

**THE CARIBBEAN  
REGIONAL RESPONSE MECHANISM**

**Model Sub Regional Focal Point  
Coordination Plan**

**November 26 2012**

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<sup>1</sup> This should also be an Annex to the SRCC SOPs.

## Acronyms

CARICOM	The Caribbean Community
CBO	Community-Based Organisation
CDB	Caribbean Development Bank
CDEMA	Caribbean Disaster Emergency Management Agency
CDM	Comprehensive Disaster Management
CDRU	CARICOM Disaster response Unit
CIDA	Canadian International Development Agency
CP	Coordination Plan
DaLa	Damage and Loss Assessment
DANA	Damage and Needs Assessment
DFID/UK	Department for International Development United Kingdom
DM	Disaster Management
DRM	Disaster Risk Management
ECDG	Eastern Caribbean Donor Group
ECLAC	Economic Commission for Latin America and the Caribbean
EOC	Emergency Operation Centre
ESF	Emergency Support Function
GIA	Gender Impact Assessment
IDB	Inter American Development Bank
ISO	Initial Situation Overview
LSAR	Land Search and Rescue
MCM	Mass Casualty Management
NDC	National Disaster Coordinator
NDO	National Disaster Office/National Disaster Organisation
NEOC	National Emergency Operations Centre
NGO	Non-Governmental Organisation
NWCDG	North West Caribbean Donor Group
OAS	Organisation of American States
OCHA	UN Office of the Coordinator of Humanitarian Assistance
OECS	Organisation of Eastern Caribbean States
OXFAM	Oxford Committee for famine Relief
PAHO	Pan American Health Organisation
PDNA	Post Disaster Needs Assessment
PDRSC	Plan Development and Review Sub Committee
PS	Participating States (CDEMA)
RCC	Regional Coordination Centre
RNAT	Rapid Needs Assessment Team
RSS	Regional Security System
SOP	Standard Operating Procedure
SRCC	Sub Regional Coordination Centre
SRFP	Sub Regional Focal Point
UN	The United Nations
UNDAC	United Nations Disaster Assessment and Coordination Team
UNDP	United Nations Development Programme
USAID	United States Agency for International Development
WB	The World Bank
WHO	World Health Organisation

**PART 1**  
**BASIC PLAN**

**PART 1- BASIC PLAN**

## Foreword

This document is the Model Sub Regional Focal Point Coordination Plan to be adapted by each of the 4 Sub-Regional Focal Points. To make the adaptation process easier, some paragraphs, sentences and words have been left blank and highlighted in yellow so that the SRFP would write the specific text according to the characteristics and information pertaining to the Sub Region.

## Introduction

- 1.1 The Caribbean Disaster Emergency Response Agency was established by an agreement of the Heads of Government of CARICOM in 1991 and began operation in September 1991.
- 1.2 The Caribbean Disaster Emergency Response Agency changed its name to Caribbean Disaster Emergency Management Agency (CDEMA) by Agreement signed by its Participating States that entered into force when seven of CDEMA's Participating States signed the Agreement in 2008.
- 1.3 For the purposes of management and logistics, the establishment of the 4 Sub-Regional Focal Points (SRFP) in Jamaica, Antigua, Barbados and Trinidad and Tobago has been maintained and continue to be generally effective in supporting emergency response and aid: Agreement Establishing CDEMA Article VIII, paragraph c; Article XIII paragraphs 1.d) and 1.l), and Article XVI paragraphs 1. a) to 1. d) and 2.).
- 1.4 Associated with the SRFPs are four (4) sub regional warehouses which maintain basic levels of first response and search & rescue items. Participating States have overtime been also establishing national level warehouses all of which are linked to the regions warehouse programme.
- 1.5 This Sub-Regional Focal Point Coordination Plan has been adapted from the CDEMA's Model SRFP Coordination Plan.
- 1.6 This Sub Regional Focal Point Coordination Plan covers the [redacted] Sub-Region. The Sub - Regional Focal Point is the country of [redacted] and it covers the countries of: [redacted].
- 1.7 All the PS in the [redacted] Sub-Region have national disaster plans and hazard specific emergency response plans that are continuously revised and updated.

- 1.8 In accordance with the "Agreement Establishing CDEMA". (Article XIX paragraph j) the Participating States have identified a common position based on their experiences of natural and technological disasters which could be exacerbated by the effects of climate change. The region is vulnerable to hurricanes, volcanic eruptions, earthquakes, floods, fires, drought, tsunami and more recently oil spills, pandemic influenza, cholera, hazardous materials accidents, chemical biological radiological nuclear and explosives (CBRNE) , marine incidents and air crashes.
- 1.9 In the last [redacted] years there have been several disasters in the Sub Region caused by the impact of natural hazards; examples are: [redacted] (please mention events, dates and effects and loss) [redacted].
- 1.10 Emergencies in the Sub Region may be categorized in two ways. Those that are preceded by a build-up (slow onset) period, that provides the Agency and/or Participating State with advance warning, which will facilitate timely and effective activation of National, Sub-Regional, Regional and International arrangements. Others occur with little or no advance warning thus requiring immediate mobilization and commitment of National, Sub-Regional and/or Regional resources. CDEMA, regional and international partners, the [redacted] Sub Regional Focal Point and the PS within the [redacted] Sub-Region have considered both situations in their disaster management and emergency response plans.
- 1.11 Private Sector involvement in disaster management continues to grow and standing arrangements that would further enhance the Mutual Aid Agreements are being developed to include resources from the private sector, NGOs, CBOs, faith-based organisations and humanitarian actors. Over the years, capacity enhancements have occurred in specific areas; however, there still remains some degree of vulnerability to natural and technological disasters.
- 1.12 The Regional Response Mechanism (RRM) is an arrangement for the coordination of disaster response among CDEMA Participating States, Sub-Regional Focal Points, Regional and International Agencies. It seeks to deliver speedy response and effective and efficient use and management of resources. The RRM is coordinated by the CDEMA Coordinating Unit with the assistance of Sub Regional Focal Points.
- 1.13 The [redacted] Sub Regional Focal Point has a Sub Regional Coordination Centre (SRCC) which is co-located at the National Emergency Operations Centre (NEOC) in [redacted] (name the country acting as SRFP) from where, in the case of an emergency or a disaster that could impact or has impacted the [redacted] Sub-Region, relief activities would be coordinated to assist the PS within the Sub-Region. If an alternate NEOC is activated the same criteria will apply to the SRCC.
- 1.14 All the PS within the [redacted] Sub Region have National Emergency Operations Centres (NEOC) which establish bases of coordination with the Sub-Regional Coordination Centre (SRCC) in the [redacted] Sub Region and with CDEMA's Regional Coordination Centre (RCC).

- 1.15 In the case of an emergency or a disaster, the response of the [redacted] SRFP from the [redacted] SRCC would be coordinated at all times by CDEMA CU/RCC and considering this Sub-Regional Focal Point Coordination Plan (SRFP CP).

## 2.0 Elements of the Plan

### 2.1 Part 1 - Basic Plan

This section looks specifically at the mechanisms which will activate the Plan and the levels of operations which address the type and magnitude of the emergency. This section also describes the scope, purpose, objectives, assumption, authority, institutional framework, triggering mechanism and the concept of operations of the Plan

### 2.2 Part 2 - Functional Annexes

This section contains: Regional Operational Plans (CDEMA RCP, ECDG, WCDG (please indicate according to the Sub-Region), etc.); Regional Standard Operating Procedures (RCC SOPs); National Disaster Plans and Specific Emergency Function Plans (SAR, Telecommunications, DANA, etc.), and Hazard Specific Plans (Earthquake, Volcanic Eruptions, etc.) from each of the PS within the \_\_\_Sub-Region.

### 2.3 Part 3 - References

This section includes reference documents such as Bi-lateral and multi-lateral treaties and Memoranda of Understanding, lists of contacts, lists of experts in the \_\_\_Sub-Region, lists of warehouse relief items and lists of human resources to be deployed in the case of a disaster.

## 3.0 Purpose

To make an immediate and coordinated response by means of emergency assistance to any affected Participating State in the (indicate Central, Eastern, North West or Southern) Sub-Region in accordance with the RRM the RCP and the National Disaster Plans of affected PS.

## 4.0 Objectives

The following are the objectives of the (Eastern, Central, North Western or Southern) SRFP Coordination Plan :

- 4.1. To describe the role of the [redacted] SRFP in the overall Regional Response Mechanism.
- 4.2. To provide guidelines for implementing the Sub Regional Response in the case of disasters in support of national response efforts.
- 4.3. To coordinate the establishment, enhancement and maintenance of adequate disaster response capabilities among the Participating States within the [redacted] Sub Region.



- 4.4. To secure, coordinate and channel to interested Governmental, Non-Governmental, Inter-Governmental, Regional and International Organizations reliable and comprehensive information on any disaster that is threatening or has affected any Participating States within the Sub Region.
- 4.5. Ensure coordination in contingency planning and response among the national disaster organisations of the PS within the [redacted] Sub Region, and between the SRFP and the CDEMA CU, to ensure an effective and coordinated response in emergencies and disasters in the [redacted] Sub Region.
- 4.6. To provide immediate and coordinated response by means of emergency disaster relief to any affected Participating State, within the [redacted] Sub Region.
- 4.7. To mobilize and coordinate disaster assistance from the [redacted] Sub Region for affected Participating States;
- 4.8. To assist affected PS within the [redacted] Sub Region to return to normalcy.

## **5.0 Assumptions**

- 5.1 Appropriate plans and systems are in place at the CDEMA Coordinating Unit, the [redacted] SRFP and in PS within the [redacted] Sub-Region.
- 5.2 Resources to implement the plan as proposed are available and accessible at the national, Sub-Regional and Regional levels.
- 5.3 The national plans of the PS within the [redacted] Sub-Region include a section that covers the triggering or activation of the Sub-Regional Coordination Centre (SRCC) and the Regional Coordination Centre (RCC).
- 5.4 National Disaster Management capacity in PS within the [redacted] Sub- Region is sufficient to fulfil national level obligations under this plan.
- 5.5 The capacity exists at the Sub Regional level to support the Regional Response Mechanism.
- 5.6 This plan will be operated in an environment in which a range of governmental, inter-governmental, non-governmental, sub-regional, regional and international agencies at the national, sub-regional and regional levels will work in a coordinated manner to achieve the agreed objectives.
- 5.7 There is a continuous and coordinated contingency planning process at the national, sub regional, regional and international levels that reviews, tests and updates regularly all response plans at all levels.

5.8 The Government of the country acting as SRFP fully supports the NDO with enough and adequate resources to fulfil its obligations.

## 6.0 Scope

6.1. This plan will operate within the [redacted] Sub Region Participating States. The Plan will facilitate the Sub- Regional coordination of the Regional Response Mechanism.

6.2. The CDEMA Participating States covered by this plan are: (Name the CDEMA PS within the Sub Region including the SRFP)

## 7.0 Authority

7.1. The Executive Director of the CDEMA Coordinating Unit acting under the authority of the CDEMA Agreement (Article XIII paragraph c) will administer the Regional Coordination Plan.

7.2. Article VII, paragraph c) of the Agreement establishing CDEMA enables CDEMA Council to: “Designate national disaster and disaster management organisations as Sub Regional Disaster Emergency Operations Units<sup>2</sup> with the prior consent of the Governments of the Participating States involved.

7.3. Article XIII, paragraph d) of the Agreement Establishing CDEMA says the CDEMA Coordinating Unit will: “Establish and maintain an efficient and reliable system of communications with the Sub Regional Operational Focal Points in order to facilitate the mobilisation, deployment and coordination of disaster supplies and services”

7.4. Article XIII, paragraph l) of the Agreement Establishing CDEMA mentions CDEMA will: “on the basis of a distress call or on such other request as may be agreed after consultation with the Sub Regional Disaster Response Operational Units, be capable of triggering the mechanism.”

7.5. Article XVI form the Agreement Establishing CDEMA says thus:

“Sub Regional Disaster Emergency Response Operational Units.

1. Where, pursuant to paragraph e)<sup>3</sup> of Article VII, the Council has designated Sub-Regional Disaster Emergency Response Operational Units<sup>4</sup>, such bodies shall:

a) Acquire and maintain, on an updated basis, comprehensive information on the facilities and services available in each of the Participating States for which they have responsibility.

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<sup>2</sup> The Sub Regional Focal Point (SRFP) term is currently used and will be used in this Plan.

<sup>3</sup> Should say c) in the original of the Agreement.

<sup>4</sup> Sub Regional Focal Points.

- b) Maintain and test on a regular basis communications with the Coordinating Unit and with critical response agencies under the control of national relief organisations.
  - c) Maintain independent fuel and power supplies and ensure that relevant physical facilities are in a condition to withstand a major disaster, and
  - d) Keep and maintain at the operational focal point in serviceable and optimal working condition an equipment package containing essential items recommended by the TAC.
2. In making a designation referred to in paragraph 1 of this article, the Council shall identify the States for which the Sub Regional Disaster Operational Unit concerned shall have responsibility.”

7.6. At the Sub Regional Level, the authority of the National Disaster Office of (Name the country responsible for the SRFP) to act as the \_\_\_SRFP is based on: (describe legislation, MOUs, agreements, etc.)

7.7. The CDEMA CU in consultation with the country authorities (NDC, PS, PM/Governor/President) has the authority to trigger the mechanism that activates the SRCC in accordance with the Article XIII paragraph j) of the Agreement Establishing CDEMA.

## 8.0 Institutional Framework

### 8.1 Organisations

The \_\_\_ Sub Regional Focal Point covers the following PS:

Please list the PS covered by the \_\_\_ SRFP.

In Figure 1 below see the links for coordination between the \_\_\_SRFP and CDEMA CU and between the \_\_\_SRFP and the PS National Disaster Offices through the SRFP Coordination Plan; the in-country coordination is done by the NDOs through their National Disaster Plans.

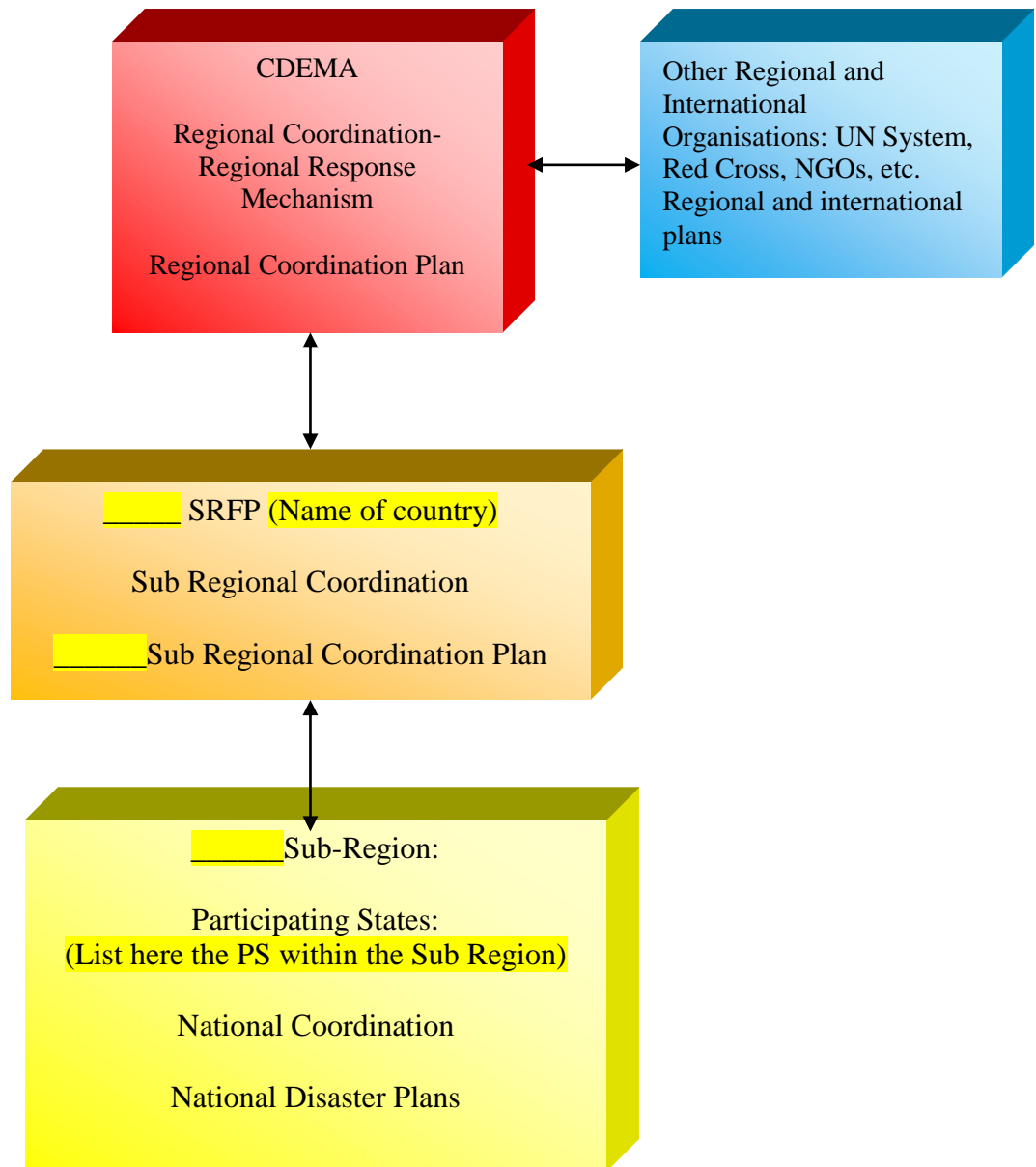


Figure 1 Coordination from the Regional to the Sub-Regional and National levels

**8.2. Functions and Responsibilities**

The [ ] SRFP is responsible for assisting CDEMA in the provision of disaster relief (relief goods and specialised teams) to impacted PS within the [ ] Sub – Region.

Some of the key activities needed to achieve the objective of providing disaster relief are: telecommunications and damage and needs assessment. The [ ] SRFP needs to maintain communications with CDEMA and the impacted PS to find out about the situation, the damage and the needs in terms of relief goods and experts from the Sub –Region.

### 8.2.1. Sub Regional Coordination

The [redacted] SRFP and its SRCC are part of the Regional Response Mechanism and are part of the chain of command from CDEMA to the PS.

The [redacted] SRFP is considered in the flow of information from the PS affected in the case of a disaster to CDEMA and from CDEMA to the PS in order to plan relief operations.

Damage and needs assessment reports will always be submitted to the [redacted] SRFP (SRCC in the case it is activated). The [redacted] SRFP/SRCC will be consulted about the situation, damage and needs and about resources available in the PS within the Sub-Region.

All this should be stated in the RCP, the National Disaster Plans and in the DANA and Disaster Relief procedures of all the PS in the Sub-Region.

### 8.2.2. Telecommunications

The [redacted] SRFP should have communications with CDEMA CU/RCC and with the PS NDO/NEOCs.

For this purposes the SRFP should have telecommunications equipment and personnel.

The [redacted] SRFP will check communications with the CDEMA CU and with the PSs on a regular basis (weekly/other, please specify).

**Describe what the SRFP has in terms of telecommunications.**

The [redacted] Sub-Regional will develop a Sub Regional Telecommunications Plan. (Please indicate if there is some progress on this Plan.)

### 8.2.3. Damage and Needs Assessment

Information about damage and needs assessment on impacted countries should be channelled through the SRFP as much as possible.

In order to find out about what are the needs in terms of relief for the impacted PS, the [redacted] SRFP will be informed by the PS and CDEMA about the results of the damage and needs assessment process. The [redacted] SRFP will receive a copy all DANA reports produced in the affected country (ies): Initial Situation Overview, Initial Damage and Needs Assessment, Detailed Damage and Needs Reports, RNAT Team report, the ECLAC Macro Socio Economic Damage and Loss Assessment, the ECLAC/UNDP/WB Post Damage and Needs Assessment and the Gender Impact Assessment Reports.

In this fashion, the [redacted] SRFP and its SRCC will be able to provide the needed items in time and in an effective manner always in coordination with CDEMA CU and the affected PS.

### 8.3. Resources

The [redacted] SRFP should have an updated list of resources from the Sub-Region PS. The PS should update their inventories and lists of equipment and specific experts and submit a copy to the SRFP and to CDEMA at least on a yearly basis.

#### 8.3.1. Warehouses

The [redacted] SRFP will have a list of available resources in the PS warehouses and in its own Sub -Regional Warehouse, thus keeping and updated inventory of resources that could be used and shipped to an affected PS within the Sub Region.

The [redacted] SRFP will gather/request this information from each one of the PS regularly and in the case of an impending impact of a natural hazard; The PS should updated the information at least once a year.

All information about these resources will be shared with CDEMA CU.

Arrangements must be made to ensure the relief goods from each one of the warehouses (From PS and Sub -Regional) can be shipped to an affected country in the case of a disaster: personnel, transportation, arrangements with ports, exemption of import taxes, etc., should be in place so that if they need to be shipped during a disaster arises, they would be immediately available and shipped without any delay.

Arrangements taken by the [redacted] SRFP with PS, CDEMA and governmental and private organisations are: (Please describe)

The [redacted] SRFP will establish an adequate warehouse management in the Sub-Regional Warehouse that takes into consideration rotating stocks and the shelf life of items to ensure that the relief items are available and in good conditions at all times. The [redacted] SRFP will assist CDEMA in ensuring the PS do the same with their national warehouses.

#### 8.3.2. Technical Support Teams

The [redacted] SRFP will have a list of experts available in each of the PS within the Sub Region and in (Please mention the name of the country acting as SRFP) as well.

This list will be informed with information from the PS in the Sub -Region; the PS will update this list at list on yearly basis and share it with the [redacted] SRFP.

All information about these experts and teams will be shared with CDEMA/CU.

Some of the experts that would be needed are those that would assist in specific emergency support functions like Search and Rescue, Medical Attention and Environmental Health, Damage and

Needs Assessment (including Damage and Loss Assessment, Post Disaster Needs Assessment and Gender Impact Assessment) HazMat response and others determined by the CDEMA CU and the situation prevailing.

Arrangements must be made to ensure these experts and teams can be deployed from their country to the impacted PS: leave, transportation, per diem, expenses, equipment and food, and other arrangements should be in place so that if the need to be deployed during a disaster arises, they would be immediately available and deployed without any delay.

Arrangements made by the [redacted] SRFP with PS, CDEMA and with governmental and private organisations are: (Please describe)

The [redacted] SRFP will assist CDEMA in ensuring inventory of technical experts are available in the Sub-Region and will assist with training and certification activities.

### 8.3.3. Budget

Please write here about the budget for the SRFP/SRCC activities considered. Explain about budget for their regular operations and for emergency/relief operations. Explain about sources of budget/funding, needs, etc.

### 8.4. The [redacted] Sub Regional Coordination Centre

The [redacted] SRFP has an emergency operations centre known as the [redacted] Sub Regional Coordination Centre ([redacted] SRCC).

The [redacted] Sub-Regional Coordination centre is located at (please indicate location of the [redacted] Sub Regional Coordination Centre).

The alternate [redacted] SRCC is located at (Please indicate the alternate location for the alternate [redacted] SRCC).

The [redacted] SRCC has the following SOPs:

SOP 1- Organisation of the SRCC

SOP 2- SRCC Staffing

SOP 3- Activation and Deactivation of the SRCC

SOP 4- Alert, Notification and Call Out Procedure

SOP 5- Dispatch of Emergency Response Teams Procedure

SOP 6- Provision of Emergency Supplies

SOP 7- Web Based EOC Information Management

SOP 8- Security of Access

SOP 9- Information Flow to SRCC

SOP 10- Emergency Communications and Message Handling

SOP 11- Information Management and Displays

SOP 12- Reporting Requirements

The [redacted] SRCC SOPs are in Part 2 of this Plan as a Functional Annex.

Once Level 2 or Level 3 of Operations have been declared by CDEMA (See section 9.0 of this Plan below), the SRCC will be activated.

The [redacted] SRCC will be in communication with the RCC and with the PS's NEOCs in the Sub-Region. This will establish a line of communications for the transmission of information about the situation, damage and needs assessment and for shipment of relief goods and deployment relief teams from other PS in the Sub-Region or from regional and international organisations via CDEMA's RCC.

In Figure 2 below see the relations between the RCC, the [redacted] SRCCs and the NEOCs.

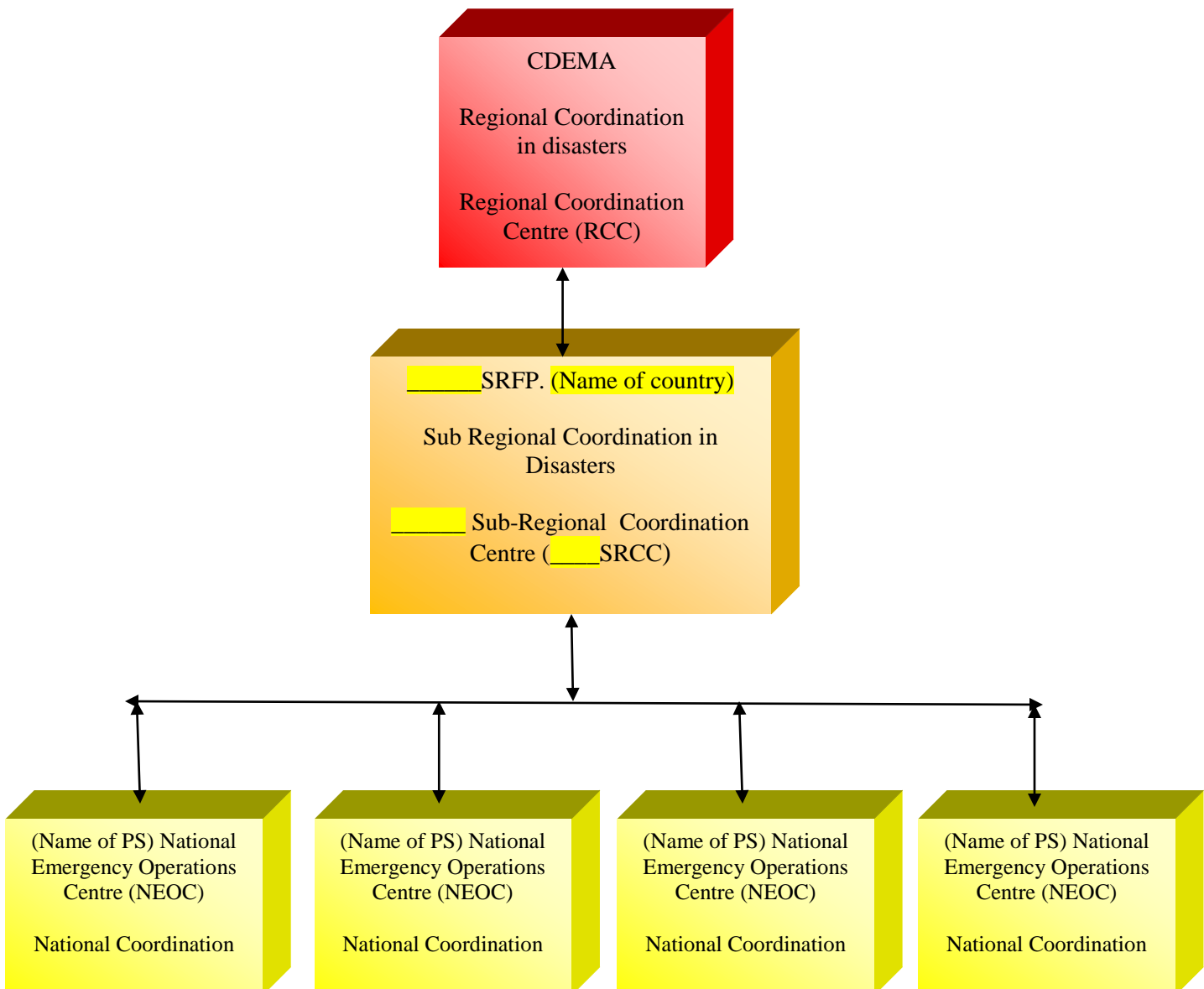


Figure 2 Coordination Links with RCC and NEOCs during Disasters from the [redacted] Sub- Regional Coordination Centre



**Note:** One or more than one NEOC could be activated at the same time. In the case one PS has not been impacted communication will be with the National Disaster Office since its NEOC has not been activated.

### 9.0. The Triggering Mechanism

The (Name the National Disaster Organisation of the SRFP) is the focal point for effecting the plan with the support of CDEMA, the Sub-Regional PS and other regional and international organisations.

The Sub Regional Focal Point Coordination Plan is in support of National Disaster Plans of the countries within the Sub- Region and requires the PS's National Disaster Plans and other Response Plans to include procedures for triggering the Regional Response Mechanism (RRM) and coordinating with the SRFP and its SRCC.

### 9.1. Levels of Operations

The regional and sub-regional response will be dictated by the type and magnitude of the emergency and by the Participating State (s) capacity to respond. For this reason CDEMA has identified 3 levels of operations to support the impacted State;

i. LEVEL 1

*An incident occurring at a local level in any of the Participating States for which local resources are adequate and available. The NDO informs CDEMA CU and the SRFP of the occurrence of the incident and indicates that **no regional/sub-regional response is required**. CDEMA CU and the SRFP's actions in response to this type of incident will include monitoring, and information sharing.*

ii. LEVEL 2

*An incident occurring at a local level in any of the Participating States for which local resources and response capacity are limited. The NDO informs CDEMA CU and the SRFP of the occurrence of the incident and advises of the scope of impact and **requests focused specialized regional/sub regional assistance**. A state of emergency/disaster area may or may not be declared. CDEMA CU and the SRFP's actions may include the provision of technical assistance, specialised equipment, emergency funds and support personnel. Actions at this level may include the activation of the response mechanism of the particular Sub Region (partial activation of the SRCC).*

iii. LEVEL 3

*An impact occurring in any of the Participating States which clearly overwhelms the national resources and capacity to respond. Major external operation required. The*

NDO informs CDEMA CU and the SRFP of the occurrence of the impact and **requests that the RCP be activated**. A state of emergency/national disaster may be declared. Actions at this level may include the activation of the RRM, full activation of the Sub Regional Coordination Centre (s) and full activation of the Regional Coordination Centre and the Regional Coordination Plan.

**9.2. Activation of the SRCC**

The SRCCs SOPs may be implemented once level 2 of the Regional Coordination Plan (RCP) is entered into and under the request of CDEMA. They will remain in effect until the SRCC is deactivated. The SRCC SOPs set out procedures to be followed at the (name of the National Disaster Office) when acting as the Sub Regional Focal Point to respond to an impending impact or impact in any CDEMA PS within the Sub-Region.

The SRCC is not a 24 hour operations centre. It provides coordination by use of the duty officer at nights or when it is not activated. However, coordination is continuous during the emergency/disaster.

Full activation of the SRCC means staff in the SRCC in charge of coordinating operations for 2 shifts and one shift only with the duty officer in charge. The same applies to the RCC.

**Table 1: Levels of SRCC activation according to levels of activation of the RRM-RCP**

<b>Incident (from CDEMA ECP)</b>	<b>RRM-RCP level of activation</b>	<b>SRCC level of activation</b>	<b>SRCC activities</b>
<i>An incident occurring at a local level in any of the Participating States for which local resources are adequate and available. The NDO informs CDEMA CU and the SRFP of the occurrence of the incident and indicates that <b>no regional/sub-regional response is required</b>. CDEMA CU and the SRFP's actions in response to this type of incident will include monitoring, and information sharing</i>	1	No activation of SRCC.	No activation of the RCC.
<i>An incident occurring at a local level in any of the Participating States for which local resources and response capacity are limited. The NDO informs CDEMA CU and the SRFP of the occurrence of the incident and advises of the scope of impact and <b>requests focused specialized regional/sub regional assistance</b>. A state of emergency/disaster area may or may not be declared. CDEMA CU and the SRFP's actions may include the</i>	2	Coordination at the Sub regional Level.  SRCC Partially Activated under request of CDEMA.  Monitoring.  Deployment of	No activation of the RCC.  Monitoring.  Deployment of specialised teams and relief goods as requested.

<p>provision of technical assistance, specialised equipment, emergency funds and support personnel. Actions at this level may include the activation of the response mechanism of the particular Sub Region (partial activation of the SRCC).</p>		<p>specialised teams and relief goods as requested.</p> <p>Reporting.</p>	<p>Reporting.</p>
<p>An impact occurring in any of the Participating States which clearly overwhelms the national resources and capacity to respond. Major external operation required. The NDO informs CDEMA CU and the SRFP of the occurrence of the impact and <b>requests that the RCP be activated.</b> A state of emergency/national disaster may be declared. Actions at this level may include the activation of the RRM, full activation of the Sub Regional Coordination Centre (s) and full activation of the Regional Coordination Centre and the Regional Coordination Plan.</p>	<p>3</p>	<p>Activation of the SRCC.</p> <p>Coordination at the Sub Regional Level.</p> <p>Activation of all SOPs: activation, call out, deployment of specialised teams and relief goods as requested and reporting.</p>	<p>Activation of the RCC.</p> <p>Coordination activities at the Regional level.</p> <p>Activation of all SOPs: activation, call out, deployment of specialised teams and relief goods as requested and reporting.</p>

Some specific examples of events and the level of activation of the SRCCs are:

**Table 2: Levels of SRCC Activation according to Specific Scenarios**

Event	RRM-RCP level of activation	SRCC level of activation	SRCC activities
<p>Full activation of an NEOC in any country within the sub region. A country has been impacted and its NEOC has been fully activated request foreign assistance. Even if the NEOC is not activated or</p>	<p>2</p>	<p>Coordination at the Sub regional Level.</p> <p>SRCC Partially Activated under request of CDEMA.</p> <p>Monitoring.</p> <p>Deployment of specialised teams and relief goods as requested.</p> <p>Reporting.</p>	<p>No activation of the RCC.</p> <p>Support to SRCC/NEOC as needed</p> <p>Monitoring.</p> <p>Deployment of specialised teams and relief goods as requested.</p> <p>Reporting.</p>

<p>CDEMA assisting an impacted country. If a single country has been impacted and CDEMA is providing assistance (e.g., sending CDRU), the SRCC should be activated at least partially.</p>	<p>2</p>	<p>Coordination at the Sub regional Level.</p> <p>SRCC Partially Activated under request of CDEMA.</p> <p>Monitoring.</p> <p>Deployment of specialised teams and relief goods as requested.</p> <p>Reporting.</p>	<p>No activation of the RCC.</p> <p>Support to the SRCC/NEOC as needed.</p> <p>Monitoring.</p> <p>Deployment of specialised teams and relief goods as requested.</p> <p>Reporting.</p>
<p>Multi –State Impact: more than one country within the Sub-Region (may include the SRFP) or all of them have been impacted and foreign assistance is needed.</p>	<p>3</p>	<p>Activation of the SRCC.</p> <p>Coordination at the Sub Regional Level.</p> <p>Activation of all SOPs: activation, call out, deployment of specialised teams and relief goods as requested and reporting.</p>	<p>Activation of the RCC.</p> <p>Coordination activities at the Regional Level.</p> <p>Activation of all SOPs: activation, call out, deployment of specialised teams and relief goods as requested and reporting.</p>
<p>Scale of impact. Many countries including the SRFP are about to be impacted by a high-magnitude hazard: Tsunami, Hurricane or a volcanic eruption is imminent.</p>	<p>3</p>	<p>Activation of the SRCC.</p> <p>Coordination at the Sub Regional Level.</p> <p>Activation of all SOPs: activation, call out, deployment of specialised teams and relief goods as requested and reporting.</p>	<p>Activation of the RCC.</p> <p>Coordination activities at the Regional level.</p> <p>Activation of all SOPs: activation, call out, deployment of specialised teams and relief goods as requested and reporting.</p>
<p>Scale of impact: Many countries are threatened by a slow onset hazard such as a large oil spill.</p>	<p>3</p>	<p>Activation of the SRCC.</p>	<p>Activation of the RCC.</p>

		Coordination at the Sub Regional Level.  Activation of all SOPs: activation, call out, deployment of specialised teams and relief goods as requested and reporting.	Coordination activities at the Regional level.  Activation of all SOPs: activation, call out, deployment of specialised teams and relief goods as requested and reporting.
Scale of impact. One or many countries within the Sub-Region have been impacted with large devastation (e.g., Haiti's 2010 earthquake, Montserrat volcanic eruption; Grenada by Hurricane Ivan.)	3	Activation of the SRCC.  Coordination at the Sub Regional Level.  Activation of all SOPs: activation, call out, deployment of specialised teams and relief goods as requested and reporting.	Activation of the RCC.  Coordination activities at the Regional level.  Activation of all SOPs: activation, call out, deployment of specialised teams and relief goods as requested and reporting.

**Note:** Consideration should be given to the development of a colour code in which a specific situation (scale of impact, etc.) and a specific response (partial, full-activation) could be associated to each colour (e.g. green: no activation; yellow or orange, partial activation, and red: full activation).<sup>5</sup>

In the particular case in which many or all countries in the [ ] Sub-Region, including the [ ] SRFP have been impacted, assistance might need to come from other Sub-Regions; therefore, other SRCCs in other Sub-Regions might need to be activated depending on the circumstances and under the request of CDEMA.

In the case where the [ ] SRFP has been impacted and it is not possible to activate the [ ] SRCC, other countries within the Sub-Region may act as the SRFP for the affected Sub Region; therefore, all countries within a Sub-Region should consider this possibility and be familiar with the [ ] SRFP Coordination Plan and the [ ] SRCC SOPs in the case they need to coordinate the Sub-Regional response.

<sup>5</sup> This need to be discussed further and agreed by the PDRSC.

### 9.3. Procedure for Activating the [redacted] SRCC

During any response, issues will arise which require policy guidance or direction and decisions. The National Disaster Coordinator, under the guidance of the Executive Director of CDEMA acting in his/her capacity as manager of the CU and by virtue of the authority vested in him/her under the Agreement Establishing CDEMA, will take any immediate actions in his/her judgement that are necessary to bring quick resolution to any issue referred to him/her.

The Chair of CDEMA Council in conjunction with the Head of the [redacted] SRFP lead country will give the broader (political) endorsement/imperative to act. The political actors MUST be involved, including (the country's) Prime Minister/Governor/President, CDEMA's Council Chair and CARICOM Chair.

The procedure to activate the [redacted] SRCC in (name the country acting as SRFP) is:

- CDEMA Executive and the (SRFP NDO Director) have previous discussions on the situation and steps to follow.
- The (NDO Director) informs Prime Minister about the situation and the possible need to activate [redacted] SRCC.
- Country (ies) is (are) impacted within the Sub-Region and request(s) assistance.
- CDEMA Executive Director calls CDEMA Council Chair, CARICOM Chair and Prime Minister of (name SRFP country.)
- The (NDO Director) calls the country's Prime Minister for approval for activation or *vice versa*.
- CDEMA Executive Director calls (NDO Director) and/or *vice versa*.
- CDEMA and (NDO Director) agree on the [redacted] SRCC activation.
- CDEMA Executive Director informs CARICOM Chair and CDEMA Council Chair and keeps the informed about the situation.

### 10.0 Concept of Operations

The (National Disaster Office of the country acting as SRFP) is responsible for implementing the [redacted] SRFP Coordination Plan.

The (National Disaster Office of the country acting as SRFP) will execute activities in three phases (Preparedness /Standby, Response and Recovery). Once the Response phase is entered into, the Plan provides for the activation of the [redacted] SRCC which will have specific responsibility for managing the response phase to any pending or impacted situation in the Participating States within the [redacted] Sub Region. This facility allows for the application of a dedicated set of resources to assist the impacted country. As conditions warrant, the [redacted] Sub Regional Coordination Centre can be used to support and stage the deployment of disaster response personnel and equipment as search and rescue and damage assessment teams within the [redacted] Sub Region and also to coordinate the receipt of assistance from other Sub-Regions.

This SRFP CP considers activities before during and after a disaster. The phases are listed as follows:

- i. Pre-Emergency (Preparedness and Stand by phases)
- ii. Emergency/Disaster (normally from day 1 to 14/21 days)
- iii. Post Emergency /Disaster (normally after 21 days)

It must be noted that some catastrophic or extra-ordinary events may require an extended period for the Emergency/Disaster phase.

### **10.1 Pre-Emergency Period**

The Pre-Emergency period is divided into two phases.

- Preparedness Phase.
- Standby Phase.

#### **10.1.1 Preparedness Phase**

In this phase Sub-Regional activities will include the following;

1. Update the [REDACTED] SRFP CP (including contact lists, MOUs, conduct regular equipment functional checks, etc).
2. Exercise and update the [REDACTED] SRFP CP regularly (Region rap, other simulations, etc.)
3. Ensure the [REDACTED] SRFP and its SRCC have telecommunications equipment to communicate with CDEMA CU and the PS within the [REDACTED] Sub-Region in the case of an emergency or a disaster.
4. Test telecommunications equipment and communications with CDEMA and the PS within the [REDACTED] Sub Region on a regular basis.
5. Revise and update trigger mechanisms for the plan and the activation of the [REDACTED] SRCC in coordination with CDEMA CU and the PS within the [REDACTED] Sub Region.
6. Participate, in coordination with CDEMA, in the [REDACTED] SRFP warehouse audits/inspections to find out about its status.
7. In coordination with CDEMA ensure audits/inspections are conducted to the warehouses of the PS within the [REDACTED] Sub region to ensure its relief items and equipment are complete, available and in good working conditions at all times.



8. Assist the CDEMA CU in ensuring the PS within the [redacted] Sub-Region have their NEOCs in a good level of readiness.
9. Assist the CDEMA CU in ensuring the PS within the [redacted] Sub-Region review, update and test their National Disaster Plans and their Contingency Response Plans.
10. Assist the CDEMA CU in ensuring the PS within the [redacted] Sub-Region review, update and test their National Damage and Needs Assessment Plans and procedures.
11. Create and update regularly, in coordination with the PS within the [redacted] Sub-Region, a list of human resources available to be deployed to any an affected country within the Sub-Region or to other Sub-Region if the need arises.
12. Ensure the PS within the [redacted] Sub-Region have the mechanisms in place to provide assistance and relief to an affected PS if a disaster occurs.
13. Ensure PS within the [redacted] Sub-Region revise, update and test their NEOCs SOPs and their response plans always considering coordination with the [redacted] SRCCs and the RCC.
14. Ensure all PS have within their national relief plans and procedures to assist other countries within the [redacted] Sub Region in the case of a disaster.
15. Assist CDEMA in ensuring all PS within the [redacted] Sub Region are ready to respond in the case of a disaster and have their NEOCs and National warehouses ready to respond and to provide assistance as needed by the affected country and as required by CDEMA.
16. Assist CDEMA in promoting the use of the Web EOC amongst the PS within the [redacted] Sub Region in order to be used in their respective NEOCs during emergencies and disasters.

#### **10.1.2 Standby Phase**

The CDEMA CU will place the Regional Response Mechanism (RRM) on standby during this phase. This action will allow response agencies including the [redacted] SRFP and the PS in the Sub-Region to move to the next phase

Standby is interpreted as being in a heightened alert mode of operation. A close monitoring of the situation is maintained and a sense of readiness is put in place.

This phase will be triggered when an advisory, forecast or prediction is issued from an official institution (National Meteorological Office, Seismic Research Centre, etc.) in accordance with established notification and alert procedures.

The [redacted] SRFP will, then, be standing by and monitoring the situation in case there is the imminent impact of a hazard and the need for response arises.



Most actions for the [redacted] SRFP taken during this phase will be precautionary and based on the alerting, notification and continued monitoring as necessary. These actions will include the following:

1. Monitor the progress of the hazard and receive information from the PS within the [redacted] Sub Region about their state of readiness.
2. Maintain contact with CDEMA CU and submit information about the situation and the level of readiness of the [redacted] Sub Region as necessary.
3. Identify and pre-position response personnel if necessary/as required by CDEMA and the PS in the [redacted] Sub Region.
4. Information management activities initiated.
5. Test communications with CDEMA and the PS in the [redacted] Sub-Region.
6. Seek to ascertain the operational readiness/capacity to respond of the threatened State
7. Ensure the [redacted] SRFP Sub Regional Warehouse items are available and in the possibility of being shipped to the PS to be impacted.
8. Consult with PS in the [redacted] Sub Region about its status of readiness and about the status of their warehouses.
9. Ensure arrangements are in place in the [redacted] SRFP and the PS in the [redacted] Sub-Region to deploy personnel and ship relief goods to affected countries.

## 10.2 The Emergency/Disaster Period

The Emergency Period includes the pre impact, impact and the response phases:-

### 10.2.1. Pre Impact

1. Inform CDEMA about the preparations in the [redacted] Sub Region, particularly in the PS that will be impacted.
2. Contact CDEMA to be informed about the results of the ECDG and/or WCDG (please leave the one that corresponds to the [redacted] SRFP) 'Pre Impact Meetings' to assess the situation.
3. All [redacted] Sub Regional response mechanisms, plans and procedures are activated in this phase.
4. Contact CDEMA and discuss preparations for deployment of the CDRU in case it is needed to be deployed to the country to be impacted.

5. Ensure the [redacted] Sub Regional Warehouse and PS's warehouses are safe.
6. Be informed by the PS to be impacted about activities of evacuation of endangered areas and activation of shelters.
7. Be informed by the PS to be impacted about security to government, infrastructure, businesses, warehouses and the population in general.

### 10.2.2 Impact Phase

Action taken during this phase will concentrate on the safety of the threatened population and the mobilization of the resources.

The extent and level of [redacted] Sub Regional response (see levels of operations) is determined by the severity of the impact.

Activities in this phase are:

1. Be informed by the PS to be impacted about evacuation of endangered areas and shelter operations.
2. Ensure warehouses and their relief goods are safe and would be ready to be shipped if needed.
3. Be informed by the PS to be impacted about its NEOC activation and operations.

### 10.2.3 Response Phase

Immediately after the "All Clear" the [redacted] SRFP/SRCC will make an attempt to establish the situation in the impacted State. If an external initial reconnaissance is requested it will be conducted in collaboration with the impacted State. The [redacted] SRFP/SRCC must be informed about the results of this flight. The reconnaissance may trigger the Rapid Needs Assessment Team (RNAT) and CDRU.

The CDEMA Executive Director will recommend a meeting of the (ECDG/NWCDG) and provide a briefing.

The [redacted] SRCC where necessary will be responsible for coordinating and/or providing support for the affected Participating State (s) in the Sub Region with the assistance from the Regional (RCC) and international levels.

Activities in this phase are:

1. Check communications with impacted PS, other PS within the [redacted] Sub Region and with CDEMA.

2. Receive information from the country impacted about the situation within 4-8 hours.
3. Inform CDEMA about the situation in the impacted PS.
4. Contact CDEMA to be informed about decisions made in the 'Post Impact Meeting' of the ECDG/WCDG (please leave the one that corresponds to the \_\_\_\_\_ SRFP).
5. Contact CDEMA and be informed about the results of the reconnaissance flight that would go to the impacted country to assess the situation.
6. Contact CDEMA and be informed if the RNAT Team is to be sent to the impacted PS.
7. Ensure the affected PS provides assistance to the RNAT Team.
8. Receive daily damage and needs assessment reports from the impacted country and share them with CDEMA for decision making.
9. Receive copy of the RNAT's DANA report to make decisions, in coordination with CDEMA, about the level of activation of the plan and the activities to follow.
10. Depending on the situation and in coordination with CDEMA and the Prime Minister activate the \_\_\_\_\_ SRCC according to the level of activation determined by the situation.
11. Activate the \_\_\_\_\_ SRCC according to the level of activation officially determined by CDEMA (Level of activation 2 or 3).
12. Be informed about the 'Flash Appeal' prepared by the UNDAC team in coordination with the NEOC of the affected country.
13. Depending on the damage and needs assessment in the country impacted (DANA reports, RNAT reports, UNDAC reports [Flash Appeal] assist CDEMA in determining the needs for assistance to the impacted PS.
14. If the level 3 is activated, the SRCC ensures availability of resources providing relief assistance to the impacted country according to needs.
15. Follow the \_\_\_\_\_ SRCC SOPs.
16. According to the impacted country's needs start identifying resources within the \_\_\_\_\_ Sub -Region and provide them to the impacted country always in accordance with CDEMA CU and the RCC: SAR teams, DANA/DaLA experts, doctors, nurses, relief items, water, food, power generators, non-food items, etc.

17. Be informed by CDEMA and the impacted PS about relief goods and personnel sent directly to the impacted country by NGOs, private persons and/or international organisations.
18. Receive SITREPS from the affected PS about the situation including information about damage and needs to be distributed through CDEMA.
19. Be informed by the RCC about the status of the 'Flash Appeal' and about donations from donors and the international community to ensure a better management of relief resources within the [redacted] Sub Region.
20. Assist the CDEMA CU in ensuring regional relief assistance to the impacted country is provided according to the RCP, the [redacted] SRFP CP, the [redacted] SRCC's SOPs and the impacted country's National Disaster Plan, the NEOC manual and procedures and its national disaster relief plan.
21. Continue receiving DANA reports from the impacted country and share them with CDEMA's RCC.
22. In coordination with the NEOCs involved and under the request of CDEMA deploy SAR and other specialised teams needed in the impacted country, always based on the country's DANA reports.
23. Assist CDEMA in ensuring that a Macro Socio Economic Damage and Loss Assessment (DaLA) and/or a Post Disaster Needs Assessment (PDNA) and a Gender Impact Assessment (GIA) reports are conducted in the impacted country.

### 10.3. Post Emergency/Disaster Period

Activities here will focus on recovery; this is, in rehabilitation and reconstruction. Activities after 21 days and/or after the [redacted] SRCC has been deactivated will be covered. Activities will be implemented by the [redacted] SRFP.

1. In consultation with CDEMA, deactivate the [redacted] SRCC according to its SOPs when the situation no longer demands its operations.
2. Prepare an [redacted] SRFP/SRCC After Action Report with recommendations to enhance the [redacted] SRFP/SRCC levels of preparedness and response and submit it to CDEMA.
3. Ensure and participate, in coordination with CDEMA, that a comprehensive overall (impacted PS/other PS in the Sub-Region/Regional/ International) After Action Review is conducted a Report is produced. This will help to rebuild the level of preparedness of the country and will enhance the national, sub –regional, regional and international response for future events.

4. Assist CDEMA and the impacted PS in ensuring early recovery activities are implemented to ensure the continuity of operations of the government and the private and social sectors.
5. Be informed about proposals for reconstruction and recovery projects prepared by CDEMA and other organisations.
6. Assist CDEMA, in coordination with other regional and international organisations, in ensuring the response capacity of the affected country and that of the [redacted] SRFP/SRCC, is rebuilt and enhanced ensuring a better coordination amongst all response organisations for future events.
7. Be informed about reports produced by the organisation responsible for the reconstruction process in the impacted country.
8. Based on reports and lessons learned, revise and enhance the [redacted] SRFP CP and the [redacted] SRCC's SOPs to ensure there is a better coordination and better response for future events.

**PART 2 FUNCTIONAL ANNEXES****A – Regional Operational Plans**

A1 – CU Plan

A2 – CDRU Operations Orders

A3 – ECDG Operations Orders (Depending on the Sub Region)

A4 – NWCDG Operations Orders (Depending on the Sub Region)

A5 - Regional Telecommunications Plan

**B - Regional Standard Operating Procedures**

B1 – RCC SOPs

B2 - Alert and Notification

B3 -  SRCC SOPs**C – Participating States Plans**

C1 - Country of...

C.1.1. National Disaster Plan

C.1.2. National Emergency Operations Centre Manual and SOPs

C.1.3. National Disaster Relief Plan and SOPs

C.1.4. National Disaster Damage and Needs Assessment Plan and SOPs

C.1.5. Hurricane Plan

C.1.6. Earthquake and Tsunami Plan

C.1.7. ...

C2 – Country of ...

C.2.1. National Disaster Plan

C.2.2. National Emergency Operations Centre Manual and SOPs

C.2.3. National Disaster Relief Plan and SOPs.

C.2.4. National Disaster Damage and Needs Assessment Plan and SOPs

C.2.5. Hurricane Plan

C.2.6. Earthquake and Tsunami Plan

C.2.7. ...

**PART 3. REFERENCES****R.1. Agreements****R.2. MOUs****R.3. Contact Lists****R.4. Maps****R.5. Material Resources<sup>6</sup> (Warehouse items and other equipment)**

R.5.1. List of Material Resources SRFP.

R.5.2. List of Material Resources country 1

R.5.3. List of Material Resources country 2, etc.

<sup>6</sup> This should also be an Annex to the  SRCC SOPs.

**R.6. Human Resources (Experts and specialised teams)**

R.6.1. List of human resources SRFP

R.6.2. List of Human Resources Country 1

R.6.3. List of Human Resources Country 2, etc.