOR TASK	RESPONSIBILITY
Alerting Municipal Corp. Officials	Chief Executive Officer
Alerting MOLG CDC	Disaster Management Coordinator
Alerting the Nat'l Office/ODPM	Chief Disaster Management Coordinator
Alerting and warning the community	
Alerting the community when an emergency necessitates the activation of Municipal Corporation's EOC	

XV. EVACUATION:

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

MAJOR TASK	RESPONSIBILITY
Issue evacuation order when a disaster necessitates	
Coordinate with the ??? and/or agencies	
Ensure the community is kept informed	

XVI. SHELTERING:

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

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

XVII. DAMAGE AND NEEDS ASSESSMENTS:

- a. The overall objectives of damage/needs assessments can include the following:
 1. Determine the immediate needs and priorities of the disaster victims
 2. Determine the damages to housing, agriculture, lifelines, and critical facilities
 3. Identify stoppages, i.e. obstacles or interruptions to emergency operations or impediments to relief efforts
 4. Identify secondary threats, for example unsafe buildings still occupied, areas at risk to rising floodwaters, etc.
 5. Estimating the economic impact of the disaster, especially damages to commerce and industry, loss of jobs and work, and the effect insurance may or may not have on mitigating losses

6. Monitoring public health
 7. Determining the resources available to respond to the disaster and identifying the gaps between that need to be filled from outside resources
- b. The composition of each Damage Assessment Team will vary depending on the type and severity of the damage and the availability of personnel. Each team will have a Team Leader who ensures that the team members have the proper forms, equipment and transportation.
- c. Depending on the disaster, two distinct types of assessments may be conducted as follows:
1. **Initial Assessment:** IDA activities are the responsibility of the Damage Assessment Coordinator assigned to the Municipal Corporation EOC (put Position Checklist in the Appendix along with EOC Position Checklist), of this Plan. Report forms required for compiling and submitting damage assessment data are included.
 - Is conducted immediately in the early and critical stage of a disaster, as soon as the conditions allow survey personnel to operate
 - Determines relief and immediate response requirements
 - Is broad in scope and focuses on overall patterns and trends
 - Identifies:
 - ▲ Magnitude of the disaster (without necessarily delivering exact figures)
 - ▲ Impact of the disaster on society
 - ▲ People's capacity to cope
 - ▲ Most urgent relief needs and potential methods for delivery
 - ▲ Priorities for action
 - ▲ Utilization of resources for immediate response
 - ▲ Need for detailed assessment of specific geographical areas or substantive sectors
 - ▲ Level of continuing or emerging threats
 - ▲ Need for National assistance
 2. **Detailed Assessment:** Detailed damage assessment activities are the joint responsibility of the CEO or his/her designee as follows:

MAJOR TASK	RESPONSIBILITY
Assemble and designate damage assessment team	Disaster Management Coordinator
Identify areas to be assessed and assign	Disaster Management Coordinator
Conduct detailed damage assessment	Field Officers
Conduct detailed assessment of the Municipal Corporation's capabilities and report this to the POC	
Compile damage assessment reports for submission to the MOLG EOC and the ODPM NEOC	Field Officers
Determine unsafe buildings, structures and facilities	Building Inspector
Keep the public informed of unsafe areas	

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

XVIII. PUBLIC INFORMATION:

Providing prompt, authoritative and easily understandable emergency information to the community during all hazardous events is an essential responsibility of the Disaster Management Unit. Emergency Public Information activities are the responsibility of the Public Information Officer assigned to the Municipal Corporation EOC. EPI activities will be accomplished in accordance with the instructions provided in Appendix (this can be assisted by the ODPM), Emergency Public Information (EPI), of this Plan.

The following telephone numbers and other information are provided for your convenience to obtain up-dated status report of impending emergency situations; to report situations that need to come to the attention of the Municipal Corporation EOC and the CEO's office. (**Police and Fire emergencies should be directed to the 999 and 990 centres respectively**).

Vital information and instructions can also be obtained from these telephone numbers before, during and after an emergency situation. (Municipal Corporation to provide this information)

XIX. MUNICIPAL CORPORATION RADIO

Radio Communication is vital to ensure that accurate outgoing and incoming messages are transmitted to the relevant stakeholders involved during all hazardous events. The transmitting and logging of all information is the responsibility of the Communication Technician within the Municipal Corporation.

All Municipal Corporations are equipped with a Base Radio and Handheld, to better monitor information on a consistent basis for the immediate and efficient management with systems and processes in place to ensure that all organizations responding to the emergency are working together and understand one another's responsibilities and mission.

XX. TELEPHONE DIRECTORIES:

TELEPHONE DIRECTORY FOR THE PENAL DEBE REGIONAL CORPORATION

PBX 647-0961

Disaster Management Unit 647-2975

Chief Executive Officer 647-3354 or 647- 0961 ext 201

Chairman of Council 647-0685

Municipal Police 647-1020

Health Department 647 8622

Works Department 647-0231

Roads and Transport Department 647-8307

Accounts Department 647-7058