CITY OF PORT OF SPAIN

DISASTER MANAGEMENT PLAN
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DEFINITIONS

Emergency An unexpected event which places life and/or property in danger and requires an immediate response through the use of routine community resources and procedures.

Disaster An event that requires resources beyond the capability of a community and requires a multiple agency response.

Hazard The probability of the occurrence of a disaster caused by a natural phenomenon (earthquake, hurricane), by failure of manmade sources of energy (industrial explosion, unusual risk), or uncontrolled human activity (overgrazing, heavy traffic, conflicts).

Mitigation Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards.

Response Activities that address the short-term, direct effects of an incident, including immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and incident mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes.

Recovery Recovery is the effort to restore infrastructure and the social and economic life of a community to normal, but it should incorporate mitigation as a goal. For the short term, recovery may mean bringing necessary lifeline systems (e.g. power, communication, water, sewage and transportation) up to an acceptable standard while providing for basic human needs (e.g. food, clothing, and shelter) and ensuring that the societal needs of individuals and the community are met (e.g. maintain the rule of law, provide crisis counseling, demonstrate that people do care and that help is becoming available). Once some stability is achieved, the jurisdiction can begin recovery efforts for the long term, restoring economic activity and rebuilding community facilities and family housing with attention to long-term mitigation needs.
1.0 INTRODUCTION
The Port of Spain Corporation was mandated to prepare a disaster management plan with a view
to enabling the capability of the city of Port of Spain to respond to and manage emergency or
disaster situations within its administrative boundaries.

Personnel from government, private and non governmental agencies in the city worked under the
umbrella of the Disaster Management Committee in a planning process approved by the Ministry of
Local Government and the Office of Disaster Preparedness and Management.

The plan identifies the possible hazards that could affect the city and details the control structure
and operations, the process for recovery and provides for support from external agencies.

For this Disaster Management Plan to be effective, all stakeholders must be familiar with the
contents.

1.1 PURPOSE
The purpose of the city of Port-of-Spain’s Disaster 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 the city of Port-of-Spain.

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 Port of Spain Corporation, Ministry of Local Government, the Office of Disaster Preparedness
and Management and members of the Disaster Management Committee.

This plan was signed off by the Mayor and Chief Executive Officer in approval of the contents.

The contents of the plan do not authorize or condone actions that may contradict other legislations
or regulations. Therefore, in the event of a conflict, the legislation or regulation prevails.

However, in connection with policies, procedures and plans of the Port of Spain Corporation, the
City of Port of Spain Disaster Management Plan takes precedence in the event of a conflict. In
light of this, officials of the Corporation should make every effort to be knowledgeable about the
contents of the plan to avoid non-conforming with same.

1.2 SCOPE

a) The city of Port-of-Spain’s Disaster Management 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 plan also provides for 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 Port of Spain Corporation and cooperating agencies to undertake the following:

- Prevent and minimize disasters;
- Reduce the vulnerabilities of people and property to disaster; and
- Establish capabilities to respond effectively to the actual occurrences of a disaster.
1.3 LEVELS OF EMERGENCIES

The Office of Disaster Preparedness and Management 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 local government body or entity, in this case, the Port of Spain Corporation, 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 activated to coordinate activities in the region and regular communications channels be maintained with the ODPM.

  Once operations have ended a final report must be lodged with the Ministry of Local Government.

- **Level II**

  This level is so identified when events are occurring in two or more municipal regions or 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 National Emergency Operations Centre, those agencies deemed critical to monitor, evaluate and coordinate responses to situations on the ground, in readiness 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 or 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 an area a disaster (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.
1.4 DESIGN

It is the responsibility of the Port of Spain Corporation to protect lives and property from the effects of hazardous events. In this regard, the Disaster Management Plan will be designed to respond to emergencies or hazards, both natural and man-made of varying magnitudes and would involve putting systems in place with logical step-by-step procedures.

The plan will also provide information related to the Emergency Operating Control Structure, position responsibilities, operations management, security and access, the Emergency Operating Centre, initial damage assessment procedures and the dissemination of information.

Appendices listing details of support staff and emergency response resource inventories are attached.

1.5 AUTHORITIES

This Plan is based on the guidance of the following legal documents:

a) Disaster Measures Act Section 2, Subsection (1) and (2)
   (1) where any area in Trinidad and Tobago is affected or is imminently likely to be affected by any fire, flood, landslide, hurricane, earthquake, disease or other calamity, the President may by Proclamation declare that area a disaster area.

   (2) a Proclamation referred to in subsection (1) shall define the disaster area and specify the circumstances giving rise to the area being declared a disaster area.

b) Fire Service Act, Section 35 (a) and (b)
   It is the duty of every fire officer:
   (a) to preserve life and property from fire or other disaster;
   (b) to report to a senior officer of the Fire Service or senior officer of Police any act or omission occurring either before, during or after a fire or other disaster that, in his opinion contributed directly or indirectly to damage or danger.

c) The Environmental Management Act, Section 16, Subsection (1) (e)
   (1) (e) promote educational and public awareness programs on the environment.
1.6 POLICY STATEMENTS

a) Limitations:

Due to the nature of an emergency or disaster, 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 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 emergency or disaster operation may be suspended for the duration of an emergency and all efforts redirected to accomplish emergency tasks.

During an emergency response, the employees of the Port of Spain Corporation not otherwise assigned emergency or 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:

Employees of the Port of Spain Corporation may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. In this regard, 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 have the information communicated through the Port of Spain Corporation Emergency Operations Centre.

d) Non-Discrimination:

All local activities will be carried out in accordance with the Equal Opportunities Act. Thus, it is the Port of Spain Corporation’s 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) Burgesses Preparedness:

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

f) Information Dissemination:

The Port of Spain Corporation will make every effort to provide information to the public through public address systems, the media electronic devices and electronic boards located in Port of Spain to assist burgesses in dealing with an emergency.

The Disaster Management Unit has already started an education programme in schools, government offices, hospitals, health centers and private institutions where vital information regarding disaster preparedness is shared.
1.7 ASSUMPTIONS

I. The Port of Spain Corporation will establish a Memorandum of Understanding with the key stakeholders in the city that speaks to rendering assistance in times of need.

II. The Port of Spain Corporation will establish a Memorandum of Understanding with nearby Corporations to assist in times of need should the Corporation’s capacity and capability become overwhelmed or depleted.

III. Assistance would be made available through the office of the Chief Disaster Management Coordinator should the Port of Spain Corporation require additional resources, equipment or expertise to that which is provided by the nearby Corporations.

1.8 REVIEW AND UPDATE

An update of the Plan, including a review of the Port of Spain Corporation responsibilities and procedures, will be conducted by the staff of the Disaster Management Unit annually to ensure that the content remains current and to accommodate changes in organizations, such as the structure, officials, departments and services.

The annual review will be co-ordinated by the Disaster Management Coordinator in co-operation with the Chief Executive Officer and members of the Disaster Management Committee.

The output of the exercise will be an evaluation report of the exercise, an updated record of amendments and the revised city of Port of Spain Disaster Management Plan, which must be signed off by the Mayor and Chief Executive Officer approving the contents of the document.

1.9 SITUATION ANALYSIS

The city of Port of Spain Disaster Management Plan has been developed to address any emergency or disaster situation occurring within the administrative boundaries of Port of Spain. To do so, an analysis of the possible hazards and spatial content of the city was undertaken.

2.0 HAZARDS OR RISKS

The hazards listed in the table below have been identified as those that would impact the city.

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<th>MAN-MADE</th>
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<tr>
<td>Earthquake</td>
<td>Unusual Risk (bomb scare)</td>
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<tr>
<td>Explosion</td>
<td>Acts of Terrorism</td>
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<tr>
<td>Hurricane/Storm Surges</td>
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<td>Major Fires</td>
<td>Mass Casualty Incidents</td>
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<tr>
<td>Landslide</td>
<td>Boating Accidents</td>
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2.1 CHARACTERISTICS OF PORT-OF-SPAIN

Port-of-Spain is the capital city of the twin island state of Trinidad and Tobago. The city lies on the north-west side of the island between the sea and the foothills of the Northern Range of mountains.

The land within the city is flat, except for Belmont, Gonzales and East Dry River in the east, which reaches into Laventille Hills and Cocorite in the north-west which rise into the Northern Range.

The city is bordered by the Gulf of Paria in the south, in the west the boundary extends from Cocorite Flyover along Fort George Road, around the Queens Park Savannah in the north to Lady Young Road and to a point just below the Trinidad Hilton. In the east, the boundaries encompass Belmont, Gonzales, East Dry River and Sea Lots.

The population is 37074 (male – 18008; female – 19066) with a population density of 3090.

a. Major Roadways:

There are three (3) major highways and three (3) main roads that provide ingress and egress to the municipality.

i. Audrey Jeffers Highway
ii. Beetham Highway
iii. Bus Route
iv. Western Main Road, St. James
v. Lady Young Road
vi. Eastern Main Road

b. Waterways:

i. Bournes Road River
ii. East Dry River – (St. Anns River)
iii. Maraval River

c. Chemical and Gas Using Facilities

i. National Petroleum Marketing Company – Sea Lots
ii. National Fisheries Co. (1995) Ltd. – Production Avenue, Sea Lots
iii. Water and Sewerage Authority – Sea Lots
iv. Port Authority of Trinidad and Tobago – Wrightson Road
v. National Flour Mills

d. Drinking Water Sources/Intakes:

i. Hollis Reservoir – East Trinidad
ii. Queens’ Park Savannah

e. Special Population:

There is a special populations in Port of Spain who are housed at the following institutions –

a) Blind Welfare – 50 non sighted persons
b) Lady Hochoy Home – 82 children
c) Princess Elizabeth Centre – 45 children
d) Senior Citizen Homes – 143 persons

There is a total of two thousand and fifty-seven (2057) special population persons residing in private dwellings throughout Port of Spain.
3.0 DISASTER MANAGEMENT CONTROL STRUCTURE

Emergencies and disasters are events which by their nature of magnitude require a co-ordinated response from more than one department, division and external stakeholder agency led by the designated personnel. In the case of such an event occurring (or be identified as imminent) the procedures within the plan and set out from this section forward are to be initiated.

A. Emergency Operating Centre (EOC) Team:

The Port of Spain Corporation’s EOC Team comprises the following persons:

- Chief Executive Officer (Emergency Operating Centre Director)
- Disaster Management Coordinator
- Superintendent, City Police
- City Engineer
- Senior Police, Port of Spain Division
- Trinidad and Tobago Fire Service Representative
- Communication Technician
- REACT Representative

B. Responsibilities

Chief Executive Officer

The Chief Executive Officer is designated as the EOC Director of the Disaster and assumes direction and control of the emergency or disaster operations at the city level. In addition to fulfilling the duties, responsibilities and accountabilities of his/her position, the Chief Executive Officer is also responsible for:-
a. Advising the Mayor of the existence of an emergency or disaster or that one is impending and providing updated information for transmission to the media.

b. Declaring an emergency or disaster at the city level.

c. Authorizing the implementation of the city of Port of Spain’s Disaster Management Plan.

d. Activating the Emergency Operations Centre, as needed.

e. Providing leadership and direction to the Disaster Management Committee.

f. Chairing regular meetings throughout the event to inform, review, and/or update members on the situation and identify approaches to addressing matters.

g. Ensuring through the Deputy Chief Executive Officer or the Administrative Officer II that the Emergency Operations Centre and support staff is provisioned for food and beverages for the duration of the emergency or disaster.

h. Co-ordinating and re-directing the use of the Corporation’s resources through the City Engineer and Chief Medical Health Officer.

i. Informing the Office of Disaster Preparedness and Management if local resources fail to cope with the emergency, while requesting assistance from nearby Corporations.

j. Ensuring that information and reports are forwarded to the Ministry of Local Government Chief Disaster Coordinator.

k. Ensuring that the Deputy Chief Executive Officer or the Administrative Officer II keeps financial records of expenditure during the emergency or disaster.

l. Liaising with other government and private agencies to develop and continually update emergency plans.

m. Ensuring that exercises and tests of the emergency systems are conducted on a periodic basis.

**Disaster Management Co-ordinator**

The Disaster Management Coordinator supervises and co-ordinates activities within the Port of Spain Corporation's Emergency Operating Centre. In addition to fulfilling the duties, responsibilities and accountabilities of his/her position, the Disaster Management Coordinator is responsible for:

a. Advising the Chief Executive Officer and Chief Disaster Management Coordinator on activities related to all phases of the emergency or disaster response.

b. Providing assistance and support to the Chief Executive Officer, the Coordinator of the Disaster Response Team.

c. Ensuring that decisions taken at Disaster Response meetings are implemented.

d. Monitors the event through in-coming information from personnel on the ground.

e. Assisting with the preparation of briefing reports for submission to the Mayor.

f. Compiling, analyzing and evaluating data for decision making relevant to disaster management.

g. Participating in exercises of research, co-ordination and evaluation of policies, strategies, programmes and plans relevant to disaster management in collaboration with the Chief Executive Officer and other stakeholder organizations.
Superintendent, Municipal Police Officer, Port of Spain

The Superintendent, Municipal Police, Port of Spain in conjunction with the Port of Spain Division of the Trinidad and Tobago Police Service ensures the maintenance of law and order within Port of Spain, 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.

City Engineer

The City Engineer will be responsible for co-ordinating the resources (personnel and equipment) of the Corporation and other Corporations (if need be) in response to the emergency or disaster, detecting unsafe physical infrastructure, inclusive of buildings, roadways and bridges.

Trinidad and Tobago Police Service

The Trinidad and Tobago Police Service will provide representation at the Emergency Operating Centre on activation with a senior officer who will be responsible for:

a. Liaising with the Incident Commander.

b. Co-ordinating all activities of the Trinidad and Tobago Police Service as it relates to their resources (officers and vehicles) positioning and traffic flow.

Trinidad and Tobago Fire Service Representative

The Trinidad and Tobago Fire Service will provide representation at the Emergency Operating Centre on activation. The individual will be responsible for:

a. Co-ordinating the activities of the equipment and personnel of the Fire Service with respect to fire fighting and search and rescue (as applicable).

b. Assisting with evacuation and transportation of persons to safe zones and to emergency medical facilities.

c. Supervising all ambulance personnel (including Red Cross etc.) who will be under the supervision of the Trinidad and Tobago Fire Service Coordinator.

d. Liaising with the Hospital Disaster Coordinators with respect to use of the respective hospitals or any temporary facility for mass treatment of casualties.

Communication Technician

The Communication Technician in conjunction with the REACT representative ensures the maintenance of an efficient and effective communication programme by undertaking:

a. To provide accurate, factual and timely information for dissemination by the Mayor to burgesses, visitors to the city, the media and the country.

b. To conduct radio communication nets and simulation exercises.

c. To set up temporary stations for communications to feed back to the Emergency Operating Centre.

d. To ensure that backup electronic systems such as standby generators and battery systems, portable backup batteries, handy talkies, base radios, small weather station and mobile Emergency Operating Centre are operational.
4.0 THE EMERGENCY OPERATIONS CENTRE (EOC)

A. General

i. It is recognized that the nature of certain disasters do 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 or disaster operations will be directed at or near the site using the mobile EOC. 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 Port of Spain Corporation’s Emergency Operations Centre located at City Hall, Port of Spain.

ii. The Port of Spain Corporation’s Emergency Operations Centre’s primary location is at the Committee Room, City Hall, situated at #2-4, Knox Street, Port of Spain.

iii. The Disaster Management Unit, situated at #129, Quarry Street, Port of Spain will operate as the alternate Emergency Operations Centre.

iv. Once in operation, the Emergency Operations Centre will use the Office of Disaster Preparedness and Management’s standard for its National Emergency Operating Centre, with command staff designated to direct, control and coordinate the city’s response and recovery operations.

v. The Emergency Operations Centre is the coordination point for all emergency operations. All major changes, decisions and actions will be reported to this control point. The Disaster Response Team will report to the Emergency Operations Centre where the Director will coordinate the plan and the city’s response operations among the designated Emergency Operations Centre staff. Any questions or “alterations” in this plan should be reported to the Emergency Operations Centre immediately.

vi. Response to a disaster will parallel normal day-to-day functions as closely as possible and will utilize the Port of Spain Corporation’s resources to the extent possible before seeking assistance from the Diego Martin and San Juan/Laventille Regional Corporations, the Ministry of Local Government and the Office of Disaster Preparedness and Management.

B. Operation

i. The Chief Executive Officer will activate the Disaster Management Plan as necessary. In the absence of the Chief Executive Officer, the Deputy Chief Executive Officer will carry out the function. If either of these persons is unavailable the responsibility lies with the next senior officer so designated.

ii. The Chief Executive Officer will serve as the Emergency Operating Centre’s Director and will be responsible for the planning, direction and coordination of all emergency activities within the city. He/She will direct these activities through coordination with the Chief Disaster Management Coordinator of the Ministry of Local Government. The Disaster Coordinator will serve as the Operations Chief overseeing the management of the Operations Room.
iii. When the Emergency Operating Centre is first activated, the Emergency Operating Centre Director will hold the first meeting to give members an overview of the event, actions taken to date, the current situation and to identify matters needing attention. The Emergency Operating Centre Director will convene regular meetings to ensure effective control and response throughout the event. Thus members will be continually briefed, which will include a review of decisions taken, giving rise to any further actions to be taken.

iv. It is the responsibility of every member of the Disaster Response Team to inform the Disaster Management Coordinator when assigned tasks are initiated or completed.

v. In organizing the initial response to the incident and the support staff needed, the Emergency Operating Centre Director will consider the needs of the incident. The number of staff personnel is 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.

vi. It is essential that all Emergency Operating Centre staff members accurately document their expenses incurred during disaster response and recovery phases. Accurate documentation will help the city recover all eligible costs and provide information for the required reports.

vii. Administrative Forms are needed for scheduling of Emergency Operating Centre and support staff in the event that the response to an emergency or disaster continues for twenty-four (24) hours and over.

viii. Summary Records are designed to assist in maintaining accurate documentation of emergency related costs, such as payment to support staff – Corporation’s employees and employees of other Corporations and/or agencies, if utilized, equipment used from the Port of Spain Corporation and from other agencies, as identified below. Completed forms must be submitted to the Chief Executive Officer after termination of the response operation.

   a. Labour Summary Report – a listing of Corporation’s employees and employees from other Corporations and/or government or private agencies working on the disaster response.

   b. Equipment Summary Record – equipment used in the disaster response owned by the Corporation or by other co-ordinating agencies.

   c. Material Summary Record – supplies and materials either purchased or taken from the existing stock.

   d. Rented Equipment Summary Record – equipment rented or leased and the attendant costs.

   e. Contract Work Summary Record – the cost of work done by contract.
C. Security and Access

i. Members of the Emergency Operations Centre Team will wear the official identification badges, which will be openly displayed and will be the only personnel allowed access to the Emergency Operations Centre.

ii. Authorized visitors may be permitted entry, but must be issued a “Visitor” badge which must be visibly displayed when entering and while in the Emergency Operations Centre.

iii. Identification will be required during emergency operations in order to control the movement of individuals within areas affected by the disaster.

iv. Individuals requiring access to the area will be required to present one of the following forms of identification:
   a. Essential Personnel: Port of Spain Corporation issued employee identification cards or if from another Corporation or government agency, the employee identification issued.

D. Emergency Operations Centre Equipment

i. Flip chart board with paper.

ii. White board.

iii. Maps of the twelve (12) electoral district detailing geographical features, access routes and other data.

iv. Computer and internet connections and land line access.

v. Radio communication to ground personnel.

vi. Stationery.

vii. Fax and photocopier.

viii. Television Set.
5.0 RISK REDUCTION OPERATIONS

In order to minimize the effects of disaster, the Port of Spain Corporation shall endeavour to provide services to mitigate or reduce the risks or impact of a natural or man-made emergency of disaster.

In this regard, the Corporation will undertake the following:

- Routine maintenance activities of all physical infrastructure and facilities under its purview;
- Conduct periodic exercises and drills to evaluate the city’s capabilities and preparedness;
- Train personnel to form Community Emergency Response Team;
- Educate children and adults on response mechanisms in relation to an emergency or disaster.
- Develop educational material dealing with all aspects of emergency or disaster management for use in the education programme.
6.0 PUBLIC INFORMATION

6.1 Office of the Mayor of Port of Spain

The Mayor of Port of Spain serves as the spokesperson with respect to any emergency or disaster situation in the city of Port of Spain, except in the specific circumstance where the technical individual is required to clarify.

On the advice of the Chief Executive Officer, he/she will announce a Local State of Emergency (if needed) and if necessary, order an evacuation of the community, or affected areas.

In the absence of the Mayor, the Deputy Mayor will assume responsibility for the direction and control of an incident.

In this regard, the Information Centre will be located at the Mayor’s Office, City Hall to provide timely and accurate information to the media.

6.2 Alert and Warning

a. The purpose of the warning process is to provide efficient alerts and warnings to the Port of Spain Corporation’s elected officials, the various department heads, the responding emergency personnel in the city and the community, of an actual or impending emergency situation. The Chief Executive Officer 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 i.e. through GISL verbatim to other media houses.

c. When required, the Port of Spain Municipal Police together with the Port of Spain Division, Trinidad and Tobago Police Service and Fire Service 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. The use of the electronic boards will also be used to sensitize burgesses.
7.0 EMERGENCY ASSISTANCE

Whenever the Disaster Plan is activated; the Port of Spain Corporation must be ready to provide assistance to burgesses and visitors to the city. This can be done through sheltering in place (at home), evacuation or provision of shelter for persons losing same.

7.1 Evacuation
   a. This process provides for the evacuation of people from areas in the city of Port of Spain where hazards from a natural or man-made disaster threatens their safety and health. The Chief Executive Officer or his/her designee has the primary responsibility for the safe evacuation and sheltering for the citizens of Port of Spain.

   b. Prior to any order of evacuation, the Chief Executive Officer will contact the Ministry of Local Government and the Office of Disaster Preparedness and Management to discuss and coordinate the plans for evacuation before implementation.

7.2 Sheltering

This function provides for the use of local facilities to shelter 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 Disaster Management Coordinator will co-ordinate the sheltering activity, in terms of determining the shelter to be used and liaising with the relevant Shelter Manager.

Appendix II gives a full listing of approved shelters and the responsible personnel.

7.3 Medical Assistance

The nature of the emergency or disaster may impact persons in the city, such that they may be in need of medical assistance. In this regard, a list of hospitals and health centres are detailed in Appendix III.

8.0 CONTINUITY OF GOVERNANCE

Continuity of local government is critical. The city’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 Port of Spain Corporation.

The purpose of the continuity of governance focus is to reduce or mitigate disruptions to normal local government operations. Specifically, it is about achieving a timely and orderly recovery after an emergency and ensuring the restoration of full Corporation’s services to the residents of the affected area(s) by:

1. Preserving lawful leadership and authority.
2. Preventing the unlawful assumption of authority.
4. Implementing the necessary mechanisms and systems prior to the crisis, for continued government direction and control.
5. Delivering un-interrupted government services essential to the continued welfare of the public during an emergency through the use of the following approaches:
a. **Lines of Succession**: There must be an established list of those entitled to succeed one another under emergency situations and the alternatives to other key positions must be maintained in each department.

b. **Pre-Delegation of Authority**: The city shall ensure that officials in leadership positions are prepared to respond to emergency conditions. Response to (4).

c. **Emergency Operations Centres (EOC)**: Port of Spain 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 Chief Executive Officer, or his/her representative activates the EOC and declares the emergency response phase of operation to be in effect.

d. **Preservation of Records**: Port of Spain Corporation has developed and maintained procedures to preserve essential records, files and reference materials.

e. **Identification and Protection of Key Government Resources, Facilities and Personnel**: The Port of Spain Corporation will act as necessary to disperse resources, facilities and personnel in a manner that ensures that the Corporation can contribute to function during emergency conditions.

f. **Continuity of Services**: During normal office hours and when existing conditions permit, the Corporation’s facilities 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.

As the need may dictate the Corporation’s facilities will be manned during other hours it is not normally open, to receive inquires from the public and to relay pertinent information to the EOC.

All essential Corporation’s services that must be maintained will be identified, similarly, those activities that may be temporarily suspended.
9.0 DAMAGE AND NEEDS ASSESSMENTS:

a. The overall objectives of damage and needs assessments include the following:
   1. Determining the immediate needs and priorities of disaster victims.
   2. Determining the damage to housing, agriculture, pipelines, and critical facilities.
   3. Identifying stoppages such as, obstacles or interruptions to emergency operations or impediments to relief efforts.
   4. Identifying secondary threats for example, unsafe buildings still occupied and areas at risk to rising floodwaters.
   5. Estimating the economic impact of the disaster, especially damage to commerce and industry, loss of jobs and work, and the effect insurance may or may not have on mitigating losses.
   7. Determining the resources available to respond to the disaster and identifying the gaps between what needs 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.

c. Depending on the disaster, two distinct types of assessments may be conducted as follows:
   1. The Initial Damage Assessment is conducted immediately, in the early and critical stage of a disaster, as soon as conditions allow survey personnel to operate. The focus is broad in scope while determining relief and immediate response requirements.

When conducting this assessment, the following are identified:

- the magnitude of the disaster (without necessarily delivering exact figures)
- the impact of the disaster on society
- People’s capacity to cope
- The most urgent relief needs and potential methods for delivery
- Priorities for action
- Utilisation of resources for immediate response
- Need for detailed assessment of specific geographical areas or substantive sectors
- Levels of continuing or emerging threats
- Need for National assistance
2. The Detailed Damage Assessment is conducted days to weeks after a disaster, depending on the accessibility of the affected areas and would focus on the long-term recovery and development requirements of the city.

In doing so, it 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

3. Both the Initial and Detailed Assessments will contain:
- A situational assessment that describes the magnitude of the disaster and the impact on the population and infrastructure of the Port of Spain Corporation.
- A needs assessment that defines the level and type of assistance required for the affected population of the city of Port of Spain (What needs to be done?).
EMERGENCY HOT LINE NUMBERS

POLICE: 999 / 911
FIRE SERVICE: 990
ODPM HOT LINE: 511
AMBULANCE SERVICE: 811

OTHER NUMBERS

PORT OF SPAIN CORPORATION: 299-0807
DISASTER MANAGEMENT UNIT: 623-5092
APPENDICES

Appendix I – Members of P.O.S. Disaster Management Committee
Appendix II – Support Agencies Contact
Appendix III – Resources Available at Corporation
Appendix IV – List of Vehicles and Drivers
Appendix V – Available CEPEP Resources, Co-coordinators and REACT Members in Port of Spain
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Appendix VII – Members of Council and Contact
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Appendix IX – Schools within Corporation
Appendix X – Private Institutions
Appendix XI – Hospitals and Health Centers
Appendix XII – Fire Stations and Ambulance Service
Appendix XIII – Police Stations
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Appendix XVI – Pharmacies
Appendix XVII – Funeral Homes
Appendix XVIII – Guidelines of Housing Victims
Appendix XIX – Duties of Shelters Managers
Appendix XX – List of Shelters
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## Members of the Port of Spain Disaster Management Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Revenales</td>
<td>Port of Spain Corporation, Engineer's Department</td>
<td>623-5571/ 746-7623</td>
</tr>
<tr>
<td>Mr. Keith Cook Disaster Management Co-ordinator</td>
<td>Port of Spain Corporation, DMU</td>
<td>623-5092/ 653-4087/ 793-1862</td>
</tr>
<tr>
<td>Ms. Natasha Nathaniel Field Officer</td>
<td>Port of Spain Corporation, DMU</td>
<td>718-2984</td>
</tr>
<tr>
<td>Ag. Supt. Erila Prieto</td>
<td>Port of Spain Corporation City Police</td>
<td>623-7811/ 3781/ 767-1834</td>
</tr>
<tr>
<td>Mr. Mitra Sooklal</td>
<td>Public Health Department, Port of Spain Corporation</td>
<td>623-1121 Ext. 263/258/ 799-0275</td>
</tr>
<tr>
<td>Mr. Emmanuel Peters</td>
<td>Adventist Disaster Relief Agency (ADRA)</td>
<td>662-7024/ 316-4228</td>
</tr>
<tr>
<td>Mr. Reginald Thompson</td>
<td>Community Environmental and Protection Enhancement Programme (CEPEP)</td>
<td>483-6043</td>
</tr>
<tr>
<td>Ms. Shiridan Murphy</td>
<td>Global Medical Response of Trinidad and Tobago (GMRTT)</td>
<td>625-1403/ 704-9810</td>
</tr>
<tr>
<td>Mr. Sarran Mungal</td>
<td>Ministry of Education – Port of Spain and Environs</td>
<td>623-0661/ 727-6169</td>
</tr>
<tr>
<td>Name</td>
<td>Organization</td>
<td>Contact Number</td>
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<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Mr. Ricky Ramesar</td>
<td>Ministry of Works and Infrastructure (Traffic Management Branch)</td>
<td>626-6875/ 754-7756</td>
</tr>
<tr>
<td>Joseph Kasmarick</td>
<td>NIDCO</td>
<td>782-4030</td>
</tr>
<tr>
<td>Mr. Steve Noriega</td>
<td>Office of the Prime Minister</td>
<td>622-5944/ 396-0384</td>
</tr>
<tr>
<td>Mr. Keith Castor</td>
<td>Public Transport Service Corporation (PTSC)</td>
<td>623-2341/ 788-6380</td>
</tr>
<tr>
<td>Mr. Ravindranath Goswami</td>
<td>Radio Emergency Communications Teams (R.E.A.C.T.)</td>
<td>624-0383/ 682-2212</td>
</tr>
<tr>
<td>Ms. Gloria Jones</td>
<td>Radio Emergency Communications Teams (R.E.A.C.T.)</td>
<td>620-1596</td>
</tr>
<tr>
<td>Mr. Rory Chambers</td>
<td>Route 1 Maxi Taxi Association</td>
<td>625-4053/ 722-4331</td>
</tr>
<tr>
<td>Mr. Linus Phillip</td>
<td>Route 2 Maxi Taxi Association</td>
<td>624-3505/ 472-5854</td>
</tr>
<tr>
<td>Mr. Rocky Rambaran</td>
<td>Salvation Army</td>
<td>625-4120/ 316-4986</td>
</tr>
<tr>
<td>Ms. Allison Alexander</td>
<td>St. John’s Ambulance Brigade</td>
<td>627-7792/ 750-7241</td>
</tr>
<tr>
<td>Mr. Courtenay Legendre</td>
<td>Trinidad and Tobago Electricity Commission (T&amp;TEC)</td>
<td>623-5070 ext. 1314/ 689-6236</td>
</tr>
<tr>
<td>Representative</td>
<td>Trinidad and Tobago Fire Service – Wrightson Road</td>
<td>625-2671-4/ 689-6942</td>
</tr>
<tr>
<td>Representative</td>
<td>Trinidad &amp; Tobago Police Service – (Traffic &amp; Highway Patrol Branch)</td>
<td>627-1177</td>
</tr>
<tr>
<td>Representative</td>
<td>Trinidad &amp; Tobago Police Service – (Traffic &amp; Highway Patrol Branch)</td>
<td>728-9214</td>
</tr>
<tr>
<td>Representative</td>
<td>Trinidad &amp; Tobago Police Service – (OPACS)</td>
<td>623-4022/ 488-5787</td>
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<tr>
<td>Representative</td>
<td>Trinidad &amp; Tobago Police Service – (IATF)</td>
<td>345-8656/ 720-8990</td>
</tr>
<tr>
<td>Representative</td>
<td>Trinidad &amp; Tobago Police Service – P.O.S. Division)</td>
<td>708-2560/ 720-5884</td>
</tr>
<tr>
<td>Ms. Natasha Narcis</td>
<td>Trinidad &amp; Tobago Police Service – (GEB)</td>
<td>623-9111/ 471-1300</td>
</tr>
<tr>
<td>A.S.P. Edwin Phillips</td>
<td>Transit Police</td>
<td>626-0342/ 732-5873</td>
</tr>
<tr>
<td>Mr. Joseph Ferreira</td>
<td>Traffic Warden</td>
<td>629-2794/ 728-0827</td>
</tr>
<tr>
<td>Name</td>
<td>Organization</td>
<td>Contact Number</td>
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<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------</td>
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</tr>
<tr>
<td>Mr. Ian Andrews</td>
<td>Traffic Warden</td>
<td>629-2794</td>
</tr>
<tr>
<td>Mr. Joseph Charles</td>
<td>Trinidad &amp; Tobago Red Cross Society</td>
<td>627-8214/ 335-6889</td>
</tr>
<tr>
<td>Mr. Stephen French</td>
<td>The Trinidad &amp; Tobago Solid Waste Management Co. Ltd.</td>
<td>625-6678-80/ 494-9023</td>
</tr>
<tr>
<td>Mr. Learie James</td>
<td>Unemployment Relief Programme (URP) Region 2</td>
<td>328-6247</td>
</tr>
<tr>
<td>Mr. Jacy Warrick</td>
<td>Water and Sewerage Authority (WASA)</td>
<td>622-2302 ext. 6501/ 320-8078</td>
</tr>
<tr>
<td>Captain Alistar Khan</td>
<td>Water Taxi</td>
<td>379-7056/ 701-3659</td>
</tr>
</tbody>
</table>
Support Agencies Contact

i) Trinidad and Tobago Fire Service  
ii) St. John's Ambulance  
iii) Trinidad and Tobago Police Service  
iv) Public Transport Service Corporation (PTSC)  
v) Port of Spain City Police  
vi) Water and Sewerage Authority (WASA)  
vii) Ministry of Works and Infrastructure  
viii) Water Taxi  
ix) Port Authority of Trinidad and Tobago  
x) Trinidad and Tobago Red Cross Society  
xii) Route 1 Maxi Taxi Association  
xiii) Route 2 Maxi Taxi Association  
xiv) Community Environmental and Protection Enhancement Programme (C.E.P.E.P.)  
xv) Ministry of Social Development  
xvi) Ministry of Education  
xvii) Trinidad and Tobago Coast Guard
APPENDIX III

Resources Available at the Disaster Unit

I. Beddings:
   a) 100 Cots
   b) 19 Mattresses
   c) 31 Blankets
   d) 32 Pillows
   e) 4 Sheets

II. Others:
   a) 6 Axes
   b) 1 Bolt Cutter
   c) 15 Shovels
   d) 7 Power Saws
   e) Tarpaulins – yellow 20’ x 20’; 50 blue 16’ x 20’; 4 white 20’ x 20’
   f) 5 Folding Ladders
   g) 29 Cutlasses
   h) 25 Shovels
   i) 12 Traffic Cones
   j) 5 Tents
   k) 8 Spot Lights
   l) 20 Flash Lights
   m) 3 Power Washers
   n) 1 Generator
   o) 18 Brooms
   p) 44 Rain Coats

Other Available Resources

Parks and Squares – Central Division
7 Power Saws
3 Generators
1 Large Lowboy Generator located at Transport Division

Central Division

<table>
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<tr>
<th>Drivers</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Cart</td>
<td>Samuel Clarke 782-5516</td>
</tr>
<tr>
<td>Dump Trucks</td>
<td>Hubert Atkinson 364-2176</td>
</tr>
<tr>
<td></td>
<td>Mark Davis 703-9313</td>
</tr>
<tr>
<td></td>
<td>Marlon Andrews 462-4410</td>
</tr>
<tr>
<td></td>
<td>Roland Robertson 306-7066</td>
</tr>
<tr>
<td></td>
<td>Jamil Ali 349-7044</td>
</tr>
<tr>
<td></td>
<td>Jason Albert 295-6756</td>
</tr>
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# APPENDIX IV

## List of Vehicles and Drivers

<table>
<thead>
<tr>
<th>Vehicle No.</th>
<th>Division</th>
<th>Type</th>
<th>Driver</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCL 372</td>
<td>Western Division</td>
<td>Dump Truck (10 Ton)</td>
<td>Mr. Laurance</td>
<td>363-2271</td>
</tr>
<tr>
<td>TCC 3598</td>
<td>St. James Division</td>
<td>Transit Carrier</td>
<td>W. Bhowran</td>
<td></td>
</tr>
<tr>
<td>TCC 147</td>
<td>Transport &amp; Cleansing</td>
<td>Dump Truck (10 Ton)</td>
<td>K. Narine</td>
<td>798-9009</td>
</tr>
<tr>
<td>TCL 376</td>
<td>Transport &amp; Cleansing</td>
<td>Dump Truck (10 Ton)</td>
<td>K. Smith</td>
<td>371-2295</td>
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<tr>
<td>TCB 146</td>
<td>Transport &amp; Cleansing</td>
<td>Dump Truck (10 Ton)</td>
<td>K. Hamilton</td>
<td>480-0385</td>
</tr>
<tr>
<td>TCC 9533</td>
<td>Transport &amp; Cleansing</td>
<td>Dump Truck (14 Ton)</td>
<td>Sieunarine Mahase</td>
<td>464-2176</td>
</tr>
<tr>
<td>TCC 3153</td>
<td>Transport &amp; Cleansing</td>
<td>Terex Bachoe</td>
<td>D. Olive</td>
<td>358-1489</td>
</tr>
<tr>
<td>TCC 3154</td>
<td>Transport &amp; Cleansing</td>
<td>Terex Bachoe</td>
<td>R. Edmund</td>
<td>295-8330</td>
</tr>
<tr>
<td>TBL 3872</td>
<td>Transport &amp; Cleansing</td>
<td>New Holland Bachoe</td>
<td>N. James</td>
<td>495-0606</td>
</tr>
<tr>
<td>TCH 2411</td>
<td>Transport &amp; Cleansing</td>
<td>Open Tray 3 Ton Truck</td>
<td>N. Juman</td>
<td>792-7335</td>
</tr>
<tr>
<td>TCN 371</td>
<td>Transport &amp; Cleansing</td>
<td>Dump Truck (14 Ton)</td>
<td>D. Seebaran</td>
<td>337-8562</td>
</tr>
<tr>
<td>TCL 371</td>
<td>Central Division</td>
<td>Dump Truck (10 Ton)</td>
<td>S. Clarke</td>
<td>782-5516</td>
</tr>
<tr>
<td>TCD 1664</td>
<td>Public Health</td>
<td>Water Truck</td>
<td>J. Dhanook</td>
<td>622-4619</td>
</tr>
<tr>
<td>TCC 3142</td>
<td>Public Health</td>
<td>Transit Carrier</td>
<td>S. Jhinoo</td>
<td>701-6829</td>
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<tr>
<td>TBX 4267</td>
<td>Public Health</td>
<td>Transit Carrier</td>
<td>R. Balkisoon</td>
<td>759-7050</td>
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<tr>
<td>TCL 9670</td>
<td>Western</td>
<td>Water Truck 2400</td>
<td>Mr. Glen</td>
<td>786-1257</td>
</tr>
<tr>
<td>TCK 5755</td>
<td>Western</td>
<td>Gully Sucker</td>
<td>Mr. Des Vignes</td>
<td>794-4313</td>
</tr>
<tr>
<td>TCK 5755</td>
<td>Western</td>
<td>Gully Sucker</td>
<td>Mr. Campbell</td>
<td>354-7870</td>
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<tr>
<td>TCL 3597</td>
<td>Western</td>
<td>Transit Carrier</td>
<td>R. Persad</td>
<td>480-6303</td>
</tr>
<tr>
<td>TCL 5009</td>
<td>Parks and Squares</td>
<td>Bucket Light</td>
<td>S. Wells</td>
<td>750-4321</td>
</tr>
<tr>
<td>TDJ 9171</td>
<td>Transport &amp; Cleansing</td>
<td>Crane High-Up Truck</td>
<td>S. Mahase</td>
<td>464-2176</td>
</tr>
<tr>
<td>TCY 7270</td>
<td>Transport &amp; Cleansing</td>
<td>Dump Truck</td>
<td>K. King</td>
<td>758-9096</td>
</tr>
<tr>
<td>TDG 2381</td>
<td>Disaster Management Unit</td>
<td>Dump Truck</td>
<td>Kenny Jattan</td>
<td>356-3928</td>
</tr>
<tr>
<td>Disaster Management Unit</td>
<td>Mobile EOC</td>
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</table>
List of CEPEP Available Resources

3 Backhoes  
1 Excavator  
2 Skid Steers  
8 Trucks (Heavy)  
1 Truck equipped with Versalift  
1 Truck equipped with 2,500 gallons capacity water tank  
1 Truck equipped with Crane  
3 Chain Saws  
8 Pressure Washers  
8 Telescopic Pruners

CEPEP Co-ordinator

Mr. Michael Legerton  
Regional Coordinator North West  
Contact: 748-8567

List of REACT Members in Port-of-Spain

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. Ravindranath Goswami</td>
<td>624-0383/682-2212</td>
</tr>
<tr>
<td>2</td>
<td>Ms. Gloria Jones</td>
<td>620-1596</td>
</tr>
</tbody>
</table>
APPENDIX VI

Members of Parliament, Designation, Addresses and Contact Number

1. The Honourable Prime Minister
   Dr. Keith Rowley
   Telephone No.: 622-1625
   Fax: 622-2241

2. Senator the Honorable
   Mr. Kasim Hosein
   Minister of Rural Development and Local Government
   Kent House
   Maraval
   Telephone No.: 622-4713
   Fax: 622-4783

3. Port of Spain North – St. Ann’s West
   Mr. Stuart Young
   Parliamentary Office
   Observatory Street
   Port of Spain
   Office No.: 624-6855
   Ministry No.: 624-6162

4. Port of Spain South
   Ms. Marlene Mc Donald
   Parliamentary Office
   Piccadilly Street
   Port of Spain
   Office No.: 623-8413
APPENDIX VII

Members of Council

1. His Worship the Mayor Mr. Joel Martinez
   Alderman
   Port-of-Spain Corporation
   Office Telephone No.: 623-6024
   Cell No.: 680-5815
   joelmartinezster@gmail.com

2. Councillor Mr. Hillan Morean
   Deputy Mayor
   St. Ann’s River North
   Cell No.: 799-7307 / 354-0551
   servingsarn@gmail.com

3. Councillor Mr. Stephen Harper
   Belmont South
   Telephone No.: 360-5151
   sharperideas@gmail.com

4. Councillor Mr. Darryl Rajpaul
   Belmont East
   Cell No.: 790-1052
   darrylrjpaule@hotmail.com

5. Councillor Mr. Akil Durham
   Belmont North & West
   Cell No.: 345-0169
   Akildurham86@gmail.com

6. Councillor Ms. Abena Hartley
   Northern Port of Spain
   Cell No.: 777-6659/ 489-2700
   abenahartley@gmail.com

7. Councillor Mr. Keno Romeo
   St. Ann’s River Central
   Cell No.: 799-7533
   Keno.romeo@hotmail.com

8. Councillor Mr. Allan Samuel
   St. Ann’s River South
   Cell No.: 322-0826
   Allansamuel80@gmail.com
9. Councillor Mr. Clint Baptiste  
East Dry River  
Clintb1604@gmail.com  
Cell No.: 309-7056

10. Councillor Ms. Charlene De Peza  
Southern Port of Spain  
charlenedepeza@yahoo.com  
Cell No.: 706-5870

11. Councillor Ms. June Durham  
Woodbrook  
Durhamj3455@gmail.com  
Cell No.: 799-7825 / 773-7096

12. Councillor Mr. Jameel Bisnath  
St. James East  
Jameelbisnath5@gmail.com  
Cell No.: 628-5057 / 622-9882 / 779-8671

13. Councillor Mr. Roald Ramkissoon  
St. James West  
roaldramkissoon@gmail.com  
Cell No.: 620-0960

14. Alderman Ms. Aasha Permanand  
aakaashee@gmail.com  
Cell No.: 799-7855

15. Alderman Mr. Wendell Stephen  
Wenstep1510@gmail.com  
799-7791

16. Alderman Mr. Wade Coker  
wadecoker@hotmail.com  
Cell No.: 318-6142
Area Boundaries within Port of Spain City Corporation

a) **St. James/Cocorite (186.2 ha/460.1 acres)**
   Bounded on the north and west by the city boundary, the south by the sea and the Maraval River and Long Circular Road in the east

b) **St. Clair/Federation Park/Ellerslie Park (172.3 ha/425.7 acres)**
   Bounded on the north by the city boundary, the south by Tragarete Road, east by Maraval Road and west by Long Circular Road

c) **Woodbrook/Victoria (174.4 ha/430.9 acres)**
   Bounded on the north by Tragarete Road, south by the sea and Wrightson Road, east by Richmond and Charles Streets and west by the Maraval River

d) **Port Authority (79 ha/195.2 acres)**
   Bounded on the north and west by Wrightson Road, south by the sea and east by the Beetham Highway

e) **Newtown (21.8 ha/53.9 acres)**
   Bounded on the north by Queen’s Park West, the south by Tragarete Road, east by Queen’s Park West and Cipriani Boulevard and west by Maraval River

f) **Tranquility (19.9 ha/49.2 acres)**
   Bounded on the north by Queen’s Park West, south by Tragarete Road, east by Dundonald Street and west by Cipriani Boulevard

g) **Uptown (46.6 ha/115.1 acres)**
   Bounded on the north by Queen’s Park West, south by Park Street, east by Charlotte Street and west by Dundonald Street

h) **Downtown (106 ha/261.9 acres)**
   Bounded on the north by Park Street, south by Wrightson Road and Beetham Highway, east by Picadilly Street/St. Ann’s River and west by Richmond and Charles Streets

i) **Sea Lots (38.0 ha/93.9 acres)**
   Bounded on the north by Beetham Highway, south and west by the sea and east by the city boundary

j) **East Port of Spain (108.9 ha/269.1 acres)**
   Bounded on the north by Oxford Street, south by the Beetham Highway, east by the city boundary and west by Piccadilly Street/St. Ann’s River

k) **Belmont/Gonzales (175.2 ha/432.9 acres)**
   Bounded on the north and east by the city boundary, south by Oxford Street and west by Charlotte Street and Queen’s Park East
APPENDIX IX

SCHOOLS WITHIN THE AREA BOUNDARIES OF THE PORT OF SPAIN CITY CORPORATION

PRE SCHOOLS:

ST JAMES/COCORITE

Cleopatra Romilly Early Childhood Centre
#15, Dunlop Drive, Cocorite
Telephone No: 622-1233
Principal: Darlene Noble George
No. of students: 27
No. of staff: 3

Madressa Al Muslieem Pre-school
#1, Mucurapo Rd., St.James
Telephone No. 628-8307/732-7680
Principal: Annisa Abu Bakr
No. of students: 15
No. of staff: 2

Port of Spain

Belmont Early Childhood Centre
#56, Belmont Circular Road, Belmont
Telephone No: 625-1867/768-7920
Principal: Kathleen Thompson
No.of students: 81
No:of Staff: 9

Scared Heart of St.Anne Pre School
#136A, Belmont Circular Road, Belmont
Telephone No. 624-1525/483-8833
Principal: Akiesha Hartadan
No.of students: 30
No.of staff: 4

Kiddie Care community Pre School
#33, Production Drive, Sea Lots
Telephone No:623-7379
Principal: Gail John
No.of students: 58
No.of staff: 4

The Children's Montessori House
#126 A, Oxford Street, Port of Spain
Telephone No.625-7953
Principal: Gail Cabral
No.of students: 265
No. of staff: 27
ELEMENTARY AND SECONDARY SCHOOLS

St. James/Cocorite

1. Cocorite Government Primary School
   #5, Lady Hochoy Circular Road
   Cocorite
   Telephone No.: 628-2012
   Principal: Mr. Cogland Griffith
   Senior Teacher: Mrs. Innis-Mohammed
   No. of Students: 175
   No. of Staff: 15

2. Eshe’s Learning Center
   #105, Ariapita Avenue
   Woodbrook
   Telephone No.: 622-7206
   Principal: Ms. Kitts Cadette (Cell: 378-4601)
   No. of Students: 188
   No. of Staff: 40

3. Fatima College
   #2, Gaston Johnson Street
   Mucurapo Road
   St. James
   Telephone No.: 622-4121/2555
   Principal: Father Gregory Agustine (Cell: 791-8680)
   Vice Principal: Ms. Gillian Ramdass
   No. of Students: 920
   No. of Staff: 69

4. Madrassa Al-Muslimeen Primary School
   #1, Mucurapo Road
   St. James
   Principal: Annisa Abu Bakr
   Vice Principal: Ameena Abdul-Wahid
   Telephone No.: 628-8301
   No. of Students: 113
   No. of Staff: 07
5. St. Mary’s Mucurapo Boys R.C. School
   #19, George Cabral Street
   St. James
   Telephone No.: 622-1867
   Principal: Mr. Lyle Reece
   Vice Principal: Ms. Bernadette Millette
   No. of Students: 240
   No. of Staff: 21

6. St. Mary’s Mucurapo Girls R.C. School
   #62, Western Main Road
   St. James
   Telephone No.: 622-2060
   Principal: Ms. Ann Marie Boisson
   Vice Principal: Ms. Joan Weeks (Cell: 462-2328)
   No. of Students: 518
   No. of Staff: 32

7. Mucurapo West Secondary School (Jun)
   #1, Mucurapo Road
   St. James
   Telephone No.: 628-2807
   Principal: Mrs. Arlene Chandler
   Vice Principal: Marina Branker
   No. of Students: 800
   No. of Staff: 70

8. East Mucurapo Secondary School
   #1, Mucurapo Road
   St. James
   Telephone No.: 622-6446
   Principal: Mr. Derrick Phillip
   Vice Principal: Ms. Helen Allum
   No. of Students: 980
   No. of Staff: 128

9. Polytechnic Sixth Form
   #2, Ethel Street
   St. James
   Telephone No.: 622-2186
   Principal: Mr. Sanjeeve Persad
   No. of Students: 210
   No. of Staff: 40

10. St. Anges Anglican School
    #18, Clarence Street
    St. James
    Telephone No.: 622-1111
    Principal: Mrs. Lauralyn Alexander-Olivier
    Vice Principal: Mr. Densley Mitchell
    No. of Students: 402
    No. of Staff: 20
11. **St. Crispins Anglican School**  
   #101, Ariapita Avenue  
   Woodbrook  
   Telephone No.: 622-3960  
   **Principal:** Ms. Gregna Thomas-Browne  
   **Vice Principal:** Ms. Natasha Boyea  
   No. of Students: 206  
   No. of Staff: 10

12. **St. James Secondary School**  
   #15, Panka Street  
   St. James  
   Telephone No.: 622-4350  
   **Ag. Principal:** Ms. Crickshank  
   **Vice Principal:** Ms. Byer  
   No. of Students: 543  
   No. of Staff: 50

**St. Clair/Federation Park/Ellerslie Park**

13. **Queen’s Royal College**  
   #19, Maraval Road  
   Queen’s Park West  
   Telephone No.: 622-1671  
   **Principal:** Mr. David Simon  
   **Vice Principal:** Mr. Ephan Mohammed  
   No. of Students: 800  
   No. of Staff: 70

**Woodbrook**

14. **Bishops’ Centenary College**  
   #28, Roberts Street  
   Woodbrook  
   Telephone No.: 628-6609  
   **Principal:** Mrs. Yvonne Pinder  
   **Vice Principal:** Ms. Eileen Salandy  
   No. of Students: 475  
   No. of Staff: 35

15. **Gaines Normal A.M.E. Primary School**  
   #18A, Woodford Street  
   Woodbrook  
   Telephone No.: 622-4625 (also Fax)  
   **Principal:** Ms. Kathy Ann Whiskey  
   **Senior Teacher:** Ms. Lynette Nicholas  
   No. of Students: 157  
   No. of Staff: 15
16. **Sacred Heart Girls Primary School**  
   #1, Kew Place  
   Port of Spain  
   Telephone No.: 625-1155  
   Principal: Mrs. Vanessa Yearwood  
   Vice Principal: Ms. Brianna Solomon-Joseph  
   No. of Students: 790  
   No. of Staff: 30

17. **Woodbrook Government Secondary School**  
   #41-45, French Street  
   Woodbrook  
   Telephone No.: 628-7468  
   Principal: Mr. Shawn Tull  
   Vice Principal: Mr. Wendell Pujadas  
   No. of Students: 479  
   No. of Staff: 75

18. **St. Theresa Girls R.C. School**  
   #46-50, De Verteuil Street  
   Woodbrook  
   Telephone No.: 628-2465/622-8617  
   Ag. Principal: Ms. Jacqueline Ettienie  
   Ag. Vice Principal: Ms. Paula Alexander  
   No. of Students: 400  
   No. of Staff: 17

19. **Woodbrook Presbyterian School on compound of Presbyterian Church**  
   #4, Francis Lau Street  
   Mucurapo  
   Telephone: 622-5832  
   Principal: Ms. Bridgemohan  
   Senior Teacher: Ms. Sharon Ramsaroop  
   No. of Students: 105  
   No. of Staff: 13 inclusive of auxiliary staff

20. **St. Catherine’s Private School**  
   #17, Cornelio Street  
   Woodbrook  
   Telephone: 625-1719  
   Principal: Ms. Vilma Cropper  
   No. of Students: 120  
   No. of Staff: 07
Wrightson Road

21. University of Trinidad and Tobago
    #17-21, Wrightson Road
    Port of Spain
    Telephone No.: 642-8888 Ext. 26445
    Campus Manager: Mr. Bisnath Johnson
    No. of Students: 700
    No. of Staff: 100

Newtown

22. Newtown Boys R.C. School
    #14A, Maraval Road
    Newtown
    Telephone No.: 622-4489
    Principal: Mrs. Denyse Granger-Smart
    Vice Principal: Ms. Nicole Cheekes
    No. of Students: 490
    No. of Staff: 35

23. Newtown Girls R.C. School
    #18-20 Maraval Road
    Newtown
    Telephone No.: 622-1662
    Principal: Mrs. Sandra Smith-Alexander
    Vice Principal: Ms. Allison Nelson-Ramah
    No. of Students: 530
    No. of Staff: 23

Tranquility

24. College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT)
    #9-11, Melville Lane
    Port of Spain
    Telephone No.: 624-5849
    Ag. President: Dr. Gillian Paul
    No. of Students: 4,200
    No. of Staff: 390

25. Tranquility Government Primary School
    #2, Stanmore Avenue
    Port of Spain
    Telephone No.: 625-4888
    Principal: Mr. Anthony Mohammed
    Vice Principal: Ms. Patricia Bennett
    No. of Students: 498
    No. of Staff: 33
#5-7, Victoria Avenue  
Port of Spain  
Telephone No.: 625-3264/624-9532  
Principal: Mr. Sean Annisette  
Vice Principal: Ms. Annie Balchan  
No. of Students: 900  
No. of Staff: 110

Uptown

27. Bishop’s Anstey High School  
#2-2A, Chancery Lane  
Port of Spain  
Telephone No: 623-6591  
Principal: Mrs. Ingrid Govia  
Vice Principal: Mrs. Ferial Khan  
No. of Students: 700  
No. of Staff: 70

28. Maria Regina Grade School  
#103, Abercromy Street  
Port of Spain  
Telephone No: 625-5250  
Principal: Mrs. Elizabeth Crouch  
Vice Principal: Mrs. Frances Oblington  
No. of Students: 450  
No. of Staff: 50

29. Moulton Hall Methodist School  
#43, Abercromy Street  
Port of Spain  
Telephone No: 625-6142  
Principal: Ms. Islyne Anne Thomas  
Senior Teacher: Ms. Gillian Henry  
No. of Students: 430  
No. of Staff: 16

30. Rosary Boys R.C. School  
#12, Park Street  
Port of Spain  
Telephone No.: 623-5919/627-3657  
Principal: Mr. Richard Gomez (Cell: 708-8714)  
Vice Principal: Mr. Robert Gorin  
No. of Students: 625  
No. of Staff: 40
31. **St. Joseph’s Convent**  
   #57-59, Pembroke Street  
   Port of Spain  
   Telephone No.: 625-4502 / 623-6278  
   **Principal:** Ms. Anna Pounder (Cell: 620-7286)  
   **Vice Principal:** Ms. Maritza Ramphal (497-4662)  
   No. of Students: 850  
   No. of Staff: 63

32. **St. Mary’s College**  
   #75, Frederick Street  
   Port of Spain  
   Telephone No.: 623-8835  
   **Principal:** Mr. Nigel Joseph  
   **Vice Principal:** Mrs. Michelle Mohammed  
   No. of Students: 1140  
   No. of Staff: 102

33. **St. Roses’ Girls R.C.**  
   #126, Henry Street  
   Port of Spain  
   Telephone No.: 623-4708  
   **Ag. Principal:** Mrs. Angela Le Blanc  
   **Vice Principal:** Ms. Lauren Garner  
   No. of Students: 350  
   No. of Staff: 21

34. **St. Ursula’s Girls’ Anglican School**  
   #128, St. Vincent Street  
   Port of Spain  
   Telephone No.: 623-1286  
   **Ag. Principal:** Ms. Monique Scipio-Daniel  
   **Senior Teacher:** Ms. Leslie Ann St. Louis  
   No. of Students: 299  
   No. of Staff: 20

35. **St. Monica’s Prep**  
   #78-80, Dundonald Street  
   Port of Spain  
   Telephone No.: 627-6246  
   **Principal:** Ms. Ann Marie Clarke  
   **Vice Principal:** Ms. Olivier Gullien  
   No. of Students: 370  
   No. of Staff: 25

36. **Forde College**  
   #44, Park Street  
   Port of Spain  
   Telephone No.: 627-8839  
   **Principal:** Mr. Jonathan Forde  
   No. of Students: 23  
   No. of Staff: 15
37. **Eastern Boys Government School**  
   #57-59, George Street  
   Port of Spain  
   Telephone No.: 623-1409  
   Principal: Ms. Jemima Riley  
   Vice Principal: Ms. Estelle Cooper  
   No. of Students: 403  
   No. of Staff: 28

38. **Eastern Girls Government School**  
   #83-93, George Street  
   Port of Spain  
   Telephone No.: 624-5629  
   Principal: Ms. Merlyn Castello-Ford  
   Ag. Senior Teacher: Ms. Roxanne Protain  
   No. of Students: 292  
   No. of Staff: 14

39. **Nelson Street Boys R.C. School**  
   #1, Nelson Street  
   Port of Spain  
   Telephone No.: 624-4147  
   Principal: Mr. Frances Heath  
   Ag. Senior Teacher: Ms. Melanie Morris  
   No. of Students: 347  
   No. of Staff: 23

40. **Nelson Street Girls School**  
   #1, Nelson Street  
   Port of Spain  
   Telephone No.: 623-7832  
   Principal: Mrs. Lisa Hinds-Lynch  
   No. of Students: 390  
   No. of Staff: 14

41. **Piccadilly Government Primary School**  
   #48, Piccadilly Street  
   Port of Spain  
   Telephone No.: 623-1775  
   Principal: Ms. Gail Perry-Herbert  
   No. of Students: 46  
   No. of Staff: 5

42. **Richmond Street Boys A.C. School**  
   #29, Richmond Street  
   Port of Spain  
   Telephone No.: 625-1442  
   Principal: Mrs. Margaret Besson  
   No. of Students: 354  
   No. of Staff: 22
43. Sacred Heart Boys' R.C. School
   #22, Richmond Street
   Port of Spain
   Telephone No.: 625-3564
   Principal: Mrs. Gillian Urbano
   Vice Principal: Mr. Gerard Symes
   No. of Students: 412
   No. of Staff: 16

44. South East Port of Spain Secondary School
   #25, Nelson Street
   Port of Spain
   Telephone No.: 623-8616
   Principal: Ms. Rose Lynn Forbes
   Vice Principal: Mrs. Hendrixson-Gibson
   No. of Students: 779
   No. of Staff: 68

45. St. Catherine's Girls A.C. School
   #143, Duke and Richmond Streets
   Port of Spain
   Telephone No.: 623-7341
   Principal: Ms. Jenny Archer
   Ag. Senior Teacher: Ms. Jilal Robertson-Emmanuel
   No of Students: 365
   No. of Staff: 14

46. Trinity Junior Private School
   #6, Melbourne Street
   Port of Spain
   Telephone No.: 625-1720
   Principal: Ms. Judith Rodriguez
   No. of Students: 284
   No. of Staff: 28

East Port of Spain

47. Bethlehem Boys R.C. School
   #1A, Besson Street
   Port of Spain
   Telephone No.: 624-2004
   Principal: Ms. Sherry-Ann Celestine
   Senior Teacher: Ms. Hazel Warner
   No. of Students: 120
   No. of Staff: 11
48. **Bethlehem Girls R.C. School**
   #1A, Besson Street
   Port of Spain
   Telephone No.: 624-6539
   **Principal:** Ms. Ann Marie Pierre  
   **Ag. Senior Teacher:** Ms. Kathy Ann Goodman
   No. of Students: 92  
   No. of Staff: 13

49. **St. Phillips Government Primary**
   Old St. Joseph Road
   Port of Spain
   Telephone No.: 627-0774
   **Ag. Principal:** Ms Helen John  
   **Senior Teacher:** Ms. Lisa Calliste-Trim
   No. of Students: 66  
   No. of Staff: 08

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**Belmont/Gonzales**

50. **Belmont Boys R.C. School – location Belmont Orphanage**
   #34B, Belmont Circular Road
   Belmont
   Telephone No.: 627-6874
   **Principal:** Ms. Alison Diaz
   No. of Students: 256  
   No. of Staff: 23

51. **Belmont Boys’ R.C. Secondary**
   #34A, Belmont Circular Road
   Belmont
   Telephone No.: 624-1688
   **Principal:** Ms. Lucia Reyes
   **Ag. Vice Principal:** Mrs. Seline Hinds-Edwards
   No. of Students: 400  
   No. of Staff: 36

52. **Belmont Girls R.C. School**
   #3-5, Clifford Street
   Belmont
   Telephone No.: 624-1469
   **Principal:** Ms. Andrea Stewart
   **Vice Principal:** Mrs. Pauline Superville
   No. of Students: 408  
   No. of Staff: 21
<table>
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<tr>
<th></th>
<th>School Name</th>
<th>Address</th>
<th>Telephone No.</th>
<th>Principal</th>
<th>Vice Principal</th>
<th>No. of Students</th>
<th>No. of Staff</th>
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<tr>
<td>53.</td>
<td><strong>Belmont Government Primary School</strong>&lt;br&gt; #138A, Belmont Circular Road&lt;br&gt; Belmont&lt;br&gt; Telephone No. 624-5412</td>
<td><strong>Principal: Ms. Marjorie Brumant</strong>&lt;br&gt; <strong>Vice Principal: Roxanne Alexander</strong></td>
<td>No. of Students: 405&lt;br&gt; No. of Staff: 19</td>
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<td>54.</td>
<td><strong>Belmont Secondary School</strong>&lt;br&gt; #24, Belmont Circular Road&lt;br&gt; Belmont&lt;br&gt; Telephone No.: 624-1717</td>
<td><strong>Principal: Mrs. Lisa Sammy-Pierre</strong>&lt;br&gt; <strong>Vice Principal: Ms. Luann Frank-Felix</strong></td>
<td>No. of Students: 493&lt;br&gt; No. of Staff: 85</td>
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<td>55.</td>
<td><strong>Escallier Anglican Primary School</strong>&lt;br&gt; #29, Lange Steet&lt;br&gt; Gonzales&lt;br&gt; Telephone No.: 623-6645</td>
<td><strong>Principal: Mrs. Karen Dalrymple</strong>&lt;br&gt; <strong>Senior Teacher: Ms. Charlene Blake-Phillip</strong></td>
<td>No. of Students: 115&lt;br&gt; No. of Staff: 5</td>
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<td>56.</td>
<td><strong>Gloster Lodge Moravian School</strong>&lt;br&gt; #89, Gloster Lodge Road&lt;br&gt; Belmont&lt;br&gt; Telephone No.: 625-5825</td>
<td><strong>Principal: Mrs. Ann Alves</strong></td>
<td>No. of Students: 256&lt;br&gt; No. of Staff: 23</td>
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<td>57.</td>
<td><strong>Holy Name Convent</strong>&lt;br&gt; #2, Queen's Park East&lt;br&gt; Port of Spain&lt;br&gt; Telephone No.: 624-6337/ 623-8168</td>
<td><strong>Principal: Mrs. Frances Lacaille-Perkins</strong>&lt;br&gt; <strong>Vice Principal: Ms. Lisette Khan</strong></td>
<td>No. of Students: 678&lt;br&gt; No. of Staff: 52</td>
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<td>58.</td>
<td><strong>Holy Name Prep School</strong>&lt;br&gt; #2, Queens Park East&lt;br&gt; Port of Spain&lt;br&gt; Telephone No.: 623-6713</td>
<td><strong>Principal: Sister Stephanie Clemendore</strong></td>
<td>No. of Students: 365&lt;br&gt; No. of Staff: 25</td>
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</table>
59. **Melville Memorial Girls Anglican School**
   #4, St. Margaret's Lane
   Belmont
   Telephone No.: 623-0261
   **Principal:** Ms. Cherryl Jackson
   **Ag. Senior Teacher:** Mrs. Kathleen Hazell
   No. of Students: 347
   No. of Staff: 20

60. **Port of Spain S.D.A. Primary School**
   #47A, Belmont Circular Road
   Belmont
   Telephone No.: 623-9130
   **Principal:** Ms. Mystie Cato
   **Senior Teacher:** Mrs. Patricia Toussaint
   No. of Students: 136
   No. of Staff: 10

61. **Providence Girl's Catholic School**
   #146, Belmont Circular Road
   Belmont
   Telephone Nos.: 624-1429 (Office)/ 624-3337 (Staff Room)
   **Principal:** Ms. Zena Ojoe-Mark
   **Vice Principal:** Ms. Kirsal Gorin
   No. of Students: 530
   No. of Staff: 64

62. **St. Francois Girls' College**
   St. Francois Valley Road
   Belmont
   Telephone No.: 624-3468 Fax: 623-0223
   **Principal:** Mrs. Jenifer Gittens
   **Vice Principal:** Ms. Suzanne Roget
   No. of Students: 760
   No. of Staff: 78

63. **St. Hilda's Government School**
   #95, Quarry Street
   East Dry River
   Port of Spain
   Telephone No.: 627-9086
   **Principal:** Ms. Sheelah Innis
   **Senior Teacher:** Mrs. Valarie Balfor-Bradshaw
   No. of Students: 152
   No. of Staff: 10

64. **St. Margaret's Boys R.C. School**
   #6, St. Margaret's Lane
   Belmont
   Telephone No.: 624-4279
   **Principal:** Ms. Collette Perez
   No. of Students: 345
   No. of Staff: 22
APPENDIX X

PRIVATE INSTITUTIONS

1. **All Saints Gordon Home for Senior Citizens**
   #98A, Woodfrod Street
   Woodbrook
   Telephone No.: 628-4670/ 388-1233
   **Contact:** Margaret Baptiste
   **Supervisor:** Ayana Gibbs
   No. of Residents: 21
   No. of Males: 5
   No. of Females: 16
   No. of Staff: 24

2. **Credo Foundation for Justice (Sophia House)**
   #2-4, Park Street
   Port of Spain
   Telephone No.: 627-7867
   **Contact:** Ms. Dale Bartholone
   No. of Residents: 11 – Females
   No. of Staff: 5

3. **Dee’s Nursing Home**
   #21, Cornelio Street
   Woodbrook
   Telephone No.: 625-2545
   **Contact:** Carleen Alexander
   No. of Residents: 15 - Females
   No. of Staff: 8

4. **Fairhaven Home for the Aged**
   #45, Erthig Road
   Belmont
   Telephone No.: 624-7679/ 719-0214
   **Contact:** Ms. Desta Pardia
   No. of Residents: 12
   No. of Males: 6
   No. of Females: 6
   No. of Staff: 10

5. **Helena Senior Home for The Aged**
   #13, Luckput Street
   St. James
   Telephone No.: 
   **Contact:** Cynthia Brown
   No. of Residents: 17
   No. of Males: 7
   No. of Females: 10
   No. of Staff: 7
6. **L'Hospice Speccapietre**  
   #4, Observatory Street  
   East Dry River  
   Port of Spain  
   Telephone No.: 623-6723  
   **Contact: Sister Paula Lange**  
   No. of Residents: 30  
   No. of Sisters: 4  
   No. of Staff: 27  
   1st Building: Church and Residents Facility - 20  
   2nd Building: Convent – Sisters Quarters  
   3rd Building: Resident Quarters – 30

7. **Lucky's Home for The Elderly**  
   #43, Archer Street  
   Belmont  
   Telephone No.: 621-2860  
   **Contact: Jemma Ledley**  
   No. of Residents: 12  
   No. of Males: 8  
   No. of Females: 3  
   No. of Staff: 4 (day) 3 (night)

8. **Marian Villa**  
   #5, Kandahar Street  
   St. James  
   Telephone No.: 628-0244/ 391-9587  
   **Contact: Margo Williams**  
   No. of Residents: 17  
   No. of Males: 2  
   No. of Females: 15  
   No. of Staff: 21

9. **Simeanna House**  
   #42, Kandahar Street  
   St. James  
   Telephone No.: 628-0488  
   **Manager: Petulla Mc Dowall**  
   No. of Residents: 16  
   No. of Males: 6  
   No. of Females: 10  
   No. of Staff: 12

10. **Mary Jenny Poole Home**  
    #20-22, Fitzgerald Lane  
    Port of Spain  
    Telephone No.: 625-8922/ 625-8922/ 460-8447/ 623-8427  
    **Contact: Andra Jackson/ Kathy Baptiste**  
    No. of Residents: 9  
    No. of Males: 3  
    No. of Females: 6  
    No. of Staff: 11
11. **St. Andrews Home for the Aged**  
    #136A, Belmont Circular Road  
    Belmont  
    Telephone No.: 624-1525  
    **Contact:** Matron Marilyn Lynch  
    No. of Residents: 20  
    No. of Staff: 7

12. **Lady Hochoy Home**  
    #17, Lady Hochoy Circular Road  
    Harding Place  
    Cocorite  
    Telephone No.: 622-4495/4714  
    **Superintendent:** Sister Bertill Dean  
    **Treasurer:** Sister Clare Marie  
    **Administrative Assistant:** Lynette Nelson  
    No. of Residents: 80  
    No. of Students: 60  
    No. of Staff: 61

13. **Patrice Senior Citizens Home**  
    #25, Petra Street  
    Woodbrook  
    Telephone No.: 625-7347  
    No. of Residents: 5  
    No. of Staff: 2

14. **Princes Elizabeth Home**  
    Telephone No.: 627-8176/627-7303/627-7489 Fax: 627-8085  
    **Acting Chief Executive Officer:** Ms. Jan Sirjusingh  
    **Email:** jansirjusingh@pecentrett.org  
    No. of Residents: 35  
    No. of Children on Weekend: 10  
    No. of Students Daily: 69  
    No. of Staff: 55

15. **Goodwill Industries of the Caribbean Ltd**  
    Telephone No. 625-8867  
    **CEO:** Ms Alleyne  
    **Dep. CEO:** Ms. Carter  
    No of Residents: 125  
    No of Staff: 14
SPECIAL PLACE OF LEARNING

1. Trinidad and Tobago Blind Welfare Association
   #118, Duke Street
   Port of Spain
   Telephone No.: 624-1613
   Executive Officer: Mr. Kenneth Suratt
   No. of Blind Persons: 50
   No. of Sighted Persons: 20

2. Belmont Orphanage
   Belmont Circular Road
   Belmont
   Telephone No.: 
   Manager: Sister Helen Scott
   No. of Children on Compound: 100
   No. of Staff: 40

3. St. Jude's Home for Girls
   Belmont Circular Road
   Belmont
   Telephone No.: 623-8554
   Manager: Sister Catherine Charles
   No. of Nuns: 10
   No. of Girls: 65
   No. of Staff: 54
   Day Nursery
   No. of Children: 110

4. Lady Hochoy Vocational Centre
   Dunlop Drive
   Cocorite
   Telephone No.: 628-6201
   Manager: Sister Margarita
   Assistant: Ms. Lucy Campbell
   No. of Occupants: 85
   No. of Staff: 15

5. Princess Elizabeth School
   #101-103, Aripita Avenue
   Woodbrook
   Telephone No.: 678-9045/625-0777
   Principal: Ms. Elizabeth Rollins
   Senior Teacher: Ms. Marvis Springer
   No. of Disabled Students: 70
   No. of Staff: 28
HOSPITALS

1. **Port of Spain General Hospital**
   Charlotte Street
   Port of Spain
   Telephone No.: 623-2951-2/2954-56/5261-2/7181
   **Accident & Emergency Department**
   Telephone No.: 623-2327

2. **Community Hospital of Seventh Day Adventists**
   Western Main Road
   Cocorite
   Telephone No.: 622-1191-2/622-3048
   **Accident & Emergency Department**
   Telephone No.: 623-2327

3. **St. Clair Medical**
   #18, Elizabeth Street
   St. Clair
   Telephone: 628-1451/628-8615

4. **St. James Medical Complex**
   Western Main Road
   St. James
   Telephone: 622-4171

HEALTH CENTERS

1. **George Street Health Center**
   Telephone No.: 623-5155

2. **Oxford Street Health Center**
   Telephone No.: 623-6741

3. **St. James Health Center**
   Telephone No.: 622-1142

4. **Woodbrook Health Center**
   Telephone No.: 622-2045
FIRE STATIONS

1. Fire Service Headquarters
   Wrightson Road
   Port of Spain
   Officer in Charge: Chief Fire Officer Roosevelt Bruce
   Telephone No.: 625-2671

2. Belmont Fire Station
   Belmont Circular Road
   Belmont
   Officer in Charge: Acting Fire Service Officer Jerome
   Telephone No.: 624-4222

3. Woodbrook Fire Station
   #55, Roberts Street
   Woodbrook
   Officer in Charge: Acting Fire Service Officer Sookdeo
   Telephone No.: 622-3575

AMBULANCE SERVICE

1. Medical Air Services Association Ambulance Service
   Ariapita Avenue
   Woodbrook
   Telephone No.: 628-8108/ 622-4616

2. Global Medical Response of Trinidad and Tobago
   Sea Lots
   Port of Spain
   Telephone No.: 625-1403
POLICE STATIONS

1. Besson Street Police Station
   #4, Piccadilly Street
   Telephone No.: 623-1395/ 5173
   Officer In Charge: Acting Inspector Coggins

2. Belmont Police Station
   #225-130, Belmont Circular Road
   Belmont
   Telephone No.: 621-2514/ 2515/2501
   Officer In Charge: Acting Inspector William

3. Central Police Station
   St. Vincent Street
   Telephone No.: 625-1261
   Officer In Charge: Inspector Thompson

4. City Police
   Port of Spain City Corporation
   2-4 Knox Street
   Port of Spain
   Telephone No.: 623-7811/ 623-3781
   Officer In Charge: Acting Superintendent Prieto

5. St. Clair Police Station
   #6, Serpentine Road
   St. Clair
   Telephone No.: 622-4565
   Officer In Charge: Acting Inspector Elie

6. St. James Police Station
   Lazare Street
   St. James
   Telephone No.: 622-3695/ 9169
   Officer In Charge: Inspector Saunders

7. Woodbrook Police Station
   Cor. Fitts and Baden Powell Streets
   Telephone No.: 628-9171
   Assistant Superintendent Johnson

8. Police Headquarters
   Sackville Street
   Port of Spain
   Telephone No.: 624-4140
## GROCERIES

1. Ark Holding  
   St. Vincent Street  
   Port of Spain  
   Telephone No.: 627-1251  
   **Contact:** Mr. Roger Ramdin

2. Chung Kui Supermarket  
   Charlotte Street  
   Port of Spain  
   Telephone No.: 627-2637  
   **Contact:** Ms. Nadine Wilson

3. FHS Supermarket  
   #6, Independence Square  
   Port of Spain  
   Telephone No.: 624-2058  
   **Contact:** Ms. Marian Rodriguez

4. Payless Supermarket  
   #99 – 101 Charlotte Street  
   Port of Spain  
   Telephone No.: 623-9149  
   **Contact:** Mr. Robin Ramdin

5. Payless Supermarket  
   #54 St. Vincent Street  
   Port of Spain  
   Telephone No.: 627-1251  
   **Contact:** Mr. Roger Ramdin

6. Queens Supermarket  
   #32, Independence Square  
   Port of Spain  
   Telephone No.: 624-1664  
   **Contact:** Mr. Daniel

7. Sing Chong Supermarket  
   Charlotte Street  
   Port of Spain  
   Telephone No.: 623-8680/ 625-3068  
   **Contact:** Mr. Christopher Low

8. St. James Meat Cottage  
   #3-3A, Agra Street  
   St. James  
   Telephone No.: 622-0051  
   **Contact:** Mr. Peter Balwant
9. Suchit Supermarket
   #6, Bournes Road
   St. James
   Telephone No.: 628-4901
   Contact: Mr. Suchit

10. Woo Ling Supermarket
    #16, Western Main Road
    St. James
    Telephone No.: 622-1036
    Contact: Mr. Brent Woo Ling

11. Hi Lo Food Stores
    French Street
    Woodbrook
    Telephone No.: 628-7503
    Contact:
HARDWARES

1. Aqui’s Hardware  
   #133, Western Main Road  
   St. James  
   Telephone No.: 622-3742  
   Contact: Mr. Edwin Aqui

2. Bhagwansingh’s Hardware  
   Telephone No.: 627-8335  
   Contact: Mr. Vinoo Ramoutar – Director

3. Sheikh Hardware  
   #17-19, George Street  
   Port of Spain  
   Telephone No.: 625-8280  
   Contact: Ms. Marla Ramnarinesingh

4. William H. Scott  
   #23-29, Independence Square  
   Port of Spain  
   Telephone No.: 623-2181-5  
   Contact: Mrs. Cumberbatch
PHARMACIES

1. Ali's Pharmacy
   #76, Charlotte Street
   Port of Spain
   Telephone No.: 623-6960
   Contact: Mr. Aleem Ali

2. Bhagan's Drug Store
   #10, Broadway
   Port of Spain
   Telephone No.: 627-5541
   Contact: Mr. Sean Bhagan

3. Crichlow's Pharmacy
   #100, Western Main Road
   St. James
   Telephone No.: 622-5095
   Contact: Mr. Calvin Crichlow

4. CVA Pharmacy
   Oxford and Henry Streets
   Port of Spain
   Telephone No.: 624-8934
   Contact: Mr. Courteney Augustine

5. Kappa Drugs
   Damien and Roberts Streets
   Woodbrook
   Telephone No.: 622-2728/622-5645
   Head Office: 675-1145
   Contact: Ms. Natasha Morrison

6. Royal Pharmacy
   #39, Prince Street
   Port of Spain
   Telephone No.: 623-4908
   Contact: Mr. Alan Hewett

7. St. James Pharmacy
   Western Main Road and Ganges Street
   St. James
   Telephone No.: 622-0321
   Cell No.: 722-5633
   Contact: Mr. K. Lakhan
FUNERAL HOMES

1. Armstrong’s Funeral Home
   Observatory and Oxford Street
   Port of Spain
   Telephone No.: 623-8582/ 625-0715
   Contact: Mr. C. Armstrong

2. Clarke and Battoo
   #11, Tragarete Road
   Port of Spain
   Telephone No.: 625-1170
   Contact: Ms. Shaun Jodhan

3. Simpson’s Funeral Home
   #108, Piccadilly Street
   Port of Spain
   Telephone No.: 623-4906/ 623-8918
   Contact: Ms. Lynette Thompson

4. Trinidad and Tobago Funeral Service Co-operative Society
   #118, St. Vincent Street
   Telephone No. 623-6822
   Contact: Mr. Rudolph Richardson
GUIDELINES FOR HOUSING VICTIMS

i) Min. floor area of 3.5 sq. metres per person.

ii) Privy accommodation should be separate: male and female, 1 w.c. per 15 females; 1 w.c. per 20 males and 1 w.c. per 15 children.

iii) 1 wash hand basin per 20 persons.

iv) 1 shower per 12 persons.

v) Water supply: 50 liters per person per day.
DUTIES OF SHELTER MANAGERS

1) When you are officially notified to open your buildings for shelter, proceed immediately to the building.

2) Establish and maintain contact with Emergency Operation Centre.

3) Alert basic staff and open the building for use.

4) Arrange the building for the disaster relief operations:
   a. Inventory supplies and equipment
   b. Prepare rooms for receiving people and for other purposes
   c. Arrange for identification of the shelter and staff
   d. Do building inspection

5) Order supplies and equipment for the shelter from disaster headquarters and report needs for supportive services such as health, feeding and family services.

6) Co-ordinate recruitment of additional staff with the co-ordinator of disaster of volunteers. Disaster victims are also good resource.

7) Set up a Registration Area.

8) Begin some feeding such as coffee, tea, juices as soon as people begin to arrive.

9) Establish schedules for sleeping, meals, clean up etc.

10) Establish and enforce safety and fire regulations in the shelter.

11) Arrange for adequate police and guard protection.

12) Arrange for the care of pets, if necessary, with the appropriate organizations.

13) Arrange for the maintenance of records for all borrowed and purchased equipment and supplies.

14) Co-ordinate the activities of all services in the shelter. Health, family and food services receive supervision from their own service but are under the administration of the Shelter Manager when serving in a shelter.

15) Deal with the media, but only in regard to the operation of your shelter. Written consent must be obtained from a shelter occupant before the shelter resident is interviewed or photographed.

16) Form Advisory Council of shelter occupants to assist in enforcing health, sanitary and safety regulations. The Council can also advise the manager in dealing with shelter problems, although the ultimate responsibility is still the Manager’s.

17) Keep in constant touch with the Mass Care Supervisor, giving progress report and daily activity reports.
# APPENDIX  XX

## LIST OF SHELTERS

<table>
<thead>
<tr>
<th>No</th>
<th>Shelter</th>
<th>Address</th>
<th>No. Persons Accepted</th>
<th>Access to Keys</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Belmont Community Centre</td>
<td>#47, Jerningham Avenue, Belmont</td>
<td>120</td>
<td>Selwyn Terrell</td>
<td>783-5100 (President)</td>
</tr>
<tr>
<td>2.</td>
<td>Eastern Boys’</td>
<td>#57-59, George Street, Port of Spain</td>
<td>120</td>
<td>MTS Security on compound</td>
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<tr>
<td>3.</td>
<td>Eastern Girls’</td>
<td>#83-87, George Street, Port of Spain</td>
<td>160</td>
<td>MTS Security on compound</td>
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<tr>
<td>4.</td>
<td>South East P.O.S. Secondary</td>
<td>#25, Nelson Street, Port of Spain</td>
<td>300</td>
<td>MTS Security on compound</td>
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<td>5.</td>
<td>Belmont Boys Secondary</td>
<td>#34A, Belmont Circular Road, Belmont</td>
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<td>7.</td>
<td>East Mucurapo Secondary</td>
<td>Mucurapo Road, St. James</td>
<td>300</td>
<td>Security on compound</td>
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<td>8.</td>
<td>Mucurapo West Secondary</td>
<td>Mucurapo Road, St. James</td>
<td>500</td>
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<td>9.</td>
<td>Cocorite Government School</td>
<td>#5, Lady Hochoy Circular Road, Cocorite</td>
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<td>10.</td>
<td>Polytechnic Sixth Form</td>
<td>#2, Ethel Street, St. James</td>
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<td>11.</td>
<td>Queen’s Royal College</td>
<td>#19, Maraval Road, Queen’s Park West</td>
<td>300</td>
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<td>12.</td>
<td>St. Catherine Girls’ Anglican</td>
<td>#143, Duke Street, Port of Spain</td>
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<td>13.</td>
<td>Moulton Hall Methodist School</td>
<td>#43, Abercromby Street, Port of Spain</td>
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<tr>
<td>No</td>
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<td>Address</td>
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<td>14</td>
<td>St. Paul Street Multipurpose Facility</td>
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<td>200</td>
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<td>16</td>
<td>Bethlehem Boys</td>
<td>#1A, Besson Street, Port of Spain</td>
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<td>18</td>
<td>Gonzales Community Centre</td>
<td>#4, Upper Quarry Road, Gonzales</td>
<td>60</td>
<td>Caretaker</td>
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## SHELTER MANAGERS AND SHELTERS ASSIGNED

<table>
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<tr>
<th>Shelter Managers</th>
<th>Shelter Assigned To</th>
<th>Shelter Contact Number</th>
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</table>
| **Derry Lee Loo**  
 #44, Quamina Street  
 St. James  
 **683-0882** | St. James Government Secondary School  
 #15, Panka Street,  
 St. James  
 Security on Compound | 624-4350 |
| **Robert Trent Govia**  
 #109, Frederick Street  
 Port of Spain  
 **625-5168** | St. Mary’s College  
 #75, Frederick Street  
 Port of Spain | 623-3792 |
| **Barbara Chandleur**  
 #33, Fitt Street  
 Woodbrook  
 **622-1985** | Fatima College  
 #2, Gaston Johnson Street  
 Woodbrook | 622-4121 |
| **Candice Marks**  
 #8, Archer Street  
 Belmont  
 **785-4793** | Belmont Community Centre  
 #47, Jerningham Avenue  
 Belmont | Vice President: 729-3314  
 Selwyn Terrell: 783-5100 (President)  
 Isha Ali: 392-6558 (Secretary) |
| **Perevel Dowers**  
 #27A, Argyle Street  
 Port of Spain  
 **770-4581** | St. Catherine Girls’ Anglican School  
 Cor. Duke and Richmond Streets  
 Port of Spain | 623-7341 |
| **Inez W. Morson**  
 #18, Hamlyn Place  
 Belle Eau Road  
 Belmont  
 **624-3306** | Sacred Heart Girls’ R.C. School  
 #2, Kew Place  
 Port of Spain | 625-1155 |
| **Linda Ryan-Wilson**  
 LP#51, Waterhole  
 Cocorite  
 **746-4273** | Cocorite Government Primary School  
 Lady Hochoy Circular  
 Cocorite | 628-2012 |
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<tr>
<td>Michael Morgan</td>
<td>Eastern Boys Government Primary School</td>
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<td>#39, Piccadilly Street</td>
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<td>Woodbrook Government Secondary School</td>
<td>628-7468</td>
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<td>Carol Boxill</td>
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<td>#7, Hamlyn Place</td>
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<td>Vickie Blackman</td>
<td>St. Paul Street Multipurpose</td>
<td>625-3016</td>
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<td>#155, Pioneer Drive</td>
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<td>Sea Lots</td>
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<td>359-3312</td>
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<tr>
<td>Harvey Adams</td>
<td>St. Joseph Road Community Center</td>
<td>Mr. Deryl Byron</td>
</tr>
<tr>
<td>#167, Production Avenue</td>
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<td>705-1934 (keys)</td>
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<td>Sea Lots</td>
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<td>Monica Constantine</td>
<td>Gonzales Community Centre</td>
<td>Caretaker</td>
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<td>723-7665</td>
<td>#4, Upper Quarry Road, Gonzales</td>
<td>624-4319</td>
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<td>Josanne Craigwell</td>
<td>Gonzales Community Centre</td>
<td>Caretaker</td>
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<tr>
<td>324-0447</td>
<td>#4, Upper Quarry Road, Gonzales</td>
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</table>
APPENDIX XXII
FORMS

MINISTRY OF LOCAL GOVERNMENT
DISASTER MANAGEMENT UNIT
PORT OF SPAIN CITY CORPORATION
SCHOOLS’ DATA SHEET

Date: _______/_______/_____

Name of Institution: ____________________________________________________________

Address: ____________________________________________

Telephone: ____________________________________________

Contact: ____________________________________________

Cell: ____________________________________________

Principal: ____________________________________________

Vice Principal: ____________________________________________

Is there an Evacuation Plan?        Yes ☐  No ☐

Is it written?        Yes ☐  No ☐        If no, state how: ________________________________

Are Drills done?        Yes ☐  No ☐        No. of times carried out? ___    Date of Last Drill? _____

Average time: ______________________      Muster Point: ____________________________

Is there a Safety Committee:        Yes ☐  No ☐

How many members: _______________

Name of members:  (i) _______________________________________

     (ii) _______________________________________

     (iii) _______________________________________

No. of occupants/students: ________________________        No. of staff: ________________

No. of fire extinguishers: _________        Last time extinguisher serviced? _________

No. of smoke detectors or fire hose: __________

What type of alarm system is used? ______________________________________________

Is any staff member trained in First Aid?        Yes ☐  No ☐        How many? __________

No. of buildings on compound? _______________        No. of exists? _______________

Comments: __________________________________________________________________

__________________________________________  ______________________________________

__________________________________________  ______________________________________
## INCIDENT REPORT

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Types</th>
<th>Rating</th>
<th>Persons Displaced</th>
<th>*Property Damaged</th>
<th>Agencies Involved</th>
<th>Action Taken</th>
</tr>
</thead>
</table>

**Types**
- Rh – River
- Fl – Flood
- Li – Landslide
- Bb – Broken Bridge
- Eq – Earthquake
- Sm – Storm

**Ratings**
- Mn – Minor
- Mj – Major
- Cm – Cross Municipalities
- Nw – Nationwide
- L – Local

NB: Please include approximate dollar value

**Agencies**
- F.S. – Fire Service
- P – Police
- T.T.R. – Trinidad & Tobago Regiment
- C.G. – Coast Guard
- MOW&T – Ministry of Works & Transport
- SW – Social Welfare
1. Name of Institution: ………………………………………………………………………………………………………

2. Address: ……………………………………………………………………………………………………………………

3. Principal/Vice Principal: …………………………………………………………………………………………………

4. Telephone Contact: ………………………………………………………………………………………………………

5. No. of Students: ……………………………………………………………………………………………………………

6. No. of Teachers: ……………………… Other Staff: …………………………………………………………………

7. Any Sign/Symptoms shown by students of H1N1: Yes □ No □

   If so, how many student/s affected: ………………………………………………………

8. Action taken: ……………………………………………………………………………………………………………

9. Date: …………………………………………………………………………………………………………………

10. Signature: ……………………………………………………………………………………………………………

    Principal/Vice Principal

11. Signature of Officer: …………………………………………………………………………………………………
DISASTER MANAGEMENT UNIT
PORT OF SPAIN CITY CORPORATION
DATA SHEET FOR MINISTRIES

Date visited: _______/_______/____

Name of Ministry:
______________________________________________________________________________

Address:
______________________________________________________________________________

Officer Seen: ____________________________     Cell: _______________

Post: ____________________________     Telephone No: ___________

No. of employees: _________     Average Visitors on a daily basis: ___________

No. of Departments on compound? _________     No. of exists? ___________

Is there an Evacuation Plan? Yes □ No □     Is Plan written? Yes □ No □

Are Evacuation Drills done? Yes □ No □     No. of times per year carried out? ___

Date of Last Drill? ____________________________     Average time: ___________

Muster Point: ____________________________

Safety Officer: ____________________________     Cell: _______________

Is there an OSHA Committee: Yes □ No □     How many members: _________

Name of members:     (i) ____________________________
                      (ii) ____________________________
                      (iii) ____________________________

No. of fire extinguishers: _________     Date extinguisher last serviced ___________

No. of smoke detectors or fire hose: ____________________________

What type of alarm system is used? ____________________________

Are any staff member/s trained in First Aid? Yes □ No □     How many? _________

Comments/Recommendations:
______________________________________________________________________________
______________________________________________________________________________
DISASTER MANAGEMENT UNIT
PORT OF SPAIN CITY CORPORATION

DATA SHEET FOR HOSPITALS

Name of Institution: _________________________________________________________________

Address: _______________________________________________________________________

Telephone Nos: ______________________                  No. of employees: __________________

Officer Seen: _______________________________________      Contact No. ________________

Post: __________________________      Average (Transient) Visitors on a daily basis: ______

No. of Departments on compound? _________________       No. of exits? __________________

Is there an Evacuation Plan?      Yes □      No □      Is Plan written?      Yes □      No □

Are Evacuation Drills done?        Yes □      No □      No. of times per year carried out? ____

Date of Last Drill? _______________________________            Average time:_______________

Muster Point: ________________________________________________________________

Safety Officer: _____________________________          Cell:___________________

Is there a Crisis/Safety Committee: Yes □      No □      How many members: _____________

Name of members: (iv) __________________________________________________________________

(v) __________________________________________________________________

(vi) __________________________________________________________________

(vii) __________________________________________________________________

No. of fire extinguishers: ______________       Date extinguisher last service ____________

No. of smoke detectors or fire hose: ________________________________

What type of alarm system is used? ________________________________
Are any staff member/s trained in First Aid? Yes □  No □  How many? __________

Comments:  ____________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

No. of Available Beds? _________________  No. of patients presently at hospital? __________

No. of Doctors: _________  Nurses: _________  Other Personnel: _________________

No. of patient transport available: _______________

Dispensary on compound  Yes □  No □

Available Anesthetic: Local ___________  Other: _________________

Available Antibiotics: ___________________________________________________________

Available Blood Type Supply: ____________________________________________

Vaccines Available:

Snake Bites: __________________________________________________________

Small Pox: __________________________________________________________

Measles: __________________________________________________________

Yellow Fever: _______________________________________________________

H1N1: ____________________________________________________________

Steroids: Type Available: ______________________________________________

Other: ______________________________________________________________________
**SHELTER REGISTRATION**

Name of Shelter: .................................  Date: .........................

Location of Shelter:  .............................................................................

**INITIAL INFORMATION**

Surname: ............................................  Other Names: ............................

Name commonly used: ............................  Date of Birth: .....................  M ( )  F ( )

Address:  .................................................................................................

Next of Kin:  ...............................................................................................  

Address:  .................................................................................................

**FOLLOW-UP INFORMATION**

Date of arrival at Shelter:

Family Group:

<table>
<thead>
<tr>
<th>Names</th>
<th>Health Status</th>
<th>Occupation</th>
<th>D.O.B.</th>
<th>Sex</th>
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General Health Condition: ........................................................................

Unique or emergency health needs:

Damage to home/crops: ........................................................................

Possibility of going to home of friends or family:  Yes [ ]  No [ ]

Name and Address:  ........................................................................................

Date of leaving shelter: ........................................................................

Destination:  ............................................................................................

Recorder: .................................  Date: .................................
SHELTER LOG

Parish/District:………………………………………………… Shelter:………………………………………………… Date:……………………………………

District Chairman/Shelter Manager:……………………………………………………………………………………………..

Type of report (daily/event):………………………………………………………………………………………………………..

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<tr>
<th>Time</th>
<th>Entry (Event/Action)</th>
<th>Recorder</th>
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## Neighbouring Disaster Management Units

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<tr>
<th>Disaster Management Unit</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Diego Martin Regional Corporation</td>
<td>695-7834</td>
</tr>
<tr>
<td>San Juan/Laventille Regional Corporation</td>
<td>663-9777</td>
</tr>
</tbody>
</table>