

**Proposal on Voluntarism in Disaster Risk Management and  
Humanitarian Assistance in  
Anglophone OAS Caribbean Member States**

**Submitted by: The Office of Disaster Preparedness and Management**

**A division of the Ministry of National Security**

**The Government of the Republic of Trinidad and Tobago**



Office of Disaster Preparedness  
and Management

A DIVISION OF THE MINISTRY OF NATIONAL SECURITY

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## 1. 1 Executive Summary

Over the last 5 years, there have been a series of small-scale disasters at the community level which have severely impacted residents in these areas, resulting in millions of property damage and loss of their homes and crops. Rural communities in particular, because of their location, lack of access to emergency services and the limited number of egress routes has made these communities particularly vulnerable to the effects of flooding and landslides. In addition, vulnerable groups such as single mothers, children, special needs persons and the elderly frequently do not have the resources or the capacity to respond effectively and their recovery time is often among the slowest. One example is the communities of the Sangre Grande Regional Corporation which are among the most vulnerable in the country.

The goal of this project is to build a network of community volunteers via rebooting the OPDM Volunteer Programme which will recruit and train vulnerable persons and civil society groups from the Sangre Grande Regional Corporation. Giving these persons and groups the knowledge and skills needed to respond effectively will help increase the number of trained community volunteers who can be mobilized to assist their community before, during and after an emergency. Furthermore, the project also seeks to increase engagements between the community volunteers and public sector stakeholders, the collaborative efforts between the state and community residents will assist in addressing the root causes of their vulnerability. It is also expected that the project will build the resilience of the Sangre Grande Regional Corporation communities by increasing the understanding of disaster risk and community vulnerabilities in the project participants and stakeholders.

At the end of this project it is anticipated that training workshops will be delivered to 150 vulnerable persons and members from civil society groups which will endower them with the necessary training to assist in a disaster situation. Additionally, a comprehensive database which will cluster volunteers based on their location, interests, skill sets and other attributes will also be developed.

The initial activities of the project will involve recruiting and screening volunteers via the execution of a communications plan which will reach out to communities via social media, advertisement materials and community outreach visits. In addition, civil society groups who target vulnerable groups in their communities will also be invited and public sector stakeholder are expected to be engaged in order to gain their support in this initiative. The screening process will involve calling in eligible persons for interviews and personality and aptitude test to ensure that the persons being target are among the most vulnerable, but also possess the commitment and drive to be excellent community volunteer leaders enabling them to build the resilience of their communities.

Participants will be trained in batches, with 30 persons being assigned to each batch. Introductory workshops as well as optional Supplementary workshops will be offered to participants. Each batch is expected to take 8 weeks to train, workshops will be held on Saturdays and there will be a total of 5 batches of participants to be trained. There will be continuous monitoring and evaluation of the progress of the project, especially in terms of the assessing the impact of the training workshops being delivered to participants.

In the long term, this volunteers trained by this project will be assisted by the ODPM and other stakeholders to create community volunteer teams and also mobilize their respective community to engage in disaster risk reduction activities. It is also expected that staff will also be involved in the training workshops hence the knowledge gained can be passed along to future volunteers further building the corps of national volunteers across the country. Furthermore, the volunteers based on their identified areas of interest will be invited to adopt a more active role in assisting the ODPM in various projects and initiatives to build the nation's resilience through comprehensive disaster management activities.

## **1.2 Statement of Need**

The Caribbean region is vulnerable to a wide range of natural, man-made and technological hazards. Trinidad and Tobago, in particular, is subject to tropical storms and the associated heavy rainfall and storm surges which can result in flooding and landslides. The islands are also prone to earthquakes which can trigger tsunamis as well as droughts based on the changes in climate variability.

Moreover, various incidents which have occurred over the past 5 years such as severe cases of flooding and landslides have adversely impacted local communities across the country. These events have resulted in an increasing number of citizens who have expressed their interest in volunteering and assisting the ODPM in the relief efforts in affected areas.

Hence, the ODPM has endeavored to develop a corps of national volunteers who are capable of assisting the ODPM in carrying out their role as the national disaster management coordinating agency. We have partnered with various nongovernmental organizations, community based groups and religious groups to deliver training to their members who are actively involved in their respective communities. However, various constraints such a limited amount of resources, inadequate accommodations and a lack of trained instructors has meant that the ODPM is only able to provide introductory and overview courses which do not sufficiently equip volunteers with the necessary knowledge and skills to respond promptly and effectively in the event of a crises or an emergency in their community

There is evidence that many communities are exposed to several types of hazards (hydro-meteorological, geological, industrial and technological) and may vary in their capacity to cope with or contain the impacts of hazards. Rural communities especially display high risk vulnerabilities; these vulnerabilities are conceptualized as persons with pre-existing characteristics which make them more susceptible to the effects of a hazard as well as elements which have a high degree of exposure. Another contributing factor is the lack of resources available to communities in the form of machinery, finances, manpower and essential emergency and social services. It should also be noted that there is a lack of a strong community bond which poses a challenge to fostering a coordinated response from community members in an emergency. For these reasons, the Sangre Grande Regional Corporation was selected to be the most appropriate place to pilot a volunteer initiative.

Another key risk factor is the absence of preparedness planning at both the household and community level. This results in a lack of community emergency plans and precautionary measures to reduce or mitigate the impacts of hazards such as, the use of proper building regulations and establishing early

warning systems in the community. Therefore, the greater demand on first responder agencies and the allocation of their resources in a number of communities that have experienced severe hazard impacts will affect quality and response time.

### **1.3 Goal**

The overarching goal is to build a network of community volunteers via rebooting the OPDM Volunteer Programme which will recruit and train vulnerable persons and civil society groups from the Sangre Grande Regional Corporation.

### **1.4 Objectives**

1. To train 150 persons from the Sangre Grande Regional Corporation in 10 months to become community volunteers leaders who can respond effectively before, during and after an emergency.
2. To engage public, private and civil sectors to take ownership of their communities' resilience and contribute to risk reduction and emergency management practices.
3. To develop a mechanism to target the most vulnerable community groups and thus, assist these persons in recognizing the importance and personal relevance of participating in disaster preparedness and other risk reduction activities.

### **1.5 Outcomes**

1. Increase the number of vulnerable community members and civil society groups who have the knowledge and skills to respond in an emergency in the Sangre Grande Corporations.
2. Increase engagements between community volunteers and stakeholders to gain the support of the public sector in addressing the needs of the vulnerable community groups.
3. Increase the understanding of disaster risk and community vulnerabilities in participants as well as stakeholders to contribute to the resilience of the communities in the Sangre Grande Regional Corporation.

### **1.6 Outputs**

1. Develop a comprehensive database of volunteers who are clustered by skill set, training completed, interests, location and affiliation.
2. Training workshops delivered to community vulnerable members and civil society groups giving them the necessary skills and capacity which will enable them to respond effectively in an emergency and engage their communities in disaster risk reduction activities.

## **2.1 Project Activities**

### **Activity 1**

#### Recruit and Screen Applicants

Sub-Activity 1- Execute a strategic communications plan via social media, posters/flyers and Community Outreach visits to communities in the Sangre Grande areas to raise awareness and encourage persons from vulnerable groups to submit applications.

Sub-Activity 2- Invite existing volunteers in the Sangre Grande Regional Corporations to resubmit applications to the ODPM to participate in this pilot volunteer initiative.

Sub-Activity 3- Host a meeting with representatives from nongovernmental organizations, faith-based organizations and community based organizations that are active in vulnerable communities or target vulnerable groups in the Sangre Grande Regional Corporation to invite to them to submit applications to participate in this initiative.

Sub-Activity 4-Host a meeting with relevant stakeholders such as the Trinidad and Tobago Fire Service, Ministry of People and Social Development, Ministry of Local Government, Ministry of Community Development and Ministry of Gender, Youth and Child Development to obtain their support in carrying out this pilot initiative.

Sub-Activity 5- Review all applications and cluster persons based on their interests, skill sets as well as their location.

Sub-Activity 6- Place eligible applicants through a screening process which involves attending interviews and taking personality and aptitude tests to select the final 150 participants who will take part in this initiative. These persons are these assigned to 1 of 5 batches.

### **Activity 2**

#### **Basic and Supplementary Training Workshops**

Training workshops will be hosted on Saturdays, over the course of 8 weeks where a batch of 30 participants will be trained at a time. There will be a total of 5 batches indicating that overall 150 participants will have received training workshops outlined below.

The following introductory courses will be covered during this period:

1. Incident Command System
2. Early Warning Systems and Methods of Evacuation
3. Emergency Medical Care I
4. Rapid Damage and Needs Assessments

## 5. Volunteer Ethics and Protocol

## 6. Organizing and Managing Volunteers

A second tier of optional courses will also be offered, these will be termed, supplementary training. Persons can then choose based on their interest which 2 training workshops they would like to participate in. These workshops will also be held during the 8 weeks of training provided to each batch of participants. Listed below are the optional workshops that will be offered:

1. Psychological and Social Support
2. Search and Rescue
3. Water and Sanitation Practices
4. Sound Construction Practices
5. Shelter and Camp Management
6. Auxiliary Firefighting
7. Emergency Medical Care II

Upon completion of the training period certificates of participation, ID badges and emergency response kits will be distributed to volunteers who successfully passed their evaluations.

### **Activity 3**

A one day meeting will be facilitated at the end of training each batch of volunteers to receive and discuss comments and feedback from the participants and outline an action plan to implement the necessary changes and recommendations for future workshops. In addition, an interactive segment will be held between stakeholders and volunteers to determine what support stakeholders can provide to support the volunteers and their communities in order to reduce their vulnerabilities and by extension their risk as well as fostering resilient communities.

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### **2.2 Risks and Assumptions**

One major assumption of this pilot initiative is that the recruitment and screening process will be successful in ensuring that vulnerable groups are being targeted via training vulnerable identified vulnerable persons and affiliated groups who are actively involved in working with vulnerable groups in the Sangre Grande Regional Corporation. Another assumption is that the application and screening process will help reduce several risks such as low interest and lack of attendance by ensuring that the participants selected have demonstrated the necessary commitment and drive to be good volunteers.

It is also assumed that participants will remain engaged, able and willing to participate. Furthermore, this project will be carried out under the assumption that the training provided will significantly augment the current capacity of participants allowing them to respond effectively should an emergency in their communities arise. However, unexpected events in the community pose a risk such as a hazard impacting their homes or blocking their roadways or extreme incidences in crime in the community which may prevent participants from attending the workshops. In addition, another possible risk is that the operational activities of the ODPM as well as exceptional circumstances such as a severe incident of flooding requiring the ODPM to respond may delay the project schedule. Another crucial assumption is that volunteers will share the knowledge they have gained with the community and become community volunteer leaders.

### **2.3 Monitoring and Evaluation Plan**

Project monitoring and evaluation will be conducted by the project lead and facilitators/instructors in collaboration with the representatives from the White Helmets Commission. Several indicators and corresponding targets have been developed to track the progress of the project and determine whether the various objectives and outcomes outlined in this proposal will be achieved. Various tools and sources of information will be used to verify these information inputted into these indicators.

The application and screening process will yield pertinent information which will ensure there is a representative sample of participants in the project and that the most vulnerable groups based on exposure or pre-existing vulnerable characteristics will be targeted. Furthermore, monitoring key inputs and milestones such as the management of financial resources and accomplishing activities within the specified timeframe will be performed to ensure the successful completion of the project within the allocated means. In addition, written evaluation will be administered pre and post training workshops to assess whether the training provided was successful at improving the knowledge of the participants. Also attendance registers, surveys and feedback forms will also be used to determine the impact of the training workshops on the participants and measure changes in their attitudes and perceptions.

Instructor evaluation forms will be used to score participation as well as how well they performed and demonstrated their newfound skills and knowledge in tabletop exercises, role plays and drills. A staggered approach to training the volunteers will allow for the periodic evaluation of the project achievements and also afford the opportunity to make the necessary adjustments based on feedback and lessons learned which will contribute to the overall success of the project.

In addition, the feedback forms from each batch of volunteers trained will also indicate how effective the meetings are as a means of increasing engagement between volunteers and stakeholders in order to form partnerships which will be able to address the needs of their communities. The results from the monitoring and evaluations tools will be reported in the final project report which also includes lessons learned, a SWOT analysis, recommendations and plans for the future.



## 2.4 Gender Analysis

Both men and women are vulnerable to the effects of a disaster. Men are less likely to take the same precautions as women before a hazard impacts and they are more likely to be injured during response efforts because of exposure and lack of training and equipment. While it is seen that women are less likely to have the necessary resources and capacity to recover as quickly as other groups from a disaster. In particular, female-headed households which are a norm in the Caribbean are typically among the poorest households. In addition, women are often responsible for looking after other vulnerable persons such as children and the elderly which increases their vulnerability since their safety and well being becomes a lower priority compared to their dependants. Hence, these training workshops will be vital in building the capacity of both genders so that effective disaster preparedness planning and training can help them safeguard themselves, their families and their homes.

Moreover, women and men have different roles and societal expectations they are required to fulfill which dictate the activities they engaged in and how their time and energies are allocated. Women are typically tasked with the household duties and many are also gainfully employed, hence this “double burden” makes it especially difficult for them to attend workshops on weekdays. In addition, this project seeks to obtain equal participation from men and women thus, scheduling adjustments need to be made to accommodate their circumstances. Taking these factors into consideration it was determined that Saturdays would be the most feasible time for most participants to attend training workshops and in the interest of reducing attrition.

## 2.5 Project Steering Committee

A steering committee will be set up consisting of following 8 persons who will be responsible for coordinating and implementing the activities of the project. The project lead as well as the facilitators/instructors will be directly involved in the monitoring and evaluation of the project.

Project Lead	Joanna Wilson
Facilitator/Instructor	Jaishima Gowandan
Facilitator/Instructor	Neville Wint
Committee Member	Udali O’Neil
Committee Member	Khadine Nichols
Committee Member	Giselle Kowlessar
Committee Member	Arlini Timal
Committee Member	Vijai Mahabir
Committee Member	Disaster Management Unit representative
Committee Member	Civil Society representative
Committee Member	Community Leader representative

The responsibilities of the committee are listed below:

- Direct and manage project development from beginning to end.

- Be directly involved in the execution of all project activities.
- Manage the financial resources of the project.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an on-going basis.
- Estimate the resources and participants needed to achieve project goals.
- Draft and submit budget proposals within the project, and recommend subsequent budget changes where necessary from one item to the next.
- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Track project milestones and deliverables.
- Develop and deliver progress reports, requirements documentation, and presentations.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.

## 2.6 Project Sustainability

This project will re-energize and reboot the existing ODPM Volunteer Programme which aims to engage stakeholders in building community resilience as well as to develop a corps of national volunteers who have the adequate training and capacity to respond effectively before, during and after an emergency. The way forward entails that these volunteers who have been sufficiently trained can then share the knowledge acquired during the training workshops with their affiliated groups as well as with their respective communities. In addition, these volunteers can be utilized to identify and educate vulnerable groups about the importance of disaster preparedness measures to reduce risk and encourage vulnerable community members to engaged in organized risk reduction activities.

Additionally, the application process will also help determine the individual vulnerabilities and needs of volunteers and thus, the ODPM can help foster linkages between these persons and stakeholders such as the Ministry of People and Social Development. The aim is to assist these persons to help themselves and see the personal benefits of engaging in our volunteer programme through creating more targeted training and job opportunities as well as community self-help programmes which will not only build resilience, but will improve their daily lives.

Furthermore, by including staff in the training and developing training material and lesson plans; the courses delivered by this project can be administered to new volunteers who will be integrated into a functional, sustainable programme. Moreover, the volunteers based on their identified areas of interest will be invited to adopt a more active role in assisting the ODPM in our community outreach programme; they can also be deployed when our National Emergency Operations Centre is activated. Further to this, volunteers will be involved in various mitigation activities including data collection and conducting Vulnerability and Capacity Assessments at the community level.

It is the intention that these volunteers can be integrated into the Risk Reduction Management Centre initiative which aims to establish early warning points in highly vulnerable communities across the country as well as community based teams who can be mobilized to respond to a hazard. These measures will result in better prepared and resilient communities that are ready to respond to emergency situations and ensure that appropriate actions are taken to reduce loss of life and damage to property. In addition, in the event that the first responder agencies are delayed because of a high

demand on resources or impassable road ways, these volunteers have the necessary skills to commence relief efforts in their communities

### 3. Organizational Information

In 2005, the Office of Disaster Preparedness and Management (ODPM) was established with a more comprehensive mandate than that of its predecessor, the National Emergency Management Agency (NEMA). The ODPM is a division within the Ministry of National Security, and therefore operates under the authority of the Ministry. This transition marked a shift from a response-centric approach to disaster management to a more proactive, all-hazard approach which focuses on managing all the phases of the Disaster Management Cycle with greater emphasis being placed on the role of mitigation and preparedness in reducing risk and safeguarding lives and property. In the event of an emergency or crisis the ODPM assumes the role of the coordinator, which involves mobilizing first responders and other key players and resources during and after these significant events. To ensure that Trinidad and Tobago becomes a country where disaster resilience is prioritized in the minds of citizens, the ODPM works closely with the communities, municipalities, public sector private and owners of critical facilities in Trinidad and Tobago.

The mission of the ODPM is to develop and manage the implementation of proactive measures to prepare for, mitigate, respond to, and recover from all hazards that threaten the people, environment, and economy of Trinidad and Tobago in collaboration with our stakeholders.

The ODPM operates under national (e.g. Comprehensive Disaster Management Policy Framework 2010) and regional (e.g. Enhanced Comprehensive Disaster Management Strategy and Framework 2007) obligations. Previously the ODPM aligned its disaster risk management strategic goals and activities to the priorities outlined in the Hyogo Framework for Action (HFA) 2005-2010. However, with the introduction of the Sendai Framework created by the United Nations International Strategy for Disaster Reduction (UNISDR) the ODPM is currently in the process of re-aligning to these four (4) new priorities for Disaster Risk Reduction (DRR) in order to fulfill its overarching international obligations. Overall the strategic goals of the organization are to achieve – 100% Readiness, 100% Legislative Authority and 100% National Risk Reduction.

To this end, the ODPM has engaged in several risk reduction initiatives that have been driven by the organization as well as partnering on different capacity building projects with numerous stakeholders such as the United Nations Development Programmes, the Ministry of Local Governments and various non-governmental organizations such as the Red Cross and the Rotary Club. Below provides a brief overview on some of the projects the ODPM has worked on in the past.

- **Community Organized and Ready for Emergencies-** This is an initiative of the ODPM which aims to raise Trinidad and Tobago's level of preparedness for disasters by raising the level of preparedness of the country's communities was commenced in 2011. C.O.R.E. is a community outreach initiative geared toward educating and preparing high risk communities across Trinidad to help minimise the damage, risk and potential threat to life and property that result from disasters. CORE has become an integral mechanism, through which the ODPM can impart

important disaster risk reduction information to citizens, but has also been a direct platform for residents to voice disaster management and preparedness concerns. There are three phases namely, Phase 1 – Flood Smart, Phase 2 – Better and Safer building in Construction (BASIC) and Phase 3 – Vulnerable Populations.

- **Community Emergency Response Teams- The ODPM** in conjunction with the Ministry of Local Government (MOLG) worked together to pilot an initiative which is aimed at building national resilience by creating emergency response teams within communities across the country as a component of the IDB Country Risk Assessment project. CERT Basic Training was conducted in three (3) communities in Trinidad, namely Cedros, Toco and Blanchisseuse. On the completion of training CERT participants from the three targeted areas these teams were to be deployed in their communities were intended to respond and work in teams until official assistance arrives. At the end of the pilot, a National CERT Implementation Plan was developed to ensure that at least three (3) CERTs were present in each of the fourteen (14) regional corporations.
- **Safe Schools Programme 2015-** The Safer Schools Programme is an initiative spearheaded by the ODPM that is especially aligned to Priorities 1 and 3 of the Sendai Framework and seeks to fulfil an action plan developed through consultations with over 600 children from 21 countries across Africa, Asia and Latin America – the “Children’s Charter on Disaster Risk Reduction” (UNISDR, Plan International, 2012). Although children are a vulnerable group, they have a unique and holistic perception of risks, are effective risk communicators and are innovative agents of change (Plan International, 2010). This programme is based on the recognition that children play a key role in building their own resilience and therefore, seeks to encourage and incorporate the participation of children in DRR.
- **National Drill Exercise-Dark Storm 2015-** Preparedness is a key phase of the disaster risk management cycle, hence, the annual National Drill Exercise is aimed at enhancing the nation’s response capabilities and interoperability with local, regional and international humanitarian assistance agencies. Dark Storm is the 6<sup>th</sup> National Exercise conducted by the ODPM and carried out testing of tsunami preparedness on schools, assessing the resiliency of national disaster communications, examining the implementation of a humanitarian operations coordination mechanism and implementing the use of FEMA’s Incident Command System to control and coordinate the efforts of first responders in a drill simulation.
- **Risk Reduction Management Centers 2013-2014-** The UNDP invited the Office of Disaster Preparedness & Management to participate in a pilot initiative, to adapt and replicate the Cuban Risk Reduction Management Centre (RRMC) model. Having acknowledged that the capacity at the local level for executing as well as supporting national disaster risk reduction activities has historically been low, this model seeks to address this gap. The RRMC model facilitates a sound capacity building programme geared toward improving performance of local governance institutions and is based on a community driven approach. In addition, this pilot initiative focuses on strengthening the local level capacity and expertise in community-based early warning systems and GIS technical capacity.

# STRATEGIC ALIGNMENT

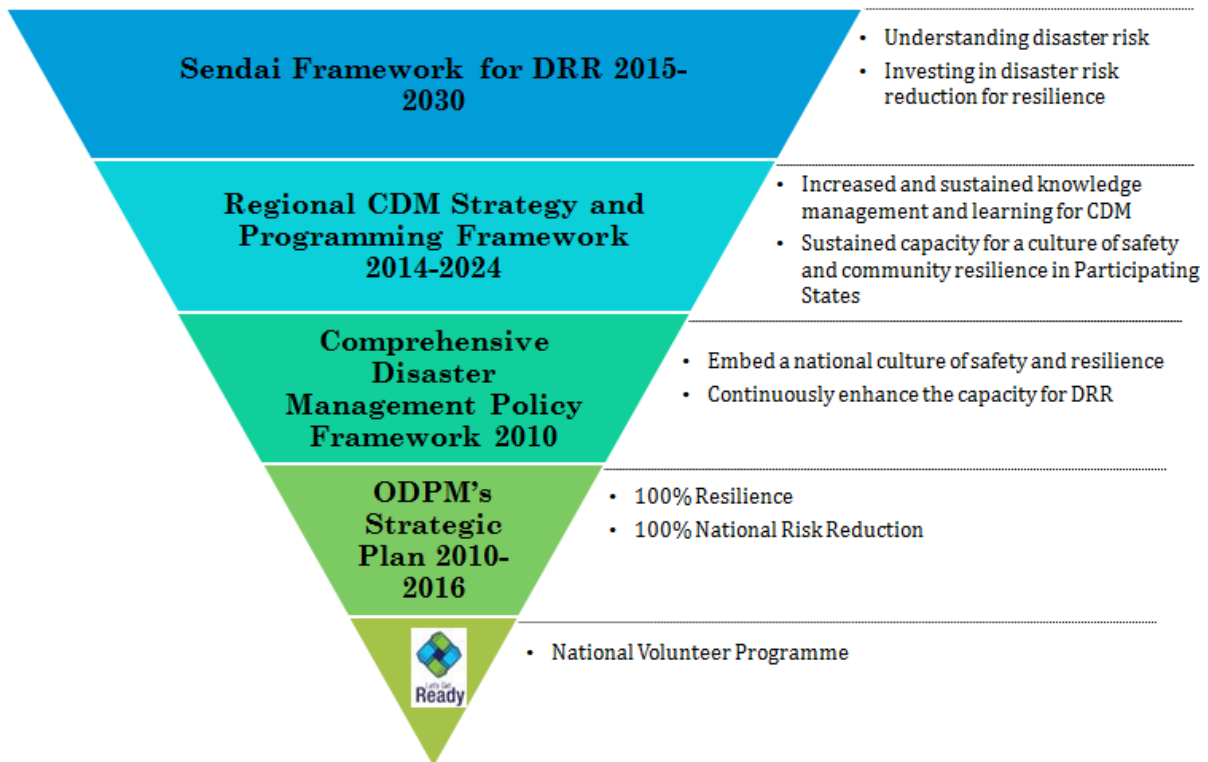


Figure 1 showing the alignment of the ODPM National Volunteer Programme to national, regional and international frameworks.

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#### 4. Project Budget

General Expenditure Category	Specific Expenditure	PROJECT COST				PROJECT FUNDING
		Unit Cost	No.	Total Cost	OAS Request	Contribution from ODPM
	Item					In-Kind
<b>Activity 1</b>	Printing & Design of Flyers and Posters			25,000.00		25,000.00
	Mail Distribution of Flyers			7,000.00		7,000.00
	Community Announcements			16,000.00	16,000.00	
	Stakeholder Meeting 30 x \$40.00			1,200.00		1,200.00
	Community Organised and Ready for Emergency – Booths			15,000.00		15,000.00
	Pre-Assessment (150 ppl x \$50)			7,500.00	7,500.00	

<b>Subtotal</b>				134,700.00	<b>TTD 23,500.00</b>	<b>TTD 48,200.00</b>
					US	US
<b>Activity 2</b>	Venue			12,000.00		12,000.00
	Food (150 x \$60 meals)per session	9000	9	81,000.00	81,000.00	
	Training Materials (\$160 x 150 ppl)	160	150	24,000.00	24,000.00	
	Certificates and ID Badges	100	150	15,000.00	15,000.00	
	Transportation Cost to meeting and communities	60	150	9000.00	9000.00	
	Technical Expertise Training & Drill	6000	5	30,000.00	30,000.00	
	Volunteer Equipment – CERT Bags	300	150	45,000.00		45,000.00
<b>Subtotal</b>					<b>TTD 159,000.00</b>	<b>TTD 57,000.00</b>

<b>Activity 3</b>	Venue (5 sessions x 6000.00)	6000	5	30,000.00		30,000.00
	Food (\$145 x 45ppl) x 5 sessions	6,525	5	32,625.00		32,625.00
	Video/ Photography	1		30,000.00		30,000.00
	Tokens	1		10,000.00		10,000.00
	Material /Supplies	1		10,000.00		10,000.00
<b>Subtotal</b>						<b>112625.00</b>
	<b>GRAND TOTAL (TTD)</b>				<b>TTD18,250.00</b>	<b>TTD 21,7825.00</b>
	<b>GRAND TOTAL (USD)</b>				<b>USD 29,200.00</b>	<b>USD 34,852.00</b>

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## 5. Project Logical Framework

PROJECT SUMMARY	PROJECT INDICATORS	MEANS OF VERIFICATION	ASSUMPTIONS
<p>GOAL: To build a network of community volunteers via rebooting the OPDM Volunteer Programme which will recruit and train vulnerable persons and civil society groups from the Sangre Grande Regional Corporation.</p>	<p>Impact indicators:                      Total number of volunteers trained                      Total number of vulnerable persons trained                      Total number of civil society groups members trained</p>	<p>Instructor Evaluation Forms                      Project Report</p>	<p>Participants will remain engaged, able and willing to participate</p>
<p>OUTCOMES: Increase the number of vulnerable community members and civil society groups who have the knowledge and skills to respond in an emergency in the Sangre Grande Corporations.</p>	<p>Outcome indicators:                      Total number of volunteers trained                      Total number of vulnerable persons trained                      Total number of civil society groups members trained</p>	<p>Instructor Evaluation Forms                      Project Report</p>	<p>Participants will remain engaged, able and willing to participate                      Recruitment and screening process ensure that the most vulnerable groups will be targeted</p>
<p>Increase engagements between community volunteers and stakeholders to gain the support of the public sector in addressing the needs of the vulnerable community groups.</p>	<p>-Total number of engagements held between stakeholders and volunteers                      -No. of stakeholders supporting the project.                      -Level of interest demonstrated by stakeholders                      -Perception of stakeholders and</p>	<p>Attendance Registers                      Meeting Reports                      Feedback Forms and Surveys</p>	<p>Participants and stakeholders will remain engaged, able and willing to participate</p>

	volunteers on the engagements hosted.		
Increase the understanding of disaster risk and community vulnerabilities in participants as well as stakeholders to contribute to the resilience of the communities in the Sangre Grande Regional Corporation.	<ul style="list-style-type: none"> <li>-Level of interest displayed by volunteers trained</li> <li>-Perception of participants on training received</li> <li>-The difference in pre and post written evaluation scores</li> </ul>	<p>Attendance Registers</p> <p>Feedback forms and surveys</p> <p>Pre and Post written evaluations</p>	<p>The training provided will improve the current capacity of participants allowing them to respond effectively should an emergency in their communities arise.</p> <p>Volunteers will share the knowledge they have gained with the community and become community volunteer leaders.</p>
OUTPUTS: Training workshops delivered to community vulnerable members and civil society groups giving them the necessary skills and capacity which will enable them to respond effectively in an emergency and engage their communities in disaster risk reduction activities.	<p>Output indicators:</p> <ul style="list-style-type: none"> <li>The ratio of male to female participants</li> <li>The number of vulnerable groups targeted by the participating civil society groups</li> <li>The number of participating civil society groups being trained</li> <li>The number of vulnerable persons being trained</li> </ul>	<p>Application Forms</p> <p>Attendance Registers</p> <p>Project Report</p>	<p>Participants will remain engaged, able and willing to participate</p>
Develop a comprehensive database of volunteers.	<ul style="list-style-type: none"> <li>-Percentage of volunteers clustered by skill set, training completed, interests, location and affiliation.</li> <li>-Percentage of evaluation scores recorded</li> </ul>	<p>Application Forms</p> <p>Attendance Registers</p> <p>Instructor Evaluation Forms</p>	<p>Accurate information has been provided by the various sources of information</p>

	-Percentage of volunteer personal information fully recorded		
<p>ACTIVITIES:</p> <p>Activity 1:Recruit and Screen Applicants</p> <p>Sub-Activity 1:Execute strategic communications plan</p> <p>Sub-Activity 2:Invite existing volunteers from Sangre Grande Regional Corporations</p> <p>Sub-Activity 3:Host a meeting with NGO, FBO and CBO representatives</p> <p>Sub-Activity 4:Host a meeting with relevant public sector stakeholders</p> <p>Sub-Activity 5:Review applications</p> <p>Sub-Activity 6:Conduct screening process</p> <p>Activity 2: Conduct Basic and Supplementary Training Workshops for all batches</p> <p>Activity 3: Host meetings for volunteers and stakeholders</p>	<p>Input/Resources</p> <p>-Staff time</p> <p>-Free use of venue</p> <p>-Meals for participants</p> <p>-Training materials</p> <p>-Certificates and ID Badges</p> <p>-Advertisement materials</p> <p>-Emergency tools and equipment</p>	<p>Cost</p> <p>Total project cost:</p> <p>OAS grant request: <b>USD 29,000.00</b></p> <p>ODPM in kind support: <b>USD 34,852.00</b></p>	

## 6. PROJECT IMPLEMENTATION PLAN

### Implementation plan

Activities	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Activity 1:Recruit and Screen Applicants Sub-Activity 1:Execute strategic communications plan													
Activity 1:Recruit and Screen Applicants Sub-Activity 2:Invite existing volunteers from Sangre Grande Regional Corporations													
Activity 1:Recruit and Screen Applicants Sub-Activity 3:Host a meeting with NGO, FBO and CBO representatives													
Activity 1:Recruit and Screen Applicants Sub-Activity 4:Host a meeting with relevant stakeholders													
Activity 1:Recruit and Screen Applicants Sub-Activity 5:Review applications													

Activity 1: Recruit and Screen Applicants Sub-Activity 6: Conduct screening process													
Activity 2: Conduct Basic and Supplementary Training Workshops for all batches													
Activity 3: Host volunteer and stakeholder meeting													

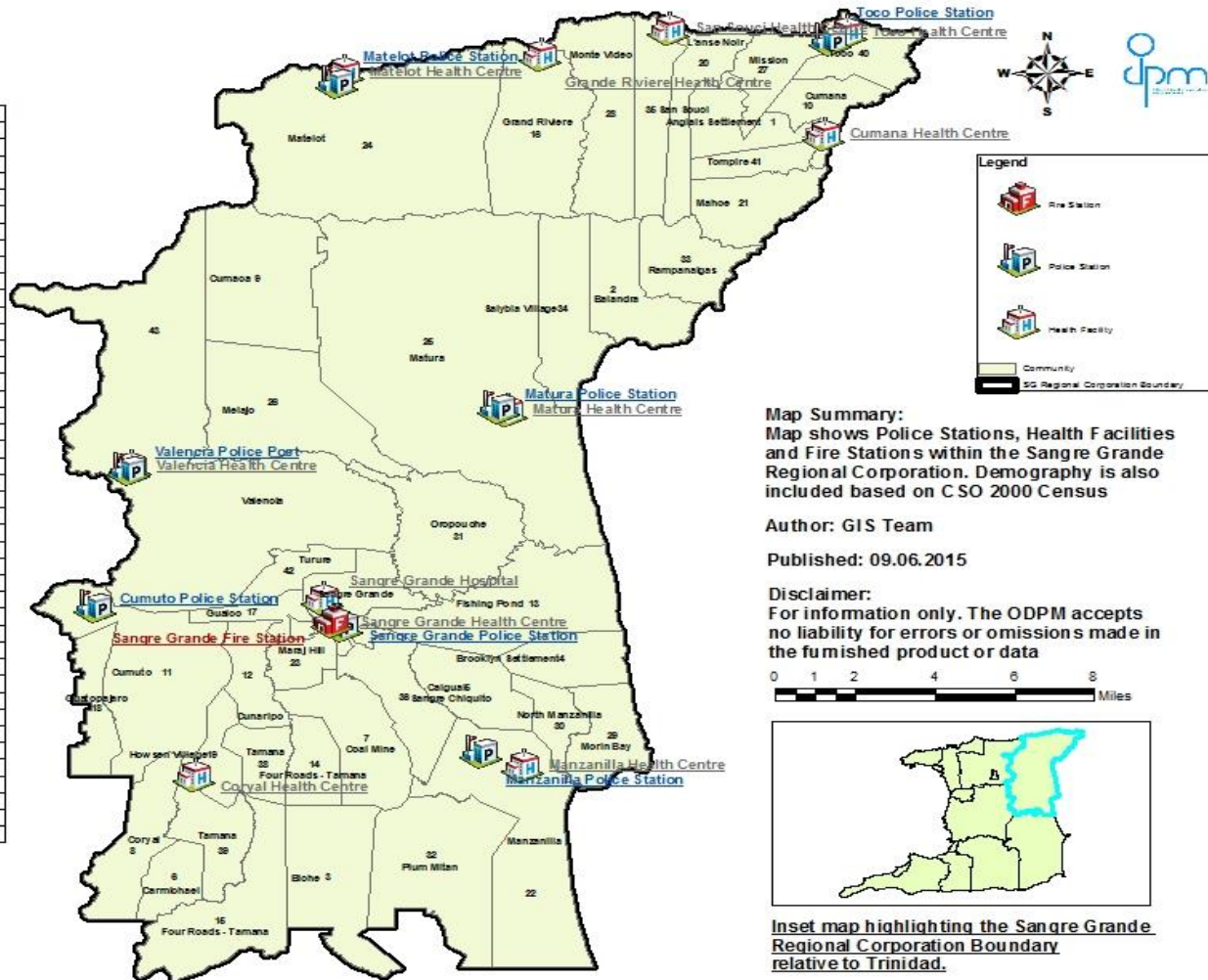


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7. Appendices-Maps

# CRITICAL FACILITIES - SANGRE GRANDE REGIONAL CORPORATION

Community Name	Total Population	Males	Females	MapID
Anglia's Settlement	367	183	184	1
Balandra	157	79	78	2
Biohe	2653	1460	1193	3
Brooklyn Settlement	344	174	170	4
Calquai	449	242	207	5
Carmichael	182	96	86	6
Coal Mine	1848	941	907	7
Coryal	1208	658	550	8
Cumaca	117	60	57	9
Cumana	1146	618	528	10
Cumuto	3625	1851	1774	11
Cunariipo	1999	1014	985	12
Fishing Pond	2744	1408	1336	13
Four Roads - Tamana	666	332	334	14
Four Roads - Tamana	666	332	334	15
Grand Riviere	334	184	150	16
Guaiico	3043	1517	1526	17
Guatopajaro	432	228	204	18
Howsen Village	488	258	240	19
Lanse Noir	361	208	153	20
Mahoe	75	45	30	21
Manzanilla	2159	1146	1013	22
Maraj Hill	1445	724	721	23
Matelot	523	293	230	24
Matura	1445	753	692	25
Melajo	479	264	215	26
Mission	288	153	135	27
Monte Video	153	85	68	28
Morin Bay	318	171	147	29
North Manzanilla	301	157	144	30
Oropouche	1720	895	825	31
Plum Mitan	1575	852	723	32
Rampanalgas	387	209	184	33
Salybia Village	224	129	95	34
San Souci	535	309	226	35
Sangre Chiquito	3248	1619	1629	36
Sangre Grande	18157	9116	9041	37
Tamana	1598	828	770	38
Tamana	1598	828	770	39
Toco	1133	585	548	40
Tompire	148	85	63	41
Turure	1730	886	844	42
Valencia	8173	4193	3980	43



**Map Summary:**  
Map shows Police Stations, Health Facilities and Fire Stations within the Sangre Grande Regional Corporation. Demography is also included based on C SO 2000 Census

**Author:** GIS Team

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**Inset map highlighting the Sangre Grande Regional Corporation Boundary relative to Trinidad.**

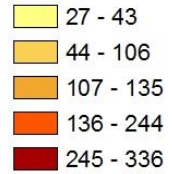


# Trinidad Hazard Impact Summary Map

## Hazard Impact (2010-2014) by Administrative Areas

### Legend

#### No. hazard impacts recorded



#### Hazard distribution



#### MAP SUMMARY:

Map shows level of hazard impact by administrative boundaries for Trinidad. Hazard impact is a derivative of past frequency of recorded natural and anthropogenic hazard incidents, including but not limited to flood, landslide, strong wind events and fire aggregated from (2010-2014)

The map also attempts to illustrate via pie charts, the distribution of occurrence of the (overall) 4 most common hazards in each administrative area. Additionally, the size of the pie chart is an indication of the frequency of hazard events per area.

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