

Princes Town Regional Corporation



Disaster Management Unit Emergency Operations Plan 2018

Table of Contents

Introduction	4
Mission statement	5
Purpose of Plan	6
Scope	7
Design	9
Authorities	11
Policy Statement	12
Review and Update	15
Situations and Assumptions	16
INSTRUCTIONS FOR SAFEGUARDING AGAINST HURRICANES	17
INSTRUCTIONS FOR SAFEGUARDING AGAINST EARTHQUAKES	21
INSTRUCTIONS FOR SAFEGUARDING AGAINST FLOODS	24
INSTRUCTIONS FOR FACING TORNADOES	27
INSTRUCTIONS FOR SAFEGUARDING AGAINST STORM SURGES AND TSUNAMIS	30
INSTRUCTIONS FOR FACING CHEMICAL ACCIDENTS	32
INSTRUCTIONS FOR FACING LANDSLIDES	38
INSTRUCTIONS FOR SAFEGUARDING AGAINST HOUSE, INDUSTRIAL AND WILDFIRES	41
INSTRUCTIONS FOR DEALING WITH IGNEOUS AND MUD VOLCANOES	46
Characteristics of the Corporation	49
Concept of Operations	54
Direction & Control- Organisation	60
PTRC Emergency Operations Centre	68
Requests for Assistance	70

Continuity of Government (Continuity of Operations)	72
Identification Requirements	77
Operations by Time Frame – (Phases)	78
Alert & Warning	80
Evacuation	82
Sheltering	84
Damage and Needs Assessment	86
Public Information	88
PTRC Radio Frequencies	89
PTRC Telephone Directory	93
Acknowledgement	100

Introduction

The Disaster Measures Act Chapter 16:50, 1978 , “*An Act to provide for the taking of prompt and expeditious measures for the alleviation of the effects of disaster and for matters connected therewith*” in order to comply with the mandates outlined in this act the Princes Town Regional Corporation (PTRC) has embarked on the development of its Emergency Operations Plan (The Plan). The Plan establishes a framework through which the Princes Town Regional Corporation prepares for, responds to, recovers from, and mitigates the impacts of a wide variety of hazards that could adversely affect the health, safety and/or general welfare of the residents of the municipality. The Plan provides guidance to Government and local officials on procedures, organization, and responsibilities, as well as provides for an integrated and coordinated local and Government response.

This is an operations-based plan that addresses evacuation; sheltering; post-disaster response and recovery; deployment of resources; communications, and; warning systems.

The Plan describes the basic strategies, assumptions, and objectives, and mechanisms through which the Princes Town Regional Corporation will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness, response, recovery, and mitigation.

Mission statement

In the occurrence of a natural or man-made hazard, the Disaster Management Unit of the Princes Town Regional Corporation in coordination with the Ministry of Local Government and the Office of Disaster Preparedness and Management (ODPM) would be expected to direct their immediate and complete effort to maximize the preservation of life and protection of property.

Purpose of Plan

This Princes Town Regional Corporation Emergency Operations Plan provides a basis to establish policies and procedures which will assure maximum and efficient utilization of all resources of the Princes Town Regional Corporation, to prevent, minimize prepare for, respond to, and recover from the loss of life and/or injury to the population, and protect and conserve resources and facilities of the Princes Town Regional Corporation during large-scale emergencies considered to be of disaster magnitude.

For the purpose of this plan, “disaster” shall be defined as any condition man-made or natural which results in a significant disruption to the operations (residential and commercial) of the general population of the Princes Town Regional Corporation. The onset of most hazards is considered to be very rapid, allowing minimum time for preparation. The scale of a “hazard” is determined by the potential for loss of life, damage to facilities, and the amount of external resources necessary for the Princes Town Regional Corporation to return to its normal operations.

Scope

The Princes Town Regional Corporation Emergency Operations Plan presents the policies and procedures in preparation for and the execution of emergency operations to prevent, minimize, prepare for, respond to, and recover from injury or damage that may occur due to natural, manmade, or technological hazards. The Princes Town Regional Corporation must also ensure the continuity of government operations during disaster situations.

This plan pre-determines, to the extent possible, actions and interactions to be taken by the Princes Town Regional Corporation, the Ministry of Local Government, and the Office of Disaster Preparedness and Management to prevent and minimize the effects of disasters. These actions include reduction of the vulnerability of its citizens to hazards, protection of life and property of citizens residing in the Princes Town Regional Corporation as well as visitors to the Princes Town Regional Corporation, expeditious and effective response to hazard occurrences and the implementation of timely recovery actions.

The Disaster Management Unit will be responsible for controlling and coordinating all activities related to the hazard.

These will include:

- Communications
- Search and Rescue Operations (SRO)
- Liaising with Emergency Services such as
 - Office of Disaster Preparedness and Management (ODPM)
 - Ministry of Local Government and Rural Development (MOLGRD)
 - Trinidad & Tobago Fire Services (TTFS)
 - Trinidad & Tobago Police Service (TTPS)
 - Emergency Medical Services (GRMTT)
 - Forestry Division
 - The Trinidad & Tobago Defense Force (TTDF)
 - Ministry of Works and Transport (MOWT)
 - Ministry of Social Development and Family Services (MOSD)

This Plan, its annexes and appendices, checklists, and notification/recall lists shall be maintained and kept current by all parties on the following schedule:

1. Review and update the Princes Town Regional Corporation Emergency Operations Plan, annexes, and appendices every year.
2. Resource inventories/database list and department internal plans and checklists yearly
3. Verify notification/recall lists every six (6) months.

Design

Definition: Major Incident / Disaster

“

A major incident / disaster is a threat or actual incident which has the potential to cause serious injury or loss of life. It may cause extensive damage to property and disruption of services, which may require the assistance of the Regional Emergency Operations Centre.

.....”

Preparation of an Emergency Operations Plan represents the crucial first step in achieving a successful response to an emergency. Once a plan has been produced, responsibility lies with the Disaster Management Unit, Princes Town Regional Corporation- Administration, and the elected Councilors to ensure that the plan is disseminated, its importance emphasized, and its procedures followed in the event of a hazard.

The Princes Town Regional Corporation Emergency Operations Plan has two primary goals: to reduce the likelihood that the region will experience a hazard and to mitigate the impact of any hazards that do occur.

The "best" disaster is one for which we are so well prepared that it never happens. Potential disasters can be reduced by identifying and correcting hazardous conditions and by encouraging citizen's alertness in detecting and reporting problems.

The main sections of the Emergency Operations Plan outline strategies for coping with hazards when it does occur. It delegates authority to act and lists actions to be taken so that damage can be minimized by a swift and appropriate response. The plan is organized according to the chain of events that a hazard would trigger, beginning with the initial response and followed by damage assessment and preliminary actions, as well as sources of supplies and services.

Disasters can arise from a variety of sources, from natural events such as tornadoes and earthquakes to fires and floods caused by the failure of manmade structures and equipment. A common element in almost

every type of disaster and the Emergency Operations Plan addresses itself primarily to these potential hazards.

This Plan has two basic principal components.

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

Authorities

The Plan has the force and effect of law as promulgated by the National and Local Government. Plan implementation, and the subsequent supporting actions taken by the Princes Town Regional Corporation, is specific to the emergency or disaster situation. Implementation is influenced by the timely acquisition and assessment of reliable information gathered from affected jurisdiction(s). This Plan is in effect for preparedness activities, response, and initial relief activities when an emergency or disaster occurs or is imminent.

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

a) Local Government

- Act no. 21 of 1990 chapter 25:04 (NB. – New legislation is expected to be implemented in due course)
- The Highways Act, Chapter 48:01 , Sec. 6
- The Public Health Ordinance Act, Chapter 12 no. 4/1950

b) National Government

- Disaster Measures Act Ch 16:50 1978 (NB. – The proposed Local Government Bill 2009 makes provisions for the Disaster Management Act to be implemented under Section 25 (1) Schedule 5
- Constitution of the Republic of Trinidad and Tobago Act 4 of 1976 Ch. 1: 01 4 Rights enshrined; Ch. 5 Executive Powers
- Fire Service Act Ch. 35:30 Act 10 1997 – Amendments to the Fire Services Act Ch. 35:30
- Police Service Act Ch. 15:01
- The Regional Health Authorities Act No. 5 of 1994
- The Coroner's Act Ch. 6:04
- The Disaster Measures Act Ch. 16:50
- The Defence Act, Chapter 14.01
- Protectives Services Compensation Act No. 22 of 1996
- Occupational Safety and Health Act No. 1 2004
- Telecommunications Act of 2000
- TTEMAS Act no. 8 of 2000
- Supplemental Police Act Chap. 15.02

Policy Statement

In the occurrence of a natural or man-made emergency, the Disaster Management Unit of the Princes Town Regional Corporation in coordination with the Ministry of Local Government and the Office of Disaster Preparedness (ODPM) would be expected to direct their immediate and complete effort to maximize the preservation of life and protection of property.

Limitations:

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

Suspension of Routine Activities and Availability of Employees:

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

Households of Emergency Response Personnel:

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

Non-Discrimination:

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

Citizen Preparedness:

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

Review and Update

EOP and subsequent revisions, supersedes all previous editions and is effective immediately for planning, training and exercising, and preparedness and response operations

All plans, appendixes, implementing procedures and resource inventories shall be based on those potential hazards to which the Princes Town Regional Corporation is subject, along with the support needed to assist the PTRC before, during, and after any emergency or disaster. Plans, appendixes, and procedures will detail who (by title), what, when, where, and how emergency tasks and responsibilities will be conducted by the Chairman, CEO, Councilors, and the Disaster Management Unit.

All changes, revisions, and/or updates to the Plan its annexes and appendices shall be forwarded to Chief Disaster Coordinator (Ministry of Local Government) and the ODPM for review of the Plan. If no changes, revisions, and/or updates are required, Chief Disaster Coordinator (Ministry of Local Government) and the ODPM shall be notified in writing by the Disaster Management Coordinator (PTRC) that respective plans, annexes, appendices, etc., have been reviewed and are considered valid and current.

Situations and Assumptions

The Princes Town Regional Corporation is vulnerable to a number of hazards, these include:

- Floods
- Landslides
- Earthquakes
- Bridge Collapse
- Toxic Releases
- Fires (Industrial, Domestic)
- Vehicular Accidents
- Industrial Accidents
- Gas Explosions
- Pollution of Water Supply
- Blockage of Watercourses
- Chemical releases (Industrial)
- Storms
- Hurricanes
- Tsunami & Storm Surges
- Tornadoes
- Sewer Explosions
- Volcanic Eruptions
- Epidemics

INSTRUCTIONS FOR SAFEGUARDING AGAINST HURRICANES

General Information-Warnings

1. The Meteorological Service issues warnings when hurricanes are approaching Trinidad & Tobago.
2. **A HURRICANE WATCH** means a hurricane may threaten an area within thirty-six (36) hours. A Hurricane Watch is not a hurricane warning, but a first alert for emergency forces and the general public in prospectively threatened areas. When your area is under a hurricane watch, you should continue normal activities, but stay tuned to a radio or television for all Weather Service Advisories.
3. **A HURRICANE WARNING** becomes part of advisories when a hurricane is expected to strike an area within twenty-four (24) hours. Advisories containing hurricane warning include an assessment of flood danger in coastal and inland areas, small craft warnings, gale warnings for the storm's periphery, estimated storm effects, and recommended emergency procedures.
4. Radio and television will broadcast latest hurricane advisories.

Precautionary Measures – After Warning and Prior to Hurricane

1. Keep your radio or television on and listen for the latest Weather Service warnings and advisories. If power fails, use portable battery radio or your car radio. Check your battery-powered equipment. Your radio may be your only link with the world outside the hurricane, and emergency cooking facilities and flashlights will be essential if utility services are interrupted.
2. Plan your time before the storm arrives. Waiting until the “last minute” might leave you marooned.
3. Leave beaches and other low-lying areas that may be swept by high tides. Leave early; don't run the risk of being marooned.
4. Moor your boat securely before the storm arrives, or move it to a designated safe area. When your boat is moored, leave it alone don't return once the waves and wind are up.
5. Board-up windows or protect them with storm shutters or tape. Danger to small windows is mainly from wind driven debris. Larger windows may be broken by wind pressure.

6. Secure outdoor objects that may be blown away or uprooted. Garbage cans, garden tools, toys, signs, porch furniture, and a number of other harmless items become missiles of destruction in hurricane winds. Anchor them or store them inside before the storm strikes.
7. Store drinking water (**at least 3 gallons per person per day**) in clean, closed containers such as jugs, bottles, and cooking utensils. The public water supply system may become contaminated by flooding or damage by the hurricane.
8. Keep your car fuelled. Service stations may be inoperable for several days after the storm strikes, due to flooding or interrupted power.
9. Unless advised to evacuate, stay at home if your house is sturdy and on high ground. If it is not you or you live in a mobile home, move to a designated shelter and stay there until the storm is over.
10. Remain indoors during the hurricane: Travel is extremely dangerous when winds and tides are whipping through your area.
11. Beware the “eye” of the hurricane: If the calm storm centre passes directly overhead, there will be a lull in the wind lasting from a few minutes to half an hour or more. Stay in a safe place unless emergency repairs are absolutely necessary. But remember, at the other side of the eye the winds rise very rapidly to hurricane force, and come from the opposite direction.

Evacuation

If you are warned to evacuate your home and move to another location (including pre-designated hurricane shelters) temporarily, there are certain things to remember to do. Here are the most important ones.

- a) Follow the instructions and advice of local authorities. If you are told to evacuate, do so promptly. If you are instructed to move to a certain location, go there don't go anywhere else. If certain travel routes are specified or recommended, use those routes rather than trying to find short cuts of your own. If you are told to shut off your water, gas or electric service before leaving home, do so. And listen to the radio or television for instructions as to where emergency housing and mass feeding stations are located, in case you need to use them.
- b) Secure your home before leaving. If you have time, and if you have not received other instructions from the local authorities, you should lock your house doors and windows. Park your car in the

garage, or driveway, close windows, and lock the car (unless driving to your new temporary location).

- c) Travel with care. If the local authorities are arranging transportation for you, precautions will be taken for your safety. But if you are walking or driving your own car to another location, keep in mind the following:
- Leave early enough so as not to be marooned by flooded roads, fallen trees and wires.
 - Make sure you have gasoline in your car.
 - Follow recommended routes.
 - As you travel, keep listening to the radio for additional information from the Meteorological Services.

Safety Measures – After Passage of Hurricane

1. Remain in shelters until informed by those in charge that you may return to your home.
2. Keep tuned to your radio or television stations for advice and instructions of the relevant emergency services on-
 - a) Where to go to access necessary medical care in your area;
 - b) Where to go for necessary emergency assistance for housing, clothing, food etc.;
 - c) Ways to help yourself and your community recover from the emergency.
3. Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster; they may collapse without warning. Also, there may be gas leaks or electrical short circuits.
4. Don't take lanterns, naked lights, or lighted cigarettes into buildings that have been damaged by a hurricane; there may be leaking gas lines or flammable material present. Use battery powered flashlights, spots etc., if available.
5. Stay away from fallen or damaged electric wires, which may still be dangerous. Notify the electric company (TTEC) or the police or the fire department.
6. Check for leaking gas lines in your home. Do this by smell don't use matches or candles. If you smell gas, do this:
 - 1) Open all windows and doors;
 - 2) Turn off the main gas valve at the meter;

- 3) Leave the house immediately;
 - 4) Notify the gas company or the police; and
 - 5) Don't re-enter the house until you are told it is safe to do so
7. If any of your electrical appliances are wet, first turn off the main power switch in your house, then unplug the wet appliance, dry it out, reconnect it, and finally, turn on the main power switch. (Caution: Don't do any of these things if you are wet or standing in water.) If fuses blow when the electric power is restored, turn off the main power switch again and then inspect for short circuits in your home wiring, appliances and equipment.
 8. Check your food and water supplies before using them. Foods that require refrigeration may be spoiled if electric power has been off for some time. Also, do not use fresh food that has come into contact with floodwaters.
 9. Stay away from disaster areas. Sightseeing could interfere with first aid or rescue work, and may be dangerous as well.
 10. Don't drive unless necessary, but if you must drive with caution. Watch for hazards to yourself and others, and report them to the relevant emergency service.
 11. Report broken sewer or water mains to the Water And Sewerage Authority.

REMEMBER: Hurricanes moving inland can cause severe flooding. Stay away from riverbanks and streams until all potential flooding is past.

ATLANTIC STORM / HURRICANE NAMES FOR 2018 to 2020

2018	2019	2020
Alberto	Andrea	Arthur
Beryl	Barry	Bertha
Chris	Chantal	Cristobal
Debby	Dorian	Dolly
Ernesto	Erin	Edouard
Florence	Fernand	Fay
Gordon	Gabrielle	Gonzalo
Helene	Humberto	Hanna
Isaac	Imelda	Isaias
Joyce	Jerry	Josephine
Kirk	Karen	Kyle
Leslie	Lorenzo	Laura
Michael	Melissa	Marco
Nadine	Nestor	Nana
Oscar	Olga	Omar
Patty	Pablo	Paulette
Rafael	Rebekah	Rene
Sara	Sebastien	Sally
Tony	Tanya	Teddy
Valerie	Van	Vicky
William	Wendy	Wilfred

Source: <https://www.nhc.noaa.gov/aboutnames.shtml>

INSTRUCTIONS FOR SAFEGUARDING AGAINST EARTHQUAKES

General Information

The earthquake is a shaking or trembling of the crust of the earth, caused by underground volcanic forces or by breaking and shifting of rock beneath the surface. Most natural hazards can be detected before their threat matures, but not earthquakes.

Safety Rules

The actual earth movement of an earthquake is seldom a direct cause of death or injury. However, this movement causes collapse of buildings and other structures.

Most casualties result from:

1. Falling bricks and plaster;
2. Splintering glass;
3. Toppling furniture, collapsing walls, falling pictures and mirrors;
4. Rock slides on mountains and hillsides;
5. Fallen power lines;
6. Sea waves generated by earthquakes;
7. Fires resulting from broken gas lines and spillage of gasoline and other flammables-a danger which may be aggravated by lack of water due to broken mains;
8. Drastic human action resulting from panic. (This rarely happens)

Before an Earthquake

Check for earthquake hazards. Bolt down or provide other strong support for water heaters and other gas appliances. Much fire damage has resulted from toppled appliances and broken gas lines caused by earthquakes. Place large and heavy objects on lower shelves of closets and storage areas. Brace or anchor top-heavy objects. Wire or anchor overhead lighting fixtures.

During an Earthquake

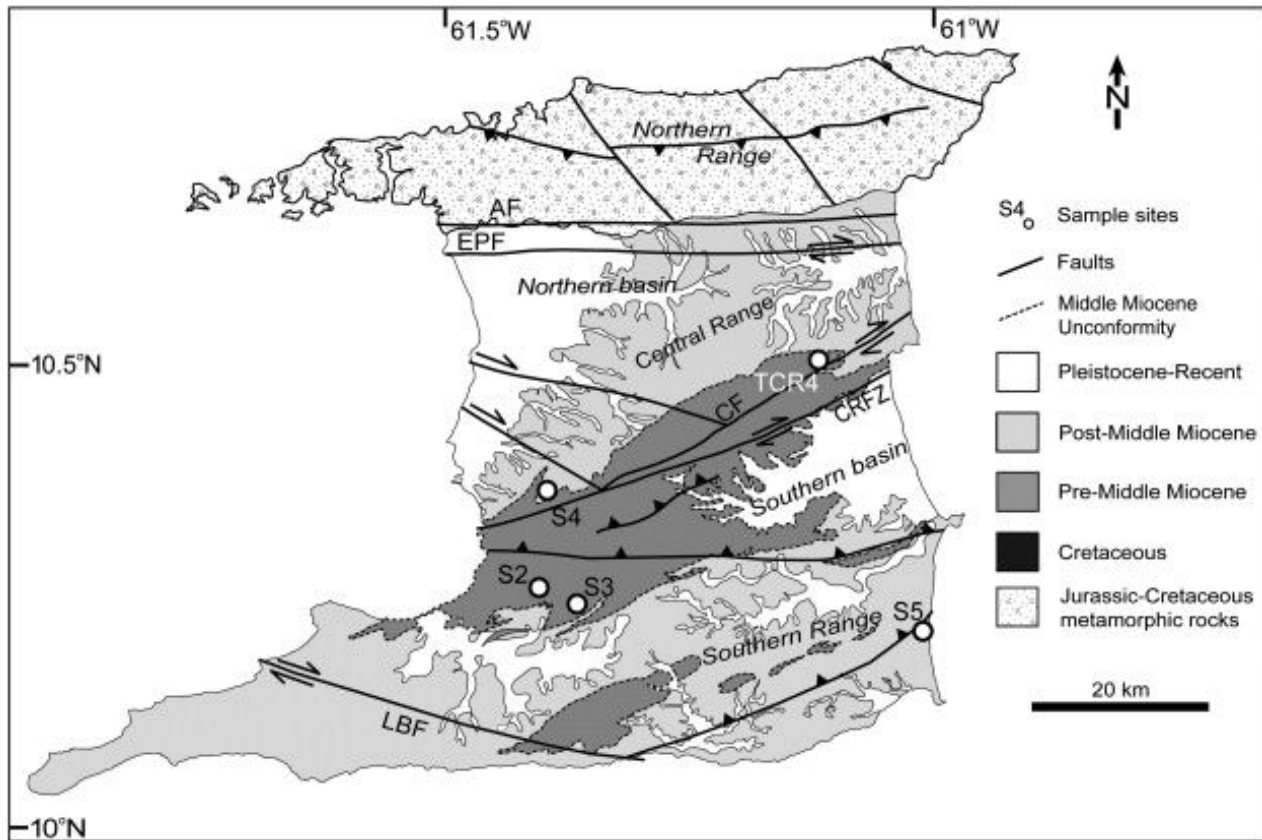
1. Remain calm. Think through the consequences of any action that you plan to take. Try to reassure others.
2. If indoor, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, china cabinets, shelves, and other furniture which might slide or topple. Stay away from windows, mirrors. If in danger, get under a table, desk, or bed; in a corner away from windows; or in a strong doorway. Encourage others to follow your example. Don't use candles, matches or other open flames during the tremor. Douse all fires.
3. If outside, avoid high buildings, walls, power poles, and other objects that could fall. If possible, move to an open area away from all hazards. If in an automobile, stop in the safest place available, preferably an open area. Stop as quickly as safety permits, but stay in the vehicle for the shelter it provides.

After an Earthquake

1. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
2. Check for fires.
3. Wear shoes in all areas near debris or broken glass.
4. Check utility lines and appliances for damage. If gas leaks exist, shut off the main gas valve. Shut off electrical power if there is damage to wiring. Do not use matches or lighters until it is established that there are no gas leaks.
5. Do not turn light switches on and off. This creates sparks that can ignite gas from broken lines.
6. Clean up spilled medicines, drugs, and other potentially harmful materials immediately.
7. Draw a moderate quantity of water in case service should be disrupted. Do not draw a large quantity as this could disrupt fire fighting. If water is off, emergency water may be obtained from water heaters, toilet tanks, melted ice cubes, and water packed in canned vegetables. If water pipes are damaged, shut off water supply at main valve.
8. Check to see that the sewer lines are intact before permitting continued flushing of toilets.

9. Do not eat or drink anything from open containers near shattered glass, as glass contamination may exist. Only if their use is essential should liquids be strained through many folds of clean handkerchief or cloth.
10. Check individual house or apartment building for structural damage and if deemed necessary evacuate your family until competent authority declares it safe to return. Stay out of severely damaged buildings; aftershocks can shake them down.
11. Check closets and storage shelf areas. Open closet and cupboard doors carefully to guard against objects falling.
12. Do not heed or spread rumors. They often do great harm following disasters. Stay off the telephone, except to report an emergency. Turn on your radio and/or television to get the latest emergency bulletins.
13. Do not go sightseeing immediately; particularly in beach and waterfront areas, where sea waves could strike, or in areas where buildings have collapsed or where electric wires may be down but still alive. Keep the streets clear for passage of emergency vehicles. Be prepared for additional earthquake shocks.
14. Respond to requests for assistance from police, fire fighting, and relief organizations, but do not go into damaged areas unless your assistance has been requested. Cooperate fully with local authorities.

MAP SHOWING LOCATION OF FAULT LINES WITHIN TRINIDAD.



Source: <https://www.sciencedirect.com/science/article/pii/S0264817209001408>

INSTRUCTIONS FOR SAFEGUARDING AGAINST FLOODS

General Information and Definitions

The Meteorological Service and the Office of Disaster Preparedness and Management issues flood forecasts and warnings when rainfall is enough to cause rivers and municipal drains to overflow their banks.

Flood warnings are forecasts of impending floods, and are distributed to the public by radio and television and through the Disaster Management Unit of the Princes Town Regional Corporation. The warning message tells the expected severity of flooding (minor, moderate, or major), the affected river or drain(s), and when and where flooding will begin. Careful preparations and prompt response will reduce property loss and ensure personal safety.

Flash flood warnings are the most urgent type of flood warning issued, and are also transmitted to the public over radio and television.

Suggested Flood Safety Instructions for Citizens

1. Before the flood:
 - a) Find out how many feet your property is above or below possible flood levels so when predicted flood levels are broadcast, you can determine if you may be flooded. Also ask for the location of the nearest safe area.
 - b) Keep a stock of food that requires little cooking and no refrigeration; electric power may be interrupted.
 - c) Keep a portable radio, emergency cooking equipment, lights and flashlights in working order.
 - d) Keep first aid and critical medical supplies (prescriptions, insulin, etc.) at hand.
 - e) Keep your automobile fuelled; if electric power is cut off, filling stations may not be able to operate pumps for a few days.
 - f) Keep all materials like sandbags, plywood, plastic sheeting, and lumber handy for emergency waterproofing.
2. When you receive a flood warning:
 - a) Store drinking water in closed, clean containers. Water service may be interrupted.

- b) If flooding is likely, and time permits, move essential items and furniture to upper floors of your house.
 - c) If forced or advised to leave your home, move to a safe area before access is cut off by floodwaters.
 - d) Cut off all electric circuits at the fuse panel or disconnect switch. If this is not possible, turn off or disconnect all electrical appliances. Shut off the water and gas valves in your home.
3. During the flood:
- a) Avoid areas subject to sudden flooding
 - b) Do not attempt to cross a flowing stream where water is above your knees.
 - c) Do not attempt to drive over a flooded road. You can be stranded and trapped.
 - d) If your vehicle stalls abandon it immediately and seek higher ground. Many people drown while trying to rescue their car.
4. After the floods:
- a) Do not use fresh food that has come in contact with floodwaters.
 - b) Test drinking water for potability; wells should be pumped out and the water tested before drinking.
 - c) Do not visit disaster areas, your presence will probably hamper rescue and other emergency operations.
 - d) Do not handle electrical equipment in wet areas, electrical equipment should be checked and dried before returning to service.
 - e) Use flashlights, not lanterns or torches, to examine buildings, flammables may be inside.
 - f) Report broken utility line to police, fire or other appropriate authorities
 - g) Keep tuned to your radio or television stations for advise and instructions on:
 - i. Where to go to obtain necessary medical care in your area;
 - ii. Where to go for emergency assistance such as housing, clothing, food, etc.;
 - iii. Ways to help yourself and your community recover from the disaster.

Checklist of flood precautions for Commercial and Industrial Business

The list below comprises a number of precautions that should be included in a detailed checklist on which the loss prevention and loss minimization measures in commercial and industrial businesses must be based. The time required to carry them out (in hours or days) must be tested in a proper exercise so that the correct steps can be taken at the correct time in the event of an emergency.

- a) Shut down running processes safely, remove inflammable or combustible liquids from open tanks.
- b) Turn off the electricity at the mains if there is a chance of short circuits on the premises.
- c) Close all pipes carrying inflammable or combustible liquids in order to prevent large amounts of liquid or gas escaping from damaged pipes; protect all exposed pipes.
- d) Make sure that tanks, whether above the ground or below, are anchored against floating and cannot be carried away; fill empty tanks with water or other suitable liquids; extend tank ventilation pipes until they are above the maximum water level expected.
- e) Tie down mobile containers of inflammable or combustible liquids.
- f) Move vital machinery, supplies, and reports to a higher position that – on the strength of experience – can be regarded safe; grease the sensitive surfaces of large machines that cannot be moved.
- g) Check the brakes on mobile cranes and bridges and fasten them in accordance with the manufacturer's instructions for downtimes.
- h) Secure all objects on construction sites that can be carried away by flood water (e.g. trailers, wooden planks, objects in storage); move stored materials to a place with a roof; use sandbags to barricade delicate construction equipment that is left in the open so that it cannot be damaged by any debris that may float by.
- i) Support any structural elements on construction sites that have not yet been supported.
- j) Have the following equipment ready at a safe and central place; mobile pumps and hoses, flashlights, electrical and manual tools and appliances, spades, shovels, and axes, mops and rubber scrubbers, sandbags, covers, wooded planks and nails.
- k) Have the following equipment and materials ready for the emergency team staying on the premises: two-way radios, first aid equipment, non-perishable food, drinking water.
- l) Check the entire fire protection equipment for its operability.

- m) Put sandbags by threatened openings (doors, windows, hatches, shafts).
- n) Fill emergency generator and firewater pump tanks.
- o) Copy important documents and put them in a place that will be safe in a flood.

INSTRUCTIONS FOR FACING TORNADOES

General Information

The tornado is a violent local storm with whirling winds of tremendous speed. It appears most times as a rotating, funnel shaped cloud that extends towards the ground at the base of a thundercloud. Tornadoes may or may not be accompanied by the funnel cloud at the surface. It varies from gray to black in colour. The tornado spins like a top and sounds like a roaring airplane or large engine. These small short-lived storms are the most violent of all atmospheric phenomena, and over a small area (20-50 metre radius), the most destructive.

Tornado WATCH means tornadoes are expected to develop.

Tornado WARNING means a tornado has actually been sighted or indicated on radar.

Warnings

The Meteorological Service Issues covers weather warnings to the public over radio and television stations. It is important that telephone lines to the Meteorological Office be kept free at all times.

Knowing what to do when a tornado is approaching may mean the difference between life and death. If you see any revolving, funnel-shaped clouds on a cloudy day, report them by telephone immediately to the local fire service, local corporation Disaster Management Unit, Office of Disaster Preparedness and Management or Meteorological Services.

The following are Tornado Safety Rules:

1. When a TORNADO WATCH is announced:
 - a) Keep your radio or television on and listen for the latest Meteorological Service warnings and advisories. If power fails, use portable battery radio or your car radio.
 - b) Keep watching the skies.
2. When a TORNADO WARNING is announced:
 - a) Your best shelter is an underground shelter or cave, or a substantial steel framed or reinforced concrete building. (If none is available, take refuge in other places as indicated below).
 - b) If your home has no basement, take cover under heavy furniture on the ground floor in the centre part of the house, or in a small room on the ground floor that is away from outside walls and windows. Bathrooms/toilet areas are the best places inside the house to hide. Place a mattress over yourself and family. (As a last resort, go outside to a nearby ditch, excavation, culvert or ravine).
 - c) Leave all windows open (small tornadoes move erratically and you cannot guess which side of the house will be affected), to reduce damage to the building. Stay away from windows to avoid flying debris.
 - d) If advised that you are likely to be in a path of a tornado, and if time permits, electricity and fuel lines should be cut off.
 - e) If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this or if you are walking take cover and lie flat in the nearest depression, such as a ditch, , excavation, culvert or ravine.
 - f) SCHOOLS-If the school building is of good steel reinforced construction, stay inside away from the windows and remain inside near an inside wall on the lower floors if possible. Move as quickly as possible moveable objects, e.g., blackboards, easels, etc., that will shift with the wind. These could injure huddling children. Flying glass can cause injury also.
 - g) AVOID AUDITORIUMS AND GYMNASIUMS with large, unsupported roof spans.
 - h) In schools that do not have reinforced construction, move schoolchildren and teachers to areas providing best available protection within the building if storm shelters are not available.

- i) **FACTORIES AND INDUSTRIAL PLANTS**-When possible, shut off electrical circuits and fuel line if tornado approaches plant. Workers should be moved to sections offering the best possible protection, in accordance with advance plans.
- j) **SHOPPING CENTRES**-Go to a designated shelter area (not to your parked car).
- k) **OFFICE BUILDINGS**-Go to an interior hallway on the lowest floor, or to a designated shelter area. Stay away from the windows.

After a Tornado

1. Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster, as they may collapse without warning.
2. Don't take lanterns, naked lights, or lighted cigarettes into buildings that have been damaged by a hurricane; there may be leaking gas lines or flammable material present. Use battery powered flashlights, spots etc., if available.
3. Stay away from fallen or damaged electric wires, which may still be dangerous. Notify the electric company (TTEC) or the police or the fire department.
4. Check for leaking gas lines in your home. Do this by smell don't use matches or candles. If you smell gas, do this: a) Open all windows and doors b) Turn off the main gas valve at the meter; c) Leave the house immediately; d) Notify the gas company or the police; e) Don't re-enter the house until you are told it is safe to do so
5. Report all fallen power lines to T&TEC. If any of your electrical appliances are wet, first turn off the main power switch in your house, then unplug the wet appliance, dry it out, reconnect it, and finally, turn on the main power switch. (Caution: Don't do any of these things if you are wet or standing in water.) If fuses blow when the electric power is restored, turn off the main power switch again and then inspect for short circuits in your home wiring, appliances and equipment.
6. Check your food and water supplies before using them. Foods that require refrigeration may be spoiled if electric power has been off for some time. Also, do not use fresh food that has come into contact with floodwaters.

7. Stay away from disaster areas. Sightseeing could interfere with first aid or rescue work, and may be dangerous as well.

8. Don't drive unless necessary, but if you must drive with caution. Watch for hazards to yourself and others, and report them to the relevant emergency service.

9. Report broken sewer or water mains to the Water And Sewerage Authority.

10. Keep tuned to your Radio or Television Station for advice and instructions of the emergency services on: a) Where to go to obtain necessary medical care in your area; b) Where to go for necessary emergency assistance for housing, clothing, food, etc. c) Ways to help yourself and your community recover from the emergency.

INSTRUCTIONS FOR SAFEGUARDING AGAINST STORM SURGES AND TSUNAMIS

STORM SURGE

As a hurricane approaches land, several factors combine to cause rise in the sea level that is called storm surge. The actual formation begins over the deep ocean. The conditions around the hurricane's eye cause a rise of one or two feet higher than the surrounding ocean's surface. This forms a dome of water as much as 50 miles across.

As the storm moves into shallow coastal water, decreasing water depths transforms the dome into a surge that can rise 20 feet or more above sea level. The result is an extremely effective battering wave capable of smashing structures to rubble, eroding long stretches of beach and undermining poorly anchored buildings.

Very high storm surges result from a combination of strong winds, high tides and a gently sloping ocean floor. Bays and inlets are particularly vulnerable. Another critical situation may occur at the mouth of a river when the flood crest due to rainfall occurs at the same time as storm surge and produces even higher water levels.

TSUNAMIS

A tsunami is one of the effects of an Earthquake. When a large mass of rock drops or rises along a fault it displaces the columns of water above it. This column of water, or tsunamis, travels outwards from the source at a fantastic speed of 500mph or more.

Tsunamis can propagate for, thousands of miles from their source and may surge to damaging heights in coastal areas. As the tsunami enters the shallow waters along the coastlines, the incoming speed slows down and the wave height increases.

The arrival of a tsunami may be preceded by a gradual recession of the coastal water.

Before:

- a) Find out if your home is in the danger area. Know your distance from the coast and your height above sea level. Evacuation orders may be based on these numbers.
- b) Be familiar with warning signs. If you live in coastal areas earthquakes should be considered as a warning signal for tsunamis. Storm surges would be associated with approaching storms.
- c) Make evacuation plans. Evacuate when advised to do so. Select an elevated location inland. Ensure that more than one evacuation route is known. Do not take shortcuts for they may be dangerous.
- d) Have disaster supplies on hand.
- e) Know the location at your designated shelters.

During:

- a) Stay away from beaches and low-line coastal areas. Although the sight may be spectacular, if you can see the wave you may be too close to escape it.
- b) Listen to your battery-powered radios information from the Local Emergency Organizations.
- c) Do not return to your home unless the authorities have advised that it is safe to do so.

After:

- a) Stay tuned to your battery-powered radios for the latest information from the Local Emergency Organizations.

- b) Help injured or trapped person(s). Do not move seriously injured persons unless they are in immediate danger to further injury.
- c) Stay out of damaged buildings.
- d) Enter home with caution. Do not use electrical devices until electrical system is checked. Do not use open flames. Check for gas leaks.
- e) Test drinking water and food supplies. Food that has come into contact with floodwaters may be contaminated and should be thrown out.

INSTRUCTIONS FOR FACING CHEMICAL ACCIDENTS

General Information

Chemicals are found everywhere. They purify drinking water, increase crop production, and simplify household chores. But chemicals also can be hazardous to humans or the environment if used or released improperly. Hazards can occur during production, storage, transportation, use, or disposal. You and your community are at risk if a chemical is used unsafely or released in harmful amounts into the environment where you live, work, or play.

Chemical manufacturers are one source of hazardous materials, but there are many others, including service stations, hospitals, and hazardous materials waste sites.

You should add the following supplies to your disaster kit:

- Plastic sheeting.
- Duct tape.
- Scissors.

During a Hazardous Materials Incident

Listen to local radio or television stations for detailed information and instructions. Follow the instructions carefully. You should stay away from the area to minimize the risk of contamination. Remember that some toxic chemicals are odorless.

If you are:	Then:
Asked to evacuate	Do so immediately.
Caught Outside	Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits.
In a motor vehicle	Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.

Requested to stay indoors	<p>Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible.</p> <p>Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.</p> <p>Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside.</p> <p>Seal the room by covering each window, door, and vent using plastic sheeting and duct tape.</p> <p>Use material to fill cracks and holes in the room, such as those around pipes.</p>
---------------------------	---

Shelter Safety for Sealed Rooms

Ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours, assuming a normal breathing rate while resting.

However, local officials are unlikely to recommend the public shelter in a sealed room for more than 2-3 hours because the effectiveness of such sheltering diminishes with time as the contaminated outside air gradually seeps into the shelter. At this point, evacuation from the area is the better protective action to take.

Also you should ventilate the shelter when the emergency has passed to avoid breathing contaminated air still inside the shelter.

After a Hazardous Materials Incident

The following are guidelines for the period following a hazardous materials incident:

- Return home only when authorities say it is safe. Open windows and vents and turn on fans to provide ventilation.
- Act quickly if you have come into contact with or have been exposed to hazardous chemicals. Do the following:
 - Follow decontamination instructions from local authorities. You may be advised to take a thorough shower, or you may be advised to stay away from water and follow another procedure.
 - Seek medical treatment for unusual symptoms as soon as possible.

- Place exposed clothing and shoes in tightly sealed containers. Do not allow them to contact other materials. Call local authorities to find out about proper disposal.
- Advise everyone who comes in to contact with you that you may have been exposed to a toxic substance.
- Find out from local authorities how to clean up your land and property.
- Report any lingering vapors or other hazards to your local emergency services office.
- Follow the instructions for recovering from a disaster in Part 5.

Household Chemical Emergencies

Technological Hazards

Nearly every household uses products containing hazardous materials or chemicals.

Cleaning Products

- Oven cleaners
- Drain cleaners
- Wood and metal cleaners and polishes
- Toilet cleaners
- Tub, tile, shower cleaners
- Bleach (laundry)
- Pool chemicals

Indoor Pesticides

- Ant sprays and baits
- Cockroach sprays and baits
- Flea repellents and shampoo
- Bug sprays
- Houseplant insecticides
- Moth repellents
- Mouse and rat poisons and baits

Automotive Products

- Motor oil
- Fuel additives
- Carburetor and fuel injection cleaners
- Air conditioning refrigerants
- Starter fluids
- Automotive batteries
- Transmission and brake fluid
- Antifreeze

Workshop/Painting Supplies

- Workshop/Painting Supplies
- Adhesives and glues
- Furniture strippers
- Oil- or enamel-based paint
- Stains and finishes
- Paint thinners and turpentine

Lawn and Garden Products

- Herbicides
- Insecticides
- Fungicides/wood preservatives

Miscellaneous

- Batteries
- Mercury thermostats or thermometers
- Fluorescent light bulbs
- Driveway sealer

- Paint strippers and removers
- Photographic chemicals
- Fixatives and other solvents

Other Flammable Products

- Propane tanks and Other compressed gas cylinders
- Kerosene
- Home heating oil
- Diesel fuel
- Gas/oil mix
- Lighter fluid

Although the risk of a chemical accident is slight, knowing how to handle these products and how to react during an emergency can reduce the risk of injury.

Take Protective Measures

Before a Household Chemical Emergency

The following are guidelines for buying and storing hazardous household chemicals safely:

- Buy only as much of a chemical as you think you will use. Leftover material can be shared with neighbors or donated to a business, charity, or government agency. For example, excess pesticide could be offered to a greenhouse or garden center, and theater groups often need surplus paint. Some communities have organized waste exchanges where household hazardous chemicals and waste can be swapped or given away.
- Keep products containing hazardous materials in their original containers and never remove the labels unless the container is corroding. Corroding containers should be repackaged and clearly labeled.
- Never store hazardous products in food containers.

- Never mix household hazardous chemicals or waste with other products. Incompatibles, such as chlorine bleach and ammonia, may react, ignite, or explode.

Take the following precautions to prevent and respond to accidents:

- Follow the manufacturer's instructions for the proper use of the household chemical.
- Never smoke while using household chemicals.
- Never use hair spray, cleaning solutions, paint products, or pesticides near an open flame (e.g., pilot light, lighted candle, fireplace, wood burning stove, etc.) Although you may not be able to see or smell them, vapor particles in the air could catch fire or explode.
- Clean up any chemical spill immediately. Use rags to clean up the spill. Wear gloves and eye protection. Allow the fumes in the rags to evaporate outdoors, then dispose of the rags by wrapping them in a newspaper and placing them in a sealed plastic bag in your trash can.
- Dispose of hazardous materials correctly. Take household hazardous waste to a local collection program. Check with your county or state environmental or solid waste agency to learn if there is a household hazardous waste collection program in your area.

Learn to recognize the symptoms of toxic poisoning, which are as follows:

- Difficulty breathing.
- Irritation of the eyes, skin, throat, or respiratory tract.
- Changes in skin color.
- Headache or blurred vision.
- Dizziness.
- Clumsiness or lack of coordination.
- Cramps or diarrhea.

Be prepared to seek medical assistance:

- Post the number of the emergency medical services and the poison control center by all telephones. In an emergency situation, you may not have time to look up critical phone numbers.

During a Household Chemical Emergency

If there is a danger of fire or explosion:

- Get out of the residence immediately. Do not waste time collecting items or calling the fire department when you are in danger. Call the fire department from outside (a cellular phone or a neighbor's phone) once you are safely away from danger.
- Stay upwind and away from the residence to avoid breathing toxic fumes.

If someone has been exposed to a household chemical:

- Find any containers of the substance that are readily available in order to provide requested information. Call emergency medical services.
- Follow the emergency operator or dispatcher's first aid instructions carefully. The first aid advice found on containers may be out of date or inappropriate. Do not give anything by mouth unless advised to do so by a medical professional.

Discard clothing that may have been contaminated. Some chemicals may not wash out completely.

Checking Your Home

There are probably many hazardous materials throughout your home. Take a tour of your home to see where these materials are located. Use the list of common hazardous household items presented earlier to guide you in your hunt.

Once you have located a product, check the label and take the necessary steps to ensure that you are using, storing, and disposing of the material according to the manufacturer's directions. It is critical to store household chemicals in places where children cannot access them. Remember that products such as aerosol cans of hair spray and deodorant, nail polish and nail polish remover, toilet bowl cleaners, and furniture polishes all fall into the category of hazardous materials.

INSTRUCTIONS FOR FACING LANDSLIDES

General Information

Landslides and debris flows typically occur on sloped waterlogged terrain during and after heavy periods of sustained rainfall; their size are unpredictable and the following warning signs should be noted in dealing with landslides.

Landslide Warning Signs

- Springs, seeps, or saturated ground in areas that have not typically been wet before.
- New cracks or unusual bulges in the ground, street pavements or sidewalks.
- Soil moving away from foundations.
- Ancillary structures such as decks and patios tilting and/or moving relative to the main house.
- Tilting or cracking of concrete floors and foundations.
- Broken water lines and other underground utilities.
- Leaning telephone poles, trees, retaining walls or fences.
- Offset fence lines.
- Sunken or down-dropped road beds.
- Rapid increase in creek water levels, possibly accompanied by increased turbidity (soil content).
- Sudden decrease in creek water levels though rain is still falling or just recently stopped.
- Sticking doors and windows, and visible open spaces indicating jambs and frames out of plumb.
- A faint rumbling sound that increases in volume is noticeable as the landslide nears.
- Unusual sounds, such as trees cracking or boulders knocking together, might indicate moving debris.

Areas that are generally prone to landslide hazards

- On existing old landslides.
- On or at the base of slopes.
- In or at the base of minor drainage hollows.

- At the base or top of an old fill slope.
- At the base or top of a steep cut slope.
- Developed hillsides where leach field septic systems are used.

Areas that are typically considered safe from landslides

- On hard, non-jointed bedrock that has not moved in the past.
- On relatively flat-lying areas away from sudden changes in slope angle.
- At the top or along the nose of ridges, set back from the tops of slopes.

Before a Landslide or Debris Flow

Protect yourself from the effects of a landslide or debris flow:

- Do not build near steep slopes, close to mountain edges, near drainage ways, or natural erosion valleys.
- Get a geologic hazard assessment of your property.
- Contact local officials, state geological surveys or departments of natural resources, and university departments of geology. Landslides occur where they have before, and in identifiable hazard locations. Ask for information on landslides in your area, specific information on areas vulnerable to landslides, and request a professional referral for an appropriate hazard assessment of your property, and corrective measures you can take, if necessary.
- If you are at risk from a landslide talk to your insurance agent..
- Minimize home hazards:
 - Have flexible pipe fittings installed to avoid gas or water leaks, as flexible fittings are more resistant to breakage (only the gas company or professionals should install gas fittings).
 - Plant ground cover on slopes and build retaining walls.
 - In mudflow areas, build channels or deflection walls to direct the flow around buildings.
 - Remember: If you build walls to divert debris flow and the flow lands on a neighbor's property, you may be liable for damages.

Recognize Landslide Warning Signs

- Changes occur in your landscape such as patterns of storm-water drainage on slopes (especially the places where runoff water converges) land movement, small slides, flows, or progressively leaning trees.
- Doors or windows stick or jam for the first time.
- New cracks appear in plaster, tile, brick, or foundations.
- Outside walls, walks, or stairs begin pulling away from the building.
- Slowly developing, widening cracks appear on the ground or on paved areas such as streets or driveways.
- Underground utility lines break.
- Bulging ground appears at the base of a slope.
- Water breaks through the ground surface in new locations.
- Fences, retaining walls, utility poles, or trees tilt or move.
- A faint rumbling sound that increases in volume is noticeable as the landslide nears.
- The ground slopes downward in one direction and may begin shifting in that direction under your feet.
- Unusual sounds, such as trees cracking or boulders knocking together, might indicate moving debris.
- Collapsed pavement, mud, fallen rocks, and other indications of possible debris flow can be seen when driving (embankments along roadsides are particularly susceptible to landslides).

INSTRUCTIONS FOR SAFEGUARDING AGAINST HOUSE, INDUSTRIAL AND WILDFIRES

What to do Before a Wildfire

If you see a wildfire, call the fire department. Don't assume that someone else has already called. Describe the location of the fire, speak slowly and clearly, and answer any questions asked by the dispatcher.

Before the Fire Approaches Your House

- Evacuate. Evacuate your pets and all family members who are not essential to preparing the home. Anyone with medical or physical limitations and the young and the elderly should be evacuated immediately.
- Wear Protective Clothing.
- Remove Combustibles. Clear items that will burn from around the house, including wood piles, lawn furniture, barbecue grills, tarp coverings, etc. Move them outside of your defensible space.
- Close/Protect Openings. Close outside attic, eaves and basement vents, windows, doors, pet doors, etc. Remove flammable drapes and curtains. Close all shutters, blinds or heavy non-combustible window coverings to reduce radiant heat.
- Close Inside Doors/Open Damper. Close all doors inside the house to prevent draft. Open the damper on your fireplace, but close the fireplace screen.
- Shut Off Gas. Shut off any natural gas, propane or fuel oil supplies at the source.
- Water. Connect garden hoses. Fill any pools, hot tubs, garbage cans, tubs or other large containers with water.
- Pumps. If you have gas-powered pumps for water, make sure they are fueled and ready.
- Ladder. Place a ladder against the house in clear view.

- Car. Back your car into the driveway and roll up the windows.
- Garage Doors. Disconnect any automatic garage door openers so that doors can still be opened by hand if the power goes out. Close all garage doors.
- Valuables. Place valuable papers, mementos and anything "you can't live without" inside the car in the garage, ready for quick departure. Any pets still with you should also be put in the car.

Preparing to Leave

- Lights. Turn on outside lights and leave a light on in every room to make the house more visible in heavy smoke.
- Don't Lock Up. Leave doors and windows closed but unlocked. It may be necessary for firefighters to gain quick entry into your home to fight fire. The entire area will be isolated and patrolled by sheriff's deputies or police.

What to do Before a Fire

The following are things you can do to protect yourself, your family, and your property in the event of a fire:

Smoke Alarms

- Install smoke alarms. Properly working smoke alarms decrease your chances of dying in a fire by half.
- Place smoke alarms on every level of your residence. Place them outside bedrooms on the ceiling or high on the wall (4 to 12 inches from ceiling), at the top of open stairways, or at the bottom of enclosed stairs and near (but not in) the kitchen.

- Test and clean smoke alarms once a month and replace batteries at least once a year. Replace smoke alarms once every 10 years.

Escaping the Fire

- Review escape routes with your family. Practice escaping from each room.
- Make sure windows are not nailed or painted shut. Make sure security gratings on windows have a fire safety opening feature so they can be easily opened from the inside.
- Consider escape ladders if your residence has more than one level, and ensure that burglar bars and other antitheft mechanisms that block outside window entry are easily opened from the inside.
- Teach family members to stay low to the floor (where the air is safer in a fire) when escaping from a fire.
- Clean out storage areas. Do not let trash, such as old newspapers and magazines, accumulate.

Flammable Items

- Never use gasoline, benzine, naptha, or similar flammable liquids indoors.
- Store flammable liquids in approved containers in well-ventilated storage areas.
- Never smoke near flammable liquids.
- Discard all rags or materials that have been soaked in flammable liquids after you have used them. Safely discard them outdoors in a metal container.
- Insulate chimneys and place spark arresters on top. The chimney should be at least three feet higher than the roof. Remove branches hanging above and around the chimney.

Heating Sources

- Be careful when using alternative heating sources.
- Check with your local fire department on the legality of using kerosene heaters in your community. Be sure to fill kerosene heaters outside, and be sure they have cooled.
- Place heaters at least three feet away from flammable materials. Make sure the floor and nearby walls are properly insulated.
- Use only the type of fuel designated for your unit and follow manufacturer's instructions.
- Store ashes in a metal container outside and away from your residence.
- Keep open flames away from walls, furniture, drapery, and flammable items.
- Keep a screen in front of the fireplace.
- Have heating units inspected and cleaned annually by a certified specialist.

Matches and Smoking

- Keep matches and lighters up high, away from children, and, if possible, in a locked cabinet.
- Never smoke in bed or when drowsy or medicated. Provide smokers with deep, sturdy ashtrays. Douse cigarette and cigar butts with water before disposal.

Electrical Wiring

- Have the electrical wiring in your residence checked by an electrician.
- Inspect extension cords for frayed or exposed wires or loose plugs.
- Make sure outlets have cover plates and no exposed wiring.
- Make sure wiring does not run under rugs, over nails, or across high-traffic areas.

- Do not overload extension cords or outlets. If you need to plug in two or three appliances, get a UL-approved unit with built-in circuit breakers to prevent sparks and short circuits.
- Make sure insulation does not touch bare electrical wiring.

Other

- Sleep with your door closed.
- Install A-B-C-type fire extinguishers in your residence and teach family members how to use them.
- Consider installing an automatic fire sprinkler system in your residence.
- Ask your local fire department to inspect your residence for fire safety and prevention.

INSTRUCTIONS FOR DEALING WITH IGNEOUS AND MUD VOLCANOES

General Information

A volcano is a conical hill or mountain built up by the ejection of material from a vent. Volcanic as an adjective refers to all types of extrusive igneous activity. In Trinidad and Tobago there is the need to distinguish between igneous volcanoes (e.g. Soufriere) and mud volcanoes (e.g. Erin and Piparo). While igneous volcanoes form deep within the earth, mud volcanoes are much more surface features. By size mud volcanoes are also hundreds of times smaller. Our country is indirectly affected by igneous volcanoes, and Trinidad in particular, is directly affected by mud volcanoes.

Igneous Volcanoes

These are volcanic features in the truest sense. Formed of the build up of ejected igneous (magma) material, these features are characterized by the viscosity of the lava; and what the cone is built up of. Thus there are volcanoes which are made up of viscous lava such as Mt. Pele in Martinique, and can reach impressive heights. These tend to leave prominent spines. Others display more fluid lava which build up over time, such as the Hawaiian volcanoes. Further volcanoes can be described as *Ash and Cinder-Navado del Ruiz in Colombia*; or *Composite volcanoes-alternate layers of lava and ash*.

The Formation of Igneous volcanoes

It is no coincidence that volcanoes are found on the edge of crustal plates. As the plates move relative to each other, the force may cause cracks to develop in adjacent plates. These fissures allow magma (molten rock) from the mantle below to reach the surface. The extruded material is called lava. Hence it is uncommon for earthquakes to forerun or accompany volcanic events. Earthquakes are the expression of the plate movements and the build up of pressure in the crust beneath the volcano.

Expected Hazards

The volcanoes in the Caribbean Islands display earthquakes, lava flows, and tsunamis as well as the following hazards:

- Pyroclastic Flows – a mixture of hot gases ash, fine pumice and rocks. The danger lies in the density and extremely high temperature of the ash and rock fragments, causing burns, breathing difficulties and the danger of fires and falling rocks. Ejected at great heights, it can be a hazard to airlines.
- Gases – ejected from volcanoes may be toxic or a respiratory irritant.

Mud Volcanoes

This is the extrusion of incompetent marine sediments, hydrocarbons and water (i.e. Mud). These incompetent marine deposits are layered in sedimentary rocks, and mobilized by large scale compression (push) forces. The mud may quietly seep to the surface through faults in the rocks, or can be forcefully expelled.

The ‘cone’ or lack thereof depends on the viscosity of the mud. Thick mud form prominent cones, mud of intermediate thickness leave pancake like features, and fluid mud results in depressions. Such characteristics can be seen in more than twenty mud volcanoes found in Trinidad, south of the Central Range.

Other causes of Mud Extrusions

In addition to the large scale compression forces, one researcher has identified four possible additional mechanisms by which the mud can reach the surface:

- a) Erosion of the clay capping shallow gas deposits in the presence of water
- b) The presence of cracks, desiccation cracks and water above shallow gas deposits
- c) Seasonal erosion of sediments by sea currents which cause violent outbreaks of methane stored in large deposits of decaying plant masses (e.g. On the south coast).
- d) Drilling of a high pressure reservoir in the presence of highly fractured rock.

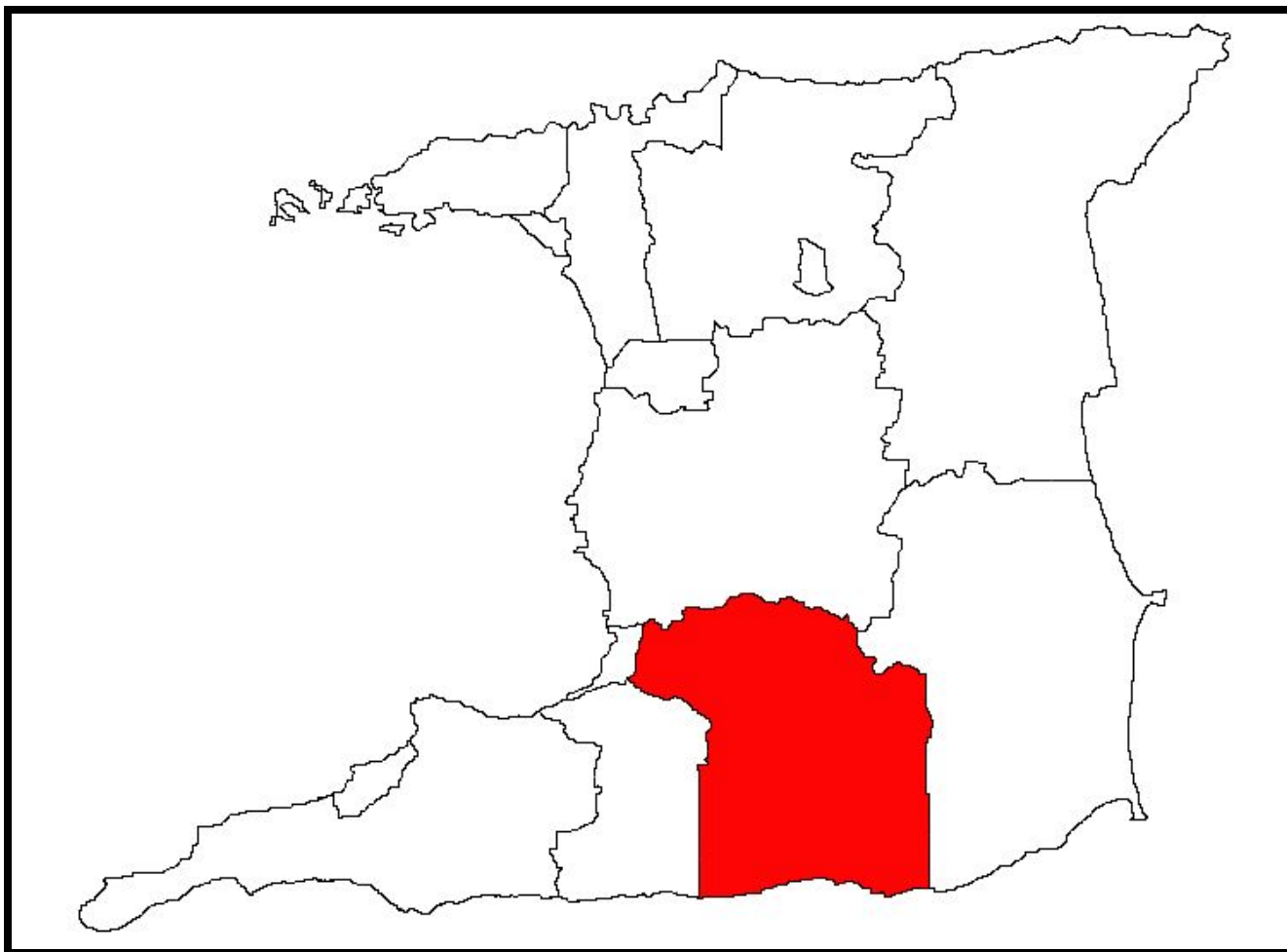
Hazards and Recommendations

Unlike igneous volcanoes which are large scale and accompanied by earthquakes, it is extremely difficult, if not impossible to say whether the extrusion of mud will occur quietly or explosively; and what quantity of material will be extruded. The potential for explosive eruptions can cause significant damage , albeit in a limited area. As such the following are recommended:

- a) In the HIGH HAZARD ZONE (within 500 meters radius of the center of the vent) no new construction should take place, and a programme of phased relocation of those presently living there should occur. This area is best reserved for a forest reserve or park.
- b) In the MODERATE HAZARD ZONE (500-1000 meters radius from the center of the vent) new construction should be discouraged but there should be no relocation of those already living in the zone. Agricultural use should dominate this zone.
- c) The area beyond 1000 meters radius from the vent is the LOW HAZARD ZONE. Minimal damage of structures and the ground is expected in this area.

CHARACTERISTICS OF THE CORPORATION

MAP OF THE PRINCES TOWN REGIONAL CORPORATION



<u>Area</u>	621.35 km ²
<u>Population Density</u>	2000 -91,947 (150/km ²)
<u>Government</u>	People's National Movement
<u>Governing body</u>	Princes Town Regional Corporation
<u>Chairman</u>	Councillor Gowrie Roopnarine

Emergency Operations Plan 2018



Major Roadways:

There are twenty seven (27) major roads that provide ingress and egress to the Municipality. These are:

1. Naparima / Mayaro Road
2. Manahambre Road
3. Torrib Tabaquite Road
4. Ciperio Road
5. Sisters Road
6. Pascual Road
7. Hindustan Road
8. Sam Cooper Road
9. Lengua Road
10. Mandingo Road
11. St. Croix Road
12. Moruga Road
13. Saunders Road
14. Kanhai Road
15. Cunjal Road
16. Rochard Douglas Road
17. Douglas Road
18. Penal Rock Road
19. La Lune Road
20. Moreau Main Road
21. Guaracara / Tabaquite Main Road
22. Matilda Road
23. Mayaro Road
24. Edward Trace
25. Cats Hill Road
26. Corinth Road
27. Piparo Road

Major Waterways:

There are sixteen (16) major waterways in the Municipality. These are:

1. Ciperio River
2. Oropouche River
3. Poole River
4. Moreau River
5. Maraquite River
6. Innis River
7. Moruga River
8. Canari River
9. Rock River
10. Guaracara River
11. Garth River
12. Lengua River
13. Guarapiche River
14. Mantacool River
15. Ortoire River
16. La Lune River

Chemical Using Facilities & Chemical Producing Facilities:

1. NGC 54" Gas pipeline

Drinking Water Sources/Intakes:

The Municipality gets its water supply from the Water And Sewerage Authority (WASA) transmitted

Power Supply(Electricity):

The Municipality gets its electricity supply from the Trinidad & Tobago Electricity Commission (TTEC). The electricity stations and substations within the geographical boundaries of the Princes Town Regional Corporation are:

- Buen Intento Substation located along the M1 Ring Road, Buen Intento
- St. Mary's Substation located at Lp# 232 St. Mary's Village, Moruga

Special Population:

A list consisting of the special population of the municipality has been requested from the elected councilors of the Princes Town Regional Corporation and the Ministry of People and Social Development (MOPSD), due the confidentiality clause governing the MOSD the Disaster

Management Unit has been assured that in the case of a potential hazard a representative of the MOPSD will notify the DMU as to the name, location, and any special circumstances of special populations in order to make any special arrangements for the evacuation and security of this segment of society.

Assumptions:

- I.** The Princes Town Regional Corporation will respond to all emergency situations.
- II.** The Princes Town Regional Corporation will have established Memorandum of Understanding with the key stakeholders in region that addresses the rendering of assistance in times of need.
- III.** The Princes Town Regional Corporation will have established Memorandum of Understanding with other corporations to assist in times of need when one's capacity becomes overwhelmed or depleted.
- IV.** Assistance would be made available from the Office of Disaster Preparedness and Management should the local government entities deplete their resources, or require equipment or expertise which they do not presently have available.

Concept of Operations

GENERAL

- I. A hazard can occur at any time and at any location. It may result in significant degrees of human suffering, property damage and economic hardship to individuals, governments, the environment, and for the business community.
- II. Information sharing occurs across multiple levels of government, the response community, and the private sector.
- III. Citizens expect government to keep them informed and to provide guidance and assistance in the event of a hazard, emergency or disaster.
- IV. The Princes Town Regional Corporation has a duty (of care) to provide for a comprehensive management programme specifically geared to protect life and property and meet the needs of the population from the possible adverse effects that may be experienced during a major incident or disaster.
- V. The Chief Executive Office (CEO) will initiate the Emergency Operations Plan as necessary. In the absence of the CEO, the Deputy CEO will initiate the plan. If either of these persons is unavailable the responsibility lies with the next senior officer so designated
- VI. To the extent possible, initial emergency management response will be conducted by the Princes Town Regional Corporation. It is recognized that the nature of certain disaster agents does not allow for any warning or lead-time prior to the occurrence. When this happens, or the duration of an incident is expected to be relatively short, the management of the emergency operations will be directed at or near the site. For emergencies for which there is lead-time or for those that are expected to be lengthy in duration, management of the operations will be from the Princes Town Regional Corporation Emergency Operations Centre located at the Princes Town Regional Corporation Transport Tramline Street, Princes Town.
- VII. Response to a disaster will parallel normal day-to-day functions as closely as possible and will utilize the Princes Town Regional Corporation's resources to the extent possible, before seeking assistance from other Municipal Corporations, the Ministry of Local Government, and the National Disaster Management Agency – ODPM.
- VIII. The ODPM is guided by the Caribbean Disaster Emergency Management Agency (CDEMA) explanation of levels of emergencies. These are as follows:

Level 1 – Localized Event (Princes Town Regional Corporation)

- A localized event which can be dealt with using the regular operating mode of the resources of local government authorities in conjunction with the normal first responder agencies such as the Trinidad & Tobago Police Service, Trinidad & Tobago Fire Service and the Health Services, when deemed necessary.
- It is expected in such scenarios that the Emergency Operations Centre of the local entity will be stood up to coordinate those effects in the region and regular communication channels be maintained with the ODPM. Once operations have ended a final report must be lodged with the ODPM and the Ministry of Local Government.

Level 2

- The level is so identified when events are occurring in two or more municipal regions/Tobago and can be dealt with without overwhelming the capacity of the national resources to respond and recover.
- It is expected that once two or more municipal regions are impacted the ODPM National Emergency Operations Centre will be notified and partially activated. This is to facilitate closer monitoring of events and preparation taking place should the system become overwhelmed.
- Partial activation is defined by bringing to the NEOC, those agencies deemed critical to monitor, evaluate and coordinate responses to situations on the ground, ready to mobilize and dispatch resources when necessary. At this phase 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 3

- This indicates that the emergency/disaster events have overwhelmed the capacity of the national resources to respond and recover and external assistance is required. On the advice of the Prime Minister, the President can make a Proclamation declaring a disaster area (**Disasters Measures Act 1978 sec 2 (1)**).
- At this stage the National Emergency Operations Centre (NEOC) is fully activated and will lead in coordinating the regional and international relief efforts.

Level 1

- The Princes Town Regional Corporation utilizes their resources to respond to any disastrous events

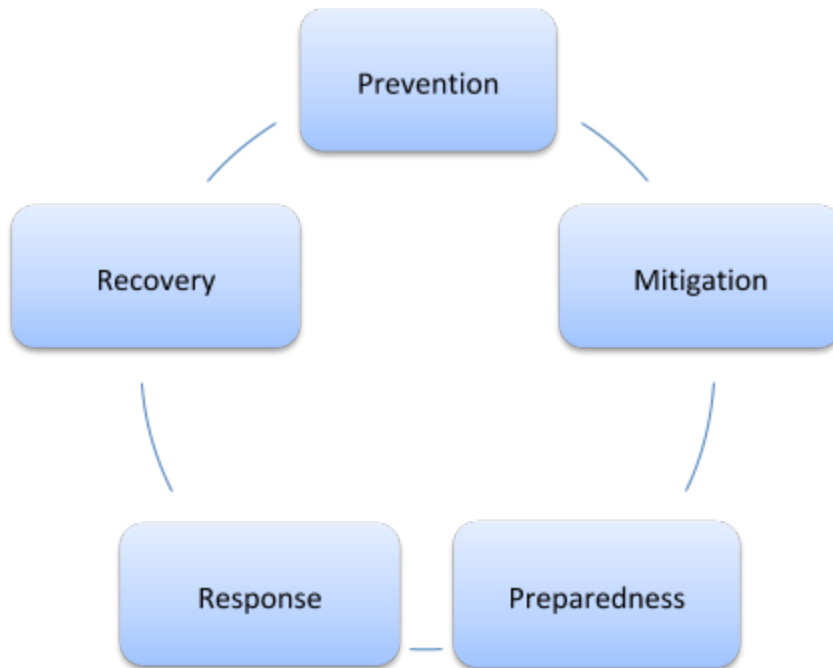
Level 2

- The resources of the Princes Town Regional Corporation are exceeded and assistance is required from the Office of Disaster Preparedness and Management

Level 3

- The President of the Republic of Trinidad & Tobago declares a National Disaster and assistance are required from external agencies.

Phases of Emergency Management



Prevention

The action aimed at eliminating risk by preventing the hazard from occurring or preventing damage to life and property by avoiding or limiting the exposure to hazards.

Prevention includes actions to:

- a) Collects, analyzes, and applies intelligence and other information that may be deemed valuable in dealing with potential hazards;
- b) Conduct investigations to determine the full nature and source of the hazard;
- c) Implement countermeasures such as inspections, surveillance, security and infrastructure protection;
- d) Conduct tactical operations to interdict, preempt, or disrupt illegal activity; and to apprehend and prosecute the perpetrators;
- e) Conduct public health surveillance and testing processes, immunizations, and isolation or quarantine for biological and agricultural threats; and
- f) Deter, defeat, detect, deny access or entry of unauthorized individuals who may compromise the security of response teams and property, and take decisive action to eliminate such threats.

Mitigation

The mitigation process involves the reduction of the probability of a hazard occurring and attempts to minimize the undesirable effect of unavoidable hazards.

The mitigation phase includes all activities meant to reduce vulnerability to disasters in anticipation of their occurrence. The following are activities the Ministry of Local Government, the Office of Disaster Preparedness and Management, and the Princes Town Regional Corporation should engage in at this phase of Disaster Management;

- Educational Campaigns / Public Education in Disaster management within vulnerable communities
- Vulnerability Analyses updates
- Enforcement of Building Codes
- Drainage maintenance and works
- Land use Management-input in Regional Development Area Plans

Preparedness

The preparedness process develops the response capabilities needed in the event an emergency should arise.

At this stage, the possibility or likelihood of a hazard whether in the near or future time is investigated. The following are activities the Ministry of Local Government and the Princes Town Regional Corporation should engage in at this phase of Disaster Management;

- Development of plans and procedures, training, and exercising. Pre-deployment of response resources;
- Pre-establishment of incident command posts, mobilization centers, staging areas and other facilities;
- Evacuation and protective sheltering;
- Identification of hazard/s, data collection and storage;
- Vulnerability assessment which are carried out to determine which elements of human, physical and natural environment are susceptible to damage from the effects of hazards;
- Private sector implementation of business and continuity of operations plans;
- Disaster Management Training
- Develop an effective communication system

Response

The response process occurs after the onset of an emergency, or directly preceding the onset given enough lead-time. This process serves to reduce disaster damage and possible casualties and to expedite the recovery process.

The aim of response is to provide immediate assistance to maintain life, improve health and support the morale of the affected population. The focus in the response phase is on meeting the basic needs of the people until more permanent and sustainable solutions can be found. Such assistance the Ministry of Local Government and the Princes Town Regional Corporation should engage in at this phase includes;

- Activate the REOC

- Search and rescue
- Provide specific but limited relief aid e.g. mattresses, tarpaulins etc.
- Emergency medical and mortuary services
- Public health and safety
- Removal of threats to life and the environment
- Emergency restoration of critical services (electric and gas services, water, sewer, telephone)
- Transportation, logistics, and other emergency services
- Secure crime scene, investigate and collect evidence
- Work with the Ministry of Social Development in damage assessments and distribution of food hampers supplied by the Ministry of Social Development;
- Work with the ODPM in the activation of Shelters and management of Shelters
- Initial repairs to damaged infrastructure
- Work with the Ministry of Works and Transport in the clearance of obstructed access routes
- Assist other Ministries in carrying out their respective roles and responsibilities

Recovery

The recovery process consists of both a short term and a long term process.

- Short Term: Operations that seek to restore vital services to the community, while providing for the basic needs of the public.
- Long Term: Operations that strive to restore the community to its normal or improved status.

Recovery involves actions, and the implementation of programs, needed to help individuals and communities return to normal. Recovery programs are designed to assist victims and their families, restore institutions to sustain economic growth and confidence, rebuild destroyed property, and reconstitute government operations and services. Recovery actions often extend long after the incident itself. *Recovery programs include mitigation components* designed to avoid damage from future incidents. Typical recovery actions may include:

- Repair and replacement of damaged public facilities (roads, bridges, municipal buildings, schools, hospitals, qualified non-profits);
- Debris cleanup and removal;
- Temporary housing and other assistance for disaster victims; in the short term
- Low-interest loans to help individuals and businesses with long-term rebuilding and mitigation measures;
- Restoration of public services (electric and gas services, water, sewer, telephone);
- Crisis counseling and mental health;
- Disaster unemployment; and
- Planning and programs for long-term economic stabilization, community recovery and mitigation.

As the hazard is brought under control, and the affected population is capable of a growing number of activities aimed at restoring their lives and the infrastructure that supports them. Recovery activities the Ministry of Local Government and the Princes Town Regional Corporation should engage in include;

- Assist other Ministries and municipalities in carrying out their respective roles and responsibilities
- Assist in Public Education
- Working with the Ministry of Social Development in the provision of counseling to the affected population
- Economic and Social Impact studies
- Documentation of lessons learned

Direction and Control:

ORGANISATION

An Emergency Operations Centre has been established at the Princes Town Regional Corporation.

The Plan is based on the Princes Town Regional Corporation's Disaster Management Unit assisted by a Task Force made up of Task Groups. These groups comprise skilled personnel from both the Public and Private sector.

The Disaster Management Unit within the Municipal Corporation (PTRC) should be staffed by way of one (1) Disaster Management Coordinator, one (1) Communication Technician and two (2) Field Officers. The Organization structure is highlighted below:

The Disaster management Unit will be responsible for the following:

1. Communications
2. Survey and Investigation
3. Shelters
4. Early warning and early warning systems
5. Search and Rescue

RESPONSIBILITIES OF THE DISASTER MANAGEMENT UNIT

- (1) Ensures that financial records, monies spent during the emergency are kept;
- (2) Ensures that Princes Town Region Agencies develop and continually update emergency Plans and Standard Operating Procedures and respond to emergencies;

- (3) Ensures that Agencies designate officers to staff the Princes Town Emergency Plan activities;
- (4) Ensures that exercises and tests of emergency systems are conducted on a periodic basis;
- (5) Ensures that the Princes Town Region Emergency Plan is reviewed annually;
- (6) Maintains administrative records as required;
- (7) Maintains current list of available resources;
- (8) Alerts and activates as required, the Princes Town Region Management Organization when informed of an emergency within the Region;
- (9) Plans and co-ordinates emergency operations within the jurisdiction in accordance with Government guidelines;
- (10) Establishes communication links on a continuous basis with all agencies in the Princes Town Region's emergency Management Organization when informed of an emergency within the Region;
- (11) Receives request for assistance within the Region and directs aid to areas where needed;
- (12) Ensures and maintains liaison with utility companies to arrange for backup water, power and telephone services during emergencies;
- (13) Alerts citizens in advance of disaster through elected representatives of districts.

Task Force

The Task Force comprises of the Chairperson, The Chief Executive Officer and other officers of the Princes Town Regional Corporation and the Disaster Management Unit. The Task force will be initiated in the following circumstances:

- 1) When Information is received that an emergency is imminent the CEO of the Princes Town regional Corporation shall declare an emergency at the regional level work in partnership with the Disaster Management Unit in direction and control of emergency operations.
- 2) The CEO is authorized to mobilize any portion of the Plan to provide for emergencies and prior to the full activation of the Princes Town Regional Corporation's Plan.
- 3) If Local resources are unable to deal effectively with the emergency, the CEO shall seek help from the Office of Disaster Preparedness and Management. In compliance to national protocol, the Office of Disaster Preparedness and Management must be alerted in the event of an emergency.

The Task Force under direct control of the Chief Executive Officer will be responsible for the following:

1. Transport
2. Medical and Public Health
3. Traffic Control and Law Enforcement
4. Public Utilities

5. Heavy Equipment/Road Clearance

Task Groups

The Task Groups will consist mainly of private citizens, corporate entities, and non-profit organizations. Their area of responsibilities will be as follows:

1. Food and Clothing
2. Marine Pollution and Oil Spill Hazardous Waste
3. Natural Gas incidents
4. Red Cross / Voluntary Organizations

Princes Town Regional Corporation

DISASTER MANAGEMENT UNIT



DUTIES & RESPONSIBILITIES

DISASTER MANAGEMENT COORDINATOR

- Supervises and coordinates activities within the Princes Town Regional Corporation's Emergency Operations Centre that is, EOC Director
- Advise the Chief Executive Officer and the Chief Disaster Management Coordinator on activities related to all phases of disaster management.
- Working with the Office of Disaster Preparedness and Management in the implementation of the **National Disaster Management Plan** for Trinidad & Tobago.
- Implementation of the disaster management policy for the Ministry of Local Government.
- Participates in the research, coordination and elevation of policies, strategies, programs and plans relevant to disaster management within the Ministry of Local Government in collaboration with the Chief Executive Officers, Assistant Disaster Management Coordinators and other stakeholder organizations.
- Compiles, analyzes and evaluates data for decision making relevant to Disaster Management.
- Works collaboratively with organizations such as the Office of Disaster Preparedness and Management, Fire services, Defense Force, Police Services and Emergency Health Services, and review and design plans for managing emergencies in the Princes Town Regional Corporation.
- Designs and submits recommendations and proposals for the implementation and development of response and recovery plans.

FIELD OFFICER

- Coordinate damage assessment in terms of identifying and obtaining critical emergency/disaster relief requirements.
- Coordinate surveys in disaster areas to determine damage to property and repair or reconstruction requirements.
- Prioritize and arrange for immediate repair of buildings and infrastructure to ensure speedy rehabilitation of the population to normal activity in the shortest possible time.
- Development and maintenance of a database of information relating to all the phases of disaster management.

COMMUNICATION TECHNICIAN

- To be technically and orally capable of operating procedures of radio communications.
- To have basic knowledge of software relating to radio communications and computers.
- To conduct radio communication nets and simulation exercises.
- To set up temporary stations for communications and relate back to the emergency operating centers.

- To operate backup electronic systems such as standby generators and battery systems, portable backup batteries, handy talkies, base radios, small weather station and emergency operating center operations.

EMERGENCY SUPPORT

PUBLIC WORKS-COUNTY MAINTENANCE LEADER

Under the umbrella of “Public Works” the maintenance and restoration of State Traces, Local Roads, Main Streets, Highways, Water and Wastewater systems, Communication Buildings, Vehicle and Equipment are included.

Responsibilities

1. Identifies and makes an inventory of Technical Officers and Engineers in Public Organizations;
2. Co-ordinates the distribution of equipment;
3. Reviews resources lists and notifies local contractors of equipment needs;
4. Ensures supplies of gasoline and diesel for all vehicles and equipment;
5. Prepares plans for clearing debris and establishment of communications links.

EMERGENCY SUPPORT - TRANSPORT LEADER

Responsibilities

1. Keeps an updated inventory of all vehicles and equipment available in the region for use in an emergency from Government Agencies, private organizations, contractors and public companies;
2. Establishes liaison between all agencies for obtaining assistance by loaning of equipment, vehicles and personnel;
3. Assists with the evacuation of citizens from disaster areas, including special population groups such as the handicapped and the elderly;
4. Delivers essential and relief supplies to the disaster sector;

5. Provides equipment for removing debris and clearing of roadway.
6. Obtaining a list of all operations and their contact numbers.

EMERGENCY SUPPORT- FIRE SERVICES

Responsibilities

- 1) In charge of Survey and Investigations operations
- 2) In charge of reconnaissance –
Phase 1 – recommends areas for evacuation;
Phase 2 and 3 –
 - a) (Rapid reconnaissance. Initial rapid reconnaissance will be to determine the location of problems, magnitude of problems and immediate priorities;
 - b) Assesses emergency needs. Conducts more in-depth surveys of specific problems or population groups to: -
 - 1) Develop estimates of the No. of people requiring assistance;
 - 2) Develop estimates of the amount of materials or money that will be required.

EMERGENCY SUPPORT- POLICE SERVICE

Responsibilities

1. In charge of Search and Rescue Operations.
This exercise involves the utilization of the services and resources of the Defense Force, Air Guard, Police Service, and Volunteer Groups, Neighbours and Dog teams as well as the resources of the Fire Services.

Phase 1 – Receives early reconnaissance reports from Survey and Investigation Team and Plans Search and Rescue Operations as the situation dictate;

Phase 2 and 3 – involves:
 - a) Prompt location of persons entrapped and in need of assistance;
 - b) Prompt provision of medical treatment;
 - c) Prompt removal to a place of safety or appropriate shelter.

EMERGENCY SUPPORT -PRIVATE SECTOR RESOURCES

Responsibilities

1. Co-ordinates assistance from the Private Sector and keeps liaison with Trinidad and Tobago chamber of Commerce, Trinidad and Tobago Emergency Mutual Aid Association of Professional Engineers, Trinidad and Tobago Medical Association, Princes Town's Businessmen's Association, and The Princes Town Rotary Club.
2. Provides liaison with Shelter Manager for Co-ordination of relief supplies to shelters.

EMERGENCY SUPPORT -HEALTH DIRECTOR/ MEDICAL EXAMINER / CORONER

The posts of Health Director and Medical Examiner/Coroner have been assigned to the County Medical Officer of Health, Head of the County Medical Officer of Health's Division.

Responsibilities – HEALTH DIRECTOR

1. Develops procedures for emergency public health operations including mental health care.
2. Plans for inspection of food and water in shelters and issuance of instructions for decontamination, distribution and usage.
3. Conducts sanitation inspections of shelters.

Responsibilities – MEDICAL EXAMINER/CORONER

1. Responds to notification of fatalities from local authorities and establishes an adequate morgue.
2. Supervises to location and transportation of the remains of the deceased.
3. Certifies the causes of death of the deceased victims and issues death certificates.
4. Notifies next-of-kin and releases the remains and personal effects to proper representatives.
5. Issues press releases in conjunction with the Public Information Officer.

The Department is staffed with Public Health Inspectors, Medical Social Workers and Health Education Personnel, Insect Vector Personnel and Dental Services.

In accordance with the duties outlined above, the Health Director has clearly assessed his duties to be that of minimizing the effect of disasters with the available resources at his disposal and those which he may be able to obtain from outside agencies with which his Department liaised.

The types of personnel available to the Department will facilities the procedures to be used in order to achieve the objectives.

The County Medical Officer of Health recognizes that this Department would not operate in a vacuum, but will liaise with the Public Information Officer, Community Groups, Red Cross and other agencies in the pursuance of its duties.

In the event of a disaster, aerial and land surveys, etc. will be carried out to determine casualties, and Health Teams, Community Leaders armed forces will co-ordinate their efforts to provide relief to casualties and first aid treatment will be provided according to special classification procedure designed to save as many lives as possible.

Patients will be tagged and hospitalization will be provided where possible or necessary.

The HeaLth Team will also be responsible for inspecting food and water supplied and dispensing health information to the public in conjunction with the Public Information Officer.

ACTIVITIES CORE TEAM PERSONNEL

Personnel	
Chief Executive Officer	Magdalene Matthews
Disaster Management Coordinator	Aqeela Hosein
Field Officers	Gail Ragbir
	Clayton Sawh
Communications Technician	Shiva Nanan
Municipal Police	Ag. Inspector Maryam Sankar
County Superintendent	Azim Hosein
Transport Dispatcher	Mahendralal Gobin(Ag.)
Workshop Foreman	Adesh Balraj
Public Health Inspector	Ms. A. Mohammed/Mr D. Brathwaithe
Building Inspector	Balliram Chote

The Princes Town Regional Corporation Chairman Office:

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

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

Princes Town Regional Corporation Emergency Operations Centre (EOC):

The Emergency Operations Center (EOC.) is the Corporation's coordination center for emergency services during any major emergency affecting the Corporation. The EOC is activated when ordered by the Chairman, Corporation Council, or one of their designated representatives.

The EOC is located on the second floor of the Transport Building, Tramline Street, Princes Town. Day-to-day operations are conducted by the Disaster Management Unit. When a major hazard or disaster strikes, centralized emergency management is needed. This facilitates a coordinated response by the Disaster Management Coordinator, Disaster Management Staff and representatives from Princes Town Regional Corporation who are assigned specific emergency management responsibilities.

The EOC operates under the nationally recognized Incident Management System (IMS).

An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are among those performed in the Princes Town Regional Corporation EOC:

- Receiving and disseminating warnings.
- Developing policies.
- Collecting intelligence from and disseminating information to the various EOC representatives and, as appropriate, to Local Government and State agencies, military and federal agencies.
- Preparing intelligence/information summaries, situation reports, operation reports and other reports as required.
- Maintaining general and specific maps, information display boards and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operations and logistical support of the departmental resources committed to the emergency operations.
- Maintaining contact with support EOC's, other jurisdictions and levels of government.
- Providing emergency information and instructions to the public. Making official releases to the media and the scheduling of press conferences as necessary.

All requests for special assistance from the field and significant status information should be directed to E.O.C.

Primary Activities

EOC Activation

- a) The Princes Town Regional Corporation EOC, when activated, will operate using the ODPM's standard for its National Emergency Operations Centre (NEOC) with command staff designated to direct, control and coordinate the Princes Town Regional Corporation's response and recovery operations.
- b) The CEO or his/her designee will serve as the EOC Director and will be responsible for the planning, direction, and coordination of all emergency activities within the Region. He/she will direct these activities through coordination with the Ministry of Local Government (MOLG) EOC, and with assistance of the MOLG EOC, he/she will direct the planning for and performance of emergency operations within the regularly constituted governmental structure, augmenting it where necessary. The Disaster Coordinator will serve as the Operations Chief overseeing the management of the Operations Room
- c) The CEO ensures that the Princes Town Regional Corporation EOC is ready for the activation and that:
 - 1. Necessary office supplies are available.
 - 2. Resources are made available.
- d) In organizing the initial response to the incident and staffing of the Municipal Corporation EOC, the EOC Director will consider the needs of the incident. The number of staff personnel and the organizational structure are dependent upon the size and complexity of the incident. **There is no absolute standard** – As the incident dictates, the response operation grows and additional staff, as required, will be activated
- e) **EOC Staffing**
 - The EOC will be staffed with a permanent Disaster Management Unit comprising of a Disaster Management Coordinator, two (2) Field Officers, and a Communications Officer.

Emergency Support Staffing

- The Princes Town Regional Corporation (Chairperson and/or CEO) will determine which emergency support agencies are needed in the EOC.

Contacting Emergency Support Agencies

- The Princes Town Regional Corporation CEO will contact all pertinent emergency support agencies needed in the EOC.

Staffing Pattern

- Staffing patterns will be at the discretion of the Princes Town Regional Corporation and will depend on the specifics of each incident. For prolonged incidents such as hurricanes and floods, staff assigned to the county EOC will work in shifts to allow for adequate periods of rest. Outside staffing assistance will be requested to supplement local staffing resources for prolonged incidents.

Support Staff

- The Princes Town Regional Corporation will provide food and beverages for staff working in the county EOC. Food and beverages will be obtained from local grocery stores or restaurants at the direction of the Princes Town Regional Corporation.

- f) As a back-up emergency operations facility, an alternate EOC has been identified – 2nd Floor Hosein's Building, High Street, Princes Town
- g) The Princes Town Regional Corporation EOC is the general coordination point for complete emergency operations. All major changes, decisions and actions will be reported to this control point. The EOC director's staff will report to the EOC where the Director or his/her designee will coordinate the plan and the Region's response operations among the designated EOC staff. Any questions or "alterations" in this plan should be reported to the EOC immediately.
- h) Administrative Forms provides forms, as needed, for 24-hour operations scheduling, sign-in for Princes Town Regional Corporation EOC staff and visitors, Event Action Log, Message Form, and Message Log (put in appendix
- i) Summary Reports , provides five ICS Summary Record forms designed to assist in maintaining accurate documentation of emergency related costs (reproduce forms locally as needed). Completed forms must be submitted to the Administration/Finance Section Chief after termination of the response operation. Each form includes an instruction page, however, if you have any questions, contact the Administration/Finance Section Chief or the Financial Specialist for assistance. The

Summary Records are:

- a. * Force Account Labour Summary Record: used to record personnel costs
- b. Applicant's Benefits Calculation Worksheet: used to calculate fringe benefits paid on an employee's salary.
- c. * Force Account Equipment Summary Record: used to record equipment costs.
- d. Material Summary Record: used to record supplies and materials that you either purchase or taken out of existing stock.
- e. Rented Equipment Summary Record: used to record the cost of rented or leased equipment.
- f. Contract Work Summary Record: used to record the cost of work done by contract.

* The term "force account" refers to the Princes Town Regional Corporation's own personnel and equipment.

It is essential that all EOC staff members accurately document their expenses incurred during disaster response and recovery. Accurate documentation will help the Princes Town Regional Corporation recover all eligible costs, provide information necessary to develop projects, have information available for the Ministry, and to be prepared for any Ministry audits in the future.

- j) Emergency Resources Inventories provides listings of response equipment, facilities, communications assets, and emergency points of contact for the Region, Fire & Police stations. Standard Operating Procedures have been developed and should serve as a guideline for the undertaking of EOC operations.

Request for Assistance:

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

Continuity of Government:

Disasters can interrupt, paralyze, or destroy the ability of the Princes Town Regional Corporation or local government to carry out their executive, legislative and judicial functions. Therefore, it is important that each level of government have the capability to preserve, maintain, and reconstitute its ability to carry out essential functions under the threat, or actual occurrence of any disaster that could disrupt governmental operations and services.

Effective and responsive emergency operations are inseparable from the concept of Continuity of Government (COG). Two important factors for assuring continuity of government at the local and State level: First, well defined and understood lines of succession for key officials and authorities; second, preservation of records and critical facilities which are essential to the effective functioning of government and for the protection of rights and interests of the State and its citizens.

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

1. Preserving lawful leadership and authority
2. Preventing the unlawful assumption of authority
3. Preserving vital government documents
4. Assuring that mechanisms and systems necessary for continued government direction and control are in place prior to the crisis
5. Assuring that government services essential to the continued welfare of the public and be delivered during an emergency.
 - a. **Lines of Succession:** There must be an established list of those entitled to succeed one another under emergency situations. The alternatives to other key positions are maintained in each department.
 - b. **Pre-Delegation of Authority:** The Princes Town Regional Corporation shall ensure officials in leadership positions are prepared to respond to emergency conditions.
 - c. **Emergency Operations Centre (EOC):** The Princes Town Regional Corporation has a designated location as the EOC. This centre serves as a centralized facility for the direction and control of disaster operations. Upon notification of an actual or impending disaster, the CEO, or his/her representative activates the EOC and declares the emergency response phase of operation to be in effect.
 - d. **Preservation of Records:** Protection of essential records is vital if government and society are to resume functioning after a major catastrophe or national emergency.

1. Essential records and documents which require safeguarding fall into three (3) general types: (a) records that protect the rights and interests of individuals; vital statistics,

State land and property records, financial and tax records, election records, license registers, articles of incorporation, etc.; (b) records required for effective emergency operations; plans, procedures, resource inventories, lists of succession, maps, memorandums of understanding, agreements, and lists of regular and auxiliary personnel; (c) records required to re-establish normal governmental functions and protect the rights and interests of government; State laws, rules and regulations, official proceedings, financial and court records.

2. The selection of the records to be preserved rests with the official rendering the service involved or with the custodians of the records. These decisions should be made in concert with the organization's overall plan for determination of value, protection and disposal of records. The vital records should be duplicated and the duplicate copies maintained in an accessible format in the safest possible locations, at an appropriate distance from the office location. Vital records should constitute no more than 3-7% of all records.

e. Identification and Protection of Key Government Resources, Facilities and Personnel: The Princes Town Regional Corporation, with the advice of department supervisors, will act as necessary to disperse resources, facilities and personnel in a manner that facilitates sufficient redundancy to ensure that the Princes Town Regional Corporation can contribute to function during emergency conditions.

f. Provision of Essential Services: Provision of those services that are determined to be life-saving/preserving and those critical to the immediate economy of the State need to be maintained or restored immediately should they be struck by a disaster and rendered unusable. In the event that a State facility is rendered unusable, a back-up facility should be designated that will allow for essential services to be provided.

g. Continuity of Government/ Municipal Corporation Responsibilities:

1. Municipal Corporation CEO:

- i. The CEO or his/her designee(s) will be responsible for the continuity of the Corporation and the capability of the RC to function during periods of an emergency situation or disaster. The ultimate responsibility for the effectiveness of the PTRC emergency operations, in conjunction with the normal demands of providing services to its community, is that of the CEO.
- ii. During normal office hours, and when existing conditions permit, the CEO's office, as well as the Council Hall, will remain open and will continue to provide normal services. The office staff will provide up to date information on the status of the existing or impending emergency situation.
- iii. As the need may dictate and at the discretion of the CEO or his/her designee, the CEO's office will be manned during other hours it is not

normally open, to receive inquiries from the public and to relay pertinent information to the Princes Town Regional Corporation EOC.

- iv. The CEO or his/her designee will define and detail emergency responsibilities for all employees.
- v. The CEO or his/her designee will identify all essential Princes Town regional Corporation services that must be maintained and those activities that may be temporarily suspended.
- vi. The CEO or his/her designee will coordinate all efforts, prior to the activation of the Princes Town Regional Corporation EOC, with the MOLG EOC concerning forecasts and warnings of impending emergencies or disasters.
- vii. The CEO or his/her designee will be responsible for coordinating the assessment of damage occurring within the Princes Town Regional Corporation, resulting from a disaster.

2. **Municipal Police:**

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

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

3. Fire Department:

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

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

4. Health Department:

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

MAJOR TASK	RESPONSIBILITY
Alert the CEO on emergency situation status	Disaster Management Coordinator
Provide the Municipal Corporation EOC with updated reports of scene status	Field Officers , Task Force Leaders
Limit public access to affected area(s)	T & T Protective Services, Municipal Police

5. Building Inspector

MAJOR TASK	RESPONSIBILITY
Alert the CEO on emergency situation status	Disaster Management Coordinator
Provide the Municipal Corporation EOC with updated reports of scene status	Field Officers , Task Force Leaders

IDENTIFICATION REQUIREMENTS:

- a. Identification will be required during emergency operations in order to control the movement of individuals within areas of the Municipal Corporation affected by the disaster.
- b. Identification for workers will be provided to employees of the Princes Town Regional Corporation as follows:
 - o **Code Green – EOC Staff / Heads of Departments**
 - o **Code Orange – Essential employees of the PTRC e.g. Special Vehicle Operators**
 - o **Code Yellow – Media Personnel**
 - o **Code Red - Visitors**
- c. Individuals requiring access to the area will be required to present one of the following forms of identification:
 - i. Essential Personnel: Princes Town Regional Corporation issued employee identification card
 - ii. Press Personnel: Valid and Current Press Pass (should work with the media houses to verify what are their passes)
 - iii. Homeowners/Business Owners: Valid Drivers' Permit (with Municipal Corporation address), a copy of a bill or a recent utility bill (including telephone bill) that indicates a Municipal Corporation address.
- d. Disaster Area Permit - Vehicle control into a cordoned area has always been of concern to the local law enforcement officials during periods of emergency crisis or disaster. In an attempt to control this problem, a **DISASTER AREA PERMIT** has been developed for use during these events.

The intent of the Disaster Area Permit is to assist the officer in determining who is authorized to enter the cordoned area. ONLY persons who have been issued a permit will be allowed access into the cordoned area.

The distribution of this permit will be through the office of the Emergency Operation Center or at the field command post. The decision to use this permit will be based on the type of crisis and duration of the event.

If the decision is made to utilize the permit, a verbal communiqué will be issued through two-way communications to other agencies involved in the recovery.

Verification of a particular permit may be requested by an officer through either the command post or EOC. Verification of the permit may be obtained by giving the verification permit number (example: 0013). The person who is receiving the request will transmit the following information back to the officer requesting verification:

1. Name
2. Address
3. Make of car and license number
4. Date of issuance

In the event an officer may wish to expel a person from the cordoned area, it is requested that this officer notify the command post or EOC of this decision. The verification number shall then be removed from the log book.

The recipients of a Disaster Area Permit will fall into these categories:

1. Persons (verifiable) living within the cordoned area;
2. Persons (verifiable) requesting admittance to assist friends and/or relatives;
3. Emergency personnel (verified) not driving an emergency vehicle; or
4. Persons not listed above, but with approval of a field supervisor at the command post.

With the development of this Disaster Area Permit, control of vehicle traffic into the cordoned area can be maintained. This type of control method will lessen the possibility of unauthorized persons and certainly restrict the possibility of looting.

- a. Any questions concerning the use of this permit should be directed to the office of the EOC.
- b. Volunteers specialized in the fields of Healthcare, Security, Organization Skills will be given priority over non-skilled volunteers.

Operations by Time Frame – (Phases):

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

Recovery activities include, but are not limited to:

1. Assist with life-saving operations and with the restoration of essential services
2. Assess the needs of the community and complete detailed damage assessments that will be the basis for requesting National disaster assistance
3. Compile and submit required forms and documentation required to request assistance from the recognized authorities like Ministry of Social Development
4. Represent the Municipal Corporation on National Preliminary Damage Assessment (PDA) Teams and facilitate their access to damaged areas
5. Prioritize recovery projects and assign functions accordingly
6. Coordinate recovery efforts and logistical needs with supporting agencies and organizations

7. Preserve and file all documentation of the event, including events log, cost analyses and estimated recovery costs
8. Facilitate the establishment of Disaster Assistance Centers, when necessary, to assist private businesses and citizens with individual recovery
9. Incorporate emergency plans from other entities into recovery and reconstruction activities

Alert and Warning:

Definition: Alert and warning indicates the onset of a hazard/disaster for which a warning system is essential. This system may range from alarms (e.g., for fires), sirens (e.g., for industrial accidents) to public announcements through radio, television etc. (e.g., for cyclones, floods) and other traditional modes of communication (e.g. beating of drums, ringing of bells, hoisting of flags).

In most disaster situations, experience has shown that loss of life and property could be significantly reduced due to preparedness measures and appropriate warning systems. The importance of warning systems therefore hardly needs any emphasis. However, not in all cases, the opportunity for warning exists. Indiscriminate warnings may result in non-responsiveness of the people. It is therefore necessary that with respect to every disaster a responsible officer is designated to issue the warnings.

Important Elements of Warning

The following aspects may be considered for the dissemination of warning:

- All warning systems and technologies are maintained in working condition and checked regularly
- Communities in disaster prone areas are made aware of the warning systems.
- Alternate warning systems must be kept in readiness in case of technical failure (e.g., power failure)
- Only the designated agencies/officers will issue the warning.
- All available warning systems should be used

Each warning system has a limited reach and multiple warning systems may be implemented to help reinforcement

- The warning should, to the extent possible, be clear about the severity, the time frame, area that may be affected.
- Warning statements should be conveyed in a simple, direct and non-technical language, and incorporate day-to-day usage patterns.
- The do's and don'ts should be clearly communicated to the community to ensure appropriate responses.
- Warning statements should not evoke curiosity or panic behavior. This should be in a professional language devoid of emotions.
- Rumour control mechanisms should be activated.
- All relevant agencies and organizations should be alerted.
- Wherever possible, assistance of community leaders and organized groups should be sought in explaining the threat.

- Once a warning is issued, it should be followed-up by subsequent warnings in order to keep the people informed of the latest situations.
- In the event of the disaster threat tiding away, an “all clear” signal must be given.
- The purpose of the warning process is to provide efficient alerting and warning to the Princes Town Regional Corporation’s elected officials, the various department heads, the responding emergency personnel in the Region and the community, of an actual or impending emergency situation. The CEO or his/her designee will have the primary responsibility for the warning process.
- 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.
- When required, Municipal Police and Fire Divisions/Stations personnel will alert members of the community using loudspeakers and making door-to-door contacts. The use of private owners of loudhailers will also be considered.

MAJOR TASK	RESPONSIBILITY
Alerting Municipal Corp. Officials	CEO or Administrative Officer II
Alerting MOLG CDC	Disaster Management Coordinator
Alerting the Nat’l Office/ODPM	Disaster Management Coordinator
Alerting and warning the community	Field Officers
Alerting the community when an emergency necessitates the activation of Municipal Corporation’s EOC	Elected Councilors, Field Officers

Evacuation:

It is important to understand the nature of threat and the procedures to be adopted

All agencies involved in evacuation must have a common understanding of their roles and responsibilities in order to avoid confusion and panic behaviour.

Different situations demand different priorities and hence the responsibility for ordering evacuation is assigned to different agencies.

For appropriate security and law and order evacuation should be undertaken with assistance from community leaders.

Factors to be considered for Evacuation

Planning Assumptions

- Amount of time needed for evacuation will depend on the disaster.
- If the event can be monitored, like a cyclone, the residents of the PTRC could have a day or two to get ready.
- In other disasters, it is mostly emergency evacuation of people .

Factors

- Shelter sites should be within one hour's walk and/or three miles (5 km) of dwellings.
- The evacuation routes should be away from the coast or flood-prone areas.
- Evacuation routes should not include roads likely to be submerged in flood, but may include pathways.
- Ensure proper evacuation by seeking community participation along the following lines:
 - Evacuation should be undertaken with assistance from community leaders and community based organizations (CBOs) for appropriate security and law and order
 - Care should be taken to see that evacuation routes are not blocked.
 - It is always preferable to encourage the entire family to evacuate together as a unit.
 - In case of inadequate transport or limited time, encourage community for emergency evacuation in the following order :
 - seriously injured and sick
 - children, women and handicapped
 - Elderly
 - Able-bodied.

[An evacuation plan on a priority basis helps avoid stampede and confusion.]

Emergency Evacuations

- Families should be encouraged to take along adequate supplies of water, food, clothing and emergency supplies.
- The families should be encouraged to assemble the following disaster supplies kit.
 - Adequate supply of water in closed unbreakable containers
 - Adequate supply of non-perishable packaged food and dry rations
 - A change of clothing and rain gear
 - Blankets and bed sheets, towels
 - Buckets, plates, glasses, mugs made of plastic
 - Soap, toothbrushes, toothpaste
 - A battery-powered radio, torch, lantern, matches
 - Cash and jewelry
 - Personal medicines
 - A list of important family documents including ration card, passport, bank passbook address/telephone book (of relatives), certificates, driving license, property documents, insurance documents etc.
 - Special items including foods, for infants, elderly or disabled family members.
- Encourage people to keep fuel in their cars as petrol pumps may be closed during emergencies.
- Ask people to shut off electricity, gas and water at main switches and valves before leaving.
- Ask people to listen to a battery-powered radio and follow local instructions.
- If the danger is a chemical release, then people should be instructed to evacuate immediately.
- In other cases, advise people to follow these steps:
 - Wear protective clothing
 - Secure their homes. Close and lock doors and windows.
 - Turn off the main water valve and electricity
 - Leave early enough to avoid being trapped.
 - Follow recommended evacuation routes. Shortcuts may be blocked.
 - Not to move or drive into flooded areas.
 - Stay away from downed power lines.
 - Animals may not be allowed in public shelters.
 - Community should set the livestock free
- If possible, the community may be advised to carry the livestock along

[If the evacuation does not involve transportation by vehicles].

Evacuation of Marooned Persons

In the case of marooned persons, if necessary

- Evacuation must be carried out within the shortest possible time
- The marooned persons must be transferred to transit camps.
- Within the shortest possible time (3 hours of the disaster), marooned people must be provided with
 - water

- medicines
- first-aid
- cooked food.

[This can continue for 48 hours after the disaster].

- Emergency transport for the seriously injured by
 - speed boats
- A senior medical officer should accompany the rescue team along with the required medical kit and ensure priority for shifting of those seriously injured or requiring immediate medical attention.
- Water supplied must be in accordance with acceptable standards of potable water. It is the responsibility of medical officer to check the water quality.
- For food supplies, the standards as given in the "Standards for Food" should be followed.

EVACUATION ORDERS:

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

MAJOR TASK	RESPONSIBILITY
Issue evacuation order when a disaster necessitates	Chairman or CEO
Coordinate with the ODPM, MLOG, MNS and/or agencies	Disaster Management Coordinator
Ensure the community is kept informed	Public Relations Officer , Councilors

Sheltering:

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

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

Damage And Needs Assessments (DANA):

- a. The overall objectives of damage/needs assessments can include the following:
 1. Determine the immediate needs and priorities of the disaster victims
 2. Determine the damages to housing, agriculture, lifelines, and critical facilities
 3. Identify stoppages, i.e. obstacles or interruptions to emergency operations or impediments to relief efforts
 4. Identify secondary threats, for example unsafe buildings still occupied, areas at risk to rising floodwaters, etc.
 5. Estimating the economic impact of the disaster, especially damages to commerce and industry, loss of jobs and work, and the effect insurance may or may not have on mitigating losses
 6. Monitoring public health
 7. Determining the resources available to respond to the disaster and identifying the gaps between that need to be filled from outside resources
- b. The composition of each Damage Assessment Team will vary depending on the type and severity of the damage and the availability of personnel. Each team will have a Team Leader who ensures that the team members have the proper forms, equipment and transportation.
- c. Depending on the disaster, two distinct types of assessments may be conducted as follows:
 1. Initial Assessment: IDA activities are the responsibility of the Damage Assessment Coordinator assigned to the Princes Town Regional Corporation EOC, of this Plan. Report forms required for compiling and submitting damage assessment data are included.
 - Is conducted immediately in the early and critical stage of a disaster, as soon as the conditions allow survey personnel to operate
 - Determines relief and immediate response requirements
 - Is broad in scope and focuses on overall patterns and trends
 - Identifies:
 - Magnitude of the disaster (without necessarily delivering exact figures)
 - Impact of the disaster on society
 - People's capacity to cope
 - Most urgent relief needs and potential methods for delivery
 - Priorities for action
 - Utilization of resources for immediate response
 - Need for detailed assessment of specific geographical areas or substantive sectors
 - Level of continuing or emerging threats
 - Need for National assistance
 2. Detailed Assessment: Detailed damage assessment activities are the joint responsibility of the CEO or his/her designee as follows:

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

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

9. During Joint Damage Assessment activities involving the National entity, the Princes Town Regional Corporation will designate a representative to assist.

Public Information:

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

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

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

Princes Town Regional Corporation Radio Frequencies:

ACTIVATE COMMUNICATION OPERATIONS

- Command Base located at the Princes Town Regional Corporation Main Office will be activated
- All communications i.e. Radios, net-working, Phone contacts, and Internet will be activated
- All Sub-Offices that are necessary will be activated

REPEATER

The DMU call sign 9Y5PTC operates on the ODPM repeater and the MOLG VHF system connecting the fourteen R egional Corporation and Kent house through three repeaters **Central, Mayaro and Cumberland** using their individually assigned call sign.

ESTABLISHMENT OF RADIO COMMUNICATION

All stations shall answer calls directed by the other stations in the ODPM network and should exchange communication on request.

TEST SIGNALS

When it is necessary for a station to make test signals, either for adjustment of sets, such signals shall not continue for more than ten (10) seconds and shall be composed of spoken numerals followed by the radio call sign of the station transmitting the test signals.

e.g. 1,2,3,4,5 – 9Y5 PTRC

After a call has been made, a period of at least ten (10) seconds should elapse before a second call is made.

Several rules must be established at the outset to avoid problems throughout the operation:

□□ **Each agency (e.g. Fire or Police) represented in the communications room must supply the staff for their workstation.** Only the staff of that agency knows the practices and procedures that must be followed. Two people are required per workstation per shift.

□□ **In the communication room, the Communications Technician (CT) is the final authority.** All staff working in this room report to the CT who in turn reports to the Disaster Management Coordinator.

□□ **All communication room staffs are equals.** No one shall try to “pull rank” They must all work together

harmoniously under trying circumstances!

□□ **The communication room is not a gathering place!** Only under rare circumstances should anyone other than the communications staff be present. During breaks, staff should leave the room and go to the rest area.

□□ **All active workstations must be staffed at all times.** The people in the field are relying upon this facility so if the operator must leave the desk for any reason, they must insure that someone else is providing coverage for them.

□□ **Unauthorized cellular telephones or portable radios must be turned off** before entering the communication room. Any added noise or distractions must be eliminated to ease the job of the radio operators and to prevent retransmission of audio picked up by the radios that are being used at the time.

□□ **Whenever possible, headsets must be used on all radios** in the communications room to prevent interference with other workstations and to reduce operator fatigue.

□□ **Speaks normally into the radio microphones.** This is a must to insure proper audio levels and to not interfere with the other radio operators. Shouting will cause distorted signals that will be difficult or impossible to understand!

□□ **All staff must remain calm** under what could be tense circumstance

Princes Town Regional Corporation Telephone Directories:

Members of Council

Chairman Gowrie Roopnarine	New Grant/ Tableland	684 - 1350	gnroopnarine@hotmail.com
Councillor Michelle Benjamin	Hindustan/ St. Mary's	684 - 0631	michelle656b@gmail.com
Latchmi Narine Ramdhan	St. Julien/ Princes Town North	338 - 4851	nello5ramdan@yahoo.com
Councillor Chris Hosein	Reform/ Manahambre	753 - 6882	
Councillor Haniff Salamat	Lengua/ Indian Walk	340 - 2595	HaniffSalamat66@gmail.com
Councillor Steve Shawn Premchand	Corinth/ Cedar Hill	310 - 4051	shawn.premchand@gmail.com
Councillor Rafi Mohammed	Fifth Company	684 - 1398	Rafimohammed1966@gmail.com
Councillor Vashti (Sharmain) Sookhoo	Ben Lomond/ Hardbargain/ Williamsville	338 - 4646	vsookhoo@hotmail.com
Councillor Joseph Lorant	Moruga	684 - 0643	nlorant@hotmail.com
Councillor Deryck Mathura	Inverness/ Princes Town South	357 - 0191	deryckmathura@hotmail.com
Alderman Azim Bassarath		684 - 0611	Azim.bassarath@yahoo.com
Alderman Visham Persad		684 - 0628	Visham_persad@yahoo.com
Alderman Clifton De Coteau	Vice-Chairman	681 - 6961	Princecoto@yahoo.co.uk
Alderman Natalia Mendez		684 - 0607	spanishmendez21@gmail.com

Administration

Accounts			237
Accountant II	Savita Mohammed	720 - 4672	244
AO II	Alana Carew Agrillera	357 - 0193	223
AO II Secretary			239
Basement			245
Building Inspector	Balliram Chote	357 - 0198	230
Cashier			241
CEO	Magdalene Matthews		236
CEO Secretary			224
Chairman	Gowrie Roopnarine	684 - 1350	234
Chairman Secretary			229
Clerk IV			233
Committee			228
Corporate Secretary	Delina Roberts	357 - 7480 301 - 1635	246
County Superintendent	Azim Hosein	357 - 0149	249
Disaster Management Coordinator	Aqeela Hosein	655 - 8804	271
Engineering	Masud Mohammed	385 - 1209	226
Financial Officer	Mahabir Gheesan	374 - 5481 796 - 8345	248
Health and Safety	Terrence Pharai	725 - 2796	
IT Support	Ian Bedassie Tristan	738 - 9798 464 - 1610	
Kitchen			255
Labour Dept			240
LED Officer	Hans Paul	475 - 0619	
Market			269
Market Clerk	Andy Banseelal	357 - 0243	
Medical Officer			257
Municipal Police		298 - 8988 298 - 9001	
Inspector	Miriam Sankar	357 - 0196	

Operator			221
Payroll			252
Personnel			225
PIRO	Neil Ramsumiar	357 - 0210	231
Planning Officer	Saroma Roopnarine	357 - 0163 751 - 9769	253
Public Health			258
Public Health Officer	Desmond Braithwaite	290 - 2703	
Health II			242
Health I			222
Cesspool	Morris Bachoo	374 - 6290	
Registry			225
Roads Department			227
Road Officer III	Fyool Ali	331 - 3920	250
Roads Officer II	Samuel Manbhode	357 - 0203	
Roads Officer I	Leslie Rajkumar	357 - 0223	
Roads Officer I	Bhim Singh	357 - 0231	
Roads Officer I	Trevor Singh	357 - 0238	
Roads Officer I	Glen Sudama	357 - 2446	
Security Front Entrance			232
Security Main Entrance			243
Stationery	Khairool Mohammed	482 - 3650	247
Storekeeper	Mamin Sonnilal	357 - 0244	270
Tenders	Indira Sirju	488 - 2213	235
Transport			268
Transport Dispatcher	Mahendralal Gobin	357 - 0335	
Works			
Works Supervisor III	Glen Ramsarran	357 - 0197	206
Works Supervisor	Zafiffa Figarie	357 - 0239	
Checker	Daniel Sakool	365 - 9929	
Workshop			272
Foreman	Adesh Balraj	357 - 0219	
	Subhash Rampersad	357 - 0221	

Ministry of Local Government and Rural Development

Disaster Management Units

Arima Borough Corporation DMU



Contact:	646 - 2394/ 646 – 6073	CO	Deborah Ng. Saye-Shoon	687 – 8352
Fax:	646 – 6073	FO	Jessica Estephane	338 – 4225
Email:	abc_dmu2008@yahoo.com	FO	Avianne Rattan	785 – 9022
Location:	O'Meara Road, Trinidad	CT		
Callsign:	9Y5ABC		Hotline	800 – 2ABC 800 – 2222

Chaguanas Borough Corporation DMU



Contact:	671-5958	CO		
Fax:	671-5958	FO	Lila Khan	731 – 6478
Email:	chaguanasdmu@hotmail.com	FO	Navindra Persad	380 – 8353
Location:	Cumber Batch Street, Taitt Street Corner, Chaguanas	CT	Amar Bedasi	466 – 5275
Callsign:	9Y5CBC		Hotline	800 – DCBC 800 – 3222

Couva Tabaquite Talparo Regional Corporation DMU



Contact:	636 – 3700	CO	Andy Goolcharan	299 – 6769
Fax:	636 - 3700	FO	Amarnath Seepersad	374 – 5595
Email:	cttrc.reoc@gmail.com	FO		
Location:	#5, Railway Road, Couva, Trinidad	CT	Wayne Bharath	303 – 0357
Callsign:	9Y5CTT		Hotline	800 – CTTC 800 – 2882

Diego Martin Regional Corporation DMU



Contact:	633 - 9620	CO	Jerry David	387 – 0280
Fax:	695 - 9620	FO	Patrice Durham	774 – 6427
Email:	dmudmrc@yahoo.com	FO		
Location:	#2-3 Orchid Drive, Petit Valley	CT	Odette J. O'Connor	322 – 8561
Callsign:	9Y5DRC		Hotline	800 – DMRC 800 – 3672

Mayaro/ Rio Claro Regional Corporation DMU



Contact:	644 - 1502	CO	Emerson Sahibdeen	
	644 - 2261 ext 5030	FO	Daisha Oliver	299 – 8554
Fax:	644-2796	FO		
Email:	mrcrcdmu@gmail.com	CT	Shaun Kalipersad	299 – 8327
Location:	Corner De Verteuil & Dougdeen Street, Rio Claro			
Callsign:	9Y5MRC		Hotline	800 –4MRC 800 –4672

Penal/Debe Regional Corporation DMU



Contact:	647 - 2975	CO	Videsh Lall	395 – 7193
Fax:	222 - 9375	FO	Hameed Hasmath	332 – 9147
Email:	pdrcdmu@hotmail.com	FO	Denzil Roopchan	331 – 4905
Location:	218A S.S. Erin Road, Debe, Trinidad	CT	Gwendolyn Peters	784 – 4095
Callsign:	9Y5DPC		Hotline	800 – PDRC 800 – 7372

Point Fortin Borough Corporation DMU



Contact:	648 - 1486/ 6656	CO	Haze-Ann Cummings	678 – 7524
Fax:	648 - 3551	FO	Ann Powder	709 – 1290
Email:	dmupbc@gmail.com	FO	Cheryl Nicholas	744 – 6015
Location:	Town Hall, George Road, Point Fortin	CT	Thomas Peters	461 – 9088
Callsign:	9Y5PBC		Hotline	800 – PFBC 800 – 7322

Port of Spain City Corporation DMU




Contact:	623 - 5092	CO		
Fax:	623 - 5092	FO	Natasha Nathaniel	718 – 2984
Email:	pccdmu@gmail.com	FO	Afiesha Carpette	380 – 7978
Location:	#129, Quarry Street, Port-of-Spain		Theresa Humphrey	620 – 5284
Callsign:	9Y5PCC	CT		
			Hotline	800 –PSCC 800 – 7722


Princes Town Regional Corporation DMU

	Contact:	655 - 8804	CO	Aqeela Hosein	357 – 0218
	Fax:	655 - 9280	FO	Gail Ragbir	337 – 3569
	Email:	ptrcdmu@gmail.com	FO	Clayton Sawh	466 – 0407
	Location:	Tramline Street, Princes Town	CT	Shiva Nanan	350 – 1603
	Callsign:	9Y5PTC		Hotline	800 – PTRC 800 – 7872


San Fernando City Corporation DMU

	Contact:	657 - 5758	CO	Melissa Mohammed	732 – 9092
	Fax:	657 - 5758	FO	Vanessa Alexander	739 – 7179
	Email:	dmusfc@gmail.com	FO	Deonarine Ralph Jaikaran	785 – 3021
	Location:	69A Circular Road, San Fernando	CT	Ancil "9Z4F1" Lynch	395 – 0654
	Callsign:	9Y5SFC		Hotline	800 – SCDU 800 – 7238

San Juan/ Laventille Regional Corporation DMU

	Contact:	663 - 9777	CO	Terrance Maxime	778 – 4747
	Fax:		FO	Crystal Persad	361 – 1358
	Email:	645 - 3177	FO	Rowena Julien Mansano	396 – 1188
	Location:	dmusjlrc@gmail.com Corner URB Highway & PBR	CT		
	Callsign:	9Y5JRC		Hotline	800 – SLRC 800 – 7572

Sangre Grande Regional Corporation DMU

	Contact:	668 - 1160	CO	Jovanna Ali	280 – 2938
	Fax:	668 - 1160	FO	<i>Kevin Jagassar</i>	280 – 2937
	Email:	dmugrc@gmail.com	FO		
	Location:	Ramdass Street, Sangre Grande	CT		
	Callsign:	9Y5GRC		Hotline	800 – SGRC 800 – 7472

Siparia Regional Corporation DMU



Contact:	649 - 2348	CO	Hayden Alexander	797 – 2745
Fax:	649 - 2348	FO		
Email:	sipariadmu@gmail.com	FO		
Location:	High Street, Siparia	CT	Andy Samlal	750 – 6466
				800 – 4SRC
Callsign:	9Y5SRC		Hotline	800 – 4772

Tunapuna Regional Corporation DMU



Contact:	645 - 5583	CO	Carol Charles	
Fax:	645 - 5583	FO	Phillip Raass	
Email:	tprcdmu@gmail.com	FO	Amanda Julien	357 – 4656
Location:	Macoya Extension, Macoya	CT	Erskine Phillips	722 – 1240
Callsign:	9Y5TRC		Hotline	800 – TPRC

ACKNOWLEDGEMENT

This plan was updated and formatted by members of the Disaster Management Unit of the Princes Town Regional Corporation.