

TABLE OF CONTENT

Introduction.....	2
Mission Statement.....	3
Vision Statement.....	3
Values	3
Staff List.....	4
Proposed Organizational Chart.....	5
NDMC Subcommittees.....	6
Zonal Committees.....	7
Structure of Document.....	8
Strategic Planning.....	8
Goal of Comprehensive Disaster Management Program (CDM).....	9
CDM Intermediate Results	9
CDM Strategic Action	10
Work Plan	
Mitigation & Planning	11
Community Preparedness & Supply Management.....	17
Public Information & Education.....	21
Training & Research.....	24
Response Systems Management.....	28
Emergency Information Management	31
Management, Recovery Coordination & Finance	33

INTRODUCTION

This Work Plan is intended to guide the Department of Disaster Management (DDM) in the implementation of its activities planned for the year 2006. It is guided by:

1. The National Integrated Development Strategy (NIDS)
2. The Government's Legislative Agenda
3. The Strategic Plan for the Governor's Group
4. The Comprehensive Disaster Management Framework
5. The Disaster Management Policy
6. The Disaster Management Act 2003
7. The Mitigation and Development Planning Framework (2002)
8. The National Disaster Management Plan (1999)

The task of achieving the outcomes and outputs outlined in this Work Plan is the responsibility of the entire national disaster organization. As such, we seek to raise disaster management to the highest level on the Government's agenda. We hope to see all agencies, groups and individuals joining in this effort.

The work plan is divided into 7 major programme areas which include Mitigation & Planning, Community Preparedness & Supply Management, Public Information & Education, Training & Research, Response Systems Management, Emergency Information Management and Administration, Recovery Coordination & Finance.

A total sum of \$573,800 has been assigned to the DDM Head 130 to cover all expenditure associated with the department's operations. Other sources of funding are available from Capital Expenditure, through regional projects administered by CDERA, PAHO, OFDA/USAID, NEMOT/DFID and by way of partnerships with other regional and international partners.

The completion of the activities in this work plan will depend on the cooperation of our partners and on the extent to which the work is interrupted by having to respond to real emergencies.

MISSION STATEMENT

The Department of Disaster Management (DDM) will seek to reduce loss of life and property within the territory of the British Virgin Islands attributable to disasters by ensuring that adequate preparedness and mitigation measures and response and recovery mechanisms are established to counteract the impact of natural and technological hazards.

VISION STATEMENT

An organization which performs successfully as a catalyst in mobilizing all sectors of the community, government and non-government, to take effective action to significantly reduce vulnerability to hazards of all kinds.

VALUES

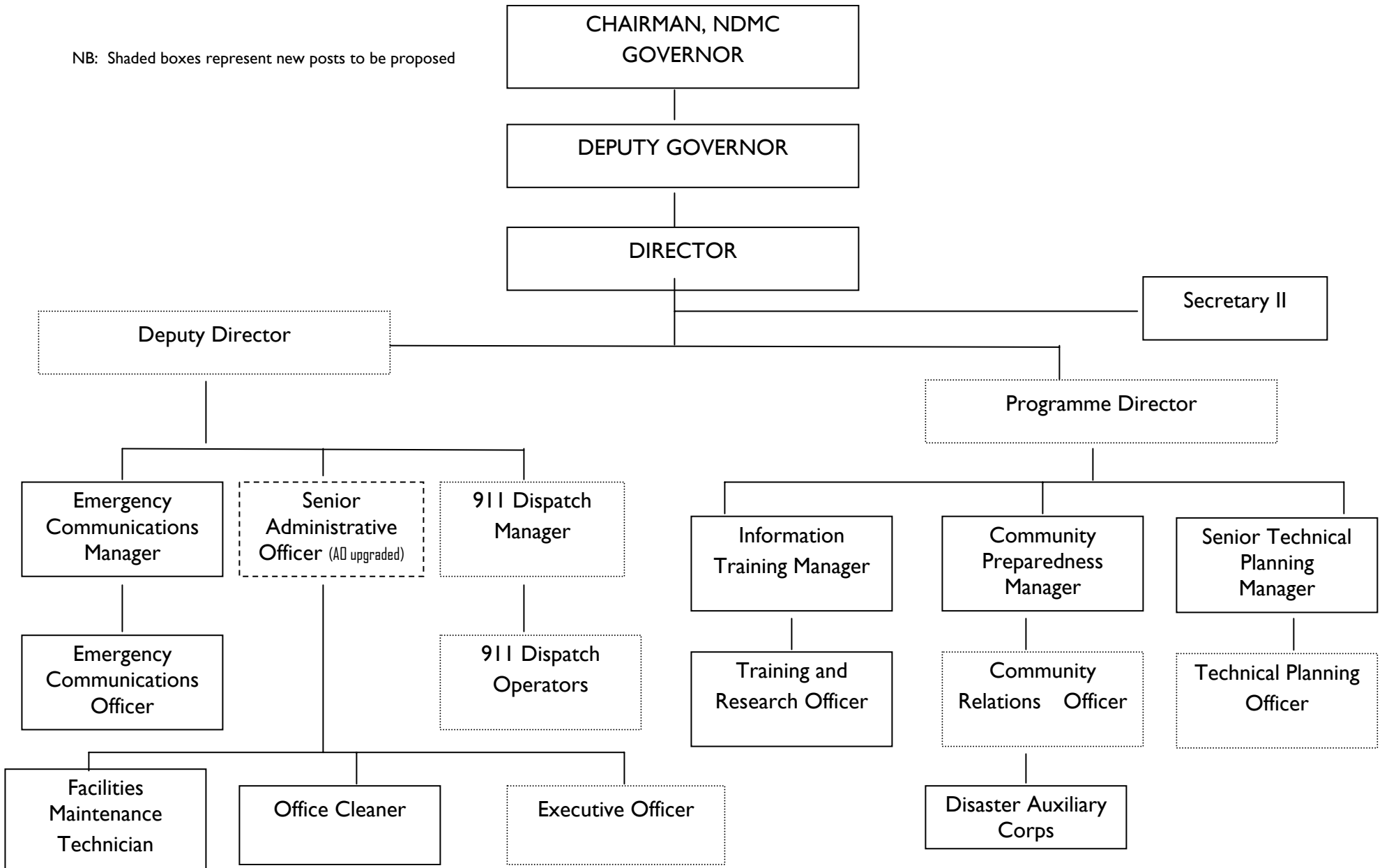
- Promotion of the preservation of human lives and properties in times of crises
- Consistent coordination and integration of the work of agencies, organizations and individuals
- A community well prepared for and able to quickly recover from hazards of all kinds
- Excellent service to the community before, during and after a disaster or emergency
- Disaster management services that have a flexible and adaptable approach
- High level of performance reflecting staff commitment, capacity building, team work and a high level of motivation.

STAFF LIST

NAME	POST	RESPONSIBILITIES
Ms. Sharleen DaBreo	Director	Overall Management, and Coordination
Mr. Kieron Branche <i>Contract ends 15th August 2006</i>	Senior Technical Planning Manager	Mitigation & Planning
Mr. Robert Harewood <i>Contract ends 3rd November 2006</i>	Community Preparedness Manager	Community Preparedness and Supply Management
Mr. Dale Lake	Emergency Communications Manager	Response Systems Management
Mr. Jasen Penn	Emergency Communications Officer	Emergency Information Management
Ms. Natasha Lettsome	Information Training Manager	Public Education & Information
Ms. Sheniah Armstrong	Training & Research Officer	Training & Research
Vacant	Administrative Officer	Administration and Finance
Ms. Andra Phillip	Secretary II	Support Staff
Mr. Cecil (Alex) Jeffrey	Facilities Maintenance Technician	Support Staff
Ms. Gwenette Hodge	Cleaner	Support Staff

PROPOSED ORGANISATIONAL CHART

NB: Shaded boxes represent new posts to be proposed



NDMC SUB COMMITTEES	CHAIRPERSONS
Emergency Telecommunications	GM, Cable & Wireless
Public Education, Information & Training	Chief Information Officer
Transport & Infrastructure	Director, PWD
Health Disaster	Director, Health Services
Welfare & Relief Distribution	PS, Ministry of Health & Welfare
Mitigation Task Force	Deputy Governor
Disaster Emergency Fund	Financial Secretary
Damage Assessment & Needs Analysis	Director of Planning
Marine Pollution Action Group	Deputy Governor

ZONAL COMMITTEES	CHAIRPERSONS
Zone 1 – Zion Hill to West End, Cox Heath, Fort Recovery & Towers, Little Apple Bay, Carrot Bay & Windy Hill, Ballast Bay, Cane Garden Bay	Mr. Archibald Christian
Zone 2 – Brewer’s Bay, Soldier Hill & Mount Healthy, Great Mountain, Long Trench, Belle Vue, Manchester, Hope Estate, Josiah’s Bay	Vacant
Zone 3 – Threll, Nanny Cay, Hannah’s & Pleasant Valley, Sea Cow’s Bay, Albion to Duff Bottom	Ms. Lecia Rubaine/Mrs Astrid Wenske
Zone 4 – Road Town West Central, Long Bay & Huntum’s Ghut, Lower Estate	Mr. Ishmael Scatliffe
Zone 5 – Johnson’s Ghut, Pasea, John’s Hole, Horse Path, Purcell Estate, Free Bottom, Butu Mountain, Baugher’s Bay, Fish Bay, Kingston, Brandywine Bay	Mr. Scott Joseph/Mrs. Rosalie Herbert
Zone 6 – Long Look, Vanterpool Estate, Fat Hog’s Bay & Hodge’s Creek, Old Plantation, Long Swamp, Major Bay, Parham Town, East End, Beef Island	Mr. James Lettsome
Zone 7 – Jost van Dyke	Mrs. Carmen Blyden
Zone 8 – Anegada	Ms. Lucia Francis
Zone 9 – The Valley, Virgin Gorda	Mr. Rupert Ephraim
Zone 10 – North Sound, Virgin Gorda	Mr. Roy Harrigan

STRUCTURE OF DOCUMENT

The activities along with detailed descriptions are compiled in a matrix format set out under seven (7) programme areas.

STRATEGIC PLANNING

NATIONAL INTEGRATED DEVELOPMENT STRATEGY (NIDS)

The overall aim of NIDS is to improve the quality of life of the citizens and residents of the territory. To achieve the aim, these objectives have been identified:

- To reduce overall vulnerability
- To ensure balanced development
- To enhance human capital
- To ensure environmental sustainability
- To improve the physical infrastructure
- To maintain social cohesion
- To attain global competitiveness
- To promote global connectiveness
- To promote good governance
- To preserve cultural heritage
- To ensure the meaningful participation of B.V. Islanders in the affairs of the territory.

STRATEGIC PLAN FOR THE GOVERNOR'S GROUP

Vision

The Governor's Group ensures effective public governance by maintaining a model democracy characterized by respect for human rights and the rule of law, social cohesion, and economic prosperity. We deepen confidence in government by promoting a culture of professionalism, responsibility, and performance accountability throughout public service and its affiliated agencies, as these are the driving principles of a successful public sector.

Mission

To support the Governor in his Constitutional functions with respect to external affairs, defense, internal security, the terms and conditions of public service, and the administration of the courts.

The issues to be addressed by the Governor's group are prioritized under strategic themes. The theme for Disaster Management is "Protection from Hazard Impact" with four main goals including:

1. Public informed, educated and trained in disaster management issues
2. Communities capable of securing and sustaining themselves during disaster situations
3. Modern and reliable emergency response infrastructure
4. Vulnerability reduction

GOAL OF COMPREHENSIVE DISASTER MANAGEMENT PROGRAMME

The Comprehensive Disaster Management (CDM) Strategy and Results Framework is based on the objectives contained in the NIDS and the theme of "Protection from Hazard Impact" as outlined in the Strategic Plan for the Governor's Group.

The goal of the BVI CDM Strategy is to reinforce development potential of the BVI by reducing risks from all hazards. The BVI National Disaster Organization will seek to do this by:

1. Operationalizing the CDM framework by implementing activities contained in the Result Package.
2. Lobbying at the Political, Organizational and Community level for policy formation articulating CDM.
3. Lobbying at all levels for the development of plans to implement CDM.
4. Securing commitments to implement and resource CDM.
5. Seeking to redefine development and programming agendas to reflect hazard reduction emphasis.

CDM INTERMEDIATE RESULTS

Strategic Objective 1 Economic loss from hazard impacts reduced

- | | |
|-------------------------|--|
| Intermediate Result 1.1 | Mitigation tools including hazard assessments incorporated into development planning decisions |
| Intermediate Result 1.2 | Enhanced institutional capacity to implement CDM |
| Intermediate Result 1.3 | Improved construction standards for major infrastructure, critical facilities, and housing stock |
| Intermediate Result 1.4 | Recovery period from disaster impact shortened |

Strategic Objective 2 **Human suffering from natural and man-made hazards minimized**

Intermediate Result 2.1 Increase citizen awareness and action
Intermediate Result 2.2 Disaster Management capacity strengthened
Intermediate Result 2.3 Improved efficiency of disaster response and relief efforts.

Strategic Objective 3 **Optimum departmental performance maintained**

Intermediate Result 3.1 Highly trained, motivated and responsible staff
Intermediate Result 3.2 Comfortable and safe work environment
Intermediate Result 3.3 Good communication and team effort between employees
Intermediate Result 3.4 Enhanced financial and performance management mechanisms

CDM STRATEGIC ACTIONS

- Encourage “Buy In” by all partners
- Develop program strategies based on strategic objectives
- Conduct capability assessment/audits of all critical agencies
- Identify immediate actions to be implemented
- Promote the development of annual work plans
- Develop A National Disaster Management Policy
- Identify training needs

Mitigation and Planning

Goal: Vulnerability Reduction

ID	CDM IR	PROJECT/ACTIVITY	IMPACT	OUTCOMES	OUTPUTS	PERFORMANCE INDICATORS	BUDGET	PARTNERS	DURATION
Hazard Identification & Risk Assessment									
1	1.1	QRAP Phase II	Government agencies able to incorporate hazard mapping in the development planning process to reduce loss from potential disaster	Completion of hazard mapping studies and risk assessment of critical infrastructure in BVI, and dissemination of results to support the investment in hazard mitigation in the BVI.	Engineers Report on critical infrastructure.	Level of acceptance by CHAMP Management Advisory Committee and QRAP Technical Advisory Committee.	\$40538.31 Carried over from 2005 (CDERA & DDM)	Geosy Ltd CDERA OAS CIDA	Phase 2 January - March
					Geologists report on reclaimed land and amplification issues.				
2	1.1	QRAP Phase III			Documented TOR and Contract.	Quality of reports and data captured and number of maps produced	\$9000 Work Program Expenses	Geosy Ltd CDERA OAS CIDA	Phase 3 April - July
					Consultants report completed on hazard mapping and risk assessment of the outstanding hazards from Phase II				
					Various Hazard				

					maps produced (landslide, inland flooding and tsunami wave run up)				
3	1.1	Development of Assessment tools for DM Plans	Further templation of the DM plan assessment process to ensure that plans are comprehensive.	Faster and more efficient assessment of DM plans by the development of the checklist.	Checklist for the evaluation of DM plans.	Quality and level of effectiveness of checklist.	In house		February - March
4	1.3	Building Review/ Application Process Enhancement	Increase in hazard resilience for the built environment	Enhanced institutional capacity and legal instrument for regulating the construction industry along the required regulations	a) Trained individuals in the construction industry in the use of the building guidelines b) Amended BVI Building Regulations which fully address fire resistance of materials	Number of persons trained and level of effectiveness. Quality of amendments to regulations	In house	TCPD BA PWD BVIFRS AG's Chambers	February - December
5	1.1	Develop a Climate Change Mainstreaming Activity Matrix	Territory capable of monitoring and adapting effectively to climate change.	Institutional commitment to implementation of climate change related activities.	Document developed outlining activities to achieve the climate change mainstreaming process	Quality of the matrix activities and approval of the implementation of activities by Min. of Nat. Resources and Labour and the Caribbean Climate Change Community Centre	In house	Caribbean Climate Change Community Centre	February - April
6	1.4	Economic and Social Impact Assessment Training	Improved capacity amongst Damage Assessment	A cadre of DAT members available to be deployed when required after the impact of a disaster	A trained cadre of individuals across the public service.	Number of persons trained, capacity of the trainer and the level of	3000 Work Program Expenses	ECLAC Trained DAT team members	April (Workshop) June (Forms and

			Team in performing sector assessment and the reduction in assessment time.			commitment of DAT members.			procedure)
7	1.1	Flood Management Training and mapping	Improved capacity amongst GIS personnel in the public service to perform flood hazard mapping.	A cadre of GIS personnel capable of performing hazard mapping as events occurs.	Trained individuals across the public service	The quality of training, the number of persons trained and the effectiveness of the training and trainers.	2500 Work Program Expenses	CDERA NOAA	September
8	1.1	Inventory of hazard areas and structures at risk	Prioritization of areas for special mitigation activities and the reduction of risk	Improved capability to reduce and identify the potential for disaster areas and at risk structures	Effective dissemination of information across a wide cross section of public and private interests	Comprehensive mapping of the territory depicting hazardous areas and areas designated as specially vulnerable.	In house	PWD	June - September
9	1.1	Preparation of a Vulnerability Index Framework and Plan	Territory effectively monitoring vulnerability assessed in the context of a Small Island Developing State (SIDS)	Monitoring of vulnerability of the territory commenced.	Cognizance among agencies and plan of activities to be implemented for monitoring and information exchange	Quality of the plan, strategies and activities. Level of accuracy of data collected Acceptance by Mitigation Task Force	In house	CFD NPT EHU SWD Survey	July - November
Interagency Collaboration									
10	1.3	Implementation and monitoring of Safer Building Programme	A built environment more resilient to natural hazards through increase in capacity & awareness of contractors & labourers.	Improved capabilities of implementing agencies to regulate maintain and disseminate Safer Building activities.	4 SB courses conducted through HLSCC Registration of contractors using the database from SB course completion.	Quality of teaching material and instructors. Level of effectiveness of training and linkage mechanism	In house	CDERA HLSCC TIPD	Year Round

					Approval of linkage mechanism by ExCo and level of implementation by TIPD	Number of contractors registered			
11	1.2	Insurance and Banking Sector Risk Reduction Scheme for residential properties.	Cost of rebuilding and recovery shared after disaster impact.	Increase in institutional capacity in dealing proactively to mitigate against hazards for residential homeowners through the banking and insurance sector.	Development of a scheme which provides rewards for residential homeowners who have invested in risk reduction measures in home construction.	Quality and approval of the scheme by EXCO and agreement by banks and insurance companies on implementation of initiatives.	500 Work Program Expenses	FSC Insurance & Banking Sector	June - October
12	1.2	Sustainability Loans/Incentive Scheme Development	A business environment which operates efficiently without damaging the natural environment.	Increased government recognition and dissemination of the scheme to the business community	Development of a scheme which rewards businesses for investing in sustainable development practices as well as a business sector sensitized to sustainability issues	Quality and approval of the loans and incentive scheme by FSC	400 Work Program Expenses	FSC	June - November
13	1.1	Review Mitigation Development Planning Framework	Enhanced risk reduction	Increased commitment and implementation of activities in the framework.	Review document developed for public agency awareness of the Mitigation Framework of activities and their function in the implementation of risk reduction.	Accuracy of updated framework in context of the timelines approved by the Mitigation Task Force	In house	Mitigation Task Force Lead Agencies and collaborators listed in the Framework	February - May
14	1.1	Cost Benefit Analysis of Capital Mitigation Projects	BVI is able to recognize the importance of Mitigation projects in the reduction of risk	Increased awareness of the public agencies by an analysis of the costs (intangible and tangible) and benefits of mitigation projects.	Cost Benefit Analysis document developed to encourage greater support and collaboration for mitigation projects	Accuracy and quality of the analysis in the justification of projects implemented.	3000 Work Program Expenses	TCPD PWD DPU Finance	February - June

					in the future and information exchange between agencies.				
Plan Development & Public Information									
15	2.3	Data Acquisition, mapping and management (Evacuation/ Escape Maps)	Lessening in loss of life as the public can safely evacuate from the tsunami hazard	Improved capability of residential evacuation and response agency procedures for tsunamis	An effective evacuation strategy and plan for a tsunami	Quality of the plan and tested evacuation strategies	In house	TCPD Various Agencies	May - August
16	1.4	COG Plan Development	A BVI Government service capable of continuing services after the impact of a disaster	Increased capacity of Government agencies to operate in post disaster conditions.	An effective continuity of operations plan for government agencies.	Quality of the plan and acceptance and approval of plan by Recovery Task Force	3000 Work Program Expenses	Governor/ CM Office/ DDM	March - June

Community Preparedness and Supply Management

Goal: Communities Capable of Securing and Sustaining Themselves During Disaster Situations

COMMUNITY PREPAREDNESS

ID	CDM IR	PROJECT/ACTIVITY	IMPACT	OUTCOMES	OUTPUTS	PERFORMANCE INDICATORS	BUDGET	PARTNERS	DURATION
17	IR 2.3	Caribbean Regional Response Team (CRRT) Membership	Joint cooperation between US/BVI regarding Oil-spills and other inter-territory HAZMAT training, and cooperation	Improved relations between BVI/USVI by way of establishment of the Joint Response Guide for Oil Spill Response and updated Local Oil Spill Plan.	Completed Joint Response Guide and updated National Oil Spill Plan. Joint training in Oil Spill / HAZMAT Response.	Number of CRRT meetings, workshops and training sessions attended and the quality of the revised National Oil Spill and Regional Response Plan	Overseas Travel	Marine Pollution Action Group / CRRT	March - October
18	IR 2.1	Hazard Inspector Training and Legislation Review	Operational Disaster Hazard Inspectors guided by functional legislation	Improved operational procedures for Disaster Hazard Inspectors	Review of the Operations and Legislation of the Hazard Inspector programme and update Section 13 of the DM Act 2003	Quality of review / report of HI Programme and the level of satisfaction of the review by Hazard Inspectors	Work Programme \$1,000	AG's Chambers, Hazard Inspectors	April - August
19	IR 2.3	Fire and Safety Programme	Improved capabilities of all Gov't Primary Schools to fire safety	Fire safety awareness at all Primary Schools and installation of fire extinguishers	Fire Extinguishers Installed in all Sister Islands Primary & Secondary Schools and a training/maint. plan with BVIF&R Services developed	Number of Schools outfitted with Fire Extinguishers and quality of the Maintenance / Training Plan	In House	BVI Fire & Rescue Services / Gov't Primary Schools	March - August
20	IR 2.3	Provide Technical support to the Welfare & Relief Distribution Sub-Committee	National Welfare & Relief distribution system that serves the BVI community during disaster times	A National Welfare & Relief Distribution Sub-Committee that is aware of the guidelines of the Plan and is able to implement them	Revised Plan using the MIRP and testing the Plan	The quality of the revised Plan and the level and effectiveness of the testing	In House	Ministry of Health & Welfare, CDERA	February - October
21	IR 2.3	Mass Gathering Planning	Safer National Events involving mass gatherings	More effective coordinated disaster plans (Mass Gathering	Coordinated Mass Gathering Plans for the following	Quality and number of Mass Gathering Plans	In house	BVI Tourist Board / Response	March - December

				Plans) for the main National events in the BVI	events: Emancipation Festival, Cane Garden Bay Music Festival, and JVD New Year's Celebrations.	developed and the level of it's effectiveness		Agencies	
22	IR 2.1	Reproduction of Community Preparedness Handbook	Community well informed of the appropriate preparedness actions to be taken during emergencies or disasters	Enhanced awareness in community and family disaster preparedness	Improved community disaster preparedness within the Sister Islands	The number of handbooks reproduced and distributed as well as the level of community awareness	Printing and Stationary \$1,500	ITM	April - June
23	IR 2.1	Community Emergency Response Team (CERT) Training	Disaster resilient communities within the BVI	Enhance the basic knowledge and response capacity of the BVI community to disaster and emergency events	Thirty (30) volunteers in VG trained in CERT operations	The quality of CERT training, the number of persons trained, and the effectiveness of the training and trainers.	Local Travel \$300 Work Programme \$3000	BVI Fire & Rescue / VISAR / MOH / RVIPF / St. Croix Rescue	May - August
24	IR 2.1	Zonal Meetings/ Coordination			Supervised Sister Island Zonal Communities in the development of their CDPs	The quality and effectiveness of the CDPs and the level of support received	Local Travel \$200 Work Programme \$900	Zonal & Sister Islands Coords / District Officers	March - September
25	IR 2.2	Disaster Auxiliary Corps Enhancement	An additional resource of disaster response personnel trained to assist the DDM	Improved disaster management capacity of the DDM and the BVI community	Supervised DAC in their training, community activities and event response	The quality of supervision and work plan, the number of volunteers, and the level of their commitment	In House	DAC	
SHELTER MANAGEMENT									
26	IR 2.3	Shelter Retrofit and Maintenance			Completed retrofit /maintenance of EE/LL Ch of God of Prophecy Hall	Quality of the shelter retrofit completed and Report submitted. The level of	Capital \$10,000	DGs Office, PWD, Private Contractors	February - October

			Emergency Shelters that are available for use, habitable and capable of withstanding specified hazards	Refurbished/retrofitted emergency shelters with improved health and structural standards that are available for use by the BVI community	Retrofit Report to be included in Annual Report	accuracy of report.			
27	IR 2.3	Shelter Inspections /Agreements			Public Health and Structural Inspection Report compiled and greater collaboration achieved between BVI Gov't and shelter representatives	Number of buildings completed and the level of collaboration and the quality of inspections.	Local Travel \$200	PWD / Env. Health	February - June
28	IR 2.3	Shelter Management Training	Improved capacity amongst shelter managers	A cadre of shelter managers available to be deployed when required	A trained cadre of 35 volunteers in Emergency Shelter Management and a revised National Contact List	Number of persons trained, capacity of the trainer and the level of commitment of shelter managers.	Work Programme \$300	Welfare & Relief Distribution Sub-Committee	April - May
29	IR 2.2	Marine Shelter Agreement	Properly managed and maintained Marine Shelters	Enhanced marine shelter system and joint cooperation between the BVI Gov't and marine private sector operations	An agreement for use of Paraquita Bay as a Marine Shelter	The quality and level of Agreement and cooperation between BVI Gov't and Marine Association of the BVI	In House	DG's Office, AG's Chambers, C&FD, BVI Marine Admin., NPT, Marine Association	March - August
RELIEF SUPPLY MANAGEMENT									
30	IR 2.3	Generator Procurement, Installation and Maintenance	Contribution aimed towards improved habitable conditions at emergency shelters during emergencies and disasters	Enhanced conditions at emergency shelters and EOC by way of emergency power availability	Maintenance of all emergency generators as per PAFCE's Agreement and the installation of a new plant at DDM and Long Trench C/Centre	Quality of PAFCE Maintenance and installations and the number of generators installed / procured	Capital \$43,700 Maint. & Hire \$2,900	PAFCE	January - December

31	IR 2.3	Warehouse and Shelter Inventory Management / Warehouse and SUMA Training	An Emergency Warehousing and Supply Management system that meets the needs of the BVI community	Enhanced capacity of the National Supply Management Team and Warehousing system.	Warehouse Management training and procedures, SUMA training and insurance coverage	The quality of training, the number of persons trained, and the effectiveness of the training and trainers	Purchase of Emergency Supplies \$10,000 CDERA / PAHO	SUMA Team CDERA PAHO	February - November
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Public Information & Education

Goal: Public Informed, Educated, and Trained in Disaster Management Issues

ID	CDM IR	PROJECT/ACTIVITY	IMPACT	OUTCOMES	OUTPUT	Performance Indicator	BUDGET	Partners/ Collaborators	DURATION
	2.2	Public Education							
32		Brochure Production	A population educated about the impacts of hazards	Increased knowledge about hazards that affect the BVI	Hurricane preparedness and proper oil disposal brochures produced	Number and quality of brochures produced	\$1700 Printing and Stationary	Conservation and Fisheries	March-April
34		IDDR Day Promotion		Public educated on the 2006 established theme for IDDR Day	IDDR Day activities executed	Level of effectiveness of the activities Number of activities completed	\$1000 Work Program Expenses	TBD	October
35		Public Service Week Participation		Public service informed and education about the work of the DDM	PSDP activities executed	Number of staff participating in activities Quality of information provided	\$500 Work Program Expenses	PSDP	TBD
36		Tsunami Signage		Educated community on Tsunami vulnerable areas in the BVI	Draft Tsunami warning sign designed	Quality of design produced	In house	PRSN Tourist Board	March-April
37		Earthquake Handbook		Secondary school population more educated about the effects of earthquakes and their impacts	Completed earthquake handbooks	Number and quality of handbooks produced	\$3000 Work Program Expenses & sponsors	PRSN & Dept. of Education	June-November
38		Disaster Digest Magazine A Chronology of Hazard Impact		Public aware of the history of the impact of hazards the BVI sustained	Pictorial documentation of hazard impact in the BVI	Number of Magazines Produced Quality of magazines	\$5000 Work Program Expenses & sponsors	Social Development Local Photographers	June-December

						produced			
39	2.3	National Survey	Effective means of informing and educating the public	Effectiveness and reach of the Public Information and Education Programme determined and areas for improvement identified	Survey instrument completed and implemented to capture data for analysis	Quality of information obtained Number of surveys administered	\$500 Printing and Stationary	DPU	June-October 31st
	2.1	Public Information							
40		Media Production	Population informed about the effects of hazards and what can be done to mitigate against their effects	Hazard awareness increased	Completed media production to inform the public on various hazards	Number of TV programs produced Number of DDM radio produced Accuracy of broadcast schedule Quality of programming	\$15,500 Work Program Expenses	Various Government Departments Local Media	Jan-Dec
41	Website Upkeep & Maintenance	Easy accessibility of updated information via the internet during normal and emergency times		Updated and maintained website	Number of website updates Level of effectiveness of the website Number of hits to the website	\$ 1,100 Work Program Expenses	Deepak H. Thani	Jan-Dec	
42	Hazard Campaigns	Public informed about the various hydro-metrological and geological hazards		Completed scheduled campaign activities Primary School Workbook Converted to Interactive DVD	Level of effectiveness of the campaign activities Number of campaign activities executed	\$2,200 Work Program Expenses	Social Development Private Sector CDERA	June-August	

						Number of campaigns launched			
43	2.1	Inventory and Maintenance		Equipment and supplies available and in good	Completed monthly inventory and maintenance schedule	Number of monthly maintenance carried out Level of satisfaction with and accuracy of inventory	In house		Mar-Dec

Training & Research

Goal: Public and NDO Members Informed, Educated and Trained in Disaster Management Issues

ID	CDM IR	PROJECT / ACTIVITY	IMPACT	OUTCOMES	OUTPUT	Performance Indicator	BUDGET	Partners/ Collaborators	DURATION		
44	IR 2.2	Training and Meeting Coordination	NDO Members able to effectively respond to emergencies and disaster related issues.	<p>More effective way of providing training in DM</p> <p>Improved capabilities of critical agencies within the NDO</p> <p>Improved way of testing plans and procedures for effectiveness</p>	<p>Training in the areas of:</p> <p>1. Continuity and Recovery Planning for Business Sector - eight (8) private sector companies offered 1 hr lectures</p>	<p>Number of training courses conducted and quality of training and trainers</p> <p>Level of effectiveness of training</p>	<p>Registration fees to be Charged (Use of funds under Special Account – Disaster Preparedness</p>	<p>BVICCHA, BVITB,</p>			
					<p>2. SAR Land & Sea Training</p>					<p>3000 Wk ProgExp</p>	<p>USCG, VIFRS, HM Customs, RVIPIF, PAHO, AIRPORT AUTHORITY</p>
					<p>3. Oil Spill & HazMat Training - intermediate level</p>					<p>2000 Wk Prog Exp</p>	
					<p>4. Debris Management & Management of Dead Bodies</p>	<p>PAHO Funding</p>					
					<p>5. Emergency Care and Treatment</p>	<p>3000 PAHO Funding for 2 courses</p>					
					<p>6. Airport Simulation Emergency Plan Tested and framework developed for a grading tool to be used during simulation exercise to asses the performance of emergency responders</p>	<p>Level of effectiveness of test</p> <p>Level of detail of Simulation report,</p> <p>Level of effectiveness of grading tool,</p>	<p>Simulation \$4'000.00</p>	<p>CDERA, PAHO, AIRPORT AUTHORITY, EMERGENCY RESPONDERS</p>			

				Training Schedules established as a way to better determine training needs	7. Establishment of a training database	Accuracy of database Developed	In House	---	ISU	
45	IR 2.3	Disaster Management Research	Improve effectiveness of planning and decision making process and procedures	Increased awareness of persons trained and identification of additional training needs	Updated of Training Database	Number of database fields completed Number of persons accessing information and level of satisfaction	In House	---	Jan 1 st – Dec 31 st	
				Improved access and awareness of DM resources available locally						
				Improved accessibility to contact information for key government officials	Updated Emergency Contact List for 2007	The accuracy of contact details contained in the ECL 2007	\$500.00 Printing & Stationary	---	Aug 1 st – Dec 1 st	
				Knowledge of the recourse capability of the territory enhanced	Updated and Maintained National Resource Inventory database	Number of agencies providing detailed responses Number of database fields completed	In house	DPU, ISU	July 1 st – 31 st July	
				More effective use of DM resources	An organized & Updated DDM document centre	Number of database fields completed Number of persons able to access resources	In house	High School Intern Students, DDM, Secretary, AO, Public Library	April 1 st - Sep. 31 st	
			Capabilities of critical agencies in the NDO assessed and areas for improvement identified	Development of a proposal for a general auditing instrument for Public & Private sector disaster preparedness	Number of Audits completed Level of capacity of critical agencies	In house	CDERA, PAHO	April 1 st – Dec 1 st		

				Commitment to DM activities strengthened	Development of a proposal detailing the criteria and structure for the Disaster Management Awards programme	Level of satisfaction with awards programme proposed Number and quality of awards proposed	In House	CDERA	June 1 st – 30 th June
46	IR 2.3	Disaster Management Research cont...	Improve effectiveness of planning and decision making process and procedures	More effective processing of oil spill and hazardous substances response claims	Oil Spill incident claims completed and processed Oil spill rates revised and accepted by ExCo	Number of claims processed Quality of collaborative exchanges	In House	Deputy Governor's Office, Attorney General's Chambers Conservation & Fisheries	On going
				Increased commitment to network activities and to communicate among members of the NDMC and awareness of level of preparedness of National Sub-committees	Arranged meetings of the NDMC and prepared minutes	Level of preparedness of sub-committees and commitment among members Level of Accuracy of Minutes	Work Program (NDMC – 2 meetings) \$1'500.00	NDM Council, Governor's Office	Feb 21 st – June 30 th

47	IR2.2	Curriculum Development	Increased formal education in Disaster Management Related topics.	<p>More effective training in DM offered locally and regionally through HLSCC</p> <p>Improved capabilities of instructors at HLSCC for DM programme management, research and evaluation</p>	<p>Enhancement of formal DM programme at HLSCC: Proposed format for an online DM programme completed and submitted for donor consideration and pilot course formatted for online application</p> <p>Records/audit indicating the level of student Registration and performance and list of assigned course instructors</p> <p>Course material completed (for Mass Causality Management and Safer Building; certificates & graduation ceremony)</p> <p>Field Trip organized for Public Infra. Cs.</p>	<p>Quality of proposal and online test course developed</p> <p>Number of students registered for semester and number successfully completing courses for which they registered</p> <p>Level of accuracy of audits</p> <p>Quality of training provided by instructors</p> <p>Quality and level of satisfaction with course material for MCM and SB</p>	<p>External Funding</p> <p>In House</p> <p>\$400 Printing & Stationary</p> <p>\$2000 Work Program Expenses</p>	<p>Mr. Lloyd Wheatley, Dr. Drexel Glasgow, Mr. Louis Potter, Dr. Hareesh Thani (PAHO), HLSCC, CDERA, NEMOT Training Division</p>	Jan – Dec
48	IR 2.2	Curriculum Development cont...	Increase formal education in Disaster Management Related topics	<p>Improved capabilities of institutions to offer DM training</p>	<p>A comprehensive Secondary school Disaster Management curriculum</p> <p>Assessment of ability of teachers to administer secondary school curricula</p>	<p>Number of institutions adopting and adapting the curricula</p> <p>Quality of curricula</p> <p>Level of capability of teachers to administer DM curricula</p>	In House	Dr. Brian Penn Education & Culture Department, HLSCC	On Hold until Outline is received from the Department of Education

Response Systems Management

Goal: Maintain a modern, reliable emergency response infrastructure

ID	CDM IR	PROJECT/ACTIVITY	IMPACT	OUTCOMES	OUTPUTS	PERFORMANCE INDICATOR	BUDGET	PARTNERS	DURATION
49	I.R 2.1	NEBS expansion	A model emergency communications network efficiently facilitating the flow of information critical to disaster management operations in the BVI	Effective coverage area established for early warning and immediate information dissemination to the community	Enhance EAS capability by establishing links between the EOC, ZCCR and ZVCR; re-establish ZBVI link	Number of links installed, the level of effectiveness of the system quality during testing and activations	\$500 Emergency Response	ZCCR, ZVCR, TSMU and C&W	Jan-June
50	I.R 2.3	AM and FM transmitter upgrade		Effective means of transmitting information to the BVI community established during an event	Improve AM and FM transmitter system for dual broadcasts	Level of effectiveness of the system during the testing and activation	\$500 Emergency Response	ZBVI, ZKING Radio	Sep-Dec
51	I.R 2.3	EAS character generators installation and upgrades		Response capacity of the NEOC enhanced to deliver emergency alerts and information to the public in a timely manner	Establish scroll video emergency and audio messages via the cable system on NBC, ABC, FOX, & CBS		\$500 Work program (Installations) \$2500 Capital (New)	CATV	March-June
52	I.R 2.3	Data FM text messaging installation proposal		Capacity of the DDM to provide emergency alerts and information to facilities	Proposal established to provide the ability to send text message to critical facilities	Quality and level of detail in Proposal Developed	In-house	Critical Facilities	Nov-Dec
53	I.R 2.3	Informer audio alert receivers installation proposal		Effective tool available at schools to provide warnings or critical information which may be required during an event	Proposal developed to provide schools with the ability receive information quickly during emergency events		In-house	BVI public Schools	Nov-Dec
54	I.R 2.3	DDM-VITV Video link project		Effective mechanism to provide warnings via video established	Capacity to send real time video warning to public established	Level of effectiveness of link	\$1000 Emergency Response	VITV Studios, CATV, Radio License Unit	May-June

55	I.R 2.3	Installation of community sirens	A reliable, resilient outdoor warning network	More effective coverage area available to provide audible warning messages to residents	community sirens installed to provide warning in strategic locations	Number of sirens installed and successfully tested and level of effectiveness of the system	\$1,500 Work program \$13,500 Capital (New)	Police stations	Jan - Dec
56	I.R 2.2	NEOC Radio and antenna system upgrades	A reliable and resilient Telecoms Network	Improved reliability and capacity of existing systems required for emergency communications	Radio systems upgraded	Number of successful tests and period of continued equipment availability	\$600 Work program	CDERA	June
57	I.R 2.2	Base Radio installations			VHF radio communications available at the Marine base and all EAS broadcast partners		\$7,000 Capital	Marine police, all radio stations, CATV	July-Sept
58	I.R 2.3	AWS system expansion	Effective development planning and decision making	Enhanced reliability of the weather data access links at the NEOC and Agriculture Department	Enhanced ability to collect weather data via ISU network	Availability of the systems and the quality of data collected	\$100 Maintenance & Hire	Agriculture and ISU	Mar-April
59	I.R 2.3	Weather database expansion			Development of a more effective system to collect and analyze available weather data		Enhanced capability to collect and sort Davis AWS data automatically using the Winds PC software	1,000 Work Program	Weather News INC.

60	I.R 2.2	Installation of three free field strong motion sensors			Availability of three free field stations to collect seismic data		1000 Work program	PRSN, PWD, BVI Airports Authority, Facilities unit	Mar-Dec
61	I.R 2.2	Maintenance of Anegada seismic station		Improved capacity to collect data during low intensity tremors and ground movements	Upgraded and maintained seismic stations in Anegada and at DDM Office		\$1000 Local travel	PRSN/UPRM	Jan-Dec
62	I.R 2.2	Implementation of 911 system recommendations	Timely and effective emergency response	Improved 911 call handling capability and efficiency	An efficient and reliable 911 call handling system serving the BVI community and managed by the DDM	Quality of service delivered	In-house	911 Call Handling Committee	Jan-Dec

EMERGENCY INFORMATION MANAGEMENT

Goal: Modern and Reliable Emergency Response Infrastructure

ID	CDM IR	PROJECT/ACTIVITY	IMPACT	OUTCOMES	OUTPUTS	PERFORMANCE INDICATOR	BUDGET	PARTNERS	DURATION
63	2.1	Emergency Alert System Testing	Systems able to alert and inform population of the BVI and provide data for decision making, research and planning purposes	Improved capabilities of the NEOC to provide immediate and early warning to the BVI population	Fully tested and Functioning Siren, Broadcast and Transmission Network	<p>Number of tests successfully carried out</p> <p>Level of effectiveness provided by the emergency alert and communication systems</p> <p>Level of satisfaction by the public with the early warning systems</p> <p>Quality and Effectiveness of Maintenance Schedule</p>	In-House	ZVCR, ZKING, ZROD,ZBVI,ZCCR, CABLE TV	Jan-Dec 2006
64	2.1	Emergency Telecommunications Testing		Capacity exists for emergency communications among response agencies and critical services	Fully tested and functioning telecoms network		In-House	DisPrep CDERA, C&W, TSMU	Jan-Dec 2006
65	2.1	Data Collection and Inventory Management		Effective collection and monitoring of weather data	Updated database of equipment and weather	Level of capacity for providing data for research,	\$600 Local Travel	In-House	Jan-Dec 2006

				Effective management of Emergency Communications Equipment	information	planning and decision making Level of accuracy or data			
66	2.1	Emergency Communications Training		Operators able to effectively operate VHF Networks.	Trained VHF Radio Operators Trained, licensed and equipped Amateur Radio Operators BVI Amateur Radio League re-established	Level of effectiveness of training provided to operators Number of persons trained Number of equipment available to Ham Operators to enable operations and testing Level of commitment of League members	\$600 Work Program \$17,789.29 NEMOT/DFID \$1887.50 (CDERA)	CDERA, NEMOT, NDO	Jan-Aug 2006

Administration, Recovery Coordination & Finance

Goal: High level of departmental performance, accountability and recovery coordination

ID	CDM IR	PROJECT / ACTIVITY	IMPACT	OUTCOMES	OUTPUT	Performance Indicator	BUDGET	Partners/ Collaborators	DURATION
67	IR 3.2	Procurement & Maintenance	A department operating effectively, with a consistently high level of performance and adhering to government's financial, legal, ethical requirements	A cost effective system maintained for procurement and maintenance of departmental supplies and equipment	<p>Inventory records updated and easily accessible.</p> <p>Pursuit of value for money in purchasing and services acquired.</p> <p>Supplies, furniture and equipment maintained and effectively functioning.</p> <p>Sufficient equipment and supplies available for day-to-day and emergency operations.</p> <p>Department vehicle maintained and in good working condition.</p>	<p>Quality and accuracy of records and effectiveness of their use</p> <p>Level of maintenance undertaken</p> <p>Number of supplies, equipment and furniture available for departmental use</p> <p>Number of vehicle daily logs accurately completed</p>		Ministry of Finance, Deputy Governor's Office, Suppliers, Service Providers, Treasury Department	Jan 1 st – Dec 31 st
68	IR 3.4	Finance		Departmental finances prudently managed and expenses within allocated budget	<p>Full compliance established with relevant procedures and regulations</p> <p>Effective finance management of recurrent and capital expenditure</p> <p>Timely submission of</p>	<p>Quality and accuracy of financial records</p> <p>Number of sub heads within expenditure limits</p> <p>Quality of budget and reports submitted</p>		Ministry of Finance, Deputy Governor, Treasury Department, Audit Department	Jan 1 st – Dec 31 st

					<p>budget and budgetary reports</p> <p>Maintained and accurate vote book, LPO, Journals, Vouchers and Cash Books.</p> <p>Accurate financial statements for regional projects and other external funds provided.</p>				
69	IR 3.1 & 3.3	Administration & Capacity Building	Effective and efficient operations of the department and capacity building among staff	<p>Staff knowledge and skills increased</p> <p>Increase profile of DDM system</p> <p>Improve relations with local, regional and international agencies</p> <p>Updated internal response plan</p> <p>Structured and timely reporting of activities</p> <p>Adherence to commitment in service charter</p> <p>Upkeep of filing system</p> <p>Staff matters appropriately addressed</p> <p>Updated job tools</p>	<p>Number of staff trained</p> <p>Number and effectiveness of relations maintained/established</p> <p>Quality and effectiveness of internal response plan</p> <p>Quality of reports and level of compliance with service charter</p> <p>Level of effectiveness and accuracy of filing system</p> <p>Number of staff matters addressed and accuracy of job tools used</p> <p>Level of</p>		Deputy governor's Office, Human Resources Department, Local, Regional and International Agencies	Jan 1 st – Dec 31 st	

					<p>Effective supervision of staff</p> <p>Accurate and timely preparation of travel documents</p> <p>Accurate documentation of staff leave</p> <p>Development and evaluation of performance Appraisals</p>	<p>supervision provided to staff</p> <p>Number of performance appraisals evaluated</p>			
70	IR 1.4	Recovery Coordination	Stable, social, physical and economical environment maintained or re-established quickly after hazard impact	Effective recovery mechanism established to document impact and prioritize recovery activities	<p>Updated and tested recovery plan and procedures</p> <p>Procedures/forms established and training provided for assessing impact</p> <p>Coordinated actions among all recovery agencies</p> <p>Efficient use of resources</p> <p>Proper identification and prioritization of activities.</p> <p>Accurate and effective accounting and reporting mechanism</p>	<p>Level of effectiveness of plans, procedures and training</p> <p>Number of agencies cooperating and effectively coordinated</p> <p>Level of accuracy of financial records</p> <p>Quality and timeliness of reports</p> <p>Level of effectiveness of information disseminated to public</p>			

					Effective dissemination of information to the public Thorough and timely preparation of Sitreps and After Action Reports Proper accountability for disaster relief funds and materials.				
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