

4. MINISTRY'S HEADQUARTERS PLANT AND STAFF PROTECTION AND RESPONSE PLAN

Protection of the Headquarters Plant

Protection of office building (structure)

It is the responsibility of the landlords, i.e. the Urban Development Corporation (UDC) and more specifically the Resident Engineer, to ensure that the building has the structural integrity to withstand hurricanes, earthquakes and other natural or man-made disasters, and the following actions should be carried out periodically by the UDC and Residential Engineer and a report made to the Permanent Secretary:

- Inspection of the building and documentation of its perceived vulnerability to damage by all natural and man-made disasters
- Assessment of the relative risks to staff members and the public to the vulnerable areas identified
- Taking steps to rectify and improve the vulnerable areas discovered

Protection of office contents (equipment and furnishings)

It is the responsibility of the Office Management Section in conjunction with the Director of Administration and Services to ensure that contents of the Office are arranged in such a manner so as not to be damaged, or to have the potential to cause

injury to life or damage to property and the environment whenever a disaster occurs.

Inspections should therefore be carried out periodically to:

- Determine and document any potential vulnerable areas;
- Ensure that equipment, furniture, shelves, lighting, fixtures etc., all comply with the relevant disaster protective counter-measures
- Ensure that filing cabinets are kept closed and located away from glass windows or doors;
- Take action to rectify and improve the vulnerable areas discovered.

Plant protection measures specific to each disaster will be addressed as appropriate when dealing with the respective disaster.

Staff Protection and Response — Emergency Evacuation

The protection of staff members while at the Office is circumscribed by the safety features of the plant and the evacuation measures in place to ensure quick and easy escape from the building in cases of emergency, i.e., in the event of an earthquake, fire, bomb threat or other unforeseen event.

The following Emergency Evacuation procedures should therefore be noted and strictly adhered to by all staff members:

- First secure personal belongings and any sensitive documents before leaving room.
- Exit by the stairways or fire escape stairs as the situation demands
- Do not call or use the elevators
- Cooperate with your floor warden and assist in checking that staff on all floors are accounted for
- Do not return into the building until the "all clear" is given
- Do not panic - Be calm.

Orderliness, Speed, Cooperation

These are the essence of successful emergency evacuation.

If exiting by the stairways (located at the left end of the wall facing the elevator on each floor):

- Descend stairways in single file using the left side of the stairway.
- Do not overtake anyone during the evacuation, this may set off a stampede leading to unnecessary injury or death.
- Go straight to the ground floor and leave the building immediately.
- Do not stand under the undercroft or in the building.
- Congregate in the open space near the parking lot of the Pegasus Hotel, to the West of the Office Building. This is the designated assembly area.

If exiting by the fire escape (detailed description of locations follow):

- Proceed to the designated room with balcony where exit is located on your floor.
- Remove the cover and climb down the stairs in an orderly manner to the first floor where fire exit stops.
- From the first floor, enter Conference Room, go through open glass doors to adjoining roof and take fire escape ladder to ground.
- Proceed immediately to the designated assembly area referred to above.

Location of Fire Escape Stairs

Fire escape stairways are located on the balconies of rooms on the north and south sides of the building from the tenth (10th) floor down to the first (1st) floor. The corresponding rooms on the north and south sides are as follows:

Room Numbers		
Floor Number	North Side	South Side
10	1005	1012
9	905	912
8	805	812
7	705	712
6	605	612
5	505	514
4	405	412
32	305	312
2	205	212
1	105	112

Each fire escape entrance has a concealed cover which, when removed, allows easy access from one floor to the next. The fire escape stairs end on the first floor, meaning there is no continuation to the ground floor. Staff members are, therefore, required to exit through the windows of the first floor conference room onto the adjoining roof, and down the ladder which is located on the northeast side of the building above the garage.

Head Count or Roll Call

Floor wardens should make a head count of all floor members and report the information to the Coordinator or other designated Committee member. If anyone is missing, a check of the building should be made by the appropriate authority.

No one should return to the building unless the "all clear" is given by the Coordinator or other designated official. A decision will be taken to send staff members home on the basis of individual circumstance or as the situation requires.

HURRICANES

Hurricanes can be very destructive, but enough warning time is given for precautionary measures and evacuation procedures to be put in place before the hurricane strikes.

The official hurricane season runs from June 1 to November 30, but tropical cyclones in the North Atlantic have been known to occur in every month except April. The month of September seems to be the peak of the hurricane season. Many devastating hurricanes have occurred in the Caribbean; most notable were Hurricane Gilbert, which hit Jamaica in September 1988, and Hurricane Hugo which hit the Eastern Caribbean in September 1989.

Hurricane Watch

The Office of Disaster Preparedness will issue bulletins on the status of a hurricane as soon as it is obvious that it will become a threat to the island. At this stage, the Ministry's Disaster Preparedness Committee will be on full alert and all members should make necessary arrangements in the event that they have to come to the office to render any assistance.

It is unlikely that most staff will be at work when a hurricane strikes, so the necessary related measures will have to be put in place before and after the hurricane. Everyone should, likewise, apply these measures at their own homes.

Pre-Hurricane Precautions

Protection of office building

The Coordinator or other designated Committee Member should contact the UDC Resident Engineer and discuss implementation of the measures to be taken by him to protect the office building, as follows:

- Protecting glass doors with shutters or by taping
- Checking locks on all doors and making necessary repairs
- Locking all doors as required
- Wedging inner doors that should remain open
- Checking electrical wires and fuse box
- Turning off air-conditioners and lights
- Shutting down elevators
- Ensuring that emergency generators are protected from flooding and that an adequate supply of fuel is available to operate them
- Remove any hanging outdoor signs
- Storing water in overhead tanks

Protection of office contents and vehicles

Members of staff, the Supervisor of Registry operations and the Office Manager will all be expected to implement the specific measures relating to their area of responsibility as outlined below:

- (i) *Action to be taken by the Supervisor in Charge of Registry operations*
 - Storing as many files as possible in the storm-proof room provided on the second floor
 - Using plastic sheeting to cover up remaining files which are likely to get wet

- Ensuring that any cash, receipt books, cash books and other important financial records are locked up in the safe.
- (ii) *Action to be taken by individual officers with assistance from Office Managers*
 - Unplug typewriters and place covers on them.
 - Place plastic covers on photocopying machines.
 - Close and securely lock drawers and filing cabinets and bolt as appropriate.
 - Remove filing cabinets, desks, tables, and chairs as far as possible from glass windows.
- (iii) *Action to be taken by the Office Manager*
 - Ensure that all vehicles are serviced and filled up with petrol
 - Keep vehicles in a designated protected area.

Personal Safety at Home

- Inspect your home to identify vulnerable structural points, i.e.
 - a) Loose windows and doors
 - b) Leaking or faulty roofs
- Put up hurricane shutters, if available, or batten down windows and doors.
- Collect and store drinking water.
- Make an emergency checklist and acquire necessary items, such as flashlights, batteries, candles, lamps, tinned food, first aid items, radios etc.
- Service and fill your motor vehicle with petrol.
- Check on your insurance coverage.
- Remove or secure items outside of house that might be blown away.
- If your home is in a high risk area, make arrangements to stay with relatives or at a shelter nearby.

- If the authorities recommend evacuation from your area, you should obey and leave, especially if you live near the coastline or in a flood prone area.
- Make sure you secure your personal belongings before leaving home.

Do's and Don'ts During a Hurricane

- Do not go outside unless it is absolutely necessary; you might be in danger of being hit from flying objects.
- Do not take your children outside since they might be in danger of blowing away.
- Listen to the radio for information on what is happening.
- Be calm, do not panic. Your ability to act logically is important.
- If your glass windows have not been shuttered or taped, attach a cloth over the inside of the window to protect yourself and others from splintering glass.

Do's and Dont's After the Hurricane

- Do not touch loose or dangling wires. Report these to the Jamaica Public Service Company and Telephone Company or the nearest police station, if telephone lines are down.
- Boil all drinking water until you are sure that a safe water supply has been restored.
- Do not go outside bare-footed.
- Watch out for broken glass on the ground.
- Check gas lines and electricity in order to prevent fires.
- Make sure that perishable food items stored in refrigerators has not spoiled before eating.

EARTHQUAKES

The Caribbean region is very susceptible to earthquakes and they can occur at any time of day or year. Earthquakes give no prior warning and the effects can be catastrophic and devastating to any country. Some possible effects of an earthquake are:

- Large numbers of injuries and deaths caused by falling objects.
- Collapse of or serious damage to buildings and other structures.
- Destruction of roadways and occurrence of landslides.
- Disruption of electricity and telephone facilities.
- Fires as a result of broken gas lines and electrical short circuits.
- Large numbers of persons requiring shelter, medical care, food and other personal assistance.

While nothing can be done to stop an earthquake from occurring, mitigation of the disastrous effects can be achieved through prior preparation and constant awareness of the precautionary measures and response procedures to be followed during and after the event. Our plan will, therefore, concentrate on these aspects.

Earthquake Preparedness

Earthquake drills

Earthquake drills are useful in helping staff to remember what to do in the event of an earthquake and to react automatically and correctly when the first shaking begins. Practicing of drills frequently is very important, since earthquakes strike suddenly and unexpectedly. A special earthquake alarm signal will be devised for these drills.

Drill actions

- Floor Wardens to acquaint all floor members with the safe as well as the danger areas in the building by actually pointing them out.
- Members to physically place themselves in the designated safe areas.
- Members to evacuate building after internal drill exercise by following the Emergency Evacuation Procedures.

Suggested safe locations

1. Inside building

- Under a sturdy table or desk
- Near the inside corner of the building
- Against an inside wall
- Under a strong supported doorway

2. Outside building

- Open area away from fallen wires, trees, building or any objects likely to cause injury

Suggested danger areas

- Near glass windows and doors that might shatter
- Near bookcases, cabinets and other furniture that may topple or slide
- Near stoves and gas lines

Action to take during an earthquake

- If in a building, stay inside
- Keep calm, do not panic
- Choose any of the suggested safe locations for protection
- Avoid all of the suggested danger areas
- Watch out for falling ceiling tiles and light fixtures
- Do not light matches or turn on lights
- Turn off any electric or gas appliances

- Do not leave your shelter until either
 - a) you are told to do so, or
 - b) you consider it safe to do so
- When evacuating the building, follow the emergency procedures on page 22
- Be prepared for aftershocks which might be as strong as the initial earthquake
- If shaking begins again, repeat the safety procedures
- If fire appears, activate fire alarm and follow procedures for fire fighting on pages 33 ff.
- Once outside the building, proceed immediately to the designated assembly area
- Remember to watch for falling objects

FIRE

Causes and Protection

Fires are mainly caused as a result of factors such as carelessness on the part of individuals, electrical short circuit and arson. One should, therefore, try to the extent possible to eliminate these causes by taking the following precautionary measures:

- Do not smoke in areas where flammable materials are stored and used, i.e., around gas stations, cooking gas cylinders, kerosene oil etc.
- Never drop or throw lighted cigarettes, cigars, matches or any ashes in wastepaper baskets or receptacles likely to ignite. If electrical lines, plugs or wires are damaged or frayed at the office, report them immediately to the Engineer's Office.
- Never handle gas or electrical appliances if either you or the equipment are wet.
- Never attempt to light a gas appliance if there is a smell of gas. Instead, open all nearby windows and doors, turn off the gas supply to the cylinder or any other sources, and call the technicians.
- When lighting a gas appliance always strike the match or other implement used *before* turning on the gas.

Fire Preparedness

Fire alarm

The function of the alarm signal is to warn everyone in the building that a state of emergency has arisen and that they should leave the building immediately. The sounding of the fire alarm in any part of the building should be taken as the signal of the complete evacuation of the building and not just a part thereof.

Fire drills

Fire drills are necessary features of the Disaster Preparedness and Contingency Planning Programme and should be practiced on a regular basis. These drills enable us to react quickly and sensibly when confronted with the real fire or a bomb threat and the building has to be evacuated immediately. Practice drills are, therefore, necessary and all possible alternate safe routes which lead to open air safety must both be known and used. (See section on location of Stairways and Fire Escape Stairs on page 24.)

The sequence for a fire drill is as follows:

1. Alarm goes off
2. Building is evacuated by stairs or fire escape as instructed by Floor Warden
3. Assembly at pre-determined designated area
4. Head count is taken
5. Briefing takes place

The procedure on hearing the alarm when a fire drill is planned, is as follows:

Floor Wardens

- Instruct members to leave offices and to evacuate building
- Inform members of escape route chosen for drill
- Give any other necessary instructions, e.g., turn off air-conditioners, lights, electronic equipment.

Staff members

- Follow procedures on Emergency Evacuation found on page 22.
- If not actually in the office when the alarm sounds e.g., in Lunch Room, Sick Bay, Conference Room etc., go immediately to designated assembly area.

In the case of a real fire

When the alarm sounds:

- Evacuate building at once following Emergency Evacuation Procedures
- If smoke is coming from internal stairways exit, keep doors closed and use outside fire escape

Location, Description and Use of Fire Safety Equipment**Location and description of fire safety equipment**

The following items of fire safety equipment are located inside and outside of the building, and their description, exact location and usage are explained below:

- (1) Fire Alarm
- (2) Fire Extinguishers
- (3) Fire Hose Reels

Equipment	Description	Location
Fire Alarm	Red circular bell and a red rectangular glass box containing the handle of the alarm. Written on the handle are the words: "Pull for fire". Written below the box are the words: "In case of fire, break glass and pull down fire alarm handle."	Near the top of the wall outside the entrance to rooms on the North side of the building on each floor, which have balconies with fire escape stairs. (See location of fire escape stairs on page 24).
Fire Extinguisher	Red or yellow cylinders in a plain glass case.	Glass case is recessed on: (i) the left side of the wall along the corridor on each floor leading to rooms with numbers ending in 09 on the East side of the building, e.g., 1009, 809, 409, 109, etc. (ii) Similar position leading to rooms ending in 01 on the West side of the building, e.g., 1001, 801, 601, 101.

Use of fire safety equipment

(1) Fire Alarm

- Break glass case and pull down handle of fire alarm

(2) Fire Extinguisher

A fire extinguisher can be used to put out a small fire or to contain it until the fire fighters arrive. *They are not designed to fight a large or spreading fire.*

- Break glass and remove fire extinguisher
- Remove the pin attached to the lever
- Release the nozzle and stand at a distance of 6 - 8 feet from the fire
- Aim the nozzle at the base of the fire
- Squeeze both lever and nozzle and move towards the fire with a sweeping motion going from left to right

(3) Fire hose

- Disconnect the hose reel from its stand
- Unwind the hose and position it towards the fire
- Turn the red tap at the mouth of the hose to the left, this will allow water to flow through the hose
- Aim the mouth of the hose at the base of the fire.

Do's and Don'ts of Fire Fighting

Never fight a fire under the following conditions:

- If the fire is spreading beyond the immediate area where it started or is already a large fire
- If you are unsure of the proper handling of the extinguisher

- If you are in doubt that the extinguisher is designed for the type of fire or is large enough to fight it.

If any of the above apply:

- Close off and evacuate the area and leave the fire to the Fire Department.
- Protect yourself at all times.
- Avoid breathing the heated smoke and fumes of the extinguishing agent.
- If the fire starts to spread or threatens your escape route, leave immediately.

BOMB THREATS

All organisations are susceptible to bomb threats and Foreign Ministries even more so, hence we have to be prepared in the event that a threat turns out to be real. It is, therefore, important for all employees to be familiar with the procedures to be followed when there is a bomb threat or actual bomb.

Bomb threats are generally made by the following types of persons:

- a) Pranksters or idlers
- b) Mentally unstable persons
- c) Disgruntled employees
- d) Persons with real or imagined grievances

The object of a bomb threat could also be to have the building evacuated to enable unauthorised persons to gain access to the offices. Officers should, therefore, secure their personal belongings or other essential documents before leaving the building.

All bomb threats should, however, be treated seriously, and an immediate report should be made to the Permanent Secretary or in his absence, one of the following officials who will have the authority to decide whether or not the building should be evacuated and the Bomb Squad called:

- a) Actg. Permanent Secretary
- b) Director - General, Operations
- c) The Disaster Preparedness Coordinator
- d) Director, Administration and Services
- e) Director, Personnel
- f) Security Coordinator, if there is one
- g) The UDC Engineer should also be informed

Normally, bomb threats come through the switch board and the Telephone Operators should, therefore, be fully aware of the procedures to be followed when such calls are received. These calls might also be made to individual officers who should also know how to respond.

Bomb threats could also be made by the delivery of a note, letter or card.

Procedures for Handling Bomb Threat Calls

- Officer receiving call to elicit as much information as possible from the caller
- Ask caller to repeat message and question him as to the reason for making the threat
- Keep telephone line open and keep caller talking as long as possible
- Ask another officer to monitor the call
- At the same time, try to complete the bomb threat checklist shown on the following page.

Bomb Threat Check List

1. Name and position of person receiving call _____
2. Name and position of person monitoring call _____
3. Date _____
4. Time _____
5. Exact words of caller: _____
6. Obtain the following information from caller: _____
 - i) Time bomb will explode? _____
 - ii) Location or area of bomb? _____
 - iii) Why was bomb placed? _____
 - iv) Kind of bomb? _____
 - v) What does bomb look like? _____
7. Try to identify caller _____
 - i) Male/female? _____
 - ii) Any noticeable accent? _____
 - iii) Seems intoxicated or drugged? _____
 - iv) Is voice familiar? _____
 - v) If familiar - who does it sound like? _____
8. Identify any background noises _____
 - i) Music _____
 - ii) Street traffic _____
 - iii) Voices _____
 - iv) Machinery _____
 - v) Airplanes _____
 - vi) Other _____
9. Time caller hangs up _____
10. Remarks and impressions of person receiving call _____
11. Remarks and impressions of person monitoring call _____

Blank copies of the checklist should be kept with the telephone operators and with each floor warden, and they should be easily accessible in the event of a threat. The completed checklist should be given to one of the officials mentioned above, as the information collected will help the authorities to decide whether or not the threat is real.

Analysing Whether Threat is Real or Hoax		
	Real	Hoax
(a)	The warning is elaborate and detailed, giving facts about the bomb, where it is hidden, when it will explode, etc.	The warning is brief, tense and abrupt. No detail is given about the bomb or where it has been placed.
(b)	The call comes on a weekend, in the evening or during a holiday.	The call comes during working hours.
(c)	Several warning calls are made during the same incident.	A single call is received with no follow up.
(d)	No hoax threats have been received in the past.	Hoax bomb threats have been received in the past.
(e)	The caller is coherent and concerned.	The caller is drunk, incoherent, extremely casual, youthful sounding or appears to be joking.
(f)	Access, control and physical security are lax.	Access, control and physical security are tight.

The key for minimizing the chances of a real bomb threat is strict adherence to the security procedures of the Ministry at all times.

Precautionary Measures to be Taken During Bomb Threat

Responsibilities of Co-ordinator and Floor Wardens

- (1) Members of Disaster Preparedness Committee to arrange for protection of Ministry's property.
- (2) Conduct quick search of area mentioned. If any suspicious or unfamiliar object is found, identify area and notify designated official immediately.
- (3) Direct evacuation by route away from location of object.
- (4) Designate an officer to direct fire brigade or police to the area where object is located.
- (5) If there is an explosion, request first aid and fire brigade to be sent to the scene immediately.
- (6) Prohibit curiosity seekers from visiting area of explosion.

Evacuation Due to Bomb Threat

If an evacuation order is made, officers should:

- Obey immediately
- Follow the procedures for emergency evacuation found on page 22
- Do not attempt to touch, disarm or move any strange objects.
- Report the sighting of any strange objects to the bomb squad. Likely places to find bombs are the receptionist area, stairways, rest rooms, unused offices, display area, elevators and shafts.
- Do not attempt to move cars from the car park as the bomb could be placed in a parked vehicle.

WAR

In the event of a war the emphasis will have to be on contingency planning with respect to the following:

1. The Ministry's operations both locally and overseas, taking into account the possibility of shortages and the need for conservation in the following areas:
 - (a) Energy
 - (b) Food and other supplies
 - (c) Transportation
 - (d) Foreign exchange
2. Security at Headquarters, Missions overseas and at Foreign Missions in Jamaica
3. Assistance to Foreign Missions in Jamaica by Ministry and from Foreign Missions to Ministry.
4. Assistance to staff by Ministry.

Effect on Ministry's Operation

Headquarters

- a. Conservation of Work-day

The Permanent Secretary will decide whether to implement any of the following changes to the work-day if power outages are going to be frequent:

- Shorter work-day
- Shorter lunch hour

- Staggering of work hours

It is expected that schedules of power outages will be prepared and circulated on a regular basis by the Ministry responsible for the Jamaica Public Service Company.

- b. Electricity

- Air-conditioners to be turned off and doors opened where possible
- Use of electrical items to be kept to a minimum. All electrical devices to be turned off when room is empty.

2 c. Petrol

- Tighter control over use of Ministry's vehicles to be instituted.
- In the event that petrol is being rationed,
 - i. Quantity of petrol used by Ministry, both for office vehicles and those assigned to the Ministers to be ascertained so that reasonable amount can be requested.
 - ii. Travelling officers to provide information on normal petrol consumption so as to determine the amount for which they are eligible.

- d. Supplies

- Stock of emergency supplies to be reviewed and replenished as necessary. (See Section on Stocking of Emergency Supplies on page 47)

- e. Transportation

- The Ministry's vehicles to be immediately serviced and maintained in good condition.

Overseas

In the event of a shortage of foreign exchange:

- Missions to be scaled down or closed as necessary.

- All officers to be prepared to return to Jamaica at short notice. They should, therefore, be expected to have their affairs in order to meet such an eventuality. No Head of Mission is to leave post without the approval of the Permanent Secretary.

Security

Headquarters

- Security measures outlined in the Security Handbook should be fully observed. All members of staff should be reminded to acquaint themselves with the contents of this Handbook.
- Receptionists and telephone operators are to be sensitised to the need for greater security.
- Special precautions are to be taken to detect letter bombs or other explosive devices in letters or diplomatic bags.

Missions

- Security measures as outlined in the Manual for Missions are to be implemented.
- Staff are to be reminded to take precautions travelling to and from work by changing routes periodically.
- Staff accommodations are to be changed if there is a threat to personal safety.

Foreign Missions in Jamaica

- A meeting is to be arranged with the Ministry of National Security and representatives of Foreign Missions to review the Missions' security arrangements.

Assistance to Foreign Missions in Jamaica by Ministry and from Foreign Missions to Ministry

- A meeting is to be called by the Ministry with foreign Heads of Missions to discuss likely problems and solutions.
- Missions to be requested to provide Ministry with
 - (a) Intelligence about the war
 - (b) Assistance with communications facilities if necessary.
- Ministry to facilitate Missions' requests within resource capabilities

Assistance to staff

- Key staff (communications Branch) to be transported to and from work by Ministry's vehicles as necessary.
- Other staff to be picked up by Ministry's vehicles at designated points, if possible.
- Coordination of car pooling among staff living in the same area - addresses and telephone numbers of all staff to be provided.
- Staff to be educated and sensitised regarding survival tactics
 - (a) Purchase of perishable/non-perishable items of food
 - (b) Acquisition of emergency supplies including coal stoves and coal irons
 - (c) Cooking one pot meals

Stocking of Emergency Supplies

Certain supply items are to be kept in stock at all times and checked and replenished as necessary, while others are to be purchased as the situation demands. These items are to be stored in a designated area and the keys to the room kept by the Office Manager, the Disaster Preparedness Coordinator and one other selected person. The recommended items are:

Supplies to be kept

- Flashlights (preferably water proof)
- Batteries of varying sizes
- Storm lanterns
- Water containers
- Candles and matches
- First aid kit
- Heavy duty plastic sheeting
- Tinned foodstuffs
- Rope

Supplies to be purchased as required

- Kerosene oil
- Perishable food stuff

The following individuals should be provided with a flashlight and batteries, which are to be readily accessible for use in case of an emergency evacuation:

- (1) The Coordinator
- (2) Each Floor Warden
- (3) Each Minister's Secretary or Personal Assistant
- (4) The Permanent Secretary's secretary
- (5) Each Director's secretary

APPENDIX A

Composition of Membership: National Sub-committee on International Disaster Assistance

Joint Chairmanship: Permanent Secretary, Ministry of Foreign Affairs and Foreign Trade

Resident Representative of the United Nations Development Programme

Government

Members: Office of Disaster Preparedness
Ministry of Agriculture
Ministry of Finance, Development and Planning
Ministry of Health
Ministry of Education
Ministry of Labour, Welfare and Sports
Ministry of Construction—Works/Housing
Ministry of National Security
Ministry of Public Utilities and Transport
Jamaica Telephone Company
Jamaica Public Service
National Water Commission
Private Sector Organisation of Jamaica
Urban Development Corporation
Custom and Excise Duties Department
Central Food Committee

APPENDIX B

Composition of Membership of the National Disaster Committee

The National Disaster Committee is the senior Jamaican Disaster Planning body. The Prime Minister is Chairman of the National Disaster Committee whose Members include:

- Senior Cabinet Minister who has portfolio responsibility for the Office of Disaster Preparedness (ODP)
- Permanent Secretaries of all Ministries
- The Heads of the Security Forces (JDF and Police) and Fire Service
- The Chief Technical Director, Ministry of Construction (Works)
- The Heads of Jamaica Information Service, Red Cross, Council of Voluntary Social Services (CVSS), Jamaica Council of Churches (JCC) and the Private Sector Organization of Jamaica (PSOJ)
- General Secretaries of the two (2) major political parties

The National Disaster Committee is empowered to co-opt Members.

The general function is to advise and assist the Chairman and the ODP in the planning and implementation of all measures considered necessary or desirable to counter the effects of disaster.

The National Disaster Executive, comprising 8 of the Committee Members, is responsible for policy implementation in consultation with the Committee.

APPENDIX C

Ministry of Health

Standard procedure for labelling and marking relief supplies

- 1) All packages are to be addressed to

The Permanent Secretary
Ministry of Health
10 Caledonia Avenue
Kingston 5
Jamaica W.I.

- 2) All packages must be marked:

"Relief Supplies - Name of Event"

For example: "Relief Supplies - HURRICANE GILBERT"

- 3) All packages are to be accompanied by an invoice (as outlined in (8))
- 4) Colour Code

The colour code used for relief supplies are as follows:

- a) Red - Foodstuffs
 - b) Green - Medical supplies and equipment
 - c) Blue - Clothing, tents and household equipment
- 5) Labelling
 - a) All labels are to be in ENGLISH
 - b) Consignments of medicines, banded with green, should state the following on the outside of the package:
 - i) Expiration date

- ii) Temperature for storage
- iii) Sensitivity to light, where applicable.
- c) The final destination (or arrival point) should appear at the bottom of the label in large letters.

6) Size and Weight

Containers should be of a size and weight that one person can handle (ideally 25 kg., up to a maximum of 50 kg). Mechanical loading and unloading devices may not be available.

7) Contents

Relief supplies should always be placed by type in separate packages. The colour code loses its value if medical supplies are placed in the same package as, for example, food.

8) Advance notice to the consignee and National Health Disaster Coordinator:

Permanent Secretary or
National Health Disaster Coordinator
Ministry of Health
10 Caledonia Avenue
Kingston 5
Jamaica, W.I.

The following information is needed on a pro forma invoice where possible, and the invoice accompanying the package:

- a) Name of sender
- b) Name of consignee (as outlined in (2))
- c) Method of transport, including (where applicable) the name of the vessel or flight number and its date and point of departure
- d) A detailed list of contents, including weight, dimensions, and number and type of packages

- e) Value in the currency of the sending country
- f) Type of insurance, name of company, etc.
- g) Estimated time of arrival
- h) Instructions on special requirements for handling and storing the supplies

- NB**
- i) All medical supplies and equipment, regardless of consignor or consignee, will become the property of the Ministry of Health for distribution on a priority basis.
 - ii) Where appropriate, the Ministry of Health will endeavour to deliver supplies to the original consignee.
 - iii) The Ministry of Health will acknowledge receipt of all adequately labelled and marked consignments.