

STRUCTURE FOR DISASTER RESPONSE PLAN

The plan consists of the Preliminaries and eight (8) sections:

Preliminaries:

Foreword

Ministerial Statement in support of plan

Executive Summary

This will give a synopsis of the contents of the plan

Acknowledgements

Recognition of individuals or agencies that have made a contribution to the development of the plan

Name of the Plan

Name or Number allocated to the plan (e.g. The Grenada Hurricane Response Plan. Section 3.1 of the National Disaster Plan or the Seaport Authority Earthquake Plan, section 5.4 of the Seaport Plan)

Signature Page

Containing the signatures of Heads of Agencies and the list of agencies to whom/which the plan has been distributed.

Record of Review and Updates

Lists when plan was updated and reviewed

Glossary of Terms

This section will list and explain terminology used in plan

Section 1: Introduction

The introduction will comprise of the following four elements:

Background

Will provide a general synopsis of the Ministry/Agency/Department as it relates to Disaster Management in [COUNTRY]

Purpose of the plan

Describes the purpose of the plan

Scope

- Extent of the coverage of the plan: island-wide (country-wide) coverage
- Establishes timeframe
- It will be executed in tandem with (what other plans)
- This plan is multi-hazard in scope

Mission Statement

Describe the mission statement as determined by the Disaster Management Advisory Committee or Legislation

Section 2: Authority

This section will establish the authority under which the plan is being prepared. It will list the Legislation, Agreement or the body with such authority (i.e. Cabinet)

Section 3: Critical Assumptions

This section will describe a series of a number of assumptions, which will be key to the successful execution of the plan.

Section 4: Institutional Framework

This section outlines the organizational framework for the development and implementation of the plan. It will articulate the composition of the National Structure, its terms of reference and the institutional linkage with **other agencies**.

It will also illustrate the relationship between Ministry/Department/Agency and the relevant response agencies.

Agencies involved; Roles and Responsibilities

Schematic representation of Organisational structure

Section 5: Concepts of Operations

Describes the process through which the plan will be executed. It will describe the roles and functions of the operation cells i.e. NEOC, JOCC, EOC

Use of MOUs where there is a void/gap in the national capacity.

Section 6: Emergency Operations

This section will detail the following:

Alert and Warning Mechanism,
Notification of an Incident,

Response Operations:

- Mobilization and deployment of emergency agencies
- Resource mobilization, access and deployment
- Interagency coordination and interoperability
- Monitoring and evaluation of the incident,
- Linkages with supporting plans and SOPS,
- Standard Operations governing key Emergency Response Functions (ERF) - Telecoms,

Activation and Deactivation

Recovery Operations

Section 7: Trans – Island/country Threats or Incidents

This section will outline arrangements and response mechanism in event that the national emergency services had to respond to incidents or threats within the other CDEMA PS.

Section 8: Appendices

This section will contain the following:

- Linkages with other plans
- Checklists
- Notification /Call Out Procedures
- Contact Information
- List of resource requirements
- Job Aid (Status Boards etc)
- Maps – emergency routes, procedures

Other Considerations

- a. Revision & updating of the plan
- b. Dissemination of the plan
- c. Training
- d. Simulation Exercises
- e. Record of real events and evaluation response