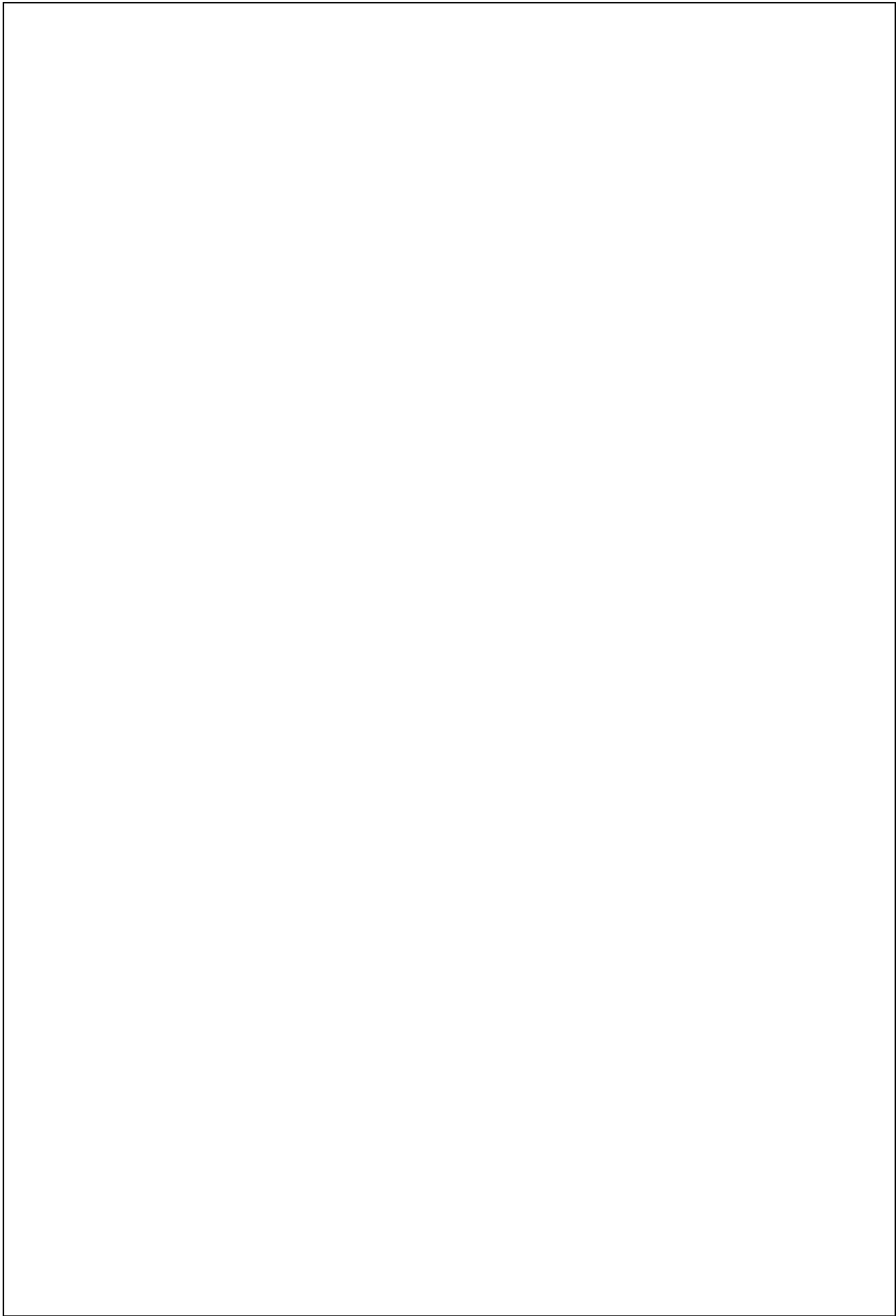


# City of San Fernando



## EMERGENCY OPERATIONS PLAN

REVISED February 2018



## APPROVAL AND AUTHORIZATION SHEET

**Document Name:** City of San Fernando Emergency Operations Plan

The signatures below certify that this plan has been reviewed and accepted, and demonstrates that signatories are aware of the requirements contained herein and are committed to ensuring their provision.

	Name	Position	Signature	Date	
Approved by:	Junia Regrello	His Worship The Mayor			
	Indarjit Singh	Chief Executive Officer			
	La Verne Smith	Chairman, Disaster Management Committee			

## **ACRONYMS**

ACP	Assistant Commissioner of Police
ASP	Assistant Superintendent of Police
CDC	Chief Disaster Coordinator
CDEMA	Caribbean Disaster Emergency Management Agency
CEO	Chief Executive Officer
CEPEP	Community-Based Environmental Protection and Enhancement Programme
CGWTU	Contractors and General Workers' Trade Union
COOP	Continuity of Operations
DMC	Disaster Management Coordinator
ECCE	Early Childhood Care and Education
EOC	Emergency Operations Centre
EPI	Emergency Public Information
HDC	Housing Development Corporation
IDA	Initial Damage Assessment
MORDLG	Ministry of Rural Development and Local Government
MOU	Memorandum of Understanding
NEOC	National Emergency Operations Centre
NGO	Non-governmental Organization
ODPM	Office of Disaster Preparedness and Management
PDA	Preliminary Damage Assessment
PHI	Public Health Inspector
PIO	Public Information Officer
PMHO	Principal Medical and Health Officer
PSA	Public Services Association
PTSC	Public Transport Services Corporation
SDMU	San Fernando Disaster Management Unit
T&TEC	Trinidad and Tobago Electricity Commission
TSTT	Telecommunications Services of Trinidad and Tobago
URP	Unemployment Relief Programme
WASA	Water and Sewerage Authority

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## **I. PURPOSE**

The purpose of the San Fernando City Corporation Emergency Operations Plan with its annexes and other attachments is to provide the basis for a coordinated operation before, during and after a hazard or disaster affecting the San Fernando City Corporation. The guidance contained in this plan is designed to develop a state of readiness for all types of hazards – natural and man-made. The Plan predetermines action to be taken by the San Fernando City Corporation Disaster Management Unit, other Government Agencies and Private Organizations within the City of San Fernando to reduce the vulnerabilities of people and property to any hazard and establish capabilities to respond effectively to the actual occurrence of a disaster. This plan also provides for the necessary coordination between the Ministry of Rural Development and Local Government, the Office of Disaster Preparedness and Management and all Stakeholders.

## **II. SCOPE**

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

### III. DESIGN

This Plan has two basic principal components.

- a) The Basic Plan: The Basic Plan provides an overview of the Emergency Operations organization. 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) See Appendices for:
  - Administrative forms and emergency response resource inventories.
  - Hazard-Specific Plans: These plans provide guidance unique to a given hazard or situation.

**Activation of the EOC is situation-dependent. It may be either a planned activation for a special security event or anticipated crisis (e.g. a weather emergency known in advance) or an immediate unplanned activation due to an imminent threat or an actual crisis situation that has just occurred. When activation is initiated the following responsibilities would take effect as needed.**

#### **1 ORGANISATION AND ASSIGNMENT OF RESPONSIBILITIES**

In addition to their normal duties, all of the Government Departments have systems in place to deal with emergencies. Notwithstanding this fact, listed below are specific responsibilities and the names of the officers delegated for each undertaking.

##### **1.1 RESPONSIBILITIES**

##### **1.1.1 Chairman: His Worship the Mayor Mr. Junia Regrello**

- i) The Chairman assisted by the Chief Executive Officer who is also the Coordinator of the City Emergency Management Committee will co-ordinate and control the City's resources.
- ii) When information is received that an emergency is imminent, he/she shall declare an emergency at City level and assume direction and control of emergency operations.
- iii) If local resources fail to cope with the emergency, he/she will request assistance from ODPM.
- iv) He/she will ensure that information and reports are forwarded to ODPM after each emergency.

### **1.1.2 City Coordinator: Chief Executive Officer – Mr. Indarjit Singh**

- i) When directed, act on behalf of the Chairman, Councilors in the control of emergency operations.
- ii) Communicate with Disaster Management Coordinator.
- iii) Support EOC functions.

### **1.1.3 Disaster Management Coordinator: Ms. Melissa Mohammed**

The Coordinator's role must be clearly defined. As such, listed hereunder is the role he has to perform or authority may be delegated to someone to perform.

- i) Co-ordinates the use of resources and make it more rational so as to avoid duplication of activities and functions.
- ii) Keep a current inventory of all resources (human, material and institutional).
- iii) Carry out training activities for personnel involved in the plan.
- iv) Establish effective co-ordination and co-operation between National and Local operations.
- v) Establish command post to co-ordinate activities, monitor the utilization of available resources and prevent role conflicts.
- vi) Promptly assess the disaster's magnitude.
- vii) Orient community action in disaster situation.
- viii) Evaluate after each activity.
- ix) Liaise with other Government Agencies to develop and continually update emergency plans.
- x) Ensure that systems are in place to respond to emergencies.
- xi) Ensure that exercises and tests of the emergency systems are conducted on a periodic basis.
- xii) Ensure that representatives for EOC staff are designated to report to EOC upon activation to provide direction and control.
- xiii) Report to CEO and Chief Disaster Coordinator.



**1.1.4 Public Information Officer (PIO): His Worship the Mayor Mr. Junia Regrello**

- i) A Public Information Centre will be located at City Hall.
- ii) Six (6) officers whose functions will be to collate information for the PIO will staff the Centre.
- iii) The radio and television stations will be utilized.
- iv) As information is to be disseminated as quickly as possible, the daily newspaper will be more appropriate to be used.
- v) All media releases pertaining to emergency planning and operations will be made by the PIO or anyone delegated by him/her.
- vi) As regular as may be necessary, advisories for the public will be available to the media.
- vii) Lead agencies will liaise with the PIO to issue press releases.

**1.1.5 Police: Assistant Comissioner Baldeo**

- i) The magnitude of the disaster will determine the number of Police Officers required. The Guard and Emergency Branch will be based at Marabella Police Station and could be mobilized at a moments notice. If warranted, resources can also be tapped from the following stations: Princess Town; Ste Madeleine; Gasparillo; St Margaret's; Oropouche.
- ii) Security steps to be taken to provide security to personnel and property during the disaster.
- iii) Prevent looting.
- iv) Ensure safe conduct of Emergency vehicles.
- v) Assist in the evacuation and housing of affected persons. See evacuation.

**1.1.6 Fire: Assistant Chief Fire Officer (South) Mr. Remy**

- i) Already established is a plan for fire fighting operations. This plan includes equipment and personnel from Fire Service Headquarters at the Bye Pass, San Fernando.
- ii) All ambulance (including Red Cross etc.) will be under the supervision of the Fire Coordinator.

- iii) Liaise with Hospital Disaster Coordinator re: use of hospital or any temporary facility for mass treatment of casualties.

**1.1.7 County Emergency Medical Services Coordinator: Assistant Chief Fire Officer (South)**

- i) Co-ordinate activities of ambulance re: transportation of injured to hospital.
- ii) Liaise with Red Cross, St John's Ambulance etc. personnel.

**1.1.8 Social Services Directors: Ms. Savitri Seecharan**

- i) Co-ordinate emergency activities with Red Cross, other service groups and volunteers.
- ii) Assist in placement of displaced persons.
- iii) Assist in transportation of injured persons to hospital.
- iv) Co-ordinate distribution of food, clothing, etc., as circumstances require.

**1.1.9 Communications Director Mr. Ancil Lynch**

- i) Ensure a base station is set up and functional at DMU.
- ii) Communicate with Police, Fire Service, Field Forces and Shelters.
- iii) Maintain link with ODPM at all times and disseminate information.
- iv) Ensure link with all utilities and field station.
- v) To conduct radio networks and communication simulation exercises.
- vi) To operate backup power supply systems for all wireless communications equipment.
- vii) Establish lines of radio communication.
- viii) To operate emergency/disaster wireless communication equipment.
- ix) To setup temporary communication stations wherever incidents occurs within your assigned area and relay messages back to the Emergency Operations Center.
- x) Maintains radio equipment at the EOC.

**1.1.10 Public Works/ City Maintenance Coordinator: G Ramharack, Denis Albert (Acting W.S III)**

- i) Ensure that roads from transfer stations to shelter are accessible.
- ii) Liaise with Public Utilities to ensure services are restored as early as possible.
- iii) Co-ordinate clean-up operations (removal of debris, clearing of water courses).
- iv) Control environmental sanitation (control of rodents, mosquitoes, etc.)
- v) Restore all roads as quickly as possible.

**1.1.11 Health Director:**

- i) Co-ordinate visits of all food premises. Take samples if necessary.
- ii) Ensure/assess safety of potable water supply.
- iii) Liaise with Coordinator, Public Works, to monitor prevalence of vectors.
- iv) Co-ordinate visits to shelters re: environmental sanitation (daily visits).
- v) Monitor environmental conditions in general and compile reports.
- vi) Liaise with PIO re: press releases on Environmental Sanitation Procedures.
- vii) Evaluate the potential for disease spread, including vector borne diseases.
- viii) Mobilize the Public Health team, to provide technical assistance in epidemiological surveillance, immunizations (if necessary).
- ix) Arrange for laboratory test to assist in diagnosis and treatment.

**1.1.12 Principal Medical and Health Officer:**

- i) Examines all facilities when notified.
- ii) If necessary establish an adequate morgue.
- iii) Supervise the location and transportation of the remains of the deceased.

- iv) Certify the cause of death of casualties' victims and issue death certificates.
- v) Liaise with police to notify next-of-kin and release the remains and personal effects to proper representatives.
- vi) Liaise with PIO to issue press releases.

**1.1.13 Transportation Coordinator: Mr. F. Beharry**

- i) Identify routes to be used by emergency vehicles from transfer stations to shelters.
- ii) Identify vehicles to be used to evacuate citizens and deliver relief supplies.
- iii) Identify from private and public resources, list of heavy equipment and personnel to operate equipment.
- iv) Obtain written agreements from Private Sector.

**1.1.14 Radiological Officer: N/A**

**1.1.15 Purchasing Finance Accounting Officer: Ms. Leela Lalgee**

- i) To approve purchases of all items and services.
- ii) To designate accounts personnel for financial record keeping. \_

**1.1.16 Damage Assessment Officer: City Engineer – Mr. Nathoo Heeraman**

- i) Implement procedures for inspecting buildings.
- ii) Implement procedures for identifying unsafe buildings.
- iii) Implement procedures for identifying buildings that are safe.
- iv) Liaise with PIO re: press releases.
- v) Collect data and prepare assessment reports.

**1.1.17 Superintendent of Schools: N/A**

**1.1.18 Red Cross Liaison: Savitri Seecharan**

Same as Item 1.1.8

**1.1.19 Shelter Coordinators: Field Officer – Deonarine Jaikaran/ Vanessa Alexander**

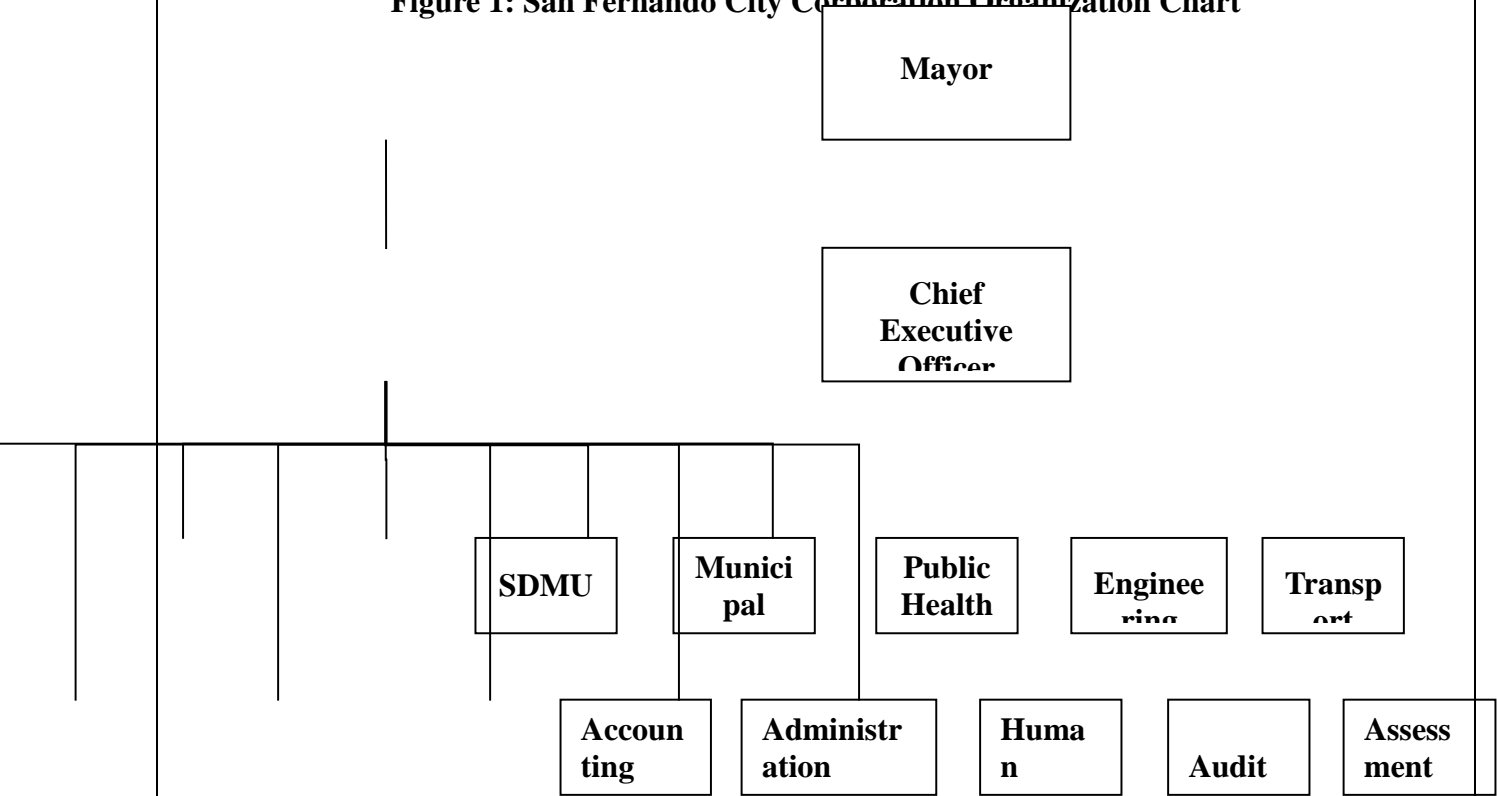
- i) Assist in identifying shelters.
- ii) Assist in identifying shelter managers.
- iii) Assist in training shelter managers.
- iv) Assist in shelter inspections.
- v) To make recommendations for shelter maintenance staffing and stocking.

**1.1.20 Field Officers: Deonarine Jaikaran/ Vanessa Alexander**

- i) Coordinate damage assessment in terms of identifying and obtaining critical emergency/disaster relief requirements.
- ii) Coordinate surveys in disaster areas to determine damage to property and repair or reconstruction requirements.
- iii) 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.
- iv) Development and maintenance of a data base of information relating to all the phases of disaster management.
- v) Other related duties assigned by the Disaster Management Coordinator/ Assistant Disaster Management Coordinator

ORGANIZATIONAL CHART

Figure 1: San Fernando City Corporation Organization Chart



**Figure 2: San Fernando City Corporation Emergency Response Stakeholders**

## **IV. AUTHORITIES**

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

- a. Local Government Act 21 of 1990
- b. National/State Government with specific reference to hazards/disasters/emergencies:-
  - 1. Disaster Measures Act Ch 16:50
  - 2. Fire Service Act Ch 35:50 Act 10 1999 Amendments to the Fire Service Act
  - 3. Environmental Management Act
  - 4. Privileges and Immunities Act
  - 5. Telecommunication Act Ch 47:31
  - 6. Central Bank Act
  - 7. Customs Act
  - 8. Water works and water conservation Act Ch54:41
  - 9. Water and Sewerage Act
  - 10. Town and Country Planning Act Ch35:01
  - 11. Anti-Dumping and Countervailing Duties Act Ch 78:05
  - 12. Insurance Act
  - 13. Highways Act Ch 47:31
  - 14. The Coroner's Act Ch 6:04
  - 15. Regional Health Authority Act No.5 of 1994
  - 16. Central Tenders Board Act
  - 17. Occupational Safety and Health Act
  - 18. Breathalyzer Act



## **V. POLICY STATEMENTS**

Cabinet by Minute No. 1347 dated May 23<sup>rd</sup> 2008 established the Disaster Management Units in the Ministry of Local Government and Municipal Corporations.

a) Limitations:

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

b) Suspension of Routine Activities and Availability of Employees:

Day to day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. The San Fernando City Corporation Disaster Management Unit (SDMU) needs the input of the appropriate Unions i.e. CGWTU for Daily paid and PSA for monthly paid workers. During an emergency response, Corporation employees not otherwise assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other Corporation departments, if required.

c) Households of Emergency Response Personnel:

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

d) Non-Discrimination:

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

e) 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 San Fernando City Corporation will make every effort to provide information to the public, by conducting public awareness campaigns throughout its communities, including schools, businesses and NGOs by using loudspeakers and via the media to assist citizens in dealing with an emergency.

## **VI. REVIEW AND UPDATE**

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

## **VII.SITUATIONS AND ASSUMPTIONS**

### **A. SITUATIONS**

#### **I. Hazards:**

a) The San Fernando City Corporation is vulnerable to a number of hazards:

- Civil Disorder
- Landslides
- Floods
- Drinking Water Contamination
- Earthquakes
- Hurricanes
- Power Failures
- Hazardous Materials Accident
- Transportation Accidents
- Bee Infestation
- Tsunami
- Mass Casualty Incidents
- Fallen Trees
- High Wind
- Tornadoes
- Major Fires
- Mass Food Poisoning
- Bomb Threats
- Sewer Explosion
- Explosion
- Industrial Accidents
- Boating Accidents
- Oil Spills
- Collapse Bridges
- Fallen Light poles
- Drowning

When a situation arises, small, medium or large scale, there is always confusion and then several questions are asked. What do I do? Where do I go? Whom do I call for assistance? Where do I seek shelter? Which route do I take to get to safety? Is my family safe? What can I do to help? And many other questions will be asked.

This section deals with the boundaries of the city, with the various districts and the major roadways. This will enable the citizens of San Fernando to know the whereabouts and routes that they can use in case of any disaster in the city and in cases were persons that are physically challenged, they will be placed in special shelters for their easy access and safety.

## **II. Characteristics of San Fernando City Corporation**

- a) **Location:** 10° 17'N 61°28'W
- b) **Size:** 18.64 km<sup>2</sup> (7.2 sq. miles)
- c) **Population:** 50,208 (Census 2011)

## **III. Major Roadways**

There is one major highway and seventeen main roads that provide ingress to and egress from the City of San Fernando.

- a) The major highway in and out of the City of San Fernando from the Northern Direction is the Sir Solomon Hochoy Highway.
- b) The major roadways are:
  - 1. Southern Main Road
  - 2. Naparima Mayaro Road
  - 3. Pointe-a-Pierre Road
  - 4. Royal Road
  - 5. Coffee Street
  - 6. High Street
  - 7. Lady Hailes Avenue
  - 8. Reinzi Kirton Highway
  - 9. Independence Avenue
  - 10. Rushworth Street
  - 11. Ciperio Street
  - 12. Scott Street
  - 13. Ciperio Road
  - 14. San Fernando Bye Pass
  - 15. Gulf View Link Road
  - 16. Circular Road
  - 17. South Trunk Road.

## **IV. General Description of Area**

San Fernando is located in South Trinidad. Its boundaries are as follows:

**NORTH:** Commencing at a point on the sea coast at the mouth of the Guaracara River proceeding in a generally easterly direction along to

South bank of the Guaracara River to the point where it is crossed by the Solomon Hochoy Highway.

**EAST:** From the last mentioned point proceeding southwards along Solomon Hochoy Highway to Tarouba Extension Road, thence eastwards along Tarouba Extension Road to Allamby Street Extension; thence in a generally south westerly direction along Allamby Street Extension to Allamby Street; thence in a generally southerly direction along Allamby Street to Naparima – Mayaro Road; thence westwards along Naparima – Mayaro Road to Corinth Road; thence in a generally southerly direction along Corinth Road to its intersection with Cipero Road; thence proceeding southwards along an imaginary straight line to the point on the North bank of the Cipero River.

**SOUTH:** From the last mentioned point proceeding in a generally westerly direction along the North bank of the Cipero River to the point where it is crossed by the San Fernando Bye Pass; thence southwards along the San Fernando Bye Pass to the South Trunk Road; thence in a generally southwesterly direction along to the South Trunk Road to the point where it crosses Oropouche River; thence northwards along Oropouche River to the point at its mouth on the sea coast.

**WEST:** From the last mentioned point proceeding in a generally northerly direction along the said sea coast to the point at the mouth of the Guaracara River at the point to commencement.

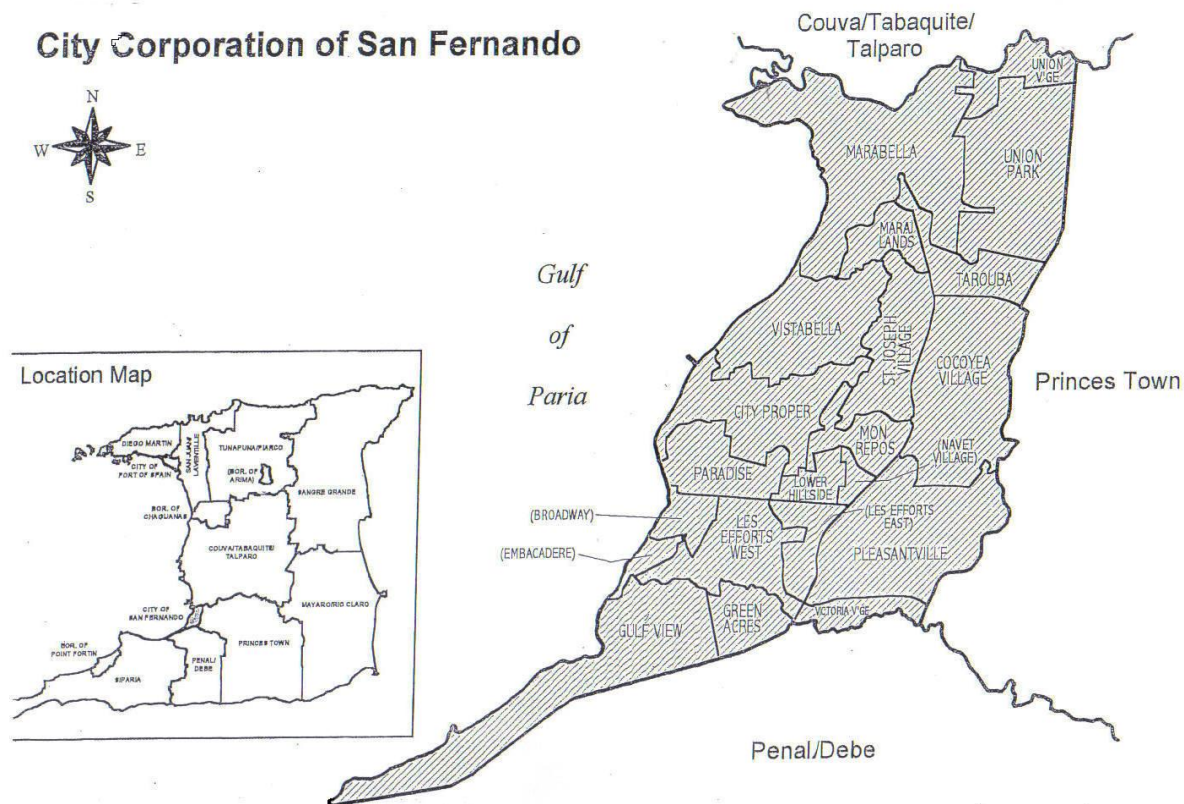
San Fernando is divided into the following districts:

1. St. Joseph Village
2. Mon Repos
3. Pleasantville (Old, New, Pleasantville 200, Orchid Gardens)
4. Victoria Village
5. Cross Crossing
6. Broadway
7. Hubert Rance – Sumadh Gardens
8. Vistabella
9. Les Efforts – East and West
10. Central Town
11. Marabella
12. Cocoyea
13. Green Acres
14. Coconut Drive

15. Gulf View
16. Bel Air/Sun Set Cove
17. Tarouba
18. Harmony Hall (HDC Development)
19. Maharaj/ Mootoo Lands

## **B. ASSUMPTIONS**

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



**Figure 3: Map Showing City Corporation of San Fernando**

## **VIII. CONCEPT OF OPERATIONS**

### **A. GENERAL**

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

- **Level I**

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

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



- **Level II**

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

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

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

- **Level III**

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

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

## **B. Phases of Emergency Management**

Actions performed during an emergency management process fall into one of the following categories:

- a) **Prevention:** Action taken to prevent the impact of a hazard.
- b) **Mitigation:** The mitigation process involves the prevention or reduction of the probability of a disaster occurring and attempts to minimize the undesirable effects of unavoidable hazards.
- c) **Preparedness:** The preparedness process develops the response capabilities needed in the event an emergency should arise.
- d) **Response:** The response process occurs after the onset of an emergency, or directly preceding the onset given enough lead-time. This process serves

to reduce disaster damage and possible casualties and to expedite the recovery process.

- e) **Recovery:** The recovery process consists of both a short term and a long term process.
- Short Term: Operations that seek to restore vital services to the community, while providing for the basic needs of the public.
  - Long Term: Operations that strive to restore the community to its normal or improved status.

### **C. Direction and Control**

San Fernando City Corporation Mayor's Office:

- a) The Mayor of the San Fernando City 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 Mayor, the Deputy Mayor will assume responsibility for the direction and control of an incident
- b) The CEO authorizes the implementation of the San Fernando City Corporation's Emergency Operations Plan and, as needed, authorizes the Emergency Operations Centre to be activated.
- c) In the absence of the CEO, the Deputy CEO is required to issue a Local State of Emergency; order evacuation; implement the City Corporation's Operations Plan; or activate the Emergency Operations Centre.

**Because of the devastating effect 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 Rural Development and Local Government and the ODPM**

## **IX. SAN FERNANDO CITY CORPORATION EMERGENCY OPERATIONS CENTRE (EOC)**

- a) The San Fernando City Corporation Emergency Operations Centre, when activated, will operate using the ODPM's standard for its NEOC with command staff designated to direct, control and coordinate the Municipality's response and recovery operations.
- b) The CEO or his/her designee will serve as the EOC Director and will be responsible for the planning, direction, and coordination of all emergency activities within the Region. He/she will direct these activities through coordination with the Ministry of Rural Development and Local Government (MOLG) EOC, and with assistance of the MORDLG EOC, he/she will direct the planning for and performance of emergency operations within the regularly constituted governmental structure, augmenting it where necessary. The Disaster Coordinator will serve as the Operations chief overseeing the management of the Operations Room.
- c) In organizing the initial response to the incident and staffing of San Fernando City Corporation's EOC, the EOC Director will consider the needs of the incident. The number of staff personnel and the organizational structure are dependent upon the size and complexity of the incident. **There is no absolute standard.** As the incident dictates, the response operation grows and additional staff, as required, will be activated.
- d) San Fernando City Corporation EOC staff position assignments are included in Section III.
- e) The San Fernando City Corporation EOC is located at City Hall, Harris Promenade, San Fernando. Capabilities are activating and managing EOC operations; collecting information; situation assessments; multiagency coordination; strategy development; managing resources; disaster telecommunication; and decision making.
- f) The back-up EOC is Naparima Boys College, Paradise Pastures, San Fernando.
- g) The San Fernando City 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 Staff provides forms, as needed, for 24-hour operations scheduling, sign-in for San Fernando City Corporation EOC staff and visitors, Event Action Log, Message Form, and Message Log.

- i) All Financial Accounting records of monies being spent on services equipment and man power would be handled by the San Fernando City Corporation's Accounting Department.
- j) The following Summary Records would be kept at the EOC:
  - Material Summary Record: used to record supplies and materials that are either purchased or taken out of existing stock.
  - Contract Work Summary Record: used to record the cost of work done by contractor.
- k) Emergency Resources Inventories provides listings of response equipment, facilities, and communications assets.

## **X. REQUESTS FOR ASSISTANCE**

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

## **XI. CONTINUITY OF OPERATIONS (COOP)**

Continuity of local government is critical. The council's ability to maintain and preserve its lawful leadership and authority under threat or after the occurrence of any catastrophic natural or man-made event is done through the San Fernando City Corporation. The purpose of COOP is to reduce or mitigate disruptions to normal council operations. Specifically, COOP 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 Municipality shall ensure officials in leadership positions are prepared to respond to emergency conditions.
  - c. **Emergency Operations Centre (EOC):** San Fernando City 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 in collaboration with the Disaster Coordinator activates the EOC and declares the emergency response phase of operation to be in effect.
  - d. **Preservation of Records:** Each Department within the San Fernando City Corporation shall develop and maintain procedures to preserve essential records, files and reference materials.
  - e. **Identification and Protection of Key Government Resources, Facilities and Personnel:** The San Fernando City 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 City Corporation can contribute to its function during emergency conditions.
  - f. **Continuity of Government/ Municipal Corporation Responsibilities:**
    1. **San Fernando City Corporation CEO**
      - i. The CEO will be responsible for the continuity of the Corporation and the capability of the City Corporation to function during periods of an emergency situation or disaster. The ultimate responsibility for the effectiveness of the City

Corporation 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 Municipal Corporation EOC.
- iv. The CEO or Disaster Coordinator will define and detail emergency responsibilities for all employees.
- v. The CEO or Disaster Coordinator will identify all essential San Fernando City Corporation services that must be maintained and those activities that may be temporarily suspended.
- vi. The CEO or Disaster Coordinator will coordinate all efforts, prior to the activation of the San Fernando City Corporation's EOC, with the MORDLG EOC concerning forecasts and warnings of impending emergencies or disasters.
- vii. The CEO or Disaster Coordinator will be responsible for coordinating the assessment of damage occurring within the San Fernando City Corporation resulting from a disaster.

## **2. Municipal Police**

The purpose of the Municipal Police is to maintain law and order within the San Fernando City 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.

<b>MAJOR TASK</b>	<b>RESPONSIBILITY</b>
Alert the CEO on emergency situation status	Senior Superintendent of Police (Snr. Sup)
Provide the San Fernando City Corporation EOC with updated reports of scene status	Senior Superintendent of Police (Snr. Sup)

<b>MAJOR TASK</b>	<b>RESPONSIBILITY</b>
Maintain law and order within the Region	Senior Superintendent of Police (Snr. Sup)
Limit public access to affected area(s)	Senior Superintendent of Police (Snr. Sup)
Execute an evacuation order in hazmat areas, in an orderly manner	Senior Superintendent of Police (Snr. Sup)
Ensure the overall security of the Region	Senior Superintendent of Police (Snr. Sup)
Provide radio communications at the San Fernando City Corporation EOC	Communication Technician

### **3. Fire Service**

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.

<b>MAJOR TASK</b>	<b>RESPONSIBILITY</b>
Alert the CEO on emergency situation status	Assistant Chief Fire Officer (South)
Provide the San Fernando City Corporation EOC with updated reports of scene status	Assistant Chief Fire Officer (South)
Provide radio communications at the San Fernando City Corporation EOC	To be assigned by Deputy Chief Fire Officer (South)

### **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.

<b>MAJOR TASK</b>	<b>RESPONSIBILITY</b>
Alert the CEO on emergency situation status	PMHO / Public Health Inspector IV



<b>MAJOR TASK</b>	<b>RESPONSIBILITY</b>
Provide the San Fernando City Corporation EOC with updated reports of scene status	PMHO / Public Health Inspector IV
Limit public access to affected area(s)	PMHO / Public Health Inspector IV

## 5. Building Inspector

<b>MAJOR TASK</b>	<b>RESPONSIBILITY</b>
Alert the CEO on emergency situation status	City Engineer
Provide the Municipal Corporation EOC with updated reports of scene status	City Engineer/Building Inspector II

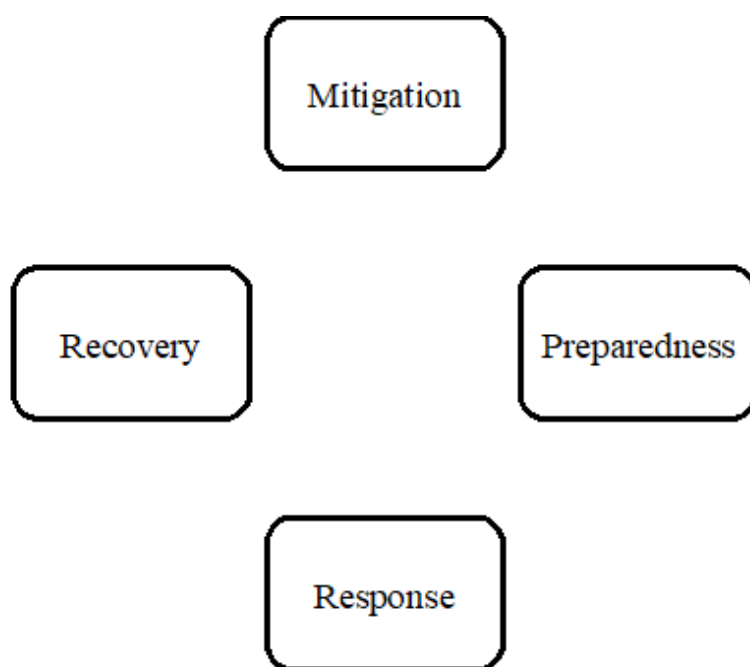
## **XII.IDENTIFICATION REQUIREMENTS**

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

- a. Need to determine what means of identification will be provided for workers. This should be collectively decided on by the Department Heads that are responsible for the issuance of identification cards. (Administration / Human Resource Department )
- b. Individuals requiring access to the area will be required to present one of the following forms of identification:
  - i. Essential Personnel: San Fernando City 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, a copy of a bill or a recent utility bill (including telephone bill) that indicates a San Fernando City Corporation address.

### **XIII. OPERATIONS BY TIME FRAME (PHASES)**

- a) In order to minimize the effects of a disaster, provide emergency response capabilities and to facilitate recovery efforts, the various San Fernando City Corporation Departments shall endeavour to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.
- b) The following 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 phases illustrated below.



Responders to save lives and minimize damage to property.

- **RECOVERY:** This phase includes short and long term activities related to emergency relief from the effects of a hazard 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 San Fernando City Corporation on National Preliminary Damage Assessment (PDA) Teams and facilitate their access to damaged areas
5. Prioritize recovery projects and assign functions accordingly
6. Coordinate recovery efforts and logistical needs with supporting agencies and organizations
7. Preserve and file all documentation of the event, including events log, cost analyses and estimated recovery costs
8. Facilitate the establishment of Disaster Assistance Centres, when necessary, to assist private businesses and citizens with individual recovery
9. Incorporate emergency plans from other entities into recovery and reconstruction activities

## **XIV. ALERT AND WARNING**

- a) The purpose of the warning process is to provide efficient alerting and warning to the San Fernando City 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, Mr. Indarjit Singh, or Ms. Melissa Mohammed (DMC) will have the primary responsibility for the warning process.
- b) The primary method of public notification and information of situations requiring prompt action such as evacuation or sheltering-in-place will be through the use of an agreed upon Emergency Notification System.
- c) When required, City Police and Fire Station personnel will alert members of the community using Loudspeakers, making door-to-door contacts and the media. The use of private owners of Loudhailers will also be considered.

<b>Major Task</b>	<b>Responsibility</b>
Alerting City Corporation Officials	The Disaster Management Unit will alert City Corporation Officials of impending emergencies.
Alerting MORDLG CDC	The Disaster Coordinator will notify the Chief Disaster Coordinator at MORDLG.
Alerting the National Office/ODPM	The Chief Disaster Coordinator will alert ODPM.
Alerting and warning the community	Transportation Department will use loudspeakers and or media releases to alert the community when necessary.
Alerting the community when an emergency necessitates the activation of The City Corporation's EOC	The CEO upon the advice of Disaster Coordinator will use media and/or loudspeakers to alert City Officials and Stakeholders of the activation of EOC.

## **XV.EVACUATION**

- a) This process provides for the evacuation of people in the San Fernando City Corporation from areas where hazards from a natural or man-made/technological disaster threatens their safety and health. The CEO Mr. Indarjit Singh, or Ms. Melissa Mohammed has the primary responsibility for the safe evacuation and sheltering for the citizens of San Fernando City Corporation.
- b) When a disaster occurs or when information is received that a disaster is imminent, the likelihood of damage to homes and infrastructure would result in the population at risk. The parameters would necessitate that part if not all of the affected residents be re-located.
- c) Prior to any order for evacuation, the CEO or DMC will contact the MOLG CDC and ODPM to discuss and coordinate the intentions of evacuation before any such evacuation takes place.

<b>Major Task</b>	<b>Responsibility</b>
Issue evacuation order when a disaster necessitates	The CEO in consultation with the Disaster Coordinator.
Coordinate with the Fire, Police, Councilors and/or agencies	The Disaster Management Unit will coordinate with these agencies.
Ensure the community is kept informed	The CEO will issue Situation Bulletins periodically to keep community informed.

- d) Should evacuation of San Fernando Proper be required a (Draft) Mass Egress Plan exists.

## **XVI. SHELTERING**

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

<b>Major Task</b>	<b>Responsibility</b>
Designate a shelter	Disaster Management Unit
Coordinate sheltering and request additional shelters to be opened if needed	Disaster Coordinator/ Field Officers
Notify appropriate agencies to assist with operations	Disaster Coordinator/ Communication Technician
Open, staff and manage shelters	Certified Shelter Managers
Shut down, clean up, submit keys to owner and submit final report	Certified Shelter Managers

Appendix B shows the list of shelters and shelter managers assigned to each.

## **XVII. DAMAGE AND NEEDS ASSESSMENTS**

- a) The overall objectives of damage/needs assessments can include the following:
  1. Determine the immediate needs and priorities of the disaster victims
  2. Determine the damages to housing, agriculture, lifelines, and critical facilities
  3. Identify stoppages, i.e. obstacles or interruptions to emergency operations or impediments to relief efforts
  4. Identify secondary threats, for example unsafe buildings still occupied, areas at risk to rising floodwaters, etc.
  5. Estimating the economic impact of the disaster, especially damages to commerce and industry, loss of jobs and work, and the effect insurance may or may not have on mitigating losses
  6. Monitoring public health
  7. Determining the resources available to respond to the disaster and identifying the gaps between that need to be filled from outside resources
- b) The composition of each Damage Assessment Team will vary depending on the type and severity of the damage and the availability of personnel. Each team will have a Team Leader who ensures that the team members have the proper forms, equipment and transportation.
- c) Depending on the disaster, two distinct types of assessments may be conducted as follows:
  1. Initial Assessment: Initial Damage Assessment (IDA) activities are the responsibility of the Damage Assessment Coordinator assigned to the San Fernando City Corporation EOC. 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 outlined below.

<b>Major Task</b>	<b>Responsibility</b>
Assemble and designate damage assessment team	Disaster Coordinator
Identify areas to be assessed and assign	Disaster Coordinator
Conduct detailed damage assessment	Field Officers / Building Inspectors
Conduct detailed assessment of the City Corporation's capabilities and report this to the CEO	Engineering Department
Compile damage assessment reports for submission to the MORDLG EOC and the ODPM NEOC	Field Officers, Building Inspectors, Public Health Inspectors
Determine unsafe buildings, structures and facilities	Building Inspectors
Keep the public informed of unsafe areas	CEO / PIO
Provide assistance to Local and National Assessment officials	City Corporation

- Aims at determining the long-term recovery and development requirements
- Conducted days to weeks after a disaster, depending on the accessibility of the affected areas
- Covers critical areas in terms of the San Fernando City Corporation's future economic and social development strategy
- Carried out by specialists within the affected areas
- Identifies:
  - ▲ Recovery programme 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

d) 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 City Corporation
- A needs assessment that defines the level and type of assistance required for the affected population of the City Corporation (What needs to be done?)

e) During Joint Damage Assessment activities involving the National entity, the San Fernando City Corporation will designate a representative to assist.

## **XVIII. PUBLIC INFORMATION**

Providing prompt, authoritative and easily understandable emergency information to the Public Information Officer 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 San Fernando City Corporation EOC. EPI activities will be accomplished in accordance with the instructions provided in **Organization and Assignment of Responsibilities** for the **Public Information Officer** (Section III).

The following telephone numbers and other information are provided for your convenience to report situations that need to come to the attention of the San Fernando City 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 as long as the system is not over loaded and functioning

**See Section XIV Alert and Warning.**

<b>Name</b>	<b>Department</b>	<b>Telephone Number</b>
Ms. Melissa Mohammed	Disaster Management Coordinator San Fernando City Corporation	
Mr. Deonarine Jaikaran	Field Officer San Fernando City Corporation	785-3021
Ms. Vanessa Alexander	Field Officer San Fernando City Corporation	739-7179
Mr. Ancil Lynch	Communication Technician San Fernando City Corporation	395-0654
San Fernando City Hall	Office of the CEO	652-1656
San Fernando Disaster Management Unit	EOC Direct/Fax Line	657-5758
San Fernando Disaster Management Unit	Office line	221-7740

## **XIX. SAN FERNANDO CITY CORPORATION RADIO FREQUENCIES AND COMMUNICATIONS**

**These frequencies are not the property of the Corporation but will be used by voluntary licensed radio operators in times of disaster.**

<b>Frequency</b>	<b>Status</b>
146.940 Mhz(-600Khz) Repeater	Primary Channel
146.520 Mhz Simplex	Secondary Channel
146.550 Mhz Simplex	Alternative Secondary Channel
147.800 Mhz(-600Khz) Repeater	ODPM Repeater
<b>Frequency</b>	<b>Status</b>
27.225 Mhz (Channel 22)	Primary Channel
27.405 Mhz (Channel 40)	Secondary Channel
27.065 Mhz (Channel 9)	Alternative Secondary Channel

# APPENDICES

# Appendix A

## Emergency Contact List

Name	Organization	Phone Number	
Alderman Junia Regrello	Mayor San Fernando	652-9378 301-1534	
Mr. Indarjit Singh	CEO San Fernando City Corporation	652-1656 462-8325	
Mrs. Betty Ali	Deputy CEO San Fernando City Corporation	743-3545	
Ms. Melissa Mohammed	Disaster Management Coordinator San Fernando City Corporation	731-3182	
Mr. Deonarine Jaikaran	Disaster Management Field Officer San Fernando City Corporation	785-3021	
Ms. Vanessa Alexander	Disaster Management Field Officer San Fernando City Corporation	739-7179	
Mr. Ancil Lynch	Communication Technician San Fernando City Corporation	395-0654	
Mr. N. Heeraman	City Engineer San Fernando City Corporation	761-3609	
Ms. Natasha Howard	Public Health Inspector IV San Fernando City Corporation	657-2965 773-3056	
Mr. Gerrard Ramaharack	Sanitation Foreman III San Fernando City Corporation	747-9485	
Mr. Kern Seilochan	Sanitation Foreman II San Fernando City Corporation	359-5525	
Mr. Franklyn Beharry	Transport Supervisor San Fernando City Corporation	653-5771 796-6542	
Mr. Hilary Governor	Works Supervisor I San Fernando City Corporation	701-2327	
Mr. Dennis Albert	Work Supervisor III San Fernando City Corporation	784-0827	
Ms. Jennifer Keezer	ADRA	330-9730	
Mr. John Fachotte	Bee Cool	797-2073 398-5458	
Mr. Baldath Boodoe	CEPEP	800-2737 709-2134	
Mr. Roland Chandler	GMRTT	625-1404 709-0644	

<b>Name</b>	<b>Organization</b>	<b>Phone Number</b>	
Mr. Keston Joseph	SWRHA	682-5698	
Steve Lalbeharry ext 4103 Christopher Ward ext 4101	EMA	628-8042 697-0309 (hotline) 680-9588 (hotline)	
	Southern Division Headquarters (Mon Repos)	652-2675-7 765-5793 ACFO Remy 776-9926 DFO Zamore 777-0713 ADFO Dookie 777-0407 ADFO Singh F.P 737-4158 FSO Blackman F.P	
Ms. Kristle Lewis	Flow	361-2430	
	Forestry	777-0773 Anil Ticklal ACF SCC 378-6254 Urmila Hardial ACF SWC	
Mr. Winston Ottley	HDC	652-2010 652-3116 653-2080 (fax)	
Apiary Unit	Min. of Agriculture	655-7526 655-5637 655-3428	
	Min. of Education	657-9929	
Ms. Kumarie Ragmattie	Min. of Works and Transport	225-3641/3646 Drainage	
	National Commission for Self Help	653-3174 653-6588 652-3044	
Ms. Stacey-Ann D'Abreau	PODS	680-1464/ 627-3776/ 675-2373	
	Police (San Fernando City)	652-3209 724-6061 Snr. Sup Huggins 322-8459 ASP Remy 740-8760 Insp. Martin 737-7495 Sgt. Carter 787-7421 Sgt. Harrypersad	
	Police (Mon Repos Station)	657-9769 653-0735 357-2667 Insp. Ramkhelawan 785-9888 Sgt Ramlogan	
	Police (H.Q Admin)	653-2563 759-4034 ACP. Baldeo 752-8773 Snr. Sup Mohammed 721-3050 Sup. Gaffar 782-2243 ASP. Mohammed	

<b>Name</b>	<b>Organization</b>	<b>Phone Number</b>	
		470-3895 ASP. Joseph	
	Police (Harris Promenade)	653-8258 652-2032 497-6493 Insp. Persad 360-0893 Sgt. Bisnath 340-5601 Sgt. Ramdial 341-7003 Cpl. Nandlal(Logistics)	
	Police (Marabella)	652-6777 658-3000 330-0652 Insp. Ganga 329-4208 Sgt. Santana	
Mr. Sharaz Soodoo	PTSC	778-7171 757-0172	
Ms. Balla	PTSC	706-8238	
Daphne Bartlett	SBA	652-2816	
	SFGH Administrator	652-4214 652-3581	
Mr. Andrew Salvador	T&T Red Cross Society	652-2024 389-6994 / 689-3368 (c)	
Mr. Glen Jemmott	T&T Red Cross Society	768-9523	
Mr. Lester Lal	T&TEC	480-9517	
Mr. Vishnu Seetaram	T&TEC	678-6637	
Mr. Richard Sitahal	T&TEC	689-6048	
	TSTT	657-4084 Cipero Work Centre 664-2265	
Allan Stewart	Tobago Emergency Management Agency	660-7489 639-1782 660-7686	
Ms. Stacey Edwards	UWI Seismic Unit	662-4569 663-9293 (fax)	
Ms. Dianne Phillip	WACK 90.1	652-9774	
Mr. Collin Nym	WASA	662-2302 678-1272	
Mrs. Risha Bedasie	WASA	740-3960	
Mr. Anthony Chadee	WASA	665-4030 678-1282	
Mrs. Frances Hackett	WASA	735-9701	
Ms. Roxanne	WASA	653-7880 652-0034	
Patterson Beckles	WASA	689-4602	



## Appendix B

### List of Shelters and Shelter Managers

Shelter	Address	Shelter Manager	Status	Phone Number	
ASJA Boys College	19-21 Park Street	Aleem Ali	Confirmed	657-8373 (S) 383 –7470 (SM)	
ASJA Girls College	35-36 Park Street	Yazmine Rahamansingh	Confirmed	653-3581	
Cocoyea Community Centre	St. Andrews Park West	Eugenia Springer	Confirmed	712-7612 (SM)	
Cocoyea Government School	Forres Avenue			653-4520 (S)	
Cocoyea Open Bible Church	13 Forres Avenue	Erica Huggins	Confirmed	653-0329 (S) 765-9812(SM)	
Cocoyea Seventh Day Adventist Church	44-46 Simpson Brown Terrace	Lionel Marshall	Confirmed	740-5 (SM)	
Creative Arts Centre	97 Circular Road	Carl Lezama	Confirmed	657-7665 (S) 766-3562 (SM)	
Deliverance Centre	Chacon Street	Sylvia Mootoo	Confirmed	652-3213 (S) 753-2830(SM)	
Embacadere Community Centre	Embacadere	Orvid Reeves	Confirmed	329-4907 (SM)	
Faith Centre Church	3-5 Prince Of Wales Street	Joseph Ali	Confirmed	657-0649 (S) 774-6112 (SM)	
Mannie Ramjohn Stadium	Union Park West	Annette Valdez	Confirmed	658-6817 (S) 796-2067 (SM)	
Marabella Boys' Anglican	73B Southern Main Road, Marabella	Lynette Phillips	UNDER REPAIR	653-9807 (S) 764-9453	
Marabella Girls' Anglican	73A Southern Main Road, Marabella	Lynette Phillips	UNDER REPAIR	652-4596 (S) 764-9453 (SM)	
Marabella Government Primary	Fahey Avenue, Union Park East	Lawrence Laveau	Confirmed	658-4295 (S) 767-4786 (SM)	
Marabella North Secondary	1¼Guaracara Tabaque Road, Union Road	Judie Reefer-Johnson	Confirmed	658-5774 (S) 381-7879 (SM)	

Marabella Presbyterian Church	13 Southern Main Road, Marabella	Ian Griffith	Confirmed	652-4829 (S) 376-3691(SM)
Marabella RC Church	Dunford Street	Tellie Harding	Confirmed	658-4346 (S) 371-8558 (SM) <sup>2</sup>
Mon Repos RC School	9 Torrance Street	As Abraham Duncan	Confirmed	377-1890 (SM)
Mon Repos Regional Complex	1-3 Tyler Smith Street	Merlyn Hinkson	Confirmed	652-5203 (S) 718-3015(SM)
Naparima Boys College	Lute Drive, Independence Avenue	Roger Ali	Confirmed	652-2415 (S) 620-9009 (SM)
Naparima Girls' High School	La Pique Road	Ashram Sharma	Confirmed	652-2049 (S) 366-4212(SM)
OWTU Paramount Building	99a Circular Road	Gregory Marchan	Confirmed	652-2701-03 (S) 462-7449(SM)
OWTU Palms Club	Pointe a Pierre Road	Makela Jordan	Confirmed	652-2501-03 (S) 748-0061 (SM)
Pleasantville Community Centre	Prince Albert Street	Michael Ramdeen	Confirmed	657-4372 (SM)
Pleasantville Secondary School	200 Collector Road	Jeremiah Phillip	Confirmed	657-9070 (S) 383-3455 (SM)
Presentation College	32-34 Coffee Street,	Krishna Ramlal	Confirmed	652-2311 (S) 344-8157 (SM)
San Fernando Central Government Secondary	Todd Street	Cindy Khan	Confirmed	673-7713 (S) 684-2362 (SM)
San Fernando District Scout House	LP#52 Circle Drive, Embacadere	Linley Lutchmedial	Confirmed	682-4603 (SM)
San Fernando East Secondary	200 Collector Road	Patricia Piff	Confirmed	657-7384 (S) 722-4249(SM)

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1

(S) - Shelter

2

(SM) - Shelter Manager

San Fernando Girls' Government	84 Rushworth Street		Confirmed	657-8353 (S)	
San Fernando West Secondary School	Farah Street	Ronald Mootoo	Confirmed	653-6353 (S) 721-7795 (SM)	
Southern Regional Indoor Sport Arena	Off Prince Albert Street, Pleasantville		Confirmed	657-0756 (S) (SM)	
St. Benedict's College	Southern Main Road, La Romaine	Raphael Gopie	Confirmed	652-0388 (S) 751-2822 (SM)	
St. Joseph Convent	Harris Promenade City Square	Jennifer Manwaring	Confirmed	652-3301(S) 730-2401 (SM)	
University of Trinidad and Tobago	VV Gopaul Drive, Tarouba Road	Christopher Stephen Keon Caarbon	Confirmed	394-2783 321-5581	
Vistabella RC Church	Cor. Arch & Manjack Street	Mrs. Beharry	Confirmed	652-2269 652-6866 (SM)	
Vistabella Regional Complex	9th Street, Vistabella	Sheila Beepath	Confirmed	653-0910 (S) 380-2341 (SM)	



**Appendix C**  
**Members of Parliament**  
**&**  
**San Fernando City Corporation Councillors**

The Honourable Dr. Keith Rowley	Prime Minister White Hall 29 Maraval Road Port-of-Spain	622-7177
The Honorable Senator Haji Kazim Hosein	Minister of Rural Development and Local Government Kent House Long Circular Road Maraval	628-1323/ 1324/1325 622-1669/622-1979
The Honourable Faris Al Rawi M.P San Fernando West	#50 Independence Avenue	288-5620 652-3386
The Honourable Randel Mitchell M.P San Fernando East	#10 Navet Road	653-9436
The Honourable David Lee M.P Pointe-a-Pierre	#270, Hermitage Road, Union Village Claxton	393-7685
<b>COUNCILLOR:</b>		<b>PHONE:</b>
Mayor – Alderman Junia Regrello		652-2543
Mayor’s Secretary / Fax		652 9378 652-2543
Deputy Mayor: Vidya Mungal-Bissessar		301 3178 688 9666
Alderman Johannes Deonarine		487 4737
Alderman Maxene Thomas		795 3191 657 4072
Alderman Shane Samlal		328 0541
Teresa Lynch (Cocoyea/Tarouba)		382 6295 652 9883
Anderson Williams (Les Efforts West/La Romaine)		779 0148 652 6236
Arnold Soogrim (Marabella East)		467 5027 301 2403
Philip Montano (Marabella South/Vistabella)		682 1325 301 2684
49		

La Verne Smith (Marabella West)		318 1662 713 3015 301 1841
Patricia Victor-Wilson (Mon Repos/Navet)		728 8799
Robert Parris (Pleasantville)		775 7110 301 2154
Naigum Joseph (Springvale/Paradise)		301 2682

## Appendix D

### Health Centres & Doctors

#### Health Institutions located in San Fernando

Name of Institution	Address and Phone Number
Pleasantville Health Centre	Chaconia and Prince Albert Street Pleasantville 653-0521
Roy Joseph Health Centre	Corner Gomez and Rushworth Streets, San Fernando 652-0806
Marabella Health Centre	Union Park Marabella 658-0470

#### Doctors located in San Fernando

Name	Address	Phone Number
Dr. Jehan Ali	26-34 Quenca Street	652-9673
Dr. Ashram Bissoondath	30 Gomez Street	652-2731
Dr. Wilfred G. Chen	St. James Street	652-4761
Dr. Keith Clifford	51 Rushworth Street	652-1717
Dr. Robert Crichlow	37C Circular Road	652-4058
Dr. Ali Deonarine	37E Circular Road	657-9079
Dr. Vivian Dominique	Pointe-a-Pierre Road	652-3474
Dr. Edman and George Chamley	5 Queen Street, King's Wharf	652-3555
Dr. J.H. George	7 Mon Chagrin Street	657-8664
Dr. Carl Harnarayan	26-34 Quenca Street	657-9994
Dr. Martin Haynes	9 Independence Avenue	652-3057
Dr. Ishmeal Hosein	7B Mon Chagrin Street	652-4479
Dr. Peter Hosein	Pointe-a-Pierre Road	652-4370
Dr. Albert Le You	46 Mucurapo Street	652-2923
Dr. Allan Lee Don	7 Keate Street	653-3700



<b>Name</b>	<b>Address</b>	<b>Phone Number</b>
Dr. Bertrand Low Chew Tung	2 Cipero Street	652-2140
Dr. A. Mahabir	Chacon and Penitence Street	657-5951
Dr. Youtradeo Maraj	26-34 Quenca Street	652-0048
Dr. Sankar Moonan	42 Royal Road	652-3664
Dr. R.D. Mootoo	7 Keate Street	652-7144
Dr. Nigel Souza Okpofabri	11A Gordon Street	657-2677
Dr. C.S. Pooransingh	46 Mucurapo Street	657-8035
Dr. Michael S. Rampaul	Gulf View Medical Centre	652-7102
Dr. Sterling Seuradge	112 High Street	652-4765
Dr. Steve Smith	15 Carib Street	657-2635
Dr. P. Allan Sukhbir	44 St. James Street	652-4473
Dr. Raghbeer Seepersaud	9A Lord Street	657-8454

# Appendix E

## Police Stations & Service Stations

### Police Stations – Southern Division

<b>Name</b>	<b>Address</b>	<b>Telephone Number</b>
Divisional Headquarters San Fernando Police Station	Harris Promenade South/ Court Street San Fernando	652-2858/ 652-2561/ 652-2564
Marabella Police Station	Southern Main Road Marabella	652-2830
Mon Repos Police Station	Corner Smith and Naparima Mayaro Road Mon Repos	657-9769
San Fernando City Police	City Hall Harris Promenade San Fernando	652-3209

### **Service Stations Located in San Fernando**

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>
Neil Boodoosingh	52-58 Lady Hailes Avenue San Fernando	662-0718
Harrilal's NP Gas Station	22 Naparima Mayaro Road	655-8840
Harry's Service Station	Cross Crossing San Fernando	657-7075
La Carib Service Station	19 Carib Street San Fernando	652-3470
Paramount Service Stations Ltd	Southern Main Road Marabella	667-9829
Saiths Service Station	4 Southern Main Road Marabella	663-2588
Supersad's Service Station	384-386 Southern Main Road	652-7813

# Appendix F

## Educational Institutions

### Early Childhood Care and Education Centres in San Fernando

#### Private ECCE Centres (Registered)

<b>Name</b>	<b>Address</b>	<b>Provider Name</b>	<b>Phone Number</b>
3 T's Learning Centre	11 Tulip Drive Pleasantville	Cheryl Ackee Harewood & Toni Ackee	795-9320
All I Can Be Childhood Academy	8 Circular Road San Fernando	Carol Pauline Sambury	796-6107
Ann Marie's Happy Early Learning Centre	20 Kenneth Ave Cocoyea	Ann Marie Bosland	653-2541
Audrey Jeffers Day Nursery and Pre-school	18B Carib Street San Fernando	Coterie of Social Workers T&T, Inc. c/o Gwendolyn Mark	652-1969 657-6458
Christa's Kindergarten	2 Tarouba Road Marabella	Rajdaye Rooplal	653-7831 653-9494
Cocoyea Open Bible Little Angels Preschool	13 Forres Ave, Cocoyea	Judy Baptiste	746-8624 653-0329
Giselle's Montessori School	26 Archibald Street Vistabella	Valarie Ramroopsingh	653-3203
Happy Child Nursery School	599 Kathleen Crescent Palmiste	Cynthia Darbeau	657-4510 653-5425
Happy Hour Pre-school	24 Jones Street San Fernando	Jean Alleyne	652-3078
Hillview Terrace Pre- school	22 North Road San Fernando	Michelle M. Mohammed	657 -3824
Innocent Heart Learning Centre	Silk Cotton Road Battoo Ave Marabella	Marie Hunte	658-7586 772-8252
JC's Kindergarten	6 Carlton Lane North San Fernando	Judy Clarke	774-0436
Jewel's Pre-school	12 Amarsingh Street Gopaul Lands	Theresa Samuel	776-8146 658-2488
Learning is Fun Kindergarten	31 Coffee Street San Fernando	Rita Glenca Gandhi	652-0729
Les Efforts West Nursery School	7 Holder Street San Fernando	Patricia Toppin	657-8304

<b>Name</b>	<b>Address</b>	<b>Provider Name</b>	<b>Phone Number</b>
Lil Kid's Preschool	32 Riverside Drive Lady Hailes Avenue San Fernando	Cintra Mohammed	652-0364 I
Little Angels ECCE Centre	4 Leslie Avenue Friendship Village San Fernando	Davikar Maharaj	620-6146
Little Angels Kindergarten	26-28 Circular Road San Fernando	Irma Scantlebury	746-0740
Little Angels Pre-School	16 Carlton Lane San Fernando	Hardassah Johnson	687-5123
Little Hearts Kindergarten	125 Union Road Marabella	Beena Rooplal	658-2434 790-8156
Little Learners Montessori School	Vistabella Regional Complex Manjack Street Vistabella	Lenora Pitchie	657-2204
Living Word Learning Centre	538 Circular Road San Fernando	Living Word Christian Centre	653-8803 652-2253
Lynette's Little Learners	35 Quest Crescent Harmony Hall Marabella	Lynette Beckett	658-5871
Maloney's loving Care Kindergarten	32 Lewis Street San Fernando	Denise Maloney	653-3208 770-2740
Marabella Evangelical Church Kindergarten Centre	63 Battoo Street Marabella	Desreeann Joseph	658-3373
Marabella Open Bible Kindergarten	21-23 Crescent Drive Gopaul Lands	Jacinta Scott	658-3773
Morning Star Kindergarten	134 Coffee Street San Fernando	Merline Walker Valerie Brown	772-4741 658-2457 657-0045
Precious Promise Kindergarten	161 Pointe-a-Pierre Road Vistabella	Pamela Dickson	657-6674 797-2678
Quality Day Care and Education Centre	24 Naparima Mayaro Road, Cocoyea, San Fernando	Lydia Dowridge	653-7673
Reading Rainbow Pre-school	Corner Drayton & St. Madeleine Streets San Fernando	Joyce Gobin	653-2362

<b>Name</b>	<b>Address</b>	<b>Provider Name</b>	<b>Phone Number</b>
Ruth Cowdrey Kindergarten	31 Harris Promenade San Fernando	Young Women's Christine Association	652-2294
Sacred Heart Montessori Kindergarten	15 Sutton Street San Fernando	Angel Spears	652-1021
San Fernando A.S.J.A. ECCE Centre	13 Gomez Street San Fernando	San Fernando Jama Masiid	657-5239
San Fernando Model Nursery School	Ruth Avenue San Fernando	Board of Management	657-8783
San Fernando Open Bible Kindergarten	60-62 Seukeran Street San Fernando	First Church of the Open	657-8587
Sharon's ECCE Centre	12 New Street San Fernando	Doolin Ragoonath Mahabir	751-4050
Shri Krishna Kindergarten and Daycare	21 Holder Street San Fernando	Shri Krishna Seva Trust Foundation	652-1491
St. Michael's Blossom ECCE	Carib Street San Fernando	Aqui Chung	653-2280
Wee Ones Child Care Centre	100 Independence Ave San Fernando	Claudette Burnette	657-0176
Wesley Pre-school	24 Harris Promenade San Fernando	South Trinidad Circuit- Methodist Church	652-2238

**Government ECCE Centres**

<b>Name</b>	<b>Address</b>	<b>Provider Name</b>	<b>Phone Number</b>
Cocoyea Early Childhood Education Care	St. Andrews Avenue West Park Cocoyea	Myrtle Stephen/ Bernadette Trotman-Powell	657-0278 (S) <sup>3</sup> 744-6010 (C) <sup>4</sup> 767-5998 (C)
Embacadere ECCE Centre	Bldg 'S', Apt 104 Embacadere San Fernando	Maria Robinson/ Sharon Sampson-Remy	328-1075 (C) 783-0224 (C)
Hansel and Gretel Early Childhood Centre	St. Joseph Street San Fernando	Donna Eastman/ Kareen D. Mc Gillvery	657-1015 (S) 779-6202 (C) 713-7408 (C)
Mon Repos Navel Early Childhood Education Centre	Tyler Smith Street Mon Repos	Valerie Cooper/ Celia Williams-Simpson	759-7079 (C)
San Fernando Model Nursery	Ruth Avenue San Fernando	Annette Fraser/ Joy Demming/ Denise Job	657-8783 (S) 732-1290 (C) 777-0069 (C)
St. Barnabas ECCE Centre	37 Cedar Drive Pleasantville	Petronilla Seargeant Marguerite Pilgrim	657-0206 (S) 749-9108 (C) 472-0147 (C)

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<sup>3</sup> (S) - School

<sup>4</sup> (C) - Cell

**Private ECCE Centres (Unregistered)**

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>
Aim Daycare & Pre School	31 Seukeran Street, San Fernando	795-1282
Childhood House	27 New City Avenue Marabella	
Excelsior Private School	38 Prince of Wales Street San Fernando	747-3666
Holy Cross Montessori	64 Hubert Rance Street Vistabella	652-3142
Little Bunnies	63 Battoo Street Marabella	658-3373
St. Dominic Savio Kindergarten Nursery School	16 Prince of Wales Street, San Fernando	652-2375
St. Frances Montessori Nursery & Prep School	37 Central & Arch Street Vistabella	657-0429
St. James Children's House	16-26 Hubert Rance St Vistabella	652-5845
St. Joseph Terrance Private School	21 Arch Street Vistabella	657-9711
Tang's Kindergarten	4 Prevatt Street Marabella	658-6596 797-5377
The Salvation Army Kindergarten School	82 Coffee Street San Fernando	652-2575
Union Park East Kindergarten and Learning Centre	10 Union Park East Marabella	799-6531 620-6332



### Primary Schools in San Fernando

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Number of Students</b>
Anstey Memorial Girls' A.C. Primary School	29 Drayton Street San Fernando	652-4331	400
Cocoyea Government Primary School	Forres Avenue Cocoyea	653-4520	125
Coffee Street Boys' A.C. Primary School	29 Cooper Street San Fernando	653-2093	128
Grant Memorial Presbyterian Primary School	1A Carib Street San Fernando	652-4023/ 653-9820	1035
Harmony Hall Presbyterian School	Union Road Marabella	658-2082	250
Marabella Boys' Anglican School	73B Southern Main Road Marabella	653-9807	170
Marabella Girls' Anglican School	73B Southern Main Road Marabella	653-9807	160
Marabella Government Primary School	Fahey Avenue, Gopaul Lands, Marabella	658-4295	184
Mon Repos R.C. Primary School	Torrance Street San Fernando	653-1339	320
Pleasantville Government Primary School	Prince Albert Street San Fernando	657-6343	242
San Fernando A.S.J.A Primary School	Park Street San Fernando		410
San Fernando Boys' Government Primary School	29 Crichlow Street San Fernando	657-1093	440
San Fernando Boys' R.C. Primary School	22 Harris Promenade San Fernando	657-9464	832
San Fernando Girls' Government Primary School	84 Rushworth Street San Fernando	657-8353	560

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Number of Students</b>
San Fernando Girls' A.C. Primary School	Pouchet Street San Fernando	657-7567	520
San Fernando Methodist Primary School	34-36 Mon Chagrin Street San Fernando	652-4784	208
San Fernando SDA Primary School	Pouchet Street San Fernando	652-5777	321
San Fernando T.M.L. Primary School	27 Farah Street San Fernando	652-3238	429
St. Gabriel's Girls' R.C. Primary School	Lord Street San Fernando	652-4611	758
St. Joseph Terrace	97 Circular Road San Fernando	657-9711	169
St. Paul's A.C. Primary School	Harris Street San Fernando	657-7178	475
Vistabella Presbyterian School	1-3 Cane Street, Vistabella	652-9389	502
<b>TOTAL</b>			<b>8638</b>

## Secondary Schools in San Fernando

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Number of Students</b>
A.S.J.A. Boys' College	19-21 Park Street San Fernando	657-8373	675
A.S.J.A. Girls' College	33-35 Park Street San Fernando	657-8402	620
Marabella South Secondary School	Tagore Avenue, Gopaul Lands Marabella	658-3772	369
Marabella North Secondary School	1¼ mile mark Guaracara Tabaquite Road, Marabella	658-5774	737
Modern Business College	High Street San Fernando	653-9795	300
Naparima College	Paradise Pasture, Independence Avenue	652-2415/ 653-4021	857
Naparima Girls' High School	4 La Pique Road San Fernando	652-2049/ 652-2659	775
Open Bible High School	Ruth Avenue San Fernando	657-7449/ 657-1120	400
Pleasantville Senior Comprehensive School	200 Collector Road Pleasantville	657-9070/657-0393	664
Presentation College	32-34 Coffee Street, San Fernando	652-2311/ 653-4595 652-5389	786
San Fernando East Junior Secondary	200 Collector Road Pleasantville	657-7384	484
San Fernando Government Secondary	Todd Street San Fernando	657-7169	723
San Fernando Secondary Comprehensive	Farah Street San Fernando		587
Southern Community College	Carib Street San Fernando	652-6521/ 657-3123	240

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Number of Students</b>
St. Joseph's Convent, San Fernando	City Square, Harris Promenade San Fernando	652-3301/ 652-4794/ 652-7591	476
St. Kevin's College	23-25 Prince of Wales Street San Fernando	657-2753 657-1055	200
UWI Sixth Form, San Fernando	7-9 Padmore Street San Fernando	653-5996	389 (Full-Time) 582 (Part-Time)
<b>TOTAL</b>			<b>9864</b>

### Tertiary Level Institutions in San Fernando

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>
College Of Science, Technology and Applied Arts of Trinidad and Tobago	40-44 Sutton Street San Fernando	624-5489 625-5030
Institute of Tertiary Tutors	4-6 Chancery Lane San Fernando	653-3945 652- 9726
Omardeen Scool of Accountancy Ltd	59-61 Ciperio Street San Fernando	657-9919
School of Accounting and Managemnt	17-25 Blanche Fraser Street San Fernando	653-1064 653-9488
School of Business and Computer Science Ltd	27-31 Fran Street Cocoyea Village San Fernando	652-2388 653-6331 657-2681
University of Trinidad and Tobago	VV Gopaul Drive, Tarouba Road	642-8888
University of the West Indies	Padmore Street San Fernando	653-5996 657-0942