

***PROTOCOLS FOR THE SUB-REGIONAL  
DISASTER EMERGENCY RESPONSE OPERATIONAL UNITS  
OF THE CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY (CDEMA)***

This document is divided into two Parts, 1 and 2.

**Part 1** provides a contextual background to the development of the protocols for the sub-regional disaster emergency response operational units of CDEMA and articulates the process engaged in the development of the draft protocols.

**Part 2** shares the draft protocols that have been developed for consideration by the Technical Advisory Committee (TAC) of CDEMA for recommendation to the Council of CDEMA.

**PART 1**

**A. CONTEXT**

Under Article XVI and in accordance with Article VIII (c) of the CDEMA Agreement, the CDEMA Council is empowered to: "...designate national disaster and disaster management organizations as Sub-Regional Disaster Emergency Response Operational Units<sup>1</sup> with prior consent of the Governments of the Participating States."

Article XVI of the Agreement Establishing CDEMA defines the primary functions of these units as:

- 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 bear responsibility;
- 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;

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<sup>1</sup> These response operational units are often referred to as Sub Regional Focal Points (SRFPs)

- 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.

Article VIII (e) of the CDEMA Agreement, also makes provision for council to approve recommendations from the TAC which allows for future amendments of roles and functions of the Sub-Regional Disaster Emergency Response Operational Units.

The 19<sup>th</sup> Meeting of the Board of Directors of CDERA, in examining the role and function of CDERA sub-regional focal points in the context of CDEMA, *interalia*

**Agreed** on the importance of this mechanism in the new entity, CDEMA

**Agreed** that protocols for activation of the SRFPs and their operations should be developed

**Noted** that the SRFP may need to move beyond just response and improve on pre-impact preparedness.

The meeting in considering the above, explored whether or not the role of the SRFP should go beyond that intended in the CDEMA Agreement i.e. to include programme delivery. Phasing in of the responsibility centered on response and pre-impact preparedness was recognized as a more appropriate approach, as all SRFPs were currently experiencing shortfalls in their own capacity to implement their required programme.

## **B. PROTOCOL DEVELOPMENT PROCESS**

As a follow-up to the 19<sup>th</sup> Meeting of the Board of Directors of CDERA and as an input for the consideration of the 1<sup>st</sup> Meeting of the Technical Advisory Committee (TAC) of CDEMA an initial draft protocol was developed. The content of the protocol was drawn from the relevant Articles in the Agreement Establishing CDEMA, Discussion paper on Re-examining the Role of the CDERA Sub-Regional Focal Points and report of the working group discussions emanating from the 19<sup>th</sup> Pre-Board Meeting, which also took into consideration functions that the SRFPs are already performing, that are not documented.

The Draft Protocols document was first presented at the April 7, 2010 SRFP consultation in Trinidad. It was agreed that a follow-up discussion amongst the Sub-Regional Focal Points would be convened to finalize the Protocols in preparation for the 1<sup>st</sup> Meeting of the TAC. The follow-up meeting was convened on May 5, 2010. The ensuing protocols are therefore presented for the consideration of the 1<sup>st</sup> Meeting of the Technical Advisory Committee (TAC) of CDEMA.

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**PART 2**

**1.0 INTRODUCTION**

Under Article XVI and in accordance with Article VIII (c) of the CDEMA Agreement, the CDEMA Council is empowered to: "...designate national disaster and disaster management organizations as Sub-Regional Disaster Emergency Response Operational Units<sup>2</sup> with prior consent of the Governments of the Participating States." These Sub-Regional Disaster Emergency Response Operational Units are geographically formed groups for which response coordination support is provided by four island states also called Sub-regional Focal Points (SRFPs). In that context it is anticipated that the SRFPs shall maintain a pool of resources that can be applied to emergency response and recovery for any one of the Participating States (PS) which fall in its geographic area. The SRFP shall therefore maintain a level of preparedness to facilitate timely response to any disaster occurring in its Participating States.

The SRFP shall be located within the National Emergency Agency of the country where it resides and should have within its domain disaster resource inventories of the participating countries falling within its sub-group. The SRFP shall be housed in a hazard resilient facility, which can withstand, as far as possible, the effects of a major threat and impact of a disaster.

**2.0 PURPOSE**

The Sub-Regional Focal Points were conceived as response operational units and as such have been designated as sub-region heads for coordinating disaster management response initiatives on behalf of CDEMA for specific geographic areas.

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<sup>2</sup> These response operational units are often referred to as Sub Regional Focal Points (SRFPs)

### 3.0 COMPOSITION

Four island states namely, Jamaica, Antigua, Barbados and Trinidad and Tobago have been designated as sub-region heads (Sub-Regional Focal Points) and coordinate response initiatives on behalf of CDEMA (See Table 1 below).

**Table 1:** Sub-Regional Focal points and their member states in the Sub Regional Areas

Sub-Regional Focal Points	States in the Sub-Regional Focal Areas
Antigua	Anguilla, Virgin Islands, Montserrat, St. Kitts and Nevis
Barbados	Dominica, Saint Lucia, St. Vincent and the Grenadines
Jamaica	The Bahamas, Belize, Turks & Caicos Islands, Haiti
Trinidad and Tobago	Grenada, Guyana, Suriname

### 4.0 GENERAL RESPONSIBILITIES

The CDEMA Coordinating Unit has overarching responsibility for all disaster management in its Participating States but may delegate responsibility to the Sub Regional Focal Point for the operational readiness, response and support to the sub-region in the event of a disaster/threat of a disaster to the sub-region. The SRFP may be requested to support the coordination of resources to the impacted PS. The SRFP may also be requested to monitor and guide the CDEMA PS within their sub-region and hence must be fully informed and represented in CDEMA's activities.

### 5.0 SPECIFIC RESPONSIBILITIES

#### **RESPONSIBILITIES DURING PREPAREDNESS PHASE**

##### **5.1 Information Management**

- 5.1.1 Acquire and maintain, on updated basis, comprehensive information on the facilities and services available in each of the Participating States for which they have responsibility.
- 5.1.2 Acquire and share pertinent information, with CDEMA and PSs, on disaster management information including; best practices, exercise documents and public relations materials etc.

## 5.2 Communication

- 5.2.1 Maintain and test, on a regular basis, communications with the Coordinating Unit and with critical response agencies under the control of national relief organisations;
- 5.2.2 Establish and maintain communication with other regional/international agencies in accordance with the SFRP Standard Operating Procedures (SOPs).
- 5.2.3 Regularly test and log communication contacts with those aforementioned within the regional emergency communication networks.

## 5.3 Resource Management

- 5.3.1 Contribute to the process of establishing, training and equipping sub-regional response teams in order to facilitate the CDEMA rapid and strategic deployment facility.
- 5.3.2 Ensure that the equipment is in serviceable and in optimal working order at all times.
- 5.3.3 Maintain an inventory and establish MoUs with sub-regional agencies (i.e. agencies specific to the SFRP's sub-region) for transporting and retrieving relief supplies and equipment within the sub-region and other PS, in support of other CDEMA CU MoUs.
- 5.3.4 Assist the CDEMA CU in identifying representatives from the sub-region to participate in seminars, training and regional exercises. This will be supported by a database of technical personnel in the sub-region.

## 5.4 Logistics Support

- 5.4.1 Maintain independent fuel and power supplies and ensure that relevant physical facilities are in a condition to withstand a major disaster.
- 5.4.2 Keep and maintain at the operational focal point, in serviceable and optimal working condition, an equipment package containing essential items recommended by the Tactical Advisory Committee. See Tables 2.1 – 2.5.
- 5.4.3 Maintain a regional warehouse to support immediate relief assistance to countries in the sub-region and other CDEMA Participating States in collaboration with the CDEMA CU.

## 5.5 Monitoring, Evaluation and Reporting

- 5.5.1 Conduct an annual inspection regime and readiness reporting programme for the National Disaster Offices (NDOs) in the Sub-Region.

- 5.5.2 Report on their state of readiness through the annual sub-regional focal point audit.
- 5.5.3 Report to the CDM Annual Conference – Assist with the drafting and presentation of the Sub Regional Reports to the Annual CDM Conference.
- 5.5.4 Share plans with PS in geographic sub-region and also participate in testing and exercising of PS' plans in their sub-region.

#### 5.6 Administration

- 5.6.1 Facilitate representation of the sub-region, at the appropriate level, at regional events.
- 5.6.2 Represent CDEMA at Regional Meetings as necessary.
- 5.6.3 Support CDEMA CU by providing technical support to member states of CDEMA when requested.
- 5.6.4 Support the operationalisation of programmes within SRFP capability for the entire grouping of countries in the sub-region within the framework of the Comprehensive Disaster Management Strategy and Framework.

### **RESPONSIBILITIES DURING RESPONSE PHASE**

#### 5.7 Communication

- 5.7.1 Establish and maintain emergency communication with the CDEMA CU, Regional Coordination Centre, and affected NDOs in the sub-region area.
- 5.7.2 Establish and maintain, for redundancy, emergency communications with critical response agencies in the affected state.

#### 5.8 Information Management and Reporting

- 5.8.1 Establish and maintain communication with the impacted state and the CDEMA CU.
- 5.8.2 Acquire and transmit comprehensive information on damages and needs of Participating States (PS) in their geographic sub-region, when impacted by a disaster.
- 5.8.3 Acquire and share pertinent information, with CDEMA and PS in their geographic sub-region including tools that will assist in managing the emergency.
- 5.8.4 Maintain situational awareness and report to CDEMA for, and on behalf of, the impacted state - including SITREPs and DANA Reports.

## 5.9 Resource Management

- 5.9.1 Facilitate the deployment of quick response teams to the impacted PS as part of the process of a CDEMA rapid and strategic deployment facility.
- 5.9.2 Release resources from sub-regional warehouse as requested by the CDEMA CU.
- 5.9.3 Redeploy resources as appropriate including those maintained in the sub-regional warehouse.

## 5.10 Logistics Support

- 5.10.1 Act as the staging area or base from which regional response resources are deployed.
- 5.10.2 Activate SRFP EOC, if necessary, when a participating state from the sub-region has declared a disaster.

## 6.0 **FINANCING**

Many of the responsibilities elaborated in the Protocol will not require additional financial support for their implementation. It is recognized, however, that those articulated under items 5.9.1 and 5.9.3 may require some additional support. Existing funding arrangements already established (e.g. ECDG pledges) to support response activities will be requested, where necessary, to support the efforts of CDEMA through the sub-regional focal points.

Table 2.1: Equipment Held by the National Disaster Office [\* is yes?]

Equipment	Antigua	Barbados	Jamaica	Trinidad & Tobago
Vehicles	*	*	*	*
Generators	*	*	*	*
Emergency Lighting Sets	*	*	*	*
Digging Implements	*	*	*	
Tarpaulins	*	*	*	*
Tents	*	*	*	*
Blankets	*	*	*	*
Communications Equipment	*	*	*	*
Training Equipment	*	*	*	*

Table 2.2: Designation of National Emergency Operations Centre

Type of NEOC	Sub-Regional Focal Points
Dedicated	Antigua, Barbados, Trinidad & Tobago
Convertible	Jamaica

Table 2.3: Equipment held in the NEOC

Equipment	Antigua	Barbados	Jamaica	Trinidad & Tobago
Display devices	*		*	*
Manual & electric typewriters	*			*
Video recorders/voice recorders	*	*	*	*
Computers, laptops	*	*	*	*
Television set(s)	*	*	*	*
Photocopy machine	*	*	*	*
Still cameras	*	*		*
Radio transceivers	*	*		*
Telephone sets & telephone jacks	*	*	*	*
Cellular phones	*	*	*	*
Satellite phones	*	*	*	*
Maps, charts, status boards	*	*	*	*
Stove	*	*	*	*
Cooking utensils	*	*	*	*
Eating utensils & implements	*	*	*	*
Auxiliary power supply	*	*	*	*



**Table 2.4: Standard Operating Procedures (SOPs) for the NEOC**

Status of SOPs	Sub-Regional Focal Points
SOPs prepared for the NEOC	Antigua, Barbados, Jamaica, Trinidad & Tobago
SOPs tested and validated	Antigua, Jamaica, Trinidad & Tobago

**Table 2.5: Communication Networks Available to the NEOC**

Communication Networks	Antigua	Barbados	Jamaica	Trinidad & Tobago
Military radio	*			*
Police radio	*	*	*	*
Fire radio	*	*		*
Ham operators	*	*	*	*
CBERS	*	*	*	*
Local telephone	*	*	*	*
International telephone	*	*	*	*
Cellular telephones (with service)	*	*	*	*
Satellite phones (with service)	*	*	*	
Remote broadcast hookups to radio/telephone stations		*		
Emergency broadcast access		*		