**EMERGENCY / DISASTER PLAN**

**2016 – 2017**

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Contents

[INTRODUCTION 4](#_Toc456122883)

[AIM and PURPOSE 4](#_Toc456122884)

[GOALS and OBJECTIVES 4](#_Toc456122885)

[SCOPE of the PLAN 5](#_Toc456122886)

[IDENTIFY HAZARDS ASSOCIATED WITHIN YOUR AREA AND ACTIONS 5](#_Toc456122887)

[Actions per type of Disaster 6](#_Toc456122888)

[ESSENTIAL FUNCTIONS 6](#_Toc456122889)

[Positions with Overall Authority 6](#_Toc456122890)

[List Responsibilities of Essential Positions 6](#_Toc456122891)

[EMERGENCY PLAN UPDATES AND MAINTENANCE 6](#_Toc456122892)

[CRITICAL RESOURCES 7](#_Toc456122893)

[Club / membership resources 7](#_Toc456122894)

[COMMUNICATION 7](#_Toc456122895)

[Membership Call-down List - Alternate Point of Contact 7](#_Toc456122896)

[Essential Community Emergency and Relief Organizations for Sint Maarten 8](#_Toc456122897)

[PREPAREDNESS 10](#_Toc456122898)

[What do you need? 11](#_Toc456122899)

[Emergency Kits 11](#_Toc456122900)

[Basic Emergency Kit 11](#_Toc456122901)

[Additional Emergency supplies 11](#_Toc456122902)

[Emergency Car Kit 11](#_Toc456122903)

[APPENDICES 12](#_Toc456122904)

[Appendix 1: 2016 Atlantic Hurricane Season Prediction 12](#_Toc456122905)

[Appendix 2: Template letter to the EOC 13](#_Toc456122906)

[Appendix 3: Check off list of items for 72-hour emergency kit. 14](#_Toc456122907)

[Appendix 4: Additional Emergency Supplies 16](#_Toc456122908)

[Appendix 5: Emergency Car Kit 17](#_Toc456122909)

[Appendix 6: Rotary Sunrise members contact information list 18](#_Toc456122910)

[Appendix 7: Where to buy an emergency kit 19](#_Toc456122911)

[Appendix 8: Preparing a Family Emergency Kit. Anatomy of a First Aid Kit 20](#_Toc456122912)

# INTRODUCTION

District Governor 2016 – 2017, District 7020, Haresh Ramchandani, DG Haresh, has a very exciting year planned. He also says, “When we think DISASTER, exciting is not a word that comes to mind”.  As persons living in the Caribbean, we know Disasters are a reality! DG Haresh encourages us to prepare for any event that may affect our members and that preparation starts with us: the Club President, the Disaster Chair, the committee members and all club members.

To promote the development of Disaster Relief Plans, DG Haresh provided a template to use as general guidance for detailing relief activities and an overview of methods of preparedness, response and recovery as is applicable to District 7020. The plan describes our disaster relief operation and assigns responsibilities for various tasks. This plan is intended to provide a framework for who does what, when and how. We are convinced that District 7020 wishes to be an integral part of disaster relief within our District and whenever possible assist in disaster relief for events that occur outside the boundaries of our District.

This emergency plan is adapted from the 2015 Rotary Club of St Martin Sunrise Disaster Preparedness Plan and adjusted according to the Emergency Plan Template provided by the District Disaster Chair.  In the document, the core components are incorporated into the plan.

The mission of this Rotary Club of St Martin Sunrise Disaster Relief Plan is to build understanding and knowledge, and to provide funds, supplies and recovery operations to alleviate human suffering caused by disasters that may impact people locally, primarily, but also regionally or worldwide.

AIM and PURPOSE

The aim of a disaster plan is to prevent and reduce the adverse consequences of a natural disaster (hurricanes, flooding, landslides, etc) as well as to optimize the decision making process associated with relief effort management.

The purpose is also to promote effective and efficiently coordinated actions with disaster relief agencies on the Island to ensure efficient synchronization and proper response from our club in the event and the aftermath of a hurricane, floods, landslides, earthquake, Tsunami, fires, etc.

GOALS and OBJECTIVES

With the aim to prevent and reduce the adverse consequences, the objectives of the plan are to provide:

1. Information and build greater awareness and understanding on the importance of early preparedness for natural disasters
2. An overview of actions taken by the National Disaster Management Coordinating Mechanism
3. An overview of actions to be taken as a Club as it relates to the preparedness and response from club members;
4. To provide an overview of measures to be taken by the general public when a hurricane, floods, landslide, tsunami, earthquake approaches.

With the purpose to promote effective and efficiently coordinated actions, the plan describes the different disasters that can happen on Sint Maarten and the respective preparedness, management and response. The plan also provides an overview of the communication mechanisms before, during and after a disaster and the role the Rotary Club of St Martin Sunrise will play in disaster management. By developing a plan, discussing it with the club and making the document a working and living document for all, our club will able and better equipped to provide assistance to the community in the event of a disaster.

***Disasters large or small can happen on a moment’s notice.***

***To protect yourself and your family "PREPAREDNESS" is a key factor.***

**SO REMEMBER:**

***“When disaster strikes, the time to prepare has passed.”
Steven Cyros***

***BE PREPARED!***

SCOPE of the PLAN

The primary users of this plan are the fellows from the Rotary Club of St Martin Sunrise with their families and friends. The intended impact of the plan is that:

1. At the start of the hurricane season, the club members have the comfortable and satisfactory feeling of being well prepared to face an upcoming disaster;
2. The consequences of the disaster have been reduced to a minimum because of the actions taken based on the disaster plan.
3. The members of our club are well equipped to provide knowledge and information on disaster prepared as may be required.

# IDENTIFY HAZARDS ASSOCIATED WITHIN YOUR AREA AND ACTIONS

Several disaster can strike Sint Maarten such as:

* Hurricanes
* Flash flooding
* Land slides
* Tsunami
* Aircraft crashes
* Infectious Diseases
* Droughts
* Public unrest
* Bomb threats
* Explosions
* Electrical outage
* Communication/IT
* Earthquakes
* Terrorist attack
* Fire
* Large vehicle accidents

The Rotary Club of St Martin Sunrise will focus on the following disasters: floods, landslides, hurricanes, earthquakes, tsunamis and fires. [Appendix 1](#_Appendix_1:_2016) is the 2016 Atlantic hurricane season prediction with an outlook on the expected storms, hurricanes and major hurricanes for 2016.

The table below describes the actions from the club members before, during or after the selected disasters.

## Actions per type of Disaster

|  |  |
| --- | --- |
|  | Actions taken |
| Type of Disaster | Before  | During  | After  |
| Floods |  |  |  |
| Landslides |  |  |  |
| Hurricanes  |  |  |  |
| Earthquakes  |  |  |  |
| Tsunamis  |  |  |  |
| Fires  |  |  |  |

# ESSENTIAL FUNCTIONS

## Positions with Overall Authority

In any organization, it is essential to know the roles and responsibilities of each person. When it comes to disaster relief, it becomes even more important to know and acknowledge the roles the different members holding certain position. The table below is an overview of the roles of the different positions listed below.

## List Responsibilities of Essential Positions

|  |  |  |
| --- | --- | --- |
| Position  | Role  | Action |
| Club President |  | Activate Disaster Call Down List |
| Club Secretary |  | Keep members regularly updated |
| Club Disaster Chair  |  | Provide weather notifications |
| Club Public Relations Officer  |  |  |
| Other Key Roles  |  |  |

## EMERGENCY PLAN UPDATES AND MAINTENANCE

The Disaster Chair must review the Emergency Plan annually. During the review, all lists must be updated with the correct information. After the hurricane season, the Disaster Chair will evaluate the past season and make any adjustments necessary to the plan based on the results of the evaluation. In the event a disaster e.g. a hurricane had hit, the response will be evaluated; when shortfalls are identified, they will be analyzed and the plan adjusted based on the results of the evaluation.

# CRITICAL RESOURCES

## Club / membership resources

|  |  |  |
| --- | --- | --- |
| Resource  | What  | Who  |
| Funds |  |  |
| Supplies |  |  |
| Food Resources  |  |  |
| Building Supplies  |  |  |

# COMMUNICATION

The key of successful collaboration lies in efficient and effective communication. The Disaster Chair is responsible for proper information maintenance and distribution of essential contact information to the President and the members of the Club.

Communication Strategy Established between Leadership and Members will entail using:

1. Telephone
2. Text Messaging:
	1. WhatsApp
	2. SMS
	3. Facebook Messenger
3. Social Media e.g. Facebook
4. Website

During a club meeting the following will be discussed and confirmed:

1. Members responsible for maintenance of website and other social media sites will be re-affirmed.
2. Communication list and strategy of contacting members
3. Determine membership status and needs
	1. Lives alone
	2. Health situations / needs
4. Strategy for members unable to be contacted.
5. Call-Up strategy to President / Disaster Chair to Contacts were made

## Membership Call-down List - Alternate Point of Contact

At the start of the hurricane season, the Secretary provides the Disaster Chair with the most updated member list. The list must contain the names of the members, their telephone and/or mobile numbers and their email address. The Disaster Chair must make sure that the list is reviewed and updated during the Club meeting prior to the beginning of the hurricane season.

Mobilizing the members for actions will be through WhatsApp messages or by means of telephone call-down procedure. As long as there is internet access, the Sint Maarten Sunrise WhatsApp group chat will be the main mechanism for communication with the members.

In the event internet fails, we switch to using the telephone call-up. [Appendix 2](#_Appendix_2:_Rotary) is a list of all Rotary Sunrise members with contact information.

The call down list is activated with a call from the Disaster Chair to the President.

* The President will in turn call the Vice President who then calls the Secretary.
* The calling will continue by going down the list.
* In the event you cannot reach the next person on the list you call the next one until you speak to the next person.
* Both persons should note which persons were missed.
* The person that has to call must call the first person missed and continue down the list till the next person is reached.
* This will continue until everyone is reached.
* The last person on the list calls the Disaster Chair and notifies the Chair, which are the persons that were not reached.
* The Disaster Chair will notify the President and between the two of them will continue to try to reach them until all persons have been reached.

**Members who will be off Island must notify the Secretary who in turn notifies the Disaster Chair who in turn should adjust the call list accordingly.**

## Essential Community Emergency and Relief Organizations for Sint Maarten

Disasters on Sint Maarten are monitored and managed through the Emergency Operating Center EOC. The EOC forms the strategic center of disaster management mitigation. This team is made up of key decision makers that play a vital part in directing the course of action during and after a crisis. They set strategies and delegate tasks to all ESF coordinators of the individual EFS groups and they make decisions on when it is time to request aid from various other jurisdictions, namely the French side and the Kingdom.

The ESF groups are small-specialized teams that snap into action before, during and after a crisis and make-up the tactical level of operation during a crisis. Furthermore, they are specifically mandated to cater to all operations that fit under their core objectives set in the Disaster-plan Decree, “het Landsbesluit Rampenplan”.

The figure below depicts the organizational structure and communication lines of hurricane and disaster management on St. Maarten. A copy of the Rotary Club St Martin Sunrise Disaster Relief plan will be presented to the Emergency Operating Center of Sint Maarten, to register the club as a volunteer organization committed to relief efforts after a disaster strikes. See [Appendix 3](#_Appendix_3:_Template) for the template letter to the EOC.

The Disaster Chair will foster and maintain contact with the following disaster relief agencies on the Islands:

|  |  |  |  |
| --- | --- | --- | --- |
| Agency  | Contact person  | Telephone number(s) | Email address |
| EOC |  |  |  |
| Red Cross |  |  |  |
| Salvation Army  |  |  |  |
| ESF-7 Coordinator for Shelters  |  |  |  |
| Other organizations within area  |  |  |  |

# PREPAREDNESS

**Rotary Club of St Martin Sunrise Emergency and Disaster Preparedness Program**

In an emergency, you will need some basic supplies. You may need to get by without power or tap water. This chapter provides information for the members of the club how to prepare to be self-sufficient for at least 72 hours but will also be made available for the community at large.

You may have some of the items already, such as food, water and a battery operated or wind-up flashlight. **The key is to make sure they are organized and easy to find.** Would you be able to find your flashlight in the dark?

* Make sure your kit is easy to carry
* Everyone in the household knows where it is.
* Everyone in the household is assigned to an item to grab along
* Keep it in a backpack, duffle bag or suitcase with wheels, in an easy-to-reach, accessible place, such as your front-hall closet.
* If you have many people in your household, your emergency kit could get heavy.

It is a good idea to separate some of these supplies in backpacks. That way, your kit will be more portable and each person can personalize his or her own grab-and-go emergency kit.

**Being prepared takes four simple steps...**

Floods, hurricanes, earthquakes, tsunamis and fires can occur quickly and without warning. Be ready to protect yourself and your family by following these safety steps:

1. **Develop a Family Emergency Plan**

Emergencies may strike anywhere. Develop a plan at home. However, also learn about plans at your workplace, or anywhere else you and your family may spend time. Include a copy of your emergency plan in your Emergency Kit and ensure it contains on-island and outside-island contact information. Store the plan in a Ziploc bag to protect it against water damage.

1. **Stock up on Emergency Supplies**

Often during an emergency, electricity, heat, air conditioning, or telephone service may not work. Be prepared to make it on your own for at least three days, maybe longer. Learn what emergency tools and supplies you should have in stock.

1. **Be Aware**

Sign up for DCOMM-ALERT at [www.sintmaartengov.org](http://www.sintmaartengov.org)to receive emergency notifications. Also, know what other resources can provide you with up-to-date information during an emergency. Pay attention to the news, and know your surroundings.

1. **Get Involved**

Be generous and donate some of your time. Learn what types of programs for volunteers exist within your community.

## What do you need?

### Emergency Kits[[1]](#footnote-1)

In an emergency, you will need some basic supplies. You may need to get by without power or tap water. **Be prepared to be self-sufficient for at least 72 hours.**

You may have some of the items already, such as food, water and a battery operated or wind-up flashlight. The key is to make sure they are organized and easy to find. Would you be able to find your flashlight in the dark? Make sure your kit is easy to carry and everyone in the household knows where it is. Keep it in a backpack, duffle bag or suitcase with wheels, in an easy-to-reach, accessible place, such as your front-hall closet. If you have many people in your household, your emergency kit could get heavy. It is a good idea to separate some of these supplies in backpacks. That way, your kit will be more portable and each person can personalize his or her own grab-and-go emergency kit.

### Basic Emergency Kit[[2]](#footnote-2)

You may have some of these basic emergency kit items already, such as a flashlight, battery-operated radio, food, water and blankets. The key is to make sure they are organized, easy to find and easy to carry (in a suitcase with wheels or in a backpack) in case you need to evacuate your home. Whatever you do, do not wait for a disaster to happen.

[Appendix 4](#_Appendix_4:_Check) is a check off list of the items for your 72-hour emergency kit as you accumulate them.

### Additional Emergency supplies

The basic emergency kit will help you get through the first 72 hours of an emergency. In addition to this kit, we recommend you also have the following additional emergency supplies. Then you will be well equipped for even the worst emergencies.

[Appendix 5](#_Appendix_5:_Additional) is a list of additional emergency supplies.

### Emergency Car Kit

If you have a car, prepare an emergency car kit and keep it in the vehicle. The basic emergency kit for cars should include the items listed in [appendix 6](#_Appendix_6:_Emergency).

### Where to buy an emergency kit[[3]](#footnote-3)

It is quick and easy to buy an emergency kit.

* The local drug store may sell them
* You can also buy them online
	+ The Canadian Red Cross has a [kit available to buy on their website](https://redcrossproducts.ca/category/3/emergency-preparedness).[[4]](#footnote-4)
	+ You can purchase one from the [Red Cross Store](http://www.redcrossstore.org/shopper/category.aspx?LocationId=115) or the local Red Cross chapter.

Various other kits and emergency supplies are also available for sale from other commercial entities.

Add items to your kit such as:

* additional emergency supplies
* A copy of your emergency plan
* Photocopies of personal documents
* A household emergency contact list

[Appendix 7](#_Appendix_7:_Preparing) explains how you should prepare a Family Emergency Kit, e.g. It explains the “Anatomy of a First Aid Kit”

# APPENDICES

## Appendix 1: 2016 Atlantic Hurricane Season Prediction


## Appendix 2: Rotary Sunrise members contact information list

|  |  |  |
| --- | --- | --- |
| **Name**  | **Telephone number**  | **Email adress** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Appendix 3: Template letter to the EOC

**Club meetings: Belair Beach Hotel**

**Tuesdays, 7:00 am – 8:00 am Ginger Bread Cafe**

 **Little Bay, Philipsburg**

 **Saint Martin Sunrise Rotary Sint Maarten**

[**www.sxmsunrise.org**](http://www.sxmsunrise.org)

To: Mr. Paul Martens, manager of EOC

Re: Rotary Club of Saint Martin Sunrise Disaster Plan 2016-2017

Philipsburg, July 10th,2016

Dear Mr. Paul Martens,

By means of this letter, our Rotary Club of Saint Martin Sunrise presents you with our annual disaster plan for 2016-2017. In it, you will find our club’s goals and objectives on how to prevent and reduce adverse consequences of natural disasters, such as hurricanes, earthquakes, and floods.

Our club is dedicated to serving the community of Sint Maarten. We are ready and willing to provide assistance in the event of a calamity in any way possible, be that spreading awareness, encouraging preparedness and raising funds for disaster relief efforts.

Information is vital to being prepared for any calamity. We invite you to provide an update on the latest National Emergency/Disaster Plan to our membership at a date and time conducive for you this month of July. We also request that representatives from our club, such as our Disaster chair in the person of Ms. Kameela Piper and Dr. Virginia Asin-Oostburg, will be invited for your information sessions to remain abreast of the latest developments in disaster management.

With this plan, we hope to contribute to the safety of our island by combining our forces and resources.

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Okama Ekpe Brook, MA

President – Rotary Year 2016-2017

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Email: ngumjo@gmail.com

## Appendix 4: Check off list of items for 72-hour emergency kit.

|  |  |  |
| --- | --- | --- |
| Basic Emergency Kit Items |  |  |
| Easy to carry | Think of ways that you can pack your emergency kit so that you and those on your emergency plan can easily take the items with you, if necessary | Use designated aluminum, vinyl or plastic storage boxes with easy to carry grips  |
|  |  | Put the label on the outside of the box and packaging lists on the inside |
|  |  | Use ziploc bags to store the labels and the packaging list and use tape to fasten them to the boxes |
|  |  | For efficiency of emergency packing use camping material that stacks easy as space saver.  |
| Water  | For general household use | In case you have a cistern in your house, make sure that it is always filled to its full capacity and maintain the volume. |
|  | For individual use:Two litres of water per person per day (Include small bottles that can be carried easily in case of an evacuation order) | Purchase enough drinking water for at least 72 hours (3 days). That is 6 liters per person. |
|  |  | Fill the washing machine or bathtub (if available) with water |
| **Food** | That won't spoil, such as canned food, energy bars and dried foods (remember to replace the food and water once a year) |  |
| **Items for the emergency kit** | * Manual can opener
* Flashlight and batteries
* Battery-powered or wind-up radio
* Extra batteries
* First aid kit
 | Make sure you purchase the correct type of battery for the flashlight and the radio |
| **Items for the first aid kit** | * Betadine
* Bandages (different sizes)
* Alcohol
* Q-tips
* Antibiotic crème
 | Go to the Pharmacy for an emergency first aid kit  |
|  |  | In case you already have a first aid kit, take it with you to the pharmacy for assistance in re-filling |
| **Special needs items** | Prescription medications, infant formula or equipment for people with disabilities |  |
|  | Extra keys for your car and house |  |
| **Cash** | Include smaller bills, such as $10 bills (travellers cheques are also useful) and change for payphones |  |
|  |

## Appendix 5: Additional Emergency Supplies[[5]](#footnote-5)

List of additional emergency supplies:

**Two additional litres of water per person per day**
For cooking and cleaning

**Candles and matches or lighter**
Place in sturdy containers and do not burn unattended

**Change of clothing and footwear**
For each household member

**Sleeping bag or warm blanket**
For each household member

Toiletries

Hand sanitizer

Toilet paper

Utensils

Garbage bags

Household chlorine bleach or water purifying tablets

**Basic tools**
Hammer, pliers, wrench, screwdrivers, work gloves, pocket knife

Small fuel-operated stove and fuel

**Whistle**
To attract attention

Duct tape


## Appendix 6: Emergency Car Kit[[6]](#footnote-6)

Top of Form

Emergency Car Kit

**Food**
That won't spoil, such as energy bars

**Water**
In plastic bottles so they won't break if frozen (change every six months)

Blanket

Extra clothing and shoes

**First aid kit**
With seatbelt cutter

Small shovel, scraper and snowbrush

Candle in a deep can and matches

Wind-up flashlight

**Whistle**
In case you need to attract attention

Roadmaps

Copy of your emergency plan and personal documents

**Also keep these inside your trunk**

Sand, salt or cat litter (non clumping)

Antifreeze/windshield washer fluid

Tow rope

Jumper cables

Fire extinguisher

Warning light or road flares


## Appendix 7: Preparing a Family Emergency Kit the “Anatomy of a First Aid Kit”

It is your responsibility to start gathering supplies and start thinking about what your family will need for at least 72 hours in an emergency. First aid kits come in many shapes and sizes. You can also make your own. Some kits are designed for specific activities, such as hiking, camping or boating. The American Red Cross provides the following information on their website[[7]](#footnote-7):

**A well-stocked first aid kit is a handy thing to have. To be prepared for emergencies:**

* Keep a first aid kit in your home and in your car.
* Carry a first aid kit with you or know where you can find one.
* Find out the location of first aid kits where you work.

**Whether you buy a first aid kit or put one together, make sure it has all the items you may need:**

* Include any personal items such as medications and emergency phone numbers or other items your health-care provider may suggest.
* Check the kit regularly.
* Make sure the flashlight batteries work.
* Check expiration dates and replace any used or out-of-date contents.

**The Red Cross recommends that all first aid kits for a family of four include the following:**

* 2 absorbent compress dressings (5 x 9 inches)
* 25 adhesive bandages (assorted sizes)
* 1 adhesive cloth tape (10 yards x 1 inch)
* 5 antibiotic ointment packets (approximately 1 gram)
* 5 antiseptic wipe packets
* 2 packets of aspirin (81 mg each)
* [1 blanket (space blanket) **[Available on the Red Cross Store]**](http://www.redcrossstore.org/item/0140-1138)
* 1 breathing barrier (with one-way valve)
* 1 instant cold compress
* 2 pair of nonlatex gloves (size: large)
* 2 hydrocortisone ointment packets (approximately 1 gram each)
* Scissors
* 1 roller bandage (3 inches wide)
* 1 roller bandage (4 inches wide)
* [5 sterile gauze pads (3 x 3 inches) **[Available on the Red Cross Store]**](http://www.redcrossstore.org/item/FAE-5005)
* 5 sterile gauze pads (4 x 4 inches)
* Oral thermometer (non-mercury/nonglass)
* 2 triangular bandages
* Tweezers
* [First aid instruction booklet **[Available on the Red Cross Store]**](http://www.redcrossstore.org/item/658272)

[View our short video "Preparing a Family Emergency Kit".](http://www.getprepared.gc.ca/cnt/rsrcs/vds/prprng-kt-en.aspx)

<http://www.getprepared.gc.ca/cnt/rsrcs/vds/prprng-kt-en.aspx>

1. <http://www.getprepared.gc.ca/cnt/kts/index-en.aspx> [↑](#footnote-ref-1)
2. <http://www.getprepared.gc.ca/cnt/kts/bsc-kt-en.aspx> [↑](#footnote-ref-2)
3. <http://www.getprepared.gc.ca/cnt/kts/by-kt-en.aspx> [↑](#footnote-ref-3)
4. <http://products.redcross.ca/category/3/emergency-preparedness> [↑](#footnote-ref-4)
5. <http://www.getprepared.gc.ca/cnt/kts/ddtnl-en.aspx> [↑](#footnote-ref-5)
6. <http://www.getprepared.gc.ca/cnt/kts/cr-kt-en.aspx> [↑](#footnote-ref-6)
7. <http://www.redcross.org/prepare/location/home-family/get-kit/anatomy> [↑](#footnote-ref-7)