



POINT FORTIN BOROUGH CORPORATION

Point Fortin Community Emergency Operations Plan

Revised 2018

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ASPIRE TO ACHIEVE



Foreword

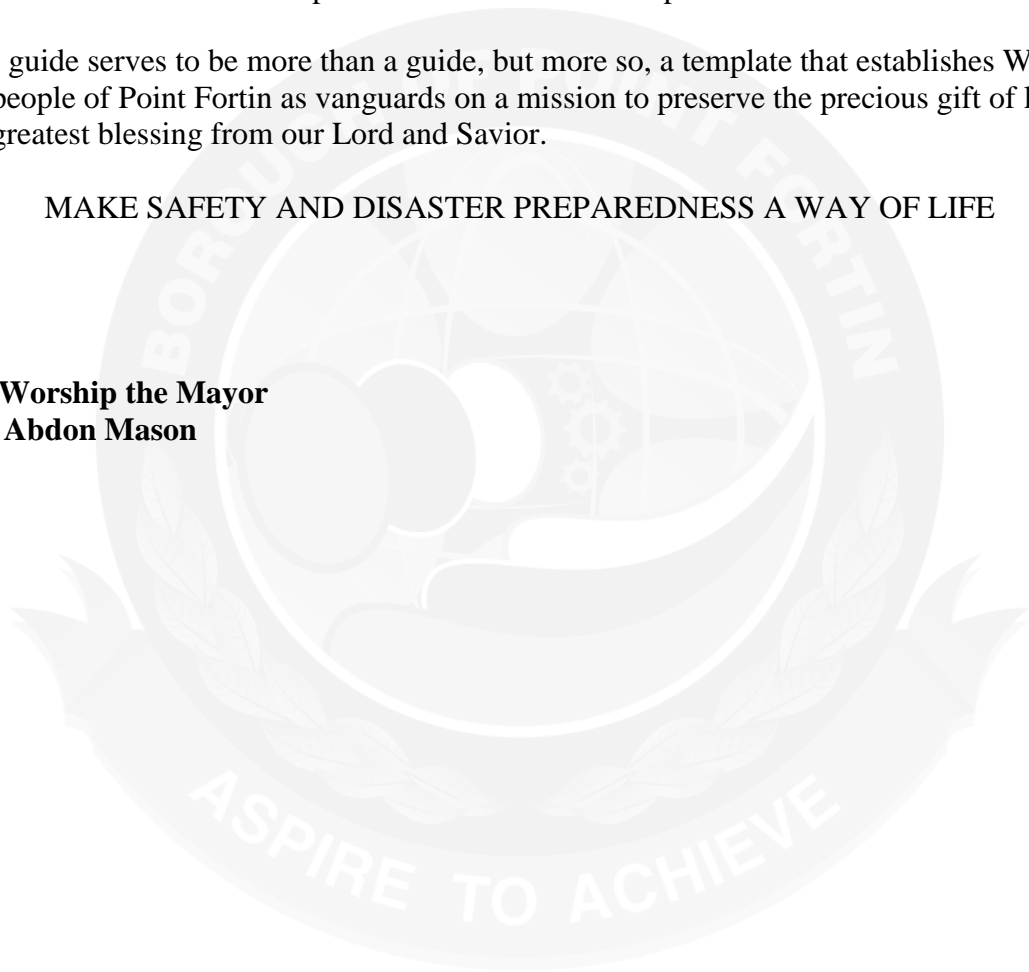
Preserving the gift of life must always be our prime objective. Even in the face of tragedy or natural disaster, we must have embedded in our psyche, the wherewithal to respond in a life-preserving manner. This plan proffers to establish a system of emergency response that places Point Fortin Borough at the pinnacle of emergency management and emergency response.

This plan also directs our burgesses toward a path of emergency responses best practices and establishes PFBC as the point of excellence in this sphere.

This guide serves to be more than a guide, but more so, a template that establishes WE the people of Point Fortin as vanguards on a mission to preserve the precious gift of life, the greatest blessing from our Lord and Savior.

MAKE SAFETY AND DISASTER PREPAREDNESS A WAY OF LIFE

**His Worship the Mayor
Mr. Abdon Mason**



INTRODUCTION

Successful management of a disaster begins at the local level. When a community is prepared to deal with a disaster the impact can be minimized and lives may be saved. The Point Fortin Borough Community Emergency Response Plan provides the principles that guide emergency management within the Point Fortin Community. This plan includes the coordinated operation before, during and after an emergency /disaster affecting the Point Fortin Community. This Plan encompasses senior emergency management staff within the community, who are responsible and accountable for public safety and for industries whose operations or activities impact the levels of public safety. It outlines the Point Fortin Corporations' role as first responder in level 1 emergency situation. The Plan emphasizes the need for integrated emergency management at the community level and thereby providing the foundation for establishing joint emergency response.

The Point Fortin Community Emergency Response Plan was developed by the Point Fortin Corporation Emergency Response Team under the guidance of the Office of Disaster Preparedness and Management (ODPM). It is not about creating or identifying a whole new community network or a one-off response to recovery from an incident but rather an ongoing process of using and enhancing existing relationships to better improve the emergency preparedness of an area. This plan continues to be subjected to peer review by all stakeholders groups within Point Fortin with a vested interest in emergency management.

The plan is presented using four (4) components of emergency management namely: mitigation (prevention) preparedness, response and recovery.

The salient areas of this document are as follows:-

- Partnerships for safer communities
- The fostering of effective links between communities and industries
- To encourage joint emergency management activities.

For the purpose of this guide, communities in Point Fortin include all burgesses, visitors, stakeholders, including local authorities, local industries, Non-Governmental Organizations, oil and gas companies, Faith Based Organizations and Community Based Organizations. Joint community emergency management ensures increased public safety.

Disaster Management Coordinator
Ms. Haze Ann Cummings



POINT FORTIN COMMUNITY EMERGENCY RESPONSE PLAN

EXECUTIVE SUMMARY

Disaster management is of high level importance to the Borough of Point Fortin. While God has been gracious to us at Point Fortin, we cannot turn a blind eye to the fact that Point Fortin is founded on oil and gas.

Disaster management is therefore everyone's business and as such success in managing any disaster is dependent on an integrated approach to disaster management. A critical component of our discussions is partnerships with responding agencies, corporate agencies, the central business communities and our burgesses to understand their Roles and Responsibilities, as well as how we as a team can leverage resources.

The Point Fortin Borough Corporation (PFBC) recognizing that while we may not be able to eliminate a risk we, through careful planning, mitigation, prompt responses and recovery can surely minimize damage to life and property, augmenting the need for shared resources and partnerships.

In preparing our team to efficiently and effectively function the Corporation has undertaken some critical activities aimed at equipping staff and community emergency response personnel (CERT). Some activities undertaken are listed hereunder;

- Ensuring that a member of our unit is actively involved in the Trinidad and Tobago Emergency Mutual Aid Scheme (TTEMAS) this facilitates sharing of information, resources and developing partnerships.
- We have conducted numerous awareness programs in communities and schools using practical approaches such as simulations and creative exercises to prepare participants to deal with disasters such as flood and evacuation.
- Annually we conduct a camp entitled "**Camp survival**" it is conducted for one week during the August school holiday and targets the youth teaching life and survival skills in the event of a disaster.
- We conduct training and retraining for persons in **Shelter management and Community Emergency Response**.
- Recently we have acquired **Mission Mode** which is a communication system to ensure that individuals, groups, committees or other selected persons are given real time information regarding any situation that will impact on activities undertaken by the organisation. While disaster management is the focus, persons are provided with information on blocked roads, accidents etc.
- We are in the process of doing the installation of an early warning system **Early Warning System** which will provide emergency notifications to the public within a designated range.



- A critical component of any disaster is power, hence the Corporation recognized the need for identifying alternate power source and acquired and installed **three (3) Solar Powered Charging Stations** which we sited at strategic areas within the town center.
- We have also acquired a Mobile Shelter which can be used as a field hospital or a command center.

The disaster management team continues to engage the community and has become a unit that is highly praised and recognized throughout the South Western Peninsular. Piloted by an astute Coordinator the team comprises of committed and knowledgeable individuals who see Disaster Management as a strategic tool to serve the burgesses.

I take this opportunity to give the **Highest Praise to My Lord and Savior Jesus Christ for His grace and mercy, His keeping power**, since it is His mercy and grace that has protected us.

However, wisdom demands that we be aware of how we, by our actions contribute to disasters such as floods and landslides. Albeit we need to be prepared since not all disasters are caused by our actions, and it is the only way that we can mitigate against loss of life and damage to property.

This Community Emergency Response Plan therefore must become our handbook and accessible to all persons since knowledge is power however when it's shared, it becomes more powerful and dominoes into reduced risks, changed mind sets, culture change and preservation of lives and properties.

Dennamay Tayler

**Chief Executive Officer
Point Fortin Corporation**

ASPIRE TO ACHIEVE



I. PURPOSE:

The purpose of the Point Fortin Borough Community 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 Point Fortin Borough Community. 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 with the Ministry of Local Government and the Office of Disaster Preparedness and Management.

II. SCOPE:

- a) The Point Fortin Borough Community 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 Point Fortin Borough 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 Point Fortin Borough 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 the Point Fortin Community as well as visitors to the 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.



IV. AUTHORITIES

The following are the legislative authorities of which the Ministry of Local Government embraces for the promulgation of this plan:

- a) The constitution of Trinidad and Tobago Act of 1976 Ch. 1:01 4 Rights
- b) Municipal Corporations Act, Chapter 25:04, Act No. 21 of 1990
- c) Ministry of National Security, Office of Disaster Preparedness (ODPM)
- d) Disasters Measures Act, Chapter 16:50, (ACT 47 of 1978)
- e) Ministry of the People and Social Development
- f) Fire Service Act, Ch 35:50; Act 10:199 Amendments to Fire Service Act
- g) Trinidad and Tobago Police Service Act, Ch 15:01
- h) Supplemental Police Act, Ch 15:02
- i) Regional Health Authorities Act, No. 5 of 1994
- j) Highways Act, Ch 48:01
- k) Waterworks and Water Conservation Act, Ch 54:41
- l) Anti-Dumping and Countervailing Duties Act, Ch 78:05
- m) Telecommunications Act 47:31
- n) Town and Country Planning Act, Ch 35:01
- o) Coroner's Act, Ch 6:04

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, the Point Fortin Borough 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, neighbors or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the Point Fortin Borough 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 Point Fortin Borough 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 Point Fortin Borough 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 Point Fortin Borough Corporation responsibilities and procedures, will be conducted by the Chief Executive Officer (CEO) and the Disaster Management Unit annually. On a date following the inception on 2009
- b) Additional revisions or enhancements required following activation of the Point Fortin Borough Corporation Emergency Operations Centre or as the result of the findings resulting from exercises may also be added.

VI (1). Distribution List

Listing of stakeholders:

- ❖ Atlantic L.N.G. Company of Trinidad And Tobago
- ❖ Trinmar/Petrotrin
- ❖ Tracmac
- ❖ Venture Oil
- ❖ S and D Contractors
- ❖ Theo Richards Contractors
- ❖ Super Industrial Services (SIS)
- ❖ Shade Contractors
- ❖ Tucker Energy Services
- ❖ The National Gas Company (NGC)/TTEMAS
- ❖ St. Johns Ambulance Brigade
- ❖ New Village Community Centre
- ❖ Fanny Village Council
- ❖ Trinidad and Tobago Red Cross Society
- ❖ Habitat for Humanity
- ❖ Siparia Regional Corporation
- ❖ CB Operators



- ❖ ODPM
- ❖ Unemployment Relief Programme (URP)
- ❖ Neal and Massy
- ❖ Cap de Ville Government Primary
- ❖ Public Transport Service Corporation (PTSC)
- ❖ Guapo Government Primary
- ❖ Point Fortin West Secondary
- ❖ Point Fortin Seven Day Adventist Primary
- ❖ Point Fortin East Secondary
- ❖ Point Fortin Civil Society
- ❖ Lease Operators

VII. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS:

I. Hazards:

- a) The Borough of Point Fortin is vulnerable to a number of hazards.

Listing of the various hazards:

- i) Fires
- ii) Oil and Gas (oil spill and gas explosion)
- iii) Buried gas lines
- iv) Propane (leak)
- v) Ethylene (leak)
- vi) Methane (leak)
- vii) Chlorine (leak)
- viii) Nitrogen (refrigerated)
- ix) Sodium Hydroxide
- x) Sulphuric Acid (leak)
- xi) Toxic gas vapors
- xii) Radiation (due to the open sea coastline and industrialization)

- b) Other existing hazards include :

- Civil Disorder
- Landslides
- Floods
- Drinking Water Contamination
- Earthquakes
- Falling trees
- Falling poles/Power lines



- Hurricanes
- Power Failures
- Hazardous Materials Accident
- Transportation Accidents
- Natural/Technological

c) The Borough of Point Fortin is bounded by:-

North – From the beginning of the KTO Stretch, Guapo Point Fortin .

East – Boundary with Siparia Regional Corporation, along the Southern Central Main road.

South – This Borough is bounded by Cap De Ville junction.

West – This is bounded by the Gulf of Paria

II. Characteristics of the Municipality of Point Fortin:

- Location Latitude 10° (degrees) 10.428' (minutes) North and Longitude 61° (degrees) 40.888' (minutes) West.
- Elevation: below sea level
- Size: 18 sq. miles
- Population: 25,000 plus or minus 5% (Central Statistical Office 2000 Census)

III. Major Roadways:

There are four (4) main roads that provide ingress and egress to the Point Fortin Municipality.

- Southern Main Road
- Point Fortin Main Road
- Guapo / Cap de Ville Main Road
- Southern Central Main Road

The Alternate roadways are.

- Techier Main Road
- Point Ligoure Main Road
- Warden Road
- Reid Road
- Richardson Street



IV. Waterways:

- Guapo River: Some of the main rivers such as the Techier Rivers #1 and #2 and the Dunlop River all drain into this river which ends into the sea.
- Dunlop River: Tributaries from Salaazar Trace drains into this river.
- Techier #1 River: The Dunlop River and surrounding areas such as Egypt, Harriman Park, Reservoir Hill drains into this river.
- Techier #2 River: Reid Road, Dam Road and Egypt Avenue tributaries drain into this river.
- Herenix Drain: This is in the Cochrane area; it passes along some of Petrotrin and Atlantic LNG pipelines and drains into the Guapo Beach area.
- Dead man Drain: This tributary is situated in the Warden Road, Alberta Drive, Hollywood area; it passes through TNA #2 and drains into the sea.
- Ottley Drain: This is located in the Reid Road area and drains into Techier River #2.
- Gopee Drain: Collects water from Canon street areas.
- Atlantic Drain: Petrotrin Tank Farm facility; perimeter drain runs into this which eventually ends up into the sea.

V. Chemical Using Facilities & Chemical Producing Facilities

Chemical Using Facilities

Entity	Location	Nature of Activities
Tucker Energy Services	Clifton Hill	Provide chemicals to the oil industry
Baroid	Guapo	Provide chemicals to the oil industry
Haliburton	Guapo	Provide chemicals to the oil industry
Trinidad Lease Operators	Otaheite Industrial Park	Well Servicing Operations
Petrotrin Tank Farm Facility	Reid Road, Point Fortin	Treat hydrocarbons
Petrotrin Transfer Treatment Facility	Main Road Point Fortin	
Earth Environmental Service	Guapo	Hazardous Material Treatment and Disposal
Atlantic	Atlantic Avenue, Newlands, Point Fortin	Propane, methane and other natural gas
WASA	Point Fortin Main Road	Chlorine



Critical Infrastructure – Utilities

Utility	Location	Description
T&TEC (Sub-station)	Egypt Main Road, Point Fortin	Office building with staff to respond to emergencies, receive complaints and payment of bills
WASA (Sub-Station)	Filtration Plant Road, Guapo	Treatment Plant and water trucking service
WASA water Treatment Facility	Point Fortin Main Road, opposite Point Fortin East Secondary	Water treatment facility
TSTT (Sub-Station)	Peters Road Point Fortin	Administrative and staff to respond to emergencies
WASA	Dam Road, Point Fortin	At present this Package Plant (treating water) is undergoing testing of its water supply. It has not met potability requirements.
Desalination Plant	Terminal Road,	Treatment and distribution plant.

VI. Drinking Water Sources/Intakes: The Point Fortin Borough Community gets its water supply from the Water and Sewerage Authority, Desalination Plant Terminal Road.

VII. Special Population:

At present the Point Fortin Borough Corporation has a database on the differently able population their medical needs, location, transportation needs or any other assistance if needed see appendix for course of action.



ASSUMPTIONS:

- VIII. The Point Fortin Borough Corporation will respond to all emergency situations.
- IX. The Point Fortin Borough Corporation will have established Memorandum of Understanding with the key stakeholders in their respective regions that speak to the rendering of assistance in times of need.
- X. The Point Fortin Borough Corporation will have established Memorandum of Understanding with each other Municipal and Regional Corporations to assist in times of need when one's capacity and capability becomes overwhelmed or depleted.
- XI. Assistance will be made available from the Office of Disaster Preparedness and Management (ODPM) 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 Point Fortin Borough Corporation 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 Point Fortin Borough Corporation. It is recognized that the nature of certain disaster agents does not allow for any warning or lead-time prior to the occurrence. When this happens, or when the duration of an incident is expected to be relatively short, the management of the emergency operations will be directed at or near the site. For emergencies for which there is lead time or for those that are expected to be lengthy in duration, management of the operations will be from the Point Fortin Borough Corporation Emergency Operations Centre located – George Road, Mahaica, Point Fortin.
- IV. Response to a disaster will parallel normal day-to-day functions as closely as possible and will utilize the Point Fortin Borough Corporation's resources to the extent possible before seeking assistance from other Corporations, the Ministry of Local Government, and the National Disaster Management Agency – ODPM.
- V. The ODPM is guided by the Caribbean Disaster Emergency Management Agency (CDEMA) explanation of levels of emergencies.



These are as follows:

- **Level I**

A localized event which can be dealt with using the regular operating mode of the resources of 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 Ministry of Local Government (MOLG) and the ODPM. Once operations have ended a final report must be lodged with the MOLG.

- **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) **Mitigation:** The mitigation process involves the action to minimize the impact of effects of unavoidable hazards.
 - Stakeholders Meeting
 - Clear drains (Public Health/ Sanitation)
 - Clear/dredge main water-courses (MOWT)
- b) **Preparedness:** The preparedness process develops the response capabilities needed in the event an emergency should arise.
 - Public Awareness Programs
 - Table top exercise
 - Evacuation drill
 - Simulation exercise
 - Full scale Drill
- c) **Response:** The response process occurs after the onset of an emergency, or directly preceding the onset given enough lead-time. This process serves to reduce disaster damage and possible casualties and to expedite the recovery process.
 - Initial Damage Assessment
 - Damage Analysis and Needs Assessment
 - Distribution of Relief Supplies
 - Referral to relevant agencies for further assistance for impacted persons
- 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:

Point Fortin Borough Corporation Mayor's Office:

- a) The Mayor of the Point Fortin Borough 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 authorizes the implementation of the Point Fortin Borough Corporation's Emergency Operations Plan and, as needed, authorizes the Emergency Operations Centre to be activated.
- c) In the absence of the CEO, the Deputy CEO 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):

George Road Mahaica, Point Fortin;

Tel: 648-6656/1486 – 648-2124 ext. 261

Hotline – 800-PFBC (7322)

- a) The Point Fortin Borough 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. She will direct these activities through coordination with the Point Fortin Corporation EOC, and with assistance of the MOLG EOC, she will direct the planning for and performance of emergency operations within the regularly constituted governmental structure, augmenting it where necessary. The Disaster Management 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 Point Fortin Borough Corporation EOC, the EOC Director /**C.E.O.** 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) Point Fortin Borough Corporation EOC staff position assignments (EOC Organization Chart) and Position Checklists are included in **Appendix 7**.
- e) Point Fortin Borough Corporation EOC primary location is at the Point Fortin Town Hall, George Road, Mahaica, Point Fortin and has capabilities in terms of transport and equipment as listed in **Appendix 4**.
- f) As a back-up emergency operations facility, an alternate EOC has been identified but not confirmed – Engineering Services Department.
- g) The Point Fortin Borough 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 Corporation'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 Point Fortin Borough Corporation EOC staff and visitors, Event Action Log, Message Form, and Message Log (put in **appendix 8**)
- 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 Labor 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 Borough'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 Borough 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. (**Appendix 1, 2, 3, & 4**).



X. REQUESTS FOR ASSISTANCE:

- a. The EOC Director or 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 **Appendix 2**.
- b. The EOC Director or 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 Management Coordinator.
- c. Should assistance be required beyond the capabilities of Point Fortin Borough 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 Point Fortin Borough 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 (**Appendix 3**).
 - b. **Pre-Delegation of Authority:** The **CEO** of the Point Fortin Borough has ensured that officials in leadership positions are prepared to respond to emergency conditions. Training of these officials in Shelter and Emergency Management, radio communications, Basic First Aid and CPR
 - c. **Emergency Operations Centre (EOC):** Point Fortin Borough 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:** Point Fortin Borough Corporation's Administration 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 Point Fortin Borough Corporation, with the advice of department supervisors, will act as necessary to disperse resources, facilities and personnel in



a manner that facilitates sufficient redundancy to ensure that Point Fortin Borough Corporation can contribute to function during emergency conditions.

f. **Continuity of Government/ Point Fortin Borough Corporation Responsibilities:**

Point Fortin Borough Corporation CEO:

- a. The CEO or her designee(s) will be responsible for the continuity of the Corporation and the capability of the Borough Corporation to function during periods of an emergency situation or disaster. The ultimate responsibility for the effectiveness of the Borough Corporation 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 EOC 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 inquiries from the public and to relay pertinent information to the Point Fortin Borough Corporation EOC.
- d. The CEO or her designee will define and detail emergency responsibilities for all employees.
- e. The CEO or her designee will identify all essential Point Fortin Borough Corporation services that must be maintained and those activities that may be temporarily suspended. Appendix 5
- f. The CEO or her designee will coordinate all efforts, prior to the activation of the Point Fortin Borough Corporation EOC, with the MOLG EOC concerning forecasts and warnings of impending emergencies or disasters.
- g. The CEO or her designee will be responsible for coordinating the assessment of damage occurring within the Point Fortin Borough Corporation, resulting from a disaster.

2.

Municipal Police:

The purpose of the Point Fortin Borough 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 Disaster Management Coordinator on emergency situation status	Inspector



Alert the C.E.O. on emergency situation status	Police Inspector
Provide the Point Fortin Borough Corporation EOC with updated reports of scene status	Police Inspector
Maintain law and order within the Region	Police Inspector
Isolate / Limit public access to affected area(s)	Police Inspector
Execute an evacuation order in hazmat areas, in an orderly manner	Police Inspector
Ensure the overall security of the Region	Police Inspector
Provide radio/telephone communications at the Municipal Corporation EOC	Police Inspector
Mobilize traffic signs and barriers	Police Inspector
Arrange for public alert and warnings as necessary	Police Inspector
To call on additional Security Personnel from Point Fortin Police and Estate Police	Police Inspector

3. Fire Department:

The function of the Fire Service as first responder and Incident Commander is to provide expert advice, firefighting and search and rescue services, as well as, where necessary, assist with the evacuating and transporting of persons to safe zones and emergency medical facilities.

MAJOR TASK	RESPONSIBILITY
Alert the CEO on emergency situation status	Disaster Management Coordinator
Provide the Point Fortin Borough Corporation EOC with updated reports of scene status	Fire Station Officer
Lead the Damage Assessment and Needs Analysis Team	Fire Station Officer
Aid and support in the aftermath of an emergency	Fire Station Officer



Lead in search and rescue	Fire Station Officer
Control fire and hazardous material releases	Fire Station Officer
Notify medical/ hospitals of injuries / death.	Fire Station Officer
Aid the evacuation of persons and transporting persons to safe zones and emergency medical facilities	Fire Station Officer
Assist with Emergency Shelter inspection	Fire Station Officer

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	Public Health Inspector/Disaster Management Coordinator
Establish watch/ observation system for flood progression	Sanitation Foremen & Public Health Inspector
Limit public access to affected area(s)	Public Health Inspector
Arrange for debris clearance	Sanitation Foremen Workshop Foreman
Mobilize chemical for spraying in the event of a disaster.	Public Health Inspector/Designee
Arrange for the spraying of drains and septic tank/s of affected areas	Public Health Inspector 111/Designee
Assist with Emergency Shelter inspection	Public Health Inspector

5.

Building Inspector

MAJOR TASK	RESPONSIBILITY
Alert the CEO on emergency situation status	Building Inspector/Disaster Management Coordinator



Provide the Point Fortin Borough Corporation EOC with updated reports of scene status	Building Inspector 11/Field Officer
Warn citizens of the dangers of weakened or collapsing building	Building Inspector 11
Estimate extent of damage	Building inspector 11
Assist with Emergency Shelter Inspection	Building Inspector 11

XII. IDENTIFICATION REQUIREMENTS:

- a. Identification will be required during emergency operations in order to control the movement of individuals within areas of the Point Fortin Borough Community affected by the disaster.
- b. Identification cards and uniforms/ reflective vests have been provided for the workers of the Corporation. This was 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: Point Fortin Borough 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 Point Fortin Borough Corporation address), a copy of a bill or a recent utility bill (including telephone bill) that indicates a Municipal Corporation address.
 - iv. At present the Point Fortin Borough Corporation has fluorescent vests with the corporation logo for use in emergency.

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 Point Fortin Borough Corporation departments shall endeavor 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 color-coded checklist for the phases of emergency preparedness and response within the Point Fortin Borough will be used as a basis for preparing for and responding to disaster events. There are four preparedness/response phases identified below by description and corresponding color. From the lowest to the highest, the phases and colors are:
 - Mitigation and Preparedness (Normal) = Green
 - Readiness = Blue
 - Increased Readiness = Orange
 - Response = Red



1. **MITIGATION AND PREPAREDNESS PHASE – CODE GREEN:** This phase consists of ROUTINE MITIGATION AND PREPAREDNESS activities conducted by the Point Fortin Borough Corporation staff and it's Mitigation Planning Team on a routine basis; drain cleaning and reconstruction of drains, drills and capacity building exercises.
2. **READINESS PHASE – CODE BLUE:** 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). Sensitize residents on the following;

- Secure clothing for three (3) days
- Secure important documents
- Secure medication
- Advise residents to stock up on food supplies

The DMC will mobilize the following

- Shelter Managers
- Shelter inspection for readiness
- Mobilize Emergency Response Team
- DANA Team
- Mobilize supermarkets and heavy equipment suppliers

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).

- Advise residents in flood prone areas
- Relocate the vulnerable where necessary
- Advise residents to loose pets

4. **RESPONSE PHASE – CODE RED:** This phase consists of RESPONSE activities during the period of the hazard impact; sensitize Supermarkets and Hardwares.

- 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 Centers', 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 Point Fortin Borough Corporation's elected officials, the various department heads, the responding emergency personnel in the Region and the community, of an actual or impending emergency situation. The CEO or his/her designee will have the primary responsibility for the warning process.
- b. The primary method of public notification and information of situations requiring prompt action such as evacuation or sheltering-in-place will be through the use of an agreed upon Emergency Notification System
- c. When required, Point Fortin 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 Point Fortin Borough Corp. Officials	Chief Executive Officer/ Disaster Management Coordinator
Alerting MOLG CDC	Disaster Management Coordinator
Alerting the Nat'l Office/ODPM	Disaster Management Coordinator
Alerting and warning the community	Information Officer- Borough Police Insp./ Fire Station Officer
Alerting the community when an emergency necessitates the activation of Municipal Corporation's EOC	Borough Police Insp./ Fire Station Officer/ DMU-Field Officer
Chief Executive Officer – Mrs. Donnamay Taylor Disaster Management Coordinator –Ms. Haze Ann Cummings	Borough Police Inspector – Ms. Joan Fortune Fire Station Officer – Mr. Keith Seebaran



XV. EVACUATION:

- a. This process provides for the evacuation of people in the Point Fortin Borough Corporation from areas where hazards from a natural or technological disaster threatens their safety and health. The CEO or his/her designee has the primary responsibility for the safe evacuation and sheltering for the citizens of the Borough 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	CEO
Coordinate with the Municipal Police and Fire Service /or other agencies	CEO/Disaster Management Coordinator
Ensure the community is kept informed	CEO/Disaster Management Coordinator
Chief Executive Officer- Mrs. Donnamay Taylor	

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	Chief Executive Officer
Coordinate sheltering and request additional shelters to be opened if needed	Disaster Management Coordinator
Notify appropriate agencies to assist with operations	Disaster Management Coordinator/ Field Officer
Open, staff and manage shelters	Chief Shelter Manager, Field Officer
Shut down, clean up, submit keys to owner and submit final report	Chief Shelter Manager / Field Officer
Chief Executive Officer – Mrs. Donnamay Taylor Disaster Management Coordinator- Ms. Haze Ann Cummings	Chief Shelter Manager – Mrs. Natasha Hercules Adams Field Officer – Ann Powder



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 Borough Corporation EOC. Report forms are 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	Town Superintendent
Conduct detailed assessment of the Point Fortin Corporation's capabilities and report this to the POC	Town Superintendent/Field Officers
Compile damage assessment reports for submission to the MOLG EOC and the ODPM NEOC	Disaster Management Coordinator
Determine unsafe buildings, structures and facilities	Building Inspector
Keep the public informed of unsafe areas	Public Information Officer/CEO
Provide assistance to Sectoral and National Assessment officials	Disaster Management Coordinator

3. Aims at determining the long-term recovery and development requirements.
4. Conducted days to weeks after a disaster, depending on the accessibility of the affected areas.
5. Covers critical areas in terms of the Point Fortin Borough 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 (Social, Infrastructural, Medical needs).
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 (EPI) 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 2A**, 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 Point Fortin Corporation EOC and the CEO's office. (**Municipal Police-648-6543; Trinidad and Tobago Police Service – 648- 2426/3337 and Fire Service – 648-2245 emergencies should be directed to the 999 and 990 centers' respectively**).

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

The use of a Public Announcement system will be used, along with fliers and advisories in the event of an emergency.

XIX. POINT FORTIN BOROUGH CORPORATION RADIO FREQUENCIES

**PFBC: Trunking
Citizen Band**

ODPM: 147800



XX. TELEPHONE DIRECTORIES:

TELEPHONE DIRECTORY FOR THE POINT FORTIN BOROUGH CORPORATION

Government Agencies:

Appendix 1.

POLICE	NUMBER OF STAFF	RESOURCE LISTING: VEHICLES	CONTACT NUMBER
GUAPO POLICE STATION	15	1	648-2403 739-7919 / 388-7109
POINT FORTIN POLICE STATION	43	3	648-3337/4932/0200/2426
CAP-DE-VILLE POLICE POST	18	1	648-0283 /341-2450/792-4566
POINT FORTIN MUNICIPAL POLICE & Sub Station	16	2	648-4634 & 648-6543
HEALTH CENTRES	NUMBER OF STAFF		HEAD NURSE
GUAPO HEALTH CENTRE	9		GALE ROBERTS 648-2208
POINT FORTIN HEALTH CENTRE	20		VERON LOREY 648-2329
COMMUNITY CENTRES	PERSON/ IN CHARGE		CONTACT NUMBER
Guapo Community Centre	Ms. Cassandra Agard		771-4661
New Village Community Centre	Mrs. Anita George		648-1679/336-9068
Cap de Ville Community Centre	Mrs. Hazel Wilson		709-0774



FIRE STATIONS

AGENCY	OFFICER	CONTACT NUMBER
Point Fortin	F.S.O. Keith Seebaran	990/648-2245/777-0595
Petrotrin (private)	H.S.E. Chris Stanislaus Asst. F.O.	648-3333 ext 221
Atlantic (private)	Mervyn Humphrey	648-2916 Ext 2999
Trinmar	S. Pascal	648-2011 ext 8822

Appendix 2. SOCIAL SERVICES

OFFICE	OFFICER IN CHARGE	CONTACT NUMBER
Social Welfare	Ms. Lelia Butler Christopher (Supervisor) Ms. Janice Augustus (Disaster Coordinator)	648-3295/1751 623-2608 Ext. 2630 - 42
Social Development and Mediation Services	Ms. Yvonne David	648-2810 648-2888
Probation Officer	Ms. Krissia Bynoe	648-0211
Community Service Officer	Mr. Joel Hercules	337-0158
Community Development	Ms. Cecelia Collymore-Owoloo	648-2371 317-3409
Habitat for Humanity	Ms. Jennifer Massiah	674-2031 742-4663

VOLUNTEER GROUPS

AGENCY	OFFICER	CONTACT
REACT	Christiana Garraway	621-3788/386-7879
Progressive Youths	Kelvin George	333-9371
South West District Youth Council	Natasha Hercules-Adams	346-0928
Rotaract	Yannick Lewis	326-7260
Youths of Indigenious	Natasha Hercules-Adams	346-0928
Youths in Progress	Christopher Wright	361-6135
Trinidad and Tobago Red Cross	Joanna James	774-0579
St. John's Ambulance Brigade	Mr. George Cornwall Mr. Russel Edwards	379-1012 751-1816



Appendix 2A

General Information Message

“At **(time)** today, **(jurisdiction name)** public safety officials reported an **(describe the event, emergency incident)**. The **(event)** occurred at **(location and time)** today. The **(person in charge)** and/or Chief Fire Officer request that all persons in **(name of district of the Borough of Point Fortin)** should listen to the radio or television for further information”.

Shelter in Place Message

“At **(time)** today, **(jurisdiction name)** public safety officials reported an industrial accident involving hazardous materials. The accident occurred at **(location and time)** today. The **(person in charge)** and/or Chief Fire Officer request that all persons in **(name of district of the Borough of Point Fortin)** should remain inside their houses or other closed buildings until their radio, television or public safety officials say they can leave safely. If you are in the affected areas, go indoors and remain inside. Turn off ventilation and cooling systems. Close all windows, doors and vents and cover cracks with tape and wet rags. Keep pets and children inside. If you are inside and experience difficulty breathing, cover your mouth and nose with a damp cloth. If you are outside, cover your nose and mouth with a handkerchief or other cloth until you can reach a building. Failure to follow these instructions may result in exposure to the hazardous material. Listen to the radio or television for further instructions. This message will be repeated at intervals until conditions change.



Prepare to evacuate message

“At **(time)** today, **(jurisdiction name)** public safety officials reported a potentially serious condition involving **(description of situation)**. The accident is occurring at **(location)**. The **(person in charge)** and /or Chief Fire Officer request all persons in **(name of district of the Borough of Point Fortin)** to stay indoors and prepare to evacuate. If you are in your home, gather all necessary medications and clothing. You do not need to evacuate at this time, but stay tuned to this station for further instructions. This message will be repeated at intervals until conditions change.

Evacuation Message

“At **(time)** today, **(jurisdiction name)** public safety officials reported an incident involving **(description of situation)**. The incident occurred at **(location and time)**. The **(person in charge)** and/or Chief Fire Officer request all persons in **(Name of district of the Borough of Point Fortin)** to evacuate the area in an orderly manner. Please take the following actions to secure your home before you leave **(instructions may include shutting off gas, water and electricity, etc.)** Drive or walk towards **(evacuation route)**. Emergency personnel will be along this route to direct you out of the area. Please observe normal traffic laws. Failure to leave the area may result in severe injury or death. This message will be repeated until conditions change”.



Appendix 3. POINT FORTIN BOROUGH CORPORATION DIRECTORY

NAME	POSITION	CONTACT
ABDON MASON	HIS WORSHIP THE MAYOR	648-2124 ext. 221 / 648-0451
DONNAMAY TAYLOR	CHIEF EXECUTIVE OFFICER	648-2124ext. 232/709-1006
CHRISTOPHER Mc SWEEN	POLICE INSPECTOR	648-2124ext. 239/775-8413
MARLENE JOSEPH-MOHAN (ACT)	ADMINISTRATIVE ASSISTANT	648-2124ext. 241
IMTIAZ HOSEIN	ENGINEER	709-1000
OOSHA JAGDIN	PUBLIC HEALTH INSPECTOR III	775-8289
	TRANSPORT/WORKSHOP FOREMAN	464-4123
	DISASTER MANAGEMENT COORDINATOR	648-6656/1486 – 648-2124 ext. 261
IAN ALLERT	TOWN SUPERINTENDANT	765-3167
	WORKS FOREMAN /PROCUREMENT OFFICER	709-1102
	CHIEF SHELTER MANAGER	709-0774
MARLENE LA FORTUNE	PUBLIC HEALTH INSPECTOR II	709-1427
WENDY CHANG FUNG	ACCOUNTANT II (Ag.)	709-1342
VICTORIA ALLUM	PERSONEL/INDUSTRIAL RELATIONS OFFICER (PIRO)	
HAZE ANN CUMMINGS	DMU COORDINATOR	678-7524
ANN POWDER	FIELD OFFICER	709-1290
CHERYL NICHOLAS	FIELD OFFICER	744-6015
THOMAS PETERS	COMMUNICATION TECHNICIAN	



Appendix 4.

TRANSPORT AND EQUIPMENT

VEHICLE LISTING

REGISTRATION	VEHICLE DESCRIPTION
TAL 4654	Wheel tractor
TAF 1590	Trailer Converter Welding Unit
PCP 4058	Omnibus
TCC 7251	ISUZU Dump Truck
TCK 1340	Hiab Truck
TCC 7714	Mit. Dump Truck
TCM 5952	Toyota Flat bed
TBY 7951	Nissan Dump Truck
TCH 5542	Double Cab Flat Truck
TCC 3942	1 Ton Flat Truck
TCF 1764	Backhoe
TBG 2752	Pick up Carrier
TBL 6388	Cesspool Truck
PBX 5386	Kia Mini Bus 12 seater
TCC 8418	Double Cab Flat truck
TBY 7396	Nissan Mini Bus 15 seater
TCL 9203	Double Cab Pickup
TCL 9204	Double Cab Pick up
TCL 9205	Double Cab Pick up



TCN 4548	Bob Cat (accessories – Auger/ Broom/ Bucket/ Hoe/ Forklift)
TCC 8417	Double Cab Pick up
TCN 7972	Water Tender – compatible with Fire Service and Atlantic fire units
PCB 4974	SUV
PCB 9476	SUV
TDD 9074	FORD RANGER 4X4
TCT 5499	Backhoe #1
TCW 5012	Twin Cab Flat Bed
TCS 2971	Cesspool
TDR 6157	Toyota Hilux
TDP 9744	Twin Cab Flat Bed
TDS 1210	Hudson Trailer
TDC 6862	Flat Bed Twin Cab
PCU 199	Camery
TAG 2752	Mitsubishi
TDN 1503	Benz Truck
TCW 6665	Twin Cab Flat Bed
XDA 8437	Motor Roller (5ton)
PCB 3440	Lancer
PCM 1432	PAJERO – STATION WAGON
PCL 5574	SORENTO
XCS 3441	MOTOR ROLLER
PBY 4201	TOYOTA - PRADO
TBG 3642	3 TON DUMP TRUCK
TCT 6792	WHEEL TRACTOR



Police Vehicles

REGISTRATION	VEHICLE DESCRIPTION
TDE 7163	Van
TCM 943	Van
TCA 7525	Van
TCM 887	Van

APPENDIX 5. LIMITATIONS:

Due to inadequate storage space the Point Fortin Borough Corporation stock of bulk items cannot be readily available; however, there are verbal agreements with suppliers to provide stock on request in a disaster event.

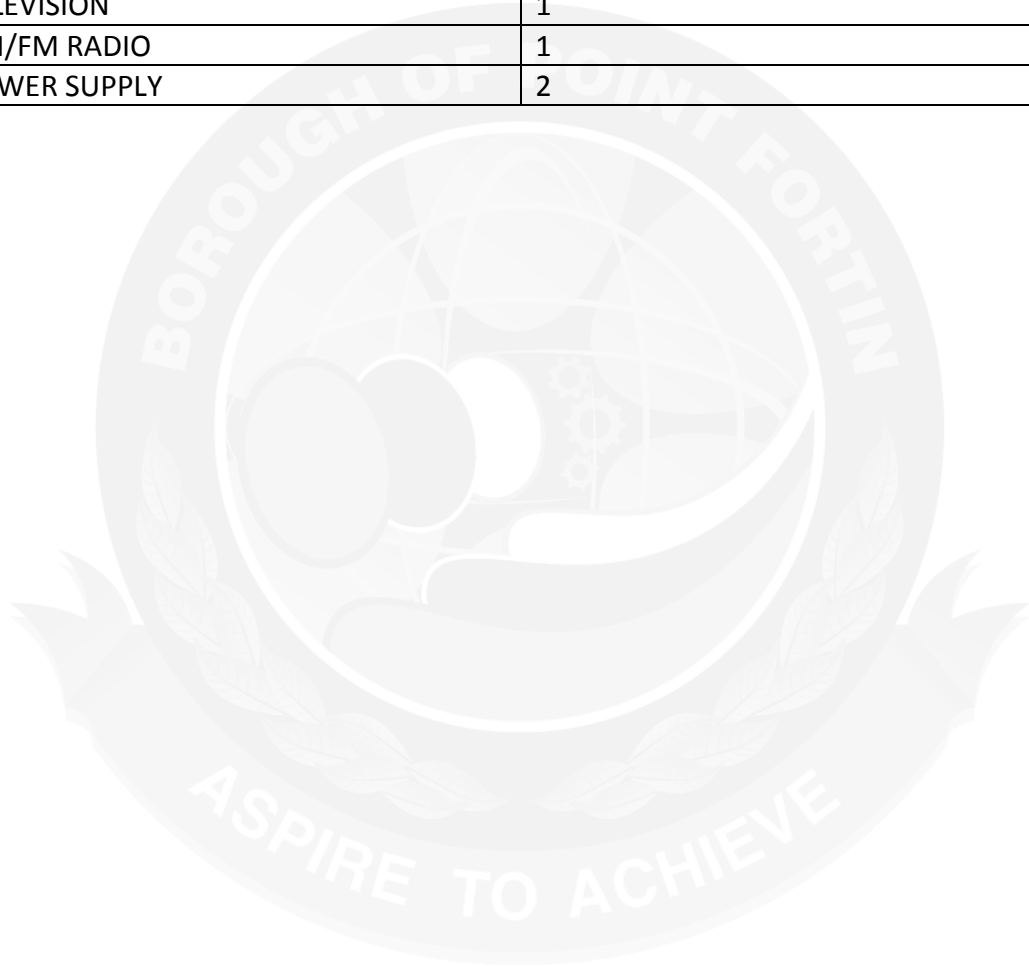
EQUIPMENT

DESCRIPTION	QUANTITY
DIESEL GENERATOR	2
GAS GENERATOR	4
CHAIN SAW	3
POWER WASHER	2
TRASH PUMP	1
FLASH LIGHTS	4
LANTERNS	17
COTS	27
TRUNKING RADIO	2
WIRELESS (HAND-HELD) RADIO	18
VHF RADIO	2
HF/UHF RADIO	1
BATTERIES (STAND-BY)	2
COBRA CITIZEN BAND	1
POWER SUPPLIES	1

EQUIPMENT	QUANTITY
REFRIGERATOR	1
MICRO WAVE	1
TARPAULIN	6
SHEET SETS	8
MATTRESS	
TELEPHONE	3
FAX MACHINE	1



CABINETS	2
FILING CABINETS	2
MAP CABINET	1
LAP TOP	2
COMPUTER	7
PROJECTOR	1
PROJECTOR SCREEN	1
POWER DOME	1
WEATHER STATION	1
TELEVISION	1
AM/FM RADIO	1
POWER SUPPLY	2



Appendix: 6. Shelter Listing

Centre	Address	Tel.	Justification	Main Risk Factors
Point Fortin West Secondary School	Reid Road, Point Fortin	648-3232 762-3248© 677-5345(H)	It can accommodate ninety (90) persons and has fourteen shower heads for both male and female together with ten (10) male and seventeen (17) female toilets.	Earthquake, Hurricane/Heavy rainfall access road can become flooded. However, access and egress is possible from Montano Street
Point Fortin R.C School	Modeste St. Point Fortin	648-9286 785-9689	It is well placed on a gentle slope and can accommodate seventy three (73) persons.	Diesel is stored by a private company to the south of the school. Wind direction may compromise school safety (fire).
South West Regional Sports Complex	Techier Link Road, Point Fortin	648-4137	It can accommodate two hundred and fifty five (255) persons and has a large parking area	Pipe lines (both gas and oil) are located to the West and North of this facility, which makes it vulnerable to earthquake, oil/gas emissions and explosions.
Point Fortin A.C. School	School Road Point Fortin	648-2212	It has a large recreational area with eight (8) male and female toilets, bathrooms and/Kitchen facilities	Parking is restricted. Heavy rainfall the quadrangle floods
Point Fortin R.C. Church	Guapo/Cap De Ville Main Road Point Fortin	648-2206	It can accommodate one hundred and seven (107) persons and has a large parking area	Two main drains that runs along to the west of this facility, floods whenever there is heavy rainfall
New Village Community Centre	Pilgrim St., New Village	648-1679	It is well placed on a gentle slope, it can be accessed from three (3) main streets	Parking is restricted, wheel chair accessibility is restricted, however with assistance accessibility will be possible for wheel chair
Point Fortin East Secondary School	Egypt Main Road, Point Fortin	648-2234	It can be easily access from main road, can accommodate one hundred and fifty five (155) persons and adequate parking area	This area is prone to flooding



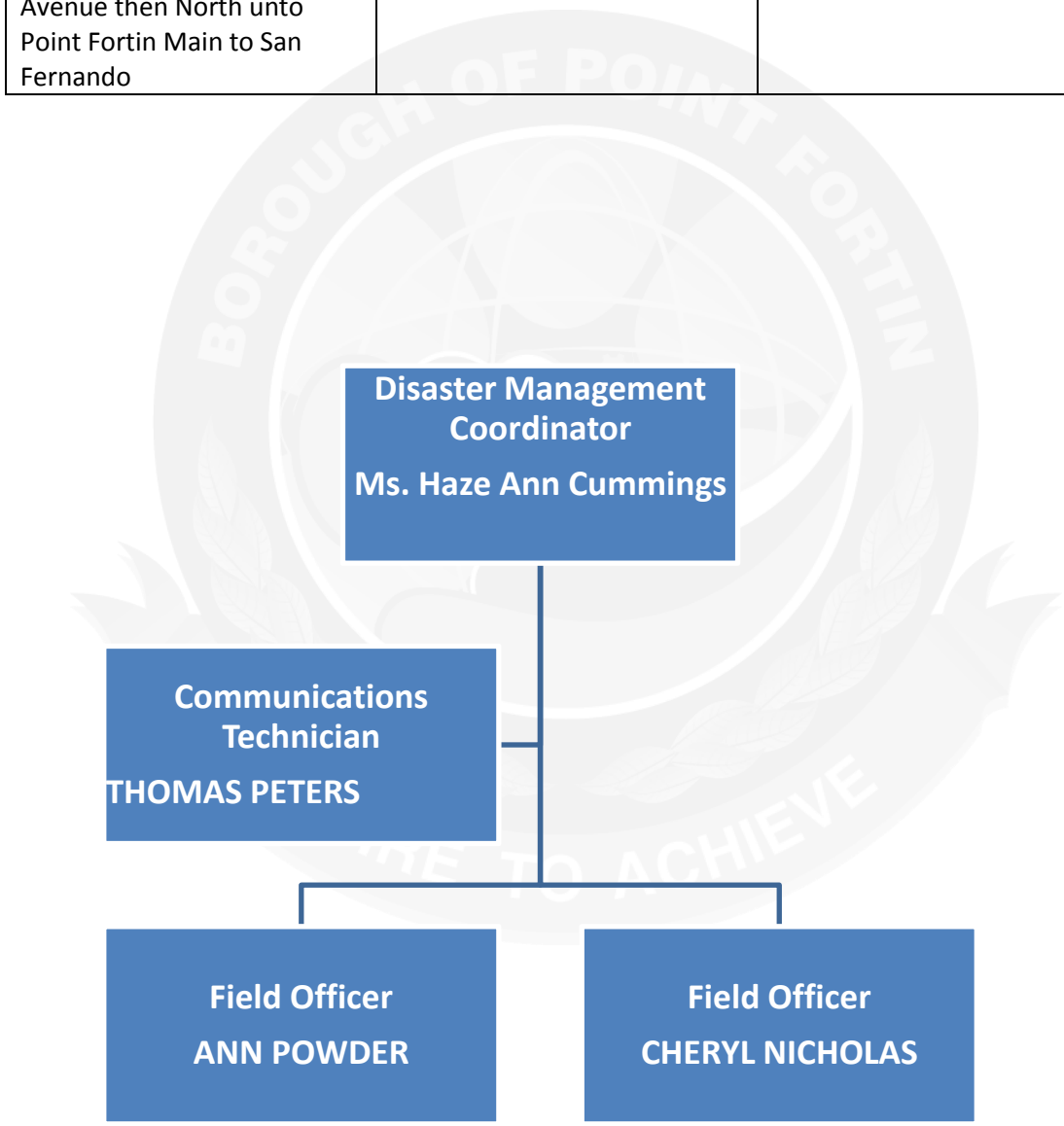
Open Bible Cathedral, Point Fortin	Cap De Ville Main Road, Point Fortin	648-4769	It can be easily access from the main road, can accommodate one hundred (100) persons and adequate parking facilities	Pipe lines (both gas and oil) are located to the West of this facility and also a Heater Treater Unit (Petrotrin) is located to the South of this facility.
Mount Beulah Evangelical Baptist Church	Warden Road, point Fortin	702-1576	It is well placed on a gentle slope. Can accommodate thirty (30) persons	An area in close proximity to this location has shown signs of land slippage.
Point Fortin Church of Christ	Bryce Road, Point Fortin	648-3258 648-0810	It can accommodate forty two (42) persons	During heavy rainfall water collects to the rear of the church which can be a breeding ground for mosquitoes.

Appendix: 7. Evacuation Routes

Route	Districts	Hazards
Techier Main Road leading East to Eastern Avenue, then North unto the Point Fortin Main Road leading North to San Fernando	Techier Village	Flooding
Guapo Cap De Ville Main Road leading West onto Reid Road, then North unto Point Fortin Main Road leading North to San Fernando	Egypt Village	Flooding
Guapo Cap de Ville Main Road leading South to Warden Road, East unto Warden Road, North unto Pilgrim Street, then West unto Gerald Street ,then North unto Southern Central Main Road	Point Ligoure/New Village	Industrial explosions (oil and gas), Landslides and deplorable road conditions
Atlantic Avenue leading West unto Reid Road, then North unto Point Fortin Main Road to San Fernando	Cap de Ville Main Road	Flooding, Industrial explosions (oil and gas)
South unto Guapo/Cap de Ville Main Road leading West unto Warden Road, then into New Village, then East unto	New Village/Southern Central Main Road.	Industrial explosions (oil and gas), landslides



Gerald Street unto Pilgrim then East unto High Street, then North unto Southern Central Main Road.		
Emergency Vehicles Route		
From the Hospital at Volunteer Road leading East unto Canaan Road, Turn North unto Techier Main Road, then East unto Eastern Avenue then North unto Point Fortin Main to San Fernando		



DMU ORGANISATIONAL CHART

Appendix: 8.





Appendix: 9. Map of Trinidad showing the Borough of Point Fortin



Vulnerable areas of Point Fortin

Area	District	Vulnerabilities
Guapo		
August Joseph Street	Gonzales	Flooding
Gonzales Main Road	Gonzales	Flooding, Transient chemicals and hydro carbons emissions and fires
Savannah Road	Gonzales	Flooding
Savannah Road Extension		Flooding
Guapo Main Road (Primary School)	Gonzales	Flooding, Transient chemicals and hydro carbons emissions and fires
Guapo River Road	Gonzales	Flooding
Sesame Street	Gonzales	Flooding
Egypt		
Reservoir Hill Extension		Flooding, land slide
Dam Road		Flooding, hydro-carbon emissions
New Dam Road		Flooding hydro-carbon emissions
Egypt Village Avenue		Flooding
Southern Central Main Road		Flooding
Fortune Street		Flooding
Sookram Street		Flooding
Mervyn Caton Street		Flooding
Jattan Street		Flooding
Point Fortin		
Reid Road	Point Fortin	Flooding, hydro carbons, fire, transient chemicals.
Reid Road Extension	Point Fortin	Flooding
Petrotrin Tank Farm Drain (Reid Road)	Point Fortin	Flooding, hydro carbons, fire
PFBC Car park	Point Fortin	Flooding, hydro carbons, fire
Point Ligoure (Dead Man Drain)	Point Fortin	Flooding



Atlantic East Gate (Point Ligoure)	Point Fortin	Flooding, hydro-carbon emissions
Fanny Village		
Country Street		Flooding
Gregory Street		Flooding
Dam road		Flooding
Sunset Beach		Flooding, Rising sea level, coastal erosion
Warden Road		Landslide
Cap de Ville		
Tom Street		Flooding
Nurse Street		Flooding
Osbourne Street		Flooding
Chin Kit Street		Flooding, Coastal Erosion, Rising sea levels.
Chin Yuen Kee Street		Coastal Erosion
Techier / Mahaica		
Phillip Street		Flooding, hydro carbons, fire
Adventure Road		Flooding
Eagle Hall Road		Flooding, Oil and Gas emissions and oil seepage
Handel Street		Flooding
George Road		Flooding
Archer Road		Flooding
Church Street		Flooding
Nile Street		Flooding
Clifton Hill		Flooding, Landslide, sinkhole, threatening trees

Note: Geographically Point Fortin is below sea level, however, in 2014 the Disaster Management Unit had not received any flooding reports which had impacted residents. Point Fortin Corporation had embarked on mitigation work such as erecting drains and modifying drains through-out Point Fortin.

Point Fortin is also vulnerable to Gas, Oil wells and industrial explosions. There are areas surrounding this Borough that has many oil seepages, oil wells with both oil and gas lines which transport fuel under high pressure.

Coastal Erosion continued in the specified areas.



Point Fortin Borough Corporation Disaster Management Unit
Appendix: 11.

OPERATIONS SCHEDULE FORM

Shift Duration _____ am/pm- _____ am/pm

Shift Coordinator: _____ Contact
No. _____

Shift Personnel:

(1) _____ Contact
No. _____

(2) _____ Contact
No. _____

(3) _____ Contact
No. _____

(4) _____ Contact
No. _____

(5) _____ Contact
No. _____

(6) _____ Contact
No. _____

Shift-Activity
Schedule: _____

Remarks: _____

Signature
Shift Coordinator

Signature
Chief Executive Officer



Point Fortin Borough Corporation Disaster Management Unit

EOC VISITOR SIGNATURE SHEET

NAME	TIME IN	TIME OUT	PURPOSE OF VISIT	SIGNATURE



Point Fortin Borough Corporation Disaster Management Unit

EVENT ACTION FORM

No. _____

Event Date ____/____/____ Approximate Time of Event : _____ Estimated Duration: _____

Event Type: Hurricane ☐ earthquake ☐ industrial ☐ explosion ☐ flooding ☐ civil ☐ rest

Other (please specify): _____

Areas Affected: _____

Extent of Damage: _____

Casualties: Y ___ N ___ (# ___) Approx. No. of Affected Persons: _____

Action Taken: _____

Agencies Involved: _____

Signature of DMU Coordinator

Signature of Surveyor



Point Fortin Borough Corporation Disaster Management Unit

EVENT LOG

Event	Date of Occurrence	Log No.



Disaster Management Organizational Chart

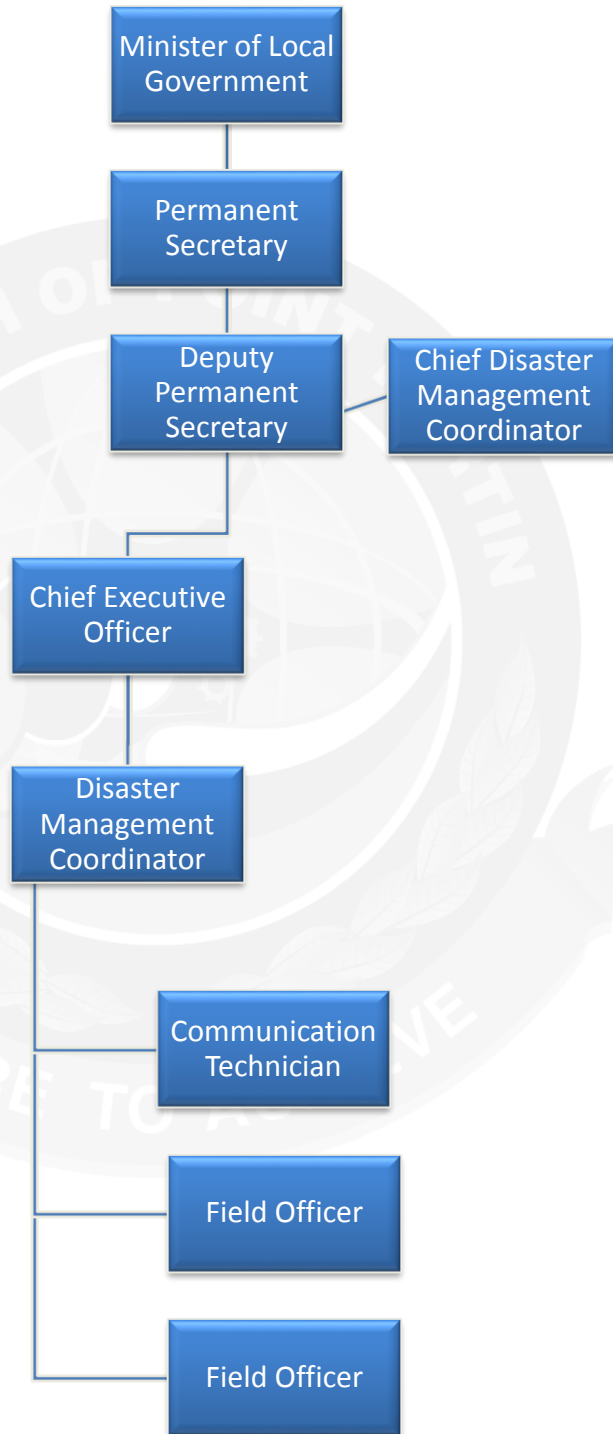
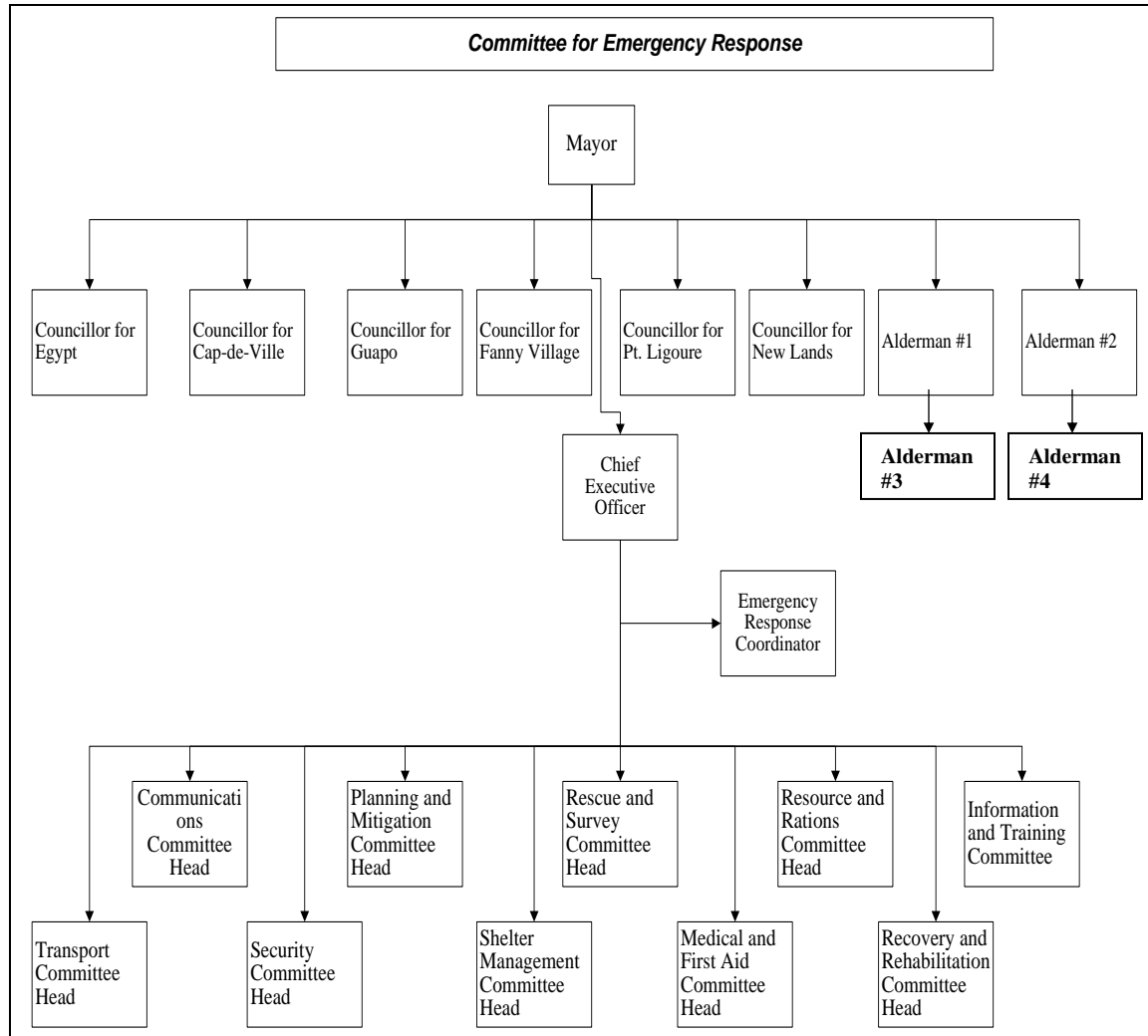


Figure : Emergency Response Plan- Organizational Chart



Evacuation Plan

If the need for an evacuation of the Borough of Point Fortin or any of its municipalities is required the Point Fortin Corporation in conjunction with the Trinidad and Tobago Fire Service, Trinidad and Tobago Police Service (TTPS) in Point Fortin and /or Point Fortin Municipal Police will notify residents with the use of a mobile public address system.

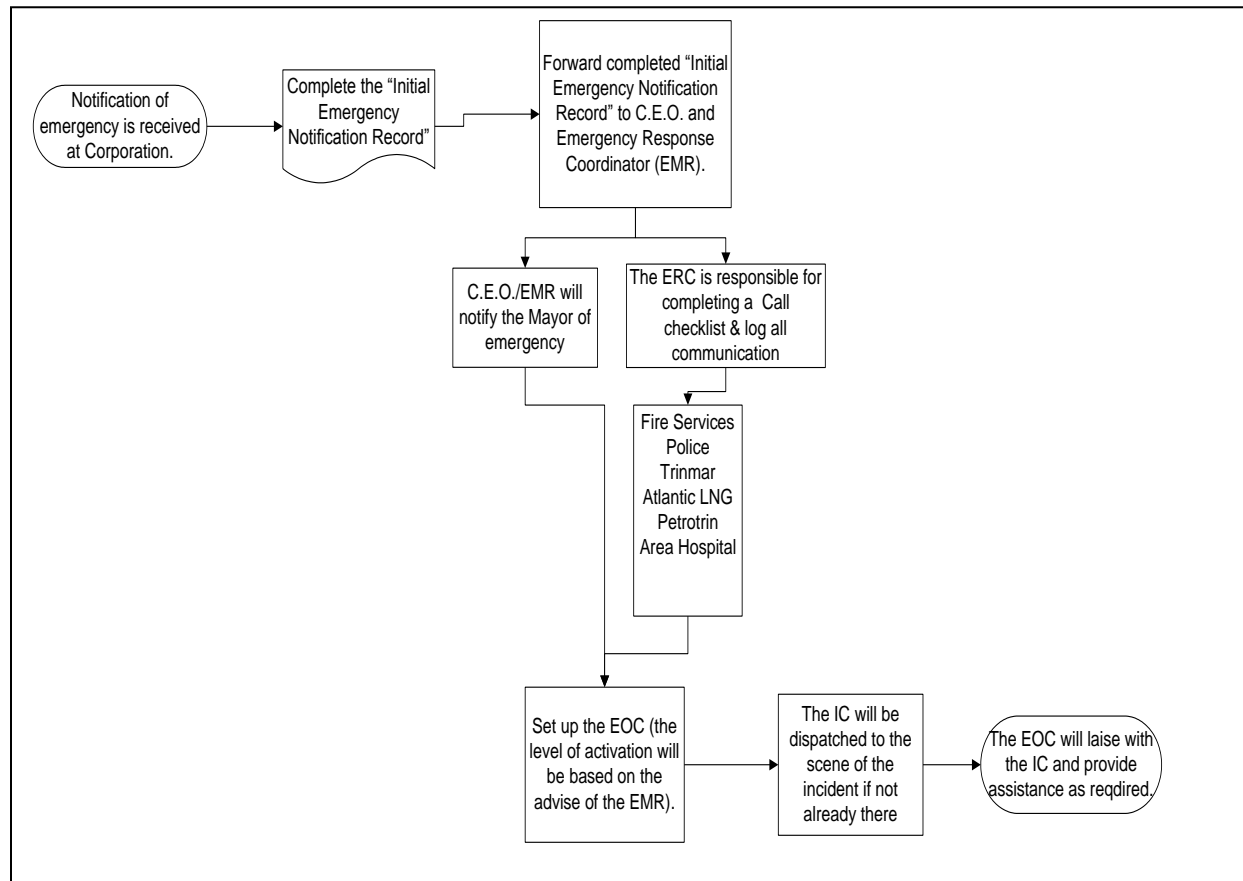
The Communication to residents will provide brief information on the emergency, possible threats to residents and the location and suggested routes to designated shelters.

The Councilors assigned to each electoral District will:

1. Assist in coordinating the evacuation activity of all residents. In addition he/she will ensure that personnel do not re-enter the area until notification is given.
2. Provide required assistance to persons with special needs.
3. Report pertinent information to the EOC (e.g. evacuation status, location of persons with special needs, type and location of that emergency).
4. Report on the designated muster area/shelter and await further instruction from Emergency Coordinator.



Figure : Actions following receipt of an Emergency Notification

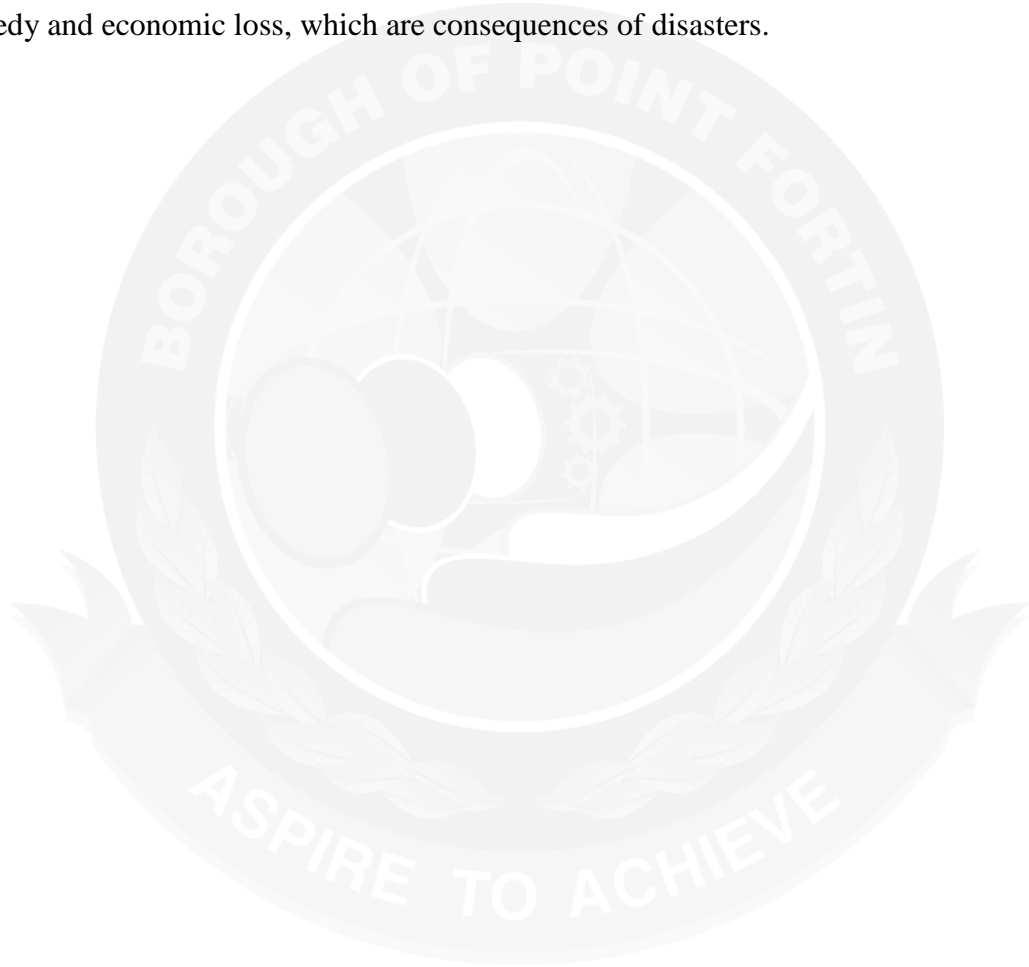


- ❖ If the Incident Commander/Senior Fire Officer assesses the need for Community Emergency response, he will instruct the Fire Station Sentry to call the Borough Emergency Coordinator at (648- 6656/1486 or 648-2124 ext. 261).
- ❖ The Emergency Response Coordinator will then initiate further response and resources through the Emergency Operations Centre using the contact listing.
- ❖ After the emergency, a stand down must be announced by the Emergency Response Coordinator for all responding agencies.



CONCLUSION

The Hazard Reduction Process does not rely solely on the clever use of technology. It is rather an attitude of Hazard Consciousness that lies in the heart. The awareness of Hazard risk and the willingness to act on this awareness lies both in personal and in public policy. If we act together, we can apply our expertise, resourcefulness and enthusiasm. Additionally, we would be able to achieve disaster reduction, reduce human tragedy and economic loss, which are consequences of disasters.



ADDENDUM 1

EMERGENCY CALL OUT PROCEDURES

INCIDENT MANAGEMENT SYSTEM

- Call received from the victim.
- Whenever an emergency occurs, the Fire Service is the first responder and must be called at the following emergency numbers – 990/777-0595/ 3746.
- The Fire Station Sentry will simultaneously call the Police at 999/648-0400 for Traffic and Security Response.
- The DMC will call Municipal Police for Traffic and Security Response.
- Where the call is of a nature that warrants assistance by other Units, the Fire Station Sentry would call Atlantic LNC Control Room 224-2564/648-2916 EXT 2999 or Petrotrin at 648-3333 or T&TEC at 648-2791/ 1779.
- Should there be a casualty situation, be it low on mass the Senior Fire Officer would instruct the Fire Station Sentry to call the Hospital at emergency numbers 648-3281/ 3121/ 3234. To prepare for incoming casualties, Ambulance Service Response from Atlantic LNG- 224-2564/648-2916 EXT. 2999, Petrotrin 648-3333 and TRINMAR – 648-2210.
- If the Incident Commander/The Senior Fire Officer assesses the need for Community Emergency Response, he would instruct the Fire Station Sentry to call the Borough Emergency Coordinator at 800-7322 or 648-4424/0555/2124 EXT. 260/244/239/229.
- The Emergency response Coordinator would then initiate further response, resources through the Emergency Operations Centre using the Communication Grid.
- After the Emergency, a stand down must be announced by the Emergency Response Coordinator for all responding agencies.

GAS PIPELINE – RUPTURE OR LEAK/FIRE

In the event of a Gas Pipeline Rupture or Leak/Fire, the owner/operator of the relevant pipeline would initiate and response and make safe the situation until repairs are effected. In the interim, response from the Local Emergency Committee and T&T.E.M.A.S would be initiated to protect life and property in the vicinity of the Rupture/Fire and would include the evacuation of residents should the need be to do so.

