



# **CITY OF PORT OF SPAIN**

# **DISASTER MANAGEMENT PLAN**



# TABLE OF CONTENTS

	Definitions .....	4
1.0	Introduction .....	5
1.1	Purpose .....	5
1.2	Scope .....	5
1.3	List of Emergencies .....	6
1.4	Design .....	7
1.5	Authorities .....	7
1.6	Policy Statements .....	8
1.7	Assumptions .....	9
1.8	Review and Update .....	9
1.9	Situation Analysis .....	9
2.0	Hazards or Risks .....	9
2.1	Characteristics of Port of Spain .....	10
3.0	Disaster Management Control Structure .....	11-13
4.0	The Emergency Operations Centre (EOC) .....	14-16
5.0	Risk Reduction Operations .....	17
6.0	Public Information .....	18
	6.1 Office of the Mayor of Port of Spain	
	6.2 Alert and Warning	
7.0	Emergency Assistance .....	19
	7.1 Evacuation	
	7.2 Sheltering	
	7.3 Medical Assistance	
8.0	Continuity of Governance .....	19-20
9.0	Damage and Needs Assessments .....	21-22
	Appendices	

## 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.

<b>NATURAL</b>	<b>MAN-MADE</b>
Flooding	Events
Earthquake	Unusual Risk (bomb scare)
Explosion	Acts of Terrorism
Hurricane/Storm Surges	Industrial Accidents
Major Fires	Mass Casualty Incidents
Landslide	Boating Accidents

## 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.

Belmont	460
Cocorite	67
Ellerslie Park	11
Federation Park	49
Gonzales	97
Long Circular	11
Newtown	18
Sea Lots	47
St. Clair	10
St. James	444
Woodbrook	165
East Port of Spain	518
Port of Spain Proper	157
Port of Spain Port Area	3

### **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.
  - b. Press Personnel: Valid and current press pass.

### **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 or 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.
3. Preserving vital government documents.
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.
  6. Monitoring public health.
  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?).

I

## **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
- Appendix VI – Members of Parliament, Designation, Addresses and Contact
- Appendix VII – Members of Council and Contact
- Appendix VIII – Area Boundaries within Corporation
- 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
- Appendix XIV – Groceries
- Appendix XV – Hardwares
- Appendix XVI – Pharmacies
- Appendix XVII – Funeral Homes
- Appendix XVIII – Guidelines of Housing Victims
- Appendix XIX – Duties of Shelters Managers
- Appendix XX – List of Shelters
- Appendix XXI – Shelter Managers and Shelters Assigned
- Appendix XXII – Forms
- Appendix XXIII – Neighbouring Disaster Management Unit



## APPENDIX I

### Members of the Port of Spain Disaster Management Committee

<b>Name</b>	<b>Organization</b>	<b>Contact Number</b>
Mr. Revenales	Port of Spain Corporation, Engineer's Department	623-5571/ 746-7623
Mr. Keith Cook Disaster Management Co-ordinator	Port of Spain Corporation, DMU	623-5092/ 653-4087/ 793-1862
Ms. Natasha Nathaniel Field Officer	Port of Spain Corporation, DMU	718-2984
Ag. Supt. Eriola Prieto	Port-of-Spain Corporation City Police	623-7811/ 3781/ 767-1834
Mr. Mitra Sooklal	Public Health Department, Port of Spain Corporation	623-1121 Ext. 263/258/ 799-0275
Mr. Emmanuel Peters	Adventist Disaster Relief Agency (ADRA)	662-7024/ 316-4228
Mr. Reginald Thompson	Community Environmental and Protection Enhancement Programme (CEPEP)	483-6043
Ms. Shiridan Murphy	Global Medical Response of Trinidad and Tobago (GMRTT)	625-1403/ 704-9810
Mr. Sarran Mungal	Ministry of Education – Port of Spain and Environs	623-0661/ 727-6169

<b>Name</b>	<b>Organization</b>	<b>Contact Number</b>
Mr. Ricky Ramesar	Ministry of Works and Infrastructure (Traffic Management Branch)	626-6875/ 754-7756
Joseph Kasmarick	NIDCO	782-4030
Mr. Steve Noriega	Office of the Prime Minister	622-5944/ 396-0384
Mr. Keith Castor	Public Transport Service Corporation (PTSC)	623-2341/ 788-6380
Mr. Ravindranath Goswami	Radio Emergency Communications Teams (R.E.A.C.T.)	624-0383/ 682-2212
Ms. Gloria Jones	Radio Emergency Communications Teams (R.E.A.C.T.)	620-1596
Mr. Rory Chambers	Route 1 Maxi Taxi Association	625-4053/ 722-4331
Mr. Linus Phillip	Route 2 Maxi Taxi Association	624-3505/ 472-5854
Mr. Rocky Rambaran	Salvation Army	625-4120/ 316-4986
Ms. Allison Alexander	St. John's Ambulance Brigade	627-7792/ 750-7241
Mr. Courtenay Legendre	Trinidad and Tobago Electricity Commission (T&TEC)	623-5070 ext. 1314/ 689-6236
Representative	Trinidad and Tobago Fire Service – Wrightson Road	625-2671-4/ 689-6942
Representative	Trinidad & Tobago Police Service (Traffic & Highway Patrol Branch)	627-1177
Representative	Trinidad & Tobago Police Service (Traffic & Highway Patrol Branch)	728-9214
Representative	Trinidad & Tobago Police Service – (OPACS)	623-4022/ 488-5787
Representative	Trinidad & Tobago Police Service – (IATF)	345-8656/ 720-8990
Representative	Trinidad & Tobago Police Service – P.O.S. Division)	708-2560/ 720-5884
Ms. Natasha Narcis	Trinidad & Tobago Police Service – (GEB)	623-9111/ 471-1300
A.S.P. Edwin Phillips	Transit Police	626-0342/ 732-5873
Mr. Joseph Ferreira	Traffic Warden	629-2794/ 728-0827

<b>Name</b>	<b>Organization</b>	<b>Contact Number</b>
Mr. Ian Andrews	Traffic Warden	629-2794
Mr. Joseph Charles	Trinidad & Tobago Red Cross Society	627-8214/ 335-6889
Mr. Stephen French	The Trinidad & Tobago Solid Waste Management Co. Ltd.	625-6678-80/ 494-9023
Mr. Learie James	Unemployment Relief Programme (URP) Region 2	328-6247
Mr. Jacy Warrick	Water and Sewerage Authority (WASA)	622-2302 ext. 6501/ 320-8078
Captain Alistar Khan	Water Taxi	379-7056/ 701-3659

### 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
- xi) Trinidad and Tobago Electricity Commission (T&TEC)
- 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

	<b>Drivers</b>	<b>Contact No.</b>
1 Bob Cart	Samuel Clarke	782-5516
2 Dump Trucks	Hubert Atkinson	364-2176
	Mark Davis	703-9313
	Marlon Andrews	462-4410
	Roland Robertson	306-7066
	Jamil Ali	349-7044
	Jason Albert	295-6756

**APPENDIX IV****List of Vehicles and Drivers**

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

## **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**

<b>No</b>	<b>Name</b>	<b>Contact</b>
1	Mr. Ravindranath Goswami	624-0383/682-2212
2	Ms. Gloria Jones	620-1596

## 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



### 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  
darrylrajpaul@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 Augustine** (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

26. **Tranquility Government Secondary School**  
#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

## Downtown

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. **Picadilly 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 Syms**  
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. Jillian 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

## **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

53. **Belmont Government Primary School**  
#138A, Belmont Circular Road  
Belmont  
Telephone No. 624-5412  
**Principal: Ms. Marjorie Brumant**  
**Vice Principal: Roxanne Alexander**  
No. of Students: 405  
No. of Staff: 19
54. **Belmont Secondary School**  
#24, Belmont Circular Road  
Belmont  
Telephone No.: 624-1717  
**Principal: Mrs. Lisa Sammy-Pierre**  
**Vice Principal: Ms. Luann Frank-Felix**  
No. of Students: 493  
No. of Staff: 85
55. **Escallier Anglican Primary School**  
#29, Lange Steet  
Gonzales  
Telephone No.: 623-6645  
**Principal: Mrs. Karen Dalrymple**  
**Senior Teacher: Ms. Charlene Blake-Phillip**  
No. of Students: 115  
No. of Staff: 5
56. **Gloster Lodge Moravian School**  
#89, Gloster Lodge Road  
Belmont  
Telephone No.: 625-5825  
**Principal: Mrs. Ann Alves**  
No. of Students: 256  
No. of Staff: 23
57. **Holy Name Convent**  
#2, Queen's Park East  
Port of Spain  
Telephone No.: 624-6337/ 623-8168  
**Principal: Mrs. Frances Lacaille-Perkins**  
**Vice Principal: Ms. Lisette Khan**  
No. of Students: 678  
No. of Staff: 52
58. **Holy Name Prep School**  
#2, Queens Park East  
Port of Spain  
Telephone No.: 623-6713  
**Principal: Sister Stephanie Clemendore**  
No. of Students: 365  
No. of Staff: 25

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



## 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 Bartholonew**  
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  
1<sup>st</sup> Building: Church and Residents Facility - 20  
2<sup>nd</sup> Building: Convent – Sisters Quarters  
3<sup>rd</sup> 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, Bourmes 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. Aqi's Hardware  
#133, Western Main Road  
St. James  
Telephone No.: 622-3742  
**Contact: Mr. Edwin Aqi**
  
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. Courtney 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. Laxhan**

## 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 Manger's.
- 17) Keep in constant touch with the Mass Care Supervisor, giving progress report and daily activity reports.

## APPENDIX XX

### LIST OF SHELTERS

No	Shelter	Address	No. Persons Accepted	Access to Keys	Telephone Number
1.	Belmont Community Centre	#47, Jerningham Avenue, Belmont	120	Selwyn Terrell	783-5100 (President)
2.	Eastern Boys'	#57-59, George Street, Port of Spain	120	MTS Security on compound	
3.	Eastern Girls'	#83-87, George Street, Port of Spain	160	MTS Security on compound	
4.	South East P.O.S. Secondary	#25, Nelson Street, Port of Spain	300	MTS Security on compound	
5.	Belmont Boys Secondary	#34A, Belmont Circular Road, Belmont	250	Security on compound	
6.	St. James Government Secondary	#15, Panka Street, St. James	500	Security on compound	622-4350
7.	East Mucurapo Secondary	Mucurapo Road, St. James	300	Security on compound	
8.	Mucurapo West Secondary	Mucurapo Road, St. James	500	Security on compound	
9.	Cocorite Government School	#5, Lady Hochoy Circular Road, Cocorite	60	Security on compound	
10.	Polytechnic Sixth Form	#2, Ethel Street, St. James	300	Security on compound	
11.	Queen's Royal College	#19, Maraval Road, Queen's Park West	300	Security on compound	622-1671
12.	St. Catherine Girls' Anglican	#143, Duke Street Port of Spain	150	Security on compound	623-7341
13.	Moulton Hall Methodist School	#43, Abercromby Street, Port of Spain	150	Security on compound	625-6142

No	Shelter	Address	No. Persons Accepted	Access to Keys	Telephone Number
14.	St. Paul Street Multipurpose Facility	St. Paul Street East Dry River Port of Spain	200	Security on compound	625-3016
15.	St. Joseph Road Community Centre	Old St. Joseph Road	50		
16.	Bethlehem Boys	#1A, Besson Street, Port of Spain			624-2004
17.	Bethlehem Girls	#1A, Besson Street, Port of Spain			624-6539
18.	Gonzales Community Centre	#4, Upper Quarry Road, Gonzales	60	Caretaker	624-4319



## APPENDIX XXI

### SHELTER MANAGERS AND SHELTERS ASSIGNED

Shelter Managers	Shelter Assigned To	Shelter Contact Number
Derry Lee Loo #44, Quamina Street St. James <b>683-0882</b>	St. James Government Secondary School #15, Panka Street, St. James Security on Compound	624-4350
Robert Trent Govia #109, Frederick Street Port of Spain <b>625-5168</b>	St. Mary's College #75, Frederick Street Port of Spain	623-3792
Barbara Chandleur #33, Fitt Street Woodbrook <b>622-1985</b>	Fatima College #2, Gaston Johnson Street Woodbrook	622-4121
	Belmont Boys' Secondary School #34A, Belmont Circular Road Belmont	624-1688
Candice Marks #8, Archer Street Belmont <b>785-4793</b>	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 <b>770-4581</b>	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 <b>624-3306</b>	Sacred Heart Girls' R.C. School #2, Kew Place Port of Spain	625-1155
Linda Ryan-Wilson LP#51, Waterhole Cocorite <b>746-4273</b>	Cocorite Government Primary School Lady Hochoy Circular Cocorite	628-2012

Shelter Managers	Shelter Assigned To	Shelter Contact Number
Michael Morgan #39, Piccadilly Street Port of Spain <b>625-5441/750-5053</b>	Eastern Boys Government Primary School George Street Port of Spain	623-1409
	Woodbrook Government Secondary French Street Woodbrook	628-7468
Carol Boxill #7, Hamlyn Place Belle Eau Road Belmont <b>625-8375</b>	Moulton Hall Primary School #43, Abercromby Street Port of Spain	625-6142
La Verne George #25, Archer Street Belmont <b>722-1122</b>	Queen's Royal College Queen's Park West Port of Spain	622-5832
	Newtown Girls R.C. School Maraval Road	622-1662
Victor Thongs #32C, Nelson Street Port of Spain <b>625-0279/765-4832</b>	South East P.O.S. Government Secondary #25, Nelson Street Port of Spain	623-8618
Stanley Job #43, Upper Bournes Road St. James <b>770-5029</b>	Mucurapo Girls R.C. School Western Main Road St. James	622-2060
Vickie Blackman #155, Pioneer Drive Sea Lots <b>738-1607</b>	St. Paul Street Multipurpose St. Paul Street	625-3016
Nessa Mitchell #18, Wharton Street Richard Terrace Laventille <b>786-6788/Fax: 623-7379</b>	St. Paul Street Multipurpose St. Paul Street	625-3016

Shelter Managers	Shelter Assigned To	Shelter Contact Number
Gail John LP#A10C, Production Avenue Sea Lots <b>627-9618/683-6058</b>	St. Paul Street Multipurpose St. Paul Street	625-3016
Jacqueline Augustine #158, Production Avenue Sea Lots <b>359-3312</b>	St. Paul Street Multipurpose St. Paul Street	625-3016
Harvey Adams #167, Production Avenue Sea Lots <b>788-1138/623-6629</b>	St. Joseph Road Community Center St. Joseph Road	Mr. Deryl Byron 705-1934 (keys)
	Bethlehem Boys #1A, Besson Street, Port of Spain 624-2004	
	Bethlehem Girls #1A, Besson Street, Port of Spain 624-6539	
Monica Constantine <b>723-7665</b>	Gonzales Community Centre #4, Upper Quarry Road, Gonzales	Caretaker 624-4319
Josanne Craigwell <b>324-0447</b>	Gonzales Community Centre #4, Upper Quarry Road, Gonzales	Caretaker 624-4319

# 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

Municipality	Types	Rating	Persons Displaced	*Property Damaged	Agencies Involved	Action Taken

Types

Rn. – River  
 Fl – Flood  
 Ls – 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



**MINISTRY OF LOCAL GOVERNMENT  
DISASTER MANAGEMENT UNIT  
PORT OF SPAIN CITY CORPORATION**

**H1N1 DATA SHEET**

---

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**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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 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 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:

Names	Health Status	Occupation	D.O.B.	Sex

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:.....



## APPENDIX XXIII

### NEIGHBOURING DISASTER MANAGEMENT UNITS

DISASTER MANAGEMENT UNIT	CONTACT
Diego Martin Regional Corporation	695-7834
San Juan/Laventille Regional Corporation	663-9777