# ■ LEARNING OBJECTIVES

- ■ Learn a three-part definition of disaster preparedness

- ■ Identify nine categories of planning activities for disaster preparedness

- ■ Compare three UN roles in collaborating for preparedness

- ■ Understand four ways to avoid problems in implementing disaster preparedness plans

- ■ Consider fourteen areas of basic information to assess for preparedness

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⬤ QUESTION ON
DISASTER PREPAREDNESS

How would you define disaster preparedness?

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■ DEFINITION OF DISASTER PREPAREDNESS
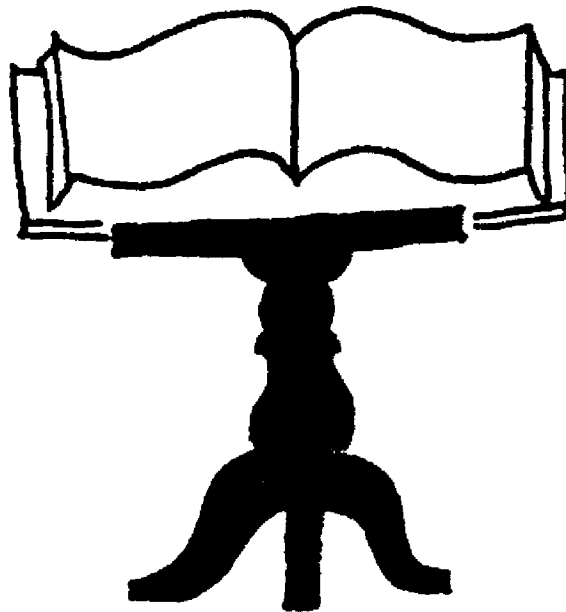
Disaster Preparedness:

— minimizes the adverse effects of a hazard— through effective precautionary actions

— ensures timely, appropriate and effective organization and delivery of relief

STATEMENT ON EFFECTIVE PLANNING

"Effective disaster preparedness planning should incorporate readiness for self-reliant action that will be needed for communities not only to survive, but to recover."
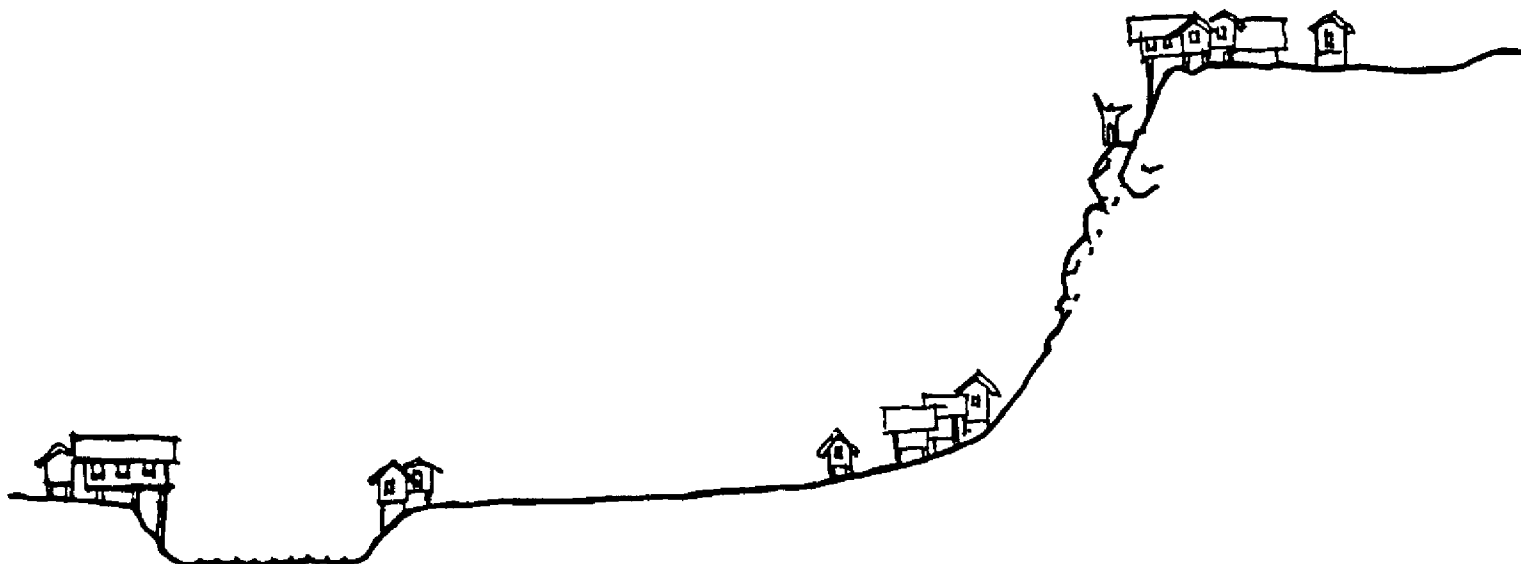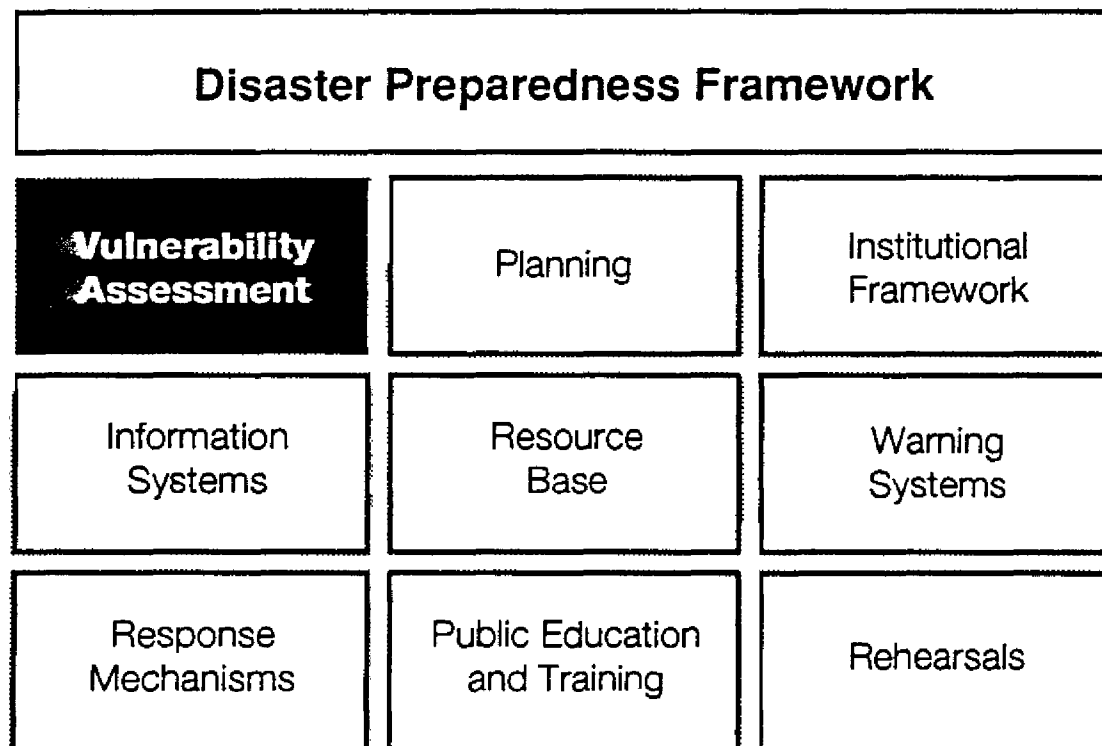
QUESTION ON ACTIVITIES ALREADY UNDERTAKEN

Q. *In your country, which activities have already been undertaken to promote disaster preparedness?*

⬤ VULNERABILITY ASSESSMENTS

Disaster Preparedness Framework		
Vulnerability Assessment	Planning	Institutional Framework
Information Systems	Resource Base	Warning Systems
Response Mechanisms	Public Education and Training	Rehearsals

CATEGORIES OF INFORMATION

Assessment includes:

- relatively static infrastructural information on

  - extent of development

  - types of dis/advantages faced by area communities

  - "maps" of available structures (such as roads and hospitals)

- relatively dynamic socioeconomic data on

  - causes and levels of vulnerability

  - demographic shifts
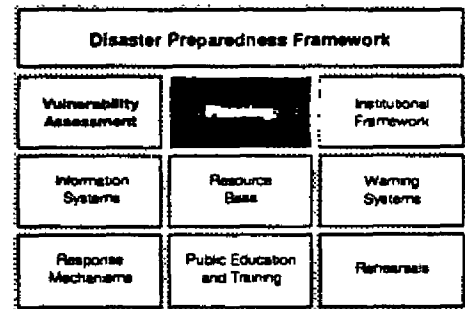
  - types of economic activity

⬛⚪ OBJECTIVES OF ASSESSING VULNERABIITY

Vulnerability assessments serve as:

- a means to inform decision-makers about the utility of national and local level approaches to disaster preparedness

- an effective starting point for constructing an overall plan

- the basis for a more continuous "habit" of monitoring trends in physical, socioeconomic and infrastructure conditions of disaster-prone countries

REQUIREMENTS OF A PLAN

Disaster Preparedness Framework		
Vulnerability Assessment		Institutional Framework
Information Systems	Resource Base	Warning Systems
Response Mechanisms	Public Education and Training	Rehearsals

A plan must:

- have a clearly stated objective or set of objectives

- reflect a systematic sequence of activities in a logical and clear manner

- assign specific tasks and responsibilities

- integrate its activities, tasks and responsibilities to enable the overall objective or series of objectives to be achieved
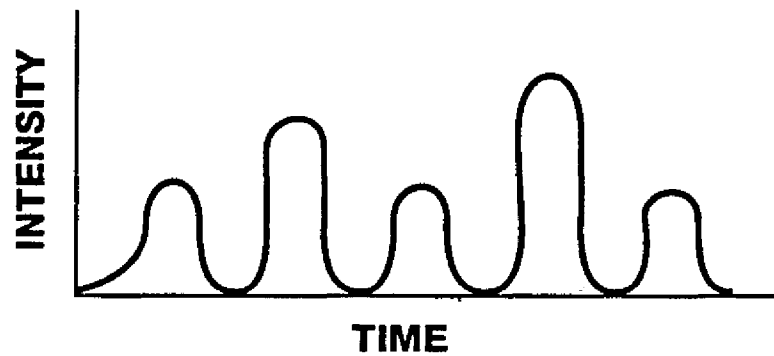

PLAN
- *What to do*
- *When to do it*
- *Who will do what*
- *How to get it all done*
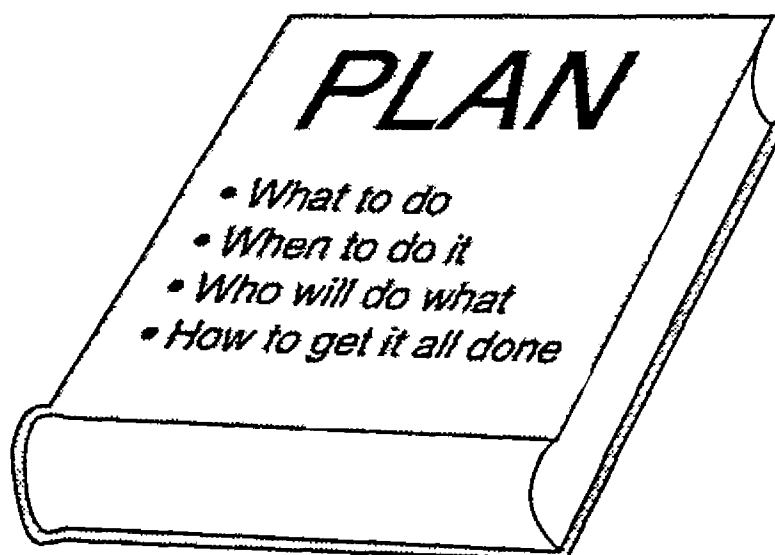
TYPICAL STRUCTURE OF A DISASTER PLAN

Introduction .... Legislative Authority
                                                                Related Documents

The Aim,

Definitions and abbreviations,

The country (region, state) .... Topography
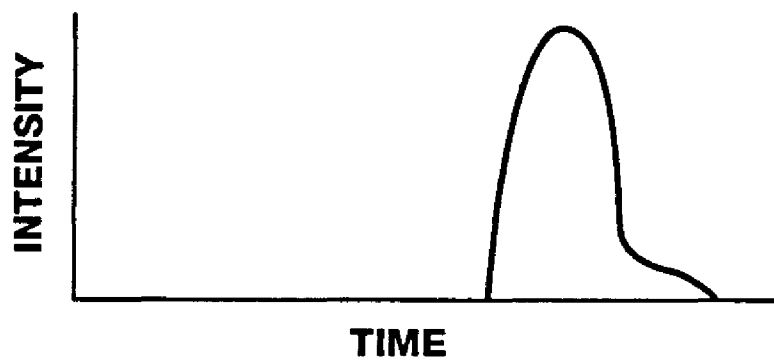   Climate
                                                                Demography
                                                                Industry
                                                                Government Organization

The threat .... History
                                                                Natural events (by type)
                                                                Industrial accidents (by type)

Command and coordination ...... Powers and responsibilities at each level
                                                                Command authorities and posts
                                                                Description and role of Emergency Service

Planning groups .... Arrangements for sectoral planning
                                                                (such as Medical, Transport, and Communications)

External assistance .... Arrangements and authority for requesting assistance
                                                                from outside the planning area

Emergency operations centers

Activation of organizations .... Warning Systems
                                                                Receipt and Dissemination of Warnings

Operational information

Counter disaster organizations .. Government Departments
                                                                Defense Ministry
                                                                Local Government
                                                                Voluntary Organizations
                                                                Arrangements for Liaison

Administration,

Financial procedures,

Supply .... Emergency Purchasing Procedures
                                                                Powers for Requisitioning

Public information .... Announcements (requiring action)
                                                                Information releases
                                                                Emergency Broadcasting
                                                                Multi-language broadcasts

Sub-plans .... Communications, Police, Fire Services, Medical, Rescue,
                                                                Welfare, Housing, Public Works, Transport, Power,
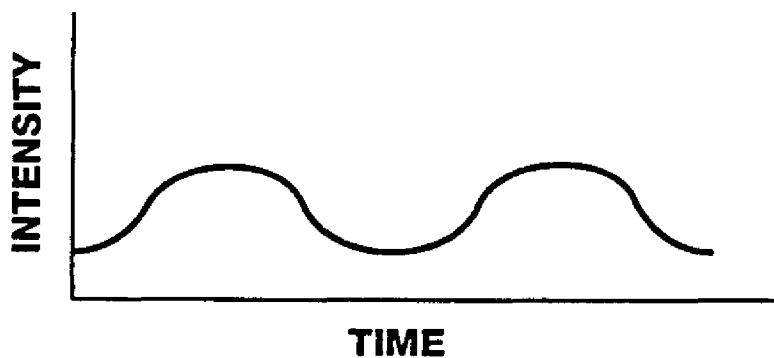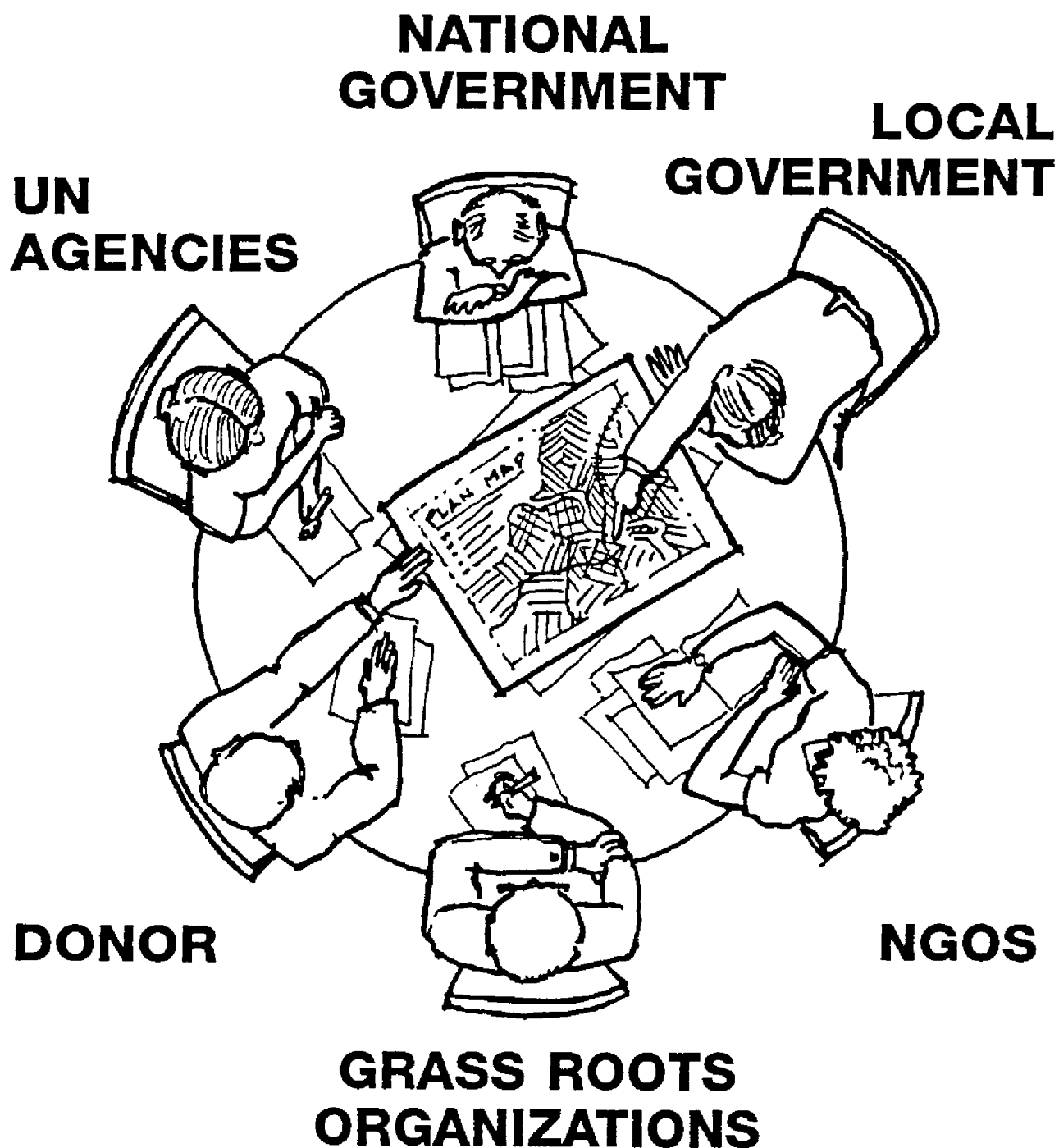   Registration and Tracing Service

TYPES OF DISASTER

INTENSITY / **TIME**

CHRONIC SUDDEN-ONSET

INTENSITY / **TIME**

RARE SUDDEN-ONSET

INTENSITY / **TIME**

PERIODIC SLOW-ONSET

⬤ THE PLANNERS

**NATIONAL
GOVERNMENT**

**LOCAL
GOVERNMENT**

**UN
AGENCIES**
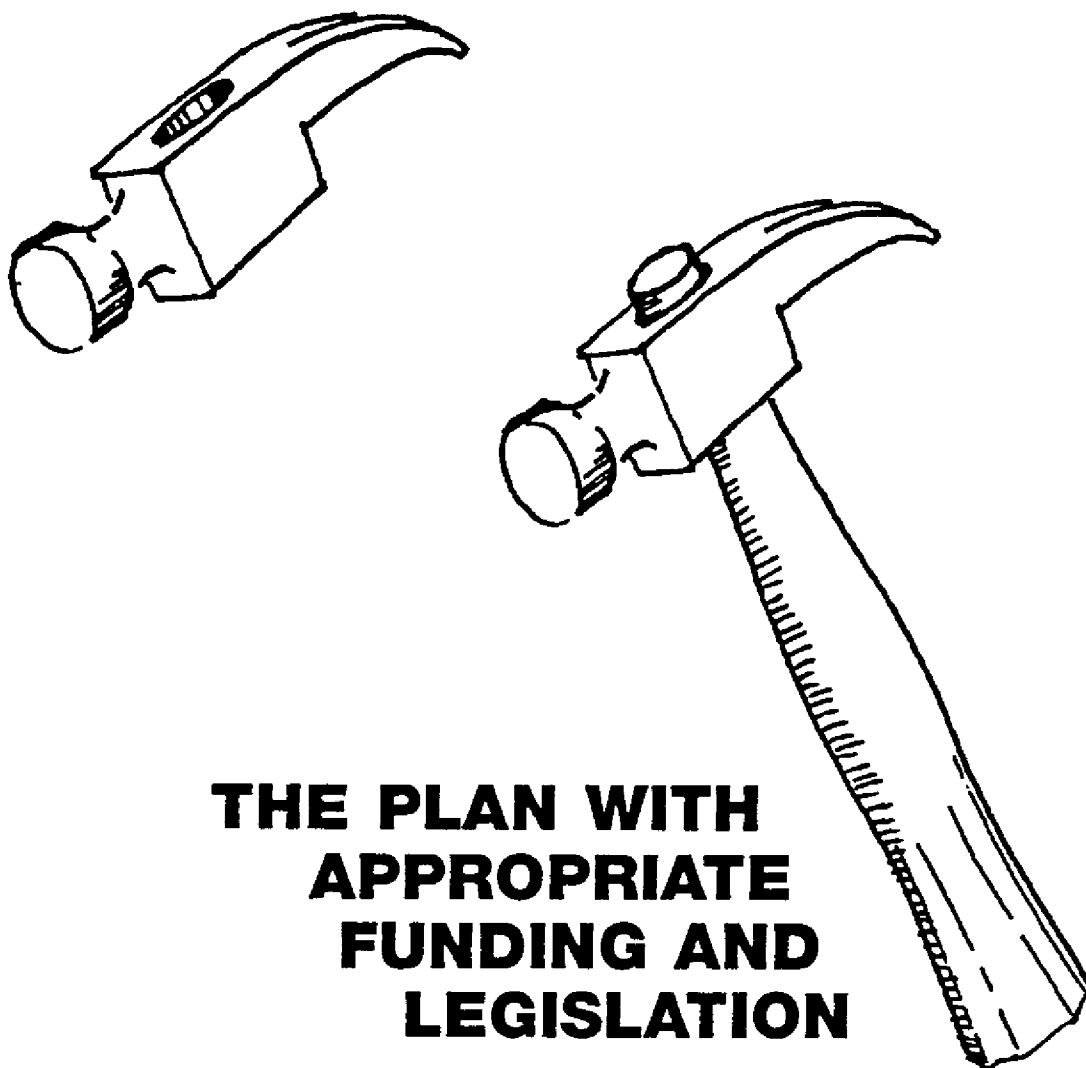
DONOR

NGOS

**GRASS ROOTS
ORGANIZATIONS**

◕ QUESTION ON ENTITIES INVOLVED IN PLANNING

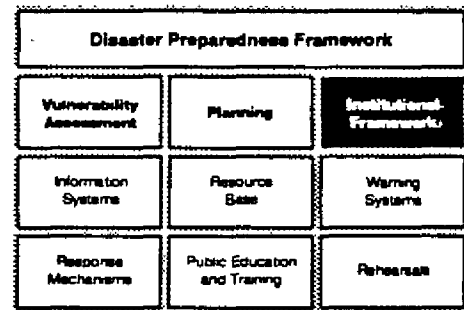# *Q. In your country, which entities should be involved in the planning process?*

● STATUS OF THE PLAN

THE PLAN

THE PLAN WITH APPROPRIATE FUNDING AND LEGISLATION

STATEMENT ON INSTITUTIONAL FRAMEWORK

Disaster Preparedness Framework		
Vulnerability Assessment	Planning	**Institutional Framework**
Information Systems	Resource Base	Warning Systems
Response Mechanisms	Public Education and Training	Rehearsal

"Avoid creating new organizations for disaster preparedness. Instead, work within established structures and systems."

● QUESTION ON DESIGNATING A FOCAL POINT

Match the quotation from a fictitious disaster management expert to the corresponding option for housing a focal point.

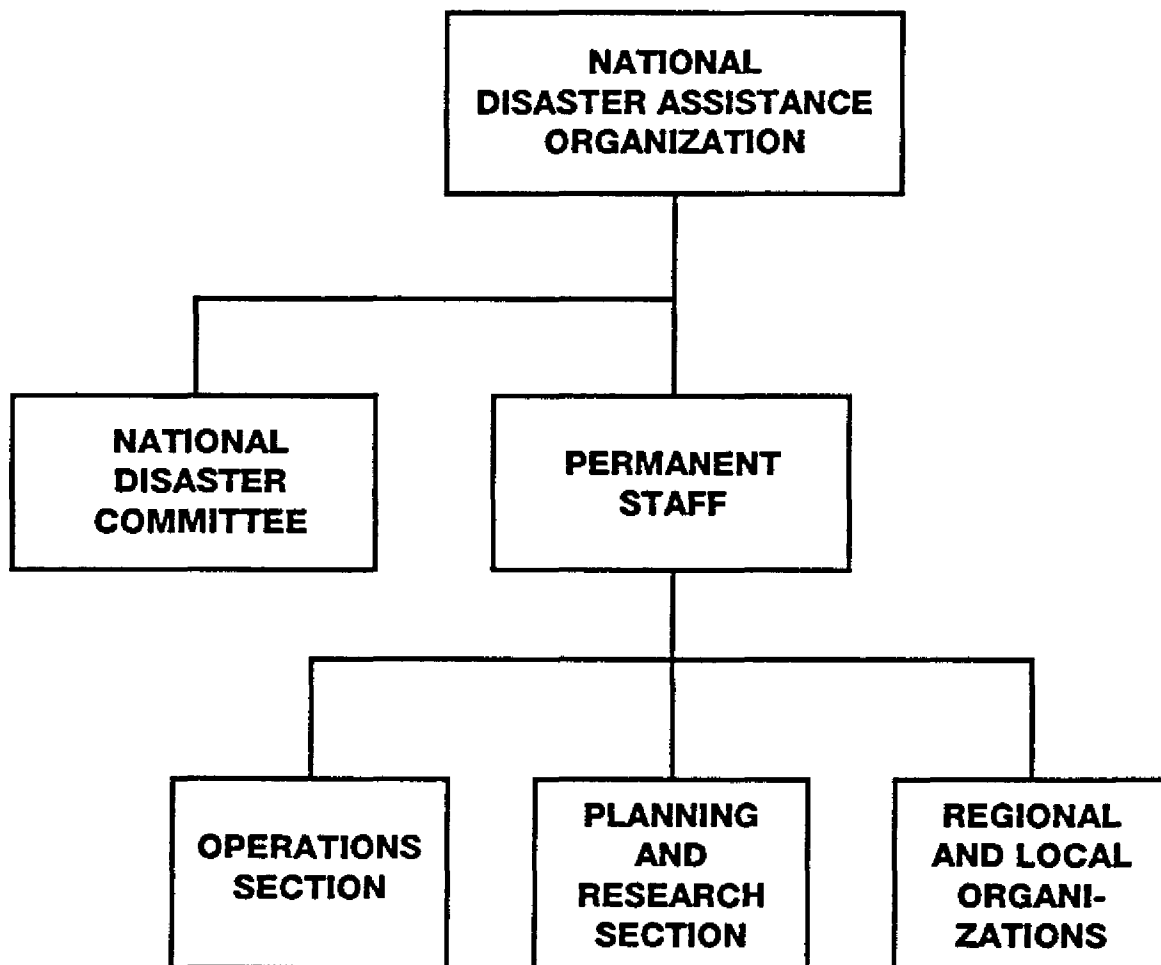| A focal point to coordinate disaster preparedness and response might be:	A disaster manager might say:
Attached to or become a specialized agency **1**	**A** "Our principal concern involves droughts which affect agricultural production, therefore our focal point is housed in the Ministry of Agriculture."
Developed within a ministry **2** regarded as essential for certain types of disasters	**B** "The disaster focal point is currently housed in the Office of the Prime Minister in Jamaica."
Attached to the office of a **3** senior level of government	**C** "In my country, the focal point is attached to our new Relief and Rehabilitation Commission."

◉ NATIONAL DISASTER ASSISTANCE ORGANIZATION

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                    ┌──────────────────────┐
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                    │ DISASTER ASSISTANCE  │
                    │    ORGANIZATION      │
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    │   DISASTER    │              │    STAFF      │
    │  COMMITTEE    │              │               │
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            │  OPERATIONS   │   │     AND       │   │  AND LOCAL    │
            │   SECTION     │   │   RESEARCH    │   │   ORGANI-     │
            │               │   │   SECTION     │   │    ZATIONS    │
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- Training
- Public education
- Communications
- Relief stockpiles
- Damage assessment

- Vulnerability anaysis
- Resource requirements
- Contingency planning
- Damage & analysis
- Logistical coordination

# ROLES AND RESPONSIBILITIES

In an effective disaster preparedness plan, roles and responsibilities should:

- be clearly defined

- respect established expertise

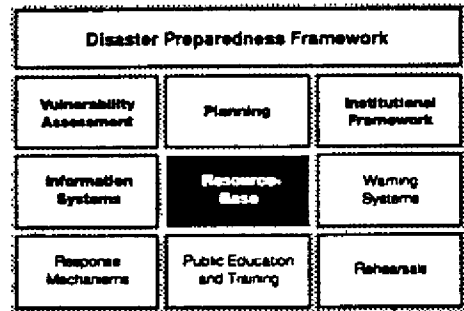- be appropriate to political and social conditions

SAMPLE INFORMATION SYSTEM

RESOURCE BASE

| Disaster Preparedness Framework		
Vulnerability Assessment	Planning	Institutional Framework
Information Systems	**Resource Base**	Warning Systems
Response Mechanisms	Public Education and Training	Rehearsals
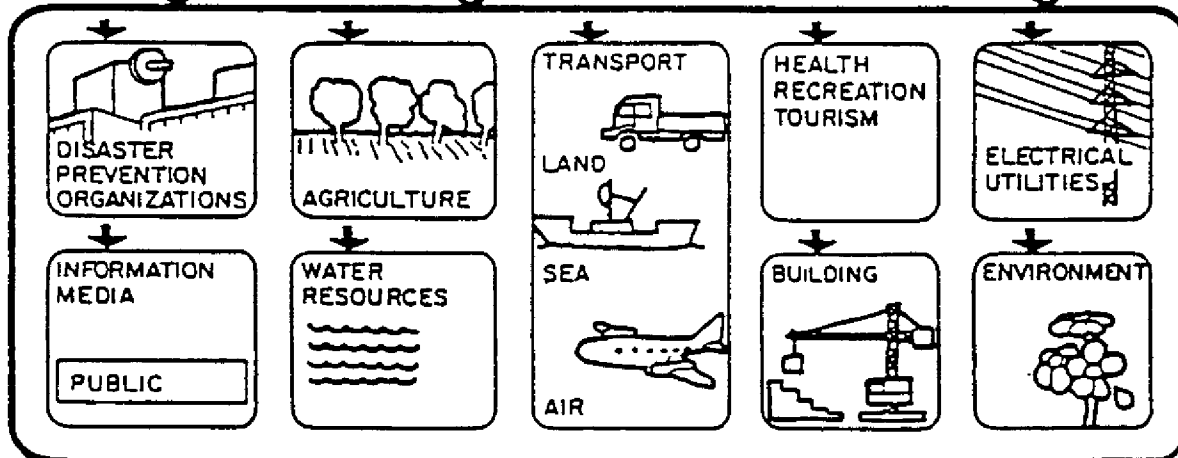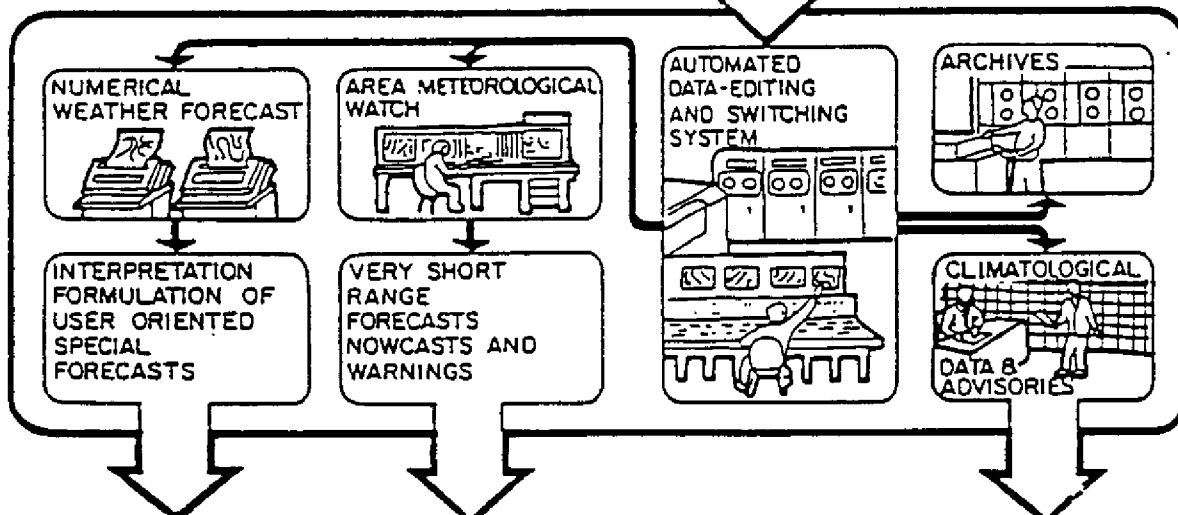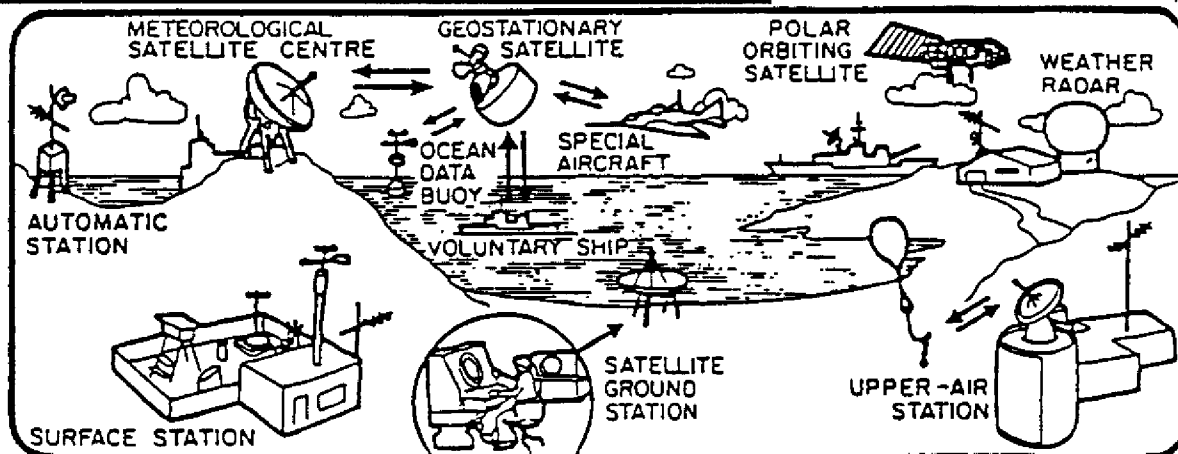
In assessing the resources required for a disaster preparedness plan, consider:

Stockpiling

Mechanisms for aid coordination

Disaster preparedness funding

Disaster relief funding
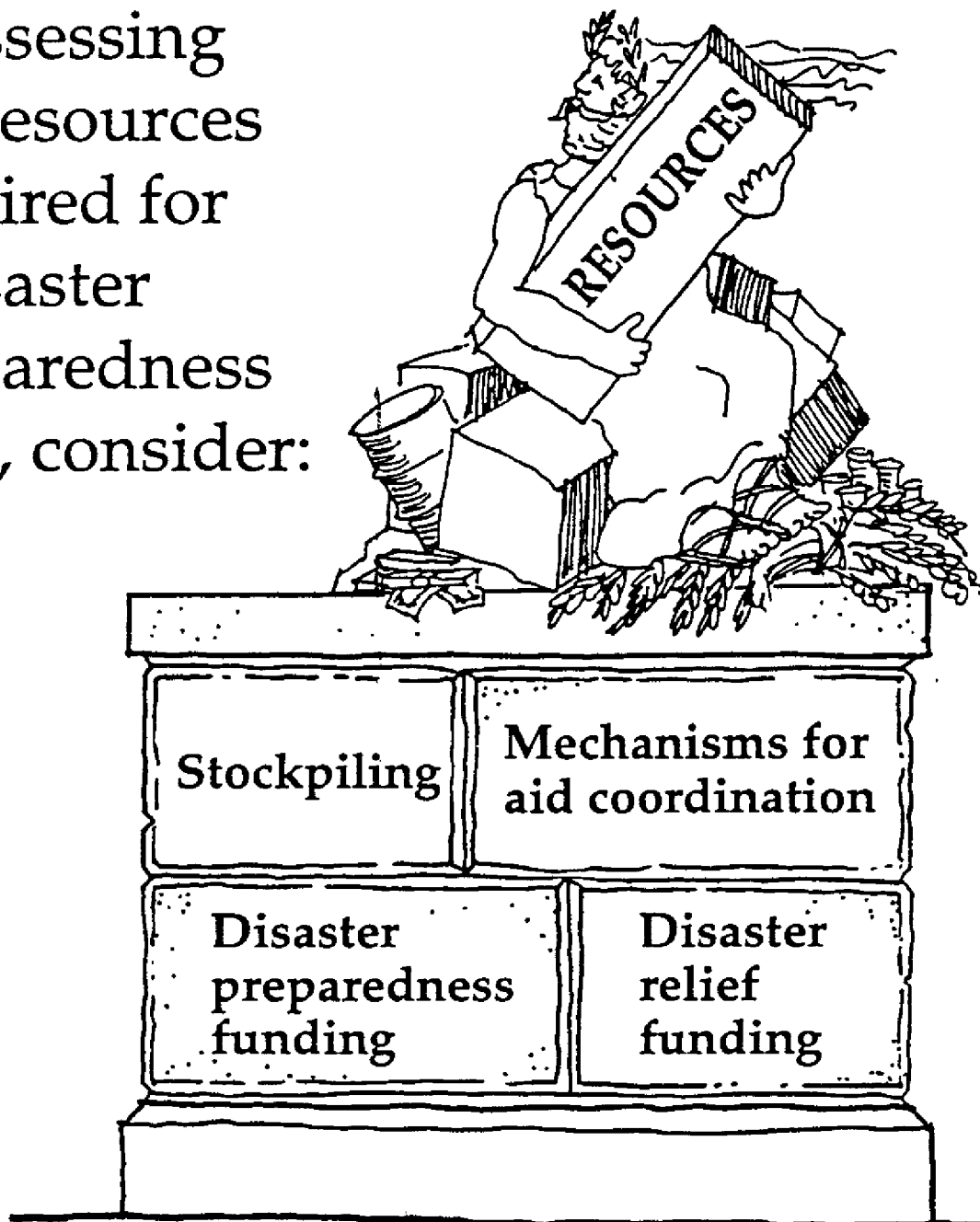
QUESTION ON PLANNING A RESOURCE BASE

Q. *Briefly describe how an entity in your region has successfully planned a resource base for disaster relief.*

STATEMENT ON WARNING SYSTEMS

Disaster Preparedness Framework		
Vulnerability Assessment	Planning	Institutional Framework
Information Systems	Resource Base	Warning Systems
Response Mechanisms	Public Education and Training	Rehearsals
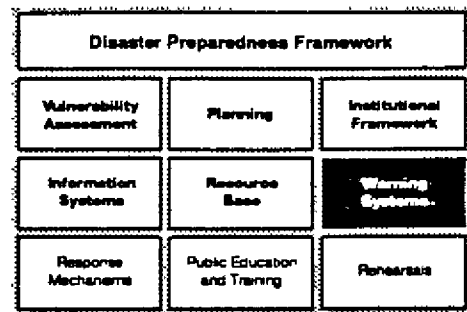
"Consider what type of communications equipment will be needed and sustainable if power lines and receiving stations are destroyed."
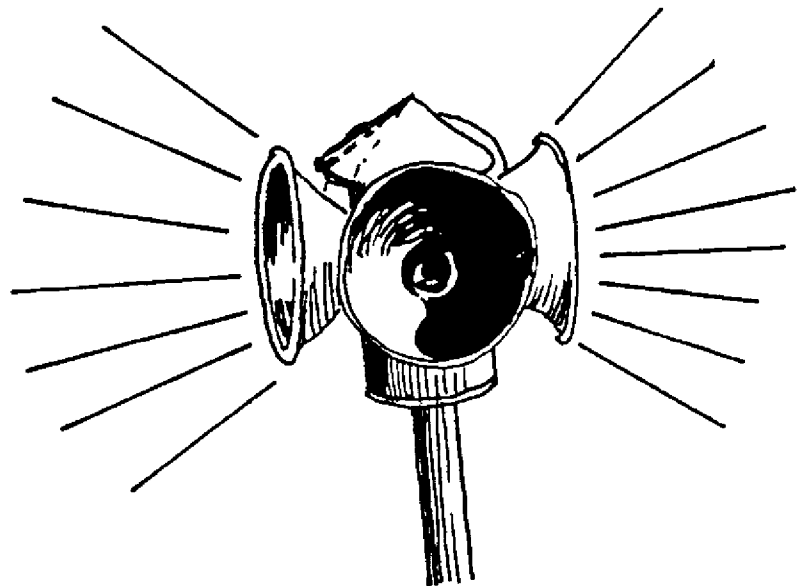
■ CATEGORIES OR RESPONSE MECHANISMS

Some of the categories of response in plans for a variety of hazards include:

- evacuation procedures

- search and rescue

- security of affected areas

- assessment teams

- activating special installations (such as emergency hospitals)

- activating distribution systems

- preparing emergency reception centers and shelters

- activating emergency programs for airports, harbors and land transport

● POSSIBLE NEEDS IN DIFFERENT TYPES OF EMERGENCIES

Sectors in which UNICEF assistance might be considered

■ Needs frequently experienced
□ Needs sometimes experienced

C Depending on climate; may be needed if weather is cold and/or wet.
.. Needs rarely arise (or usually of low priority).

Where disasters occur in combination—e.g. floods following a tropical storm—the combined effects/needs must be considered

Sector in which needs may arise	Sudden, cataclysmic disasters			Long-term continuing emergencies		
	Earth-quakes	Storms	Floods	Droughts, famines *	Conflicts	Displaced populations
Food, nutrition and income						
Short-term general ration distribution	■	■	□	■	■	■
Agricultural production	..	■	■	■	□	■
Long-term selective provision of employment and/or food	□		■	■	■	■
Nutrition surveillance	..	□	□	■	■	■
Special feeding[2]	..		□	■	C	□
Health services						
Reinforcement of management and personnel	■	□	□	□	■	■
Reconstruction, transport and equipment	■	■	□	..	■	■
Drugs and other supplies	■	..	□	□	■	■
Surveillance for communicable diseases	..	■	■	■	■	■
Immunization	..	..	□	■	□	■
Diarrhoea control		..	■	■	□	■
Water supplies						
Distribution, storage, treatment	■	□	■	■	□	■
Rehabilitation/development of sources	■	□	□	■	C	■
Sanitation						
Excreta disposal	■		□	..	■	■
Garbage/refuse disposal	■	□	□	..	■	■
Personal hygiene	■		□	..	■	■
Vector control	□		■	..	■	■
Shelter and household functioning						
Emergency shelter	C	C	..	..	C	■
Reconstruction	■	■	□	..	■	■
Blankets	C	C	C		C	C
Household utensils etc.	■	□	□	..	□	■
Child care and social services						
Community social services	■	■	■	■	■	■
Unaccompanied children	□	□	□	□	■	■
Schools/education	■	□	□	..	■	■
Overall management and logistics						
Reinforcement of management capacity and systems	■	■	■	■	■	■
Transport, vehicles, fuel, spares, maintenance	□	□	□	□	■	■
Storage facilities	□	□	□	□	■	■
Possible secondary effects/disasters	Fires, landslides, local floods, tsunamis	Floods, landslides, storm surge		Displaced populations	Displaced populations	

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PUBLIC EDUCATION AND TRAINING

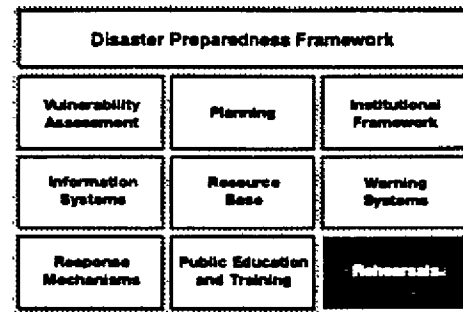| Disaster Preparedness Framework		
Vulnerability Assessment	Planning	Institutional Framework
Information Systems	Resource Base	Warning Systems
Response Mechanisms	Public Education and Training	Rehearsals

Those who may be threatened by disaster may be educated through:

- Public education in schools
- Special training courses
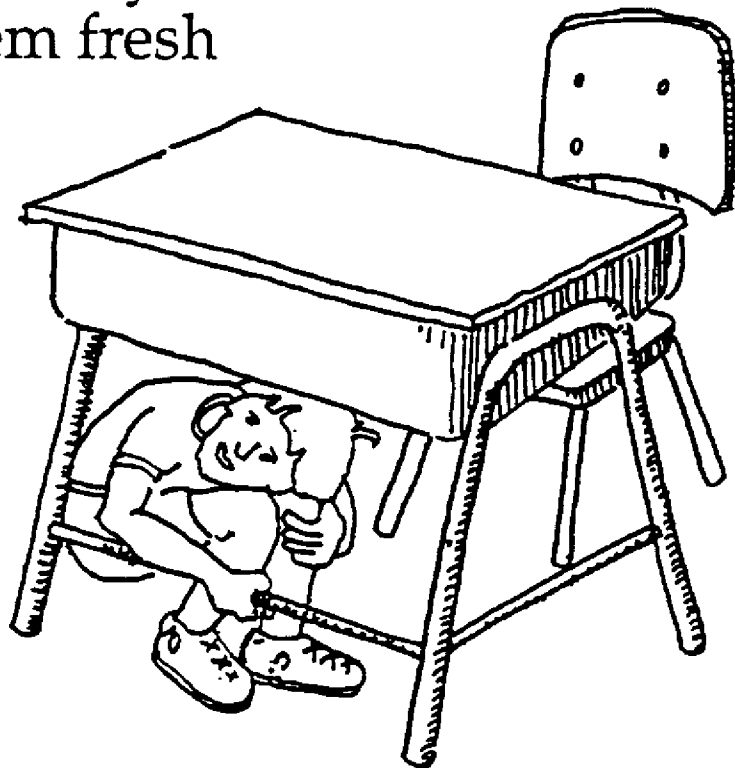- Extension programs
- Public education by conventional media

When disaster strikes, be prepared!
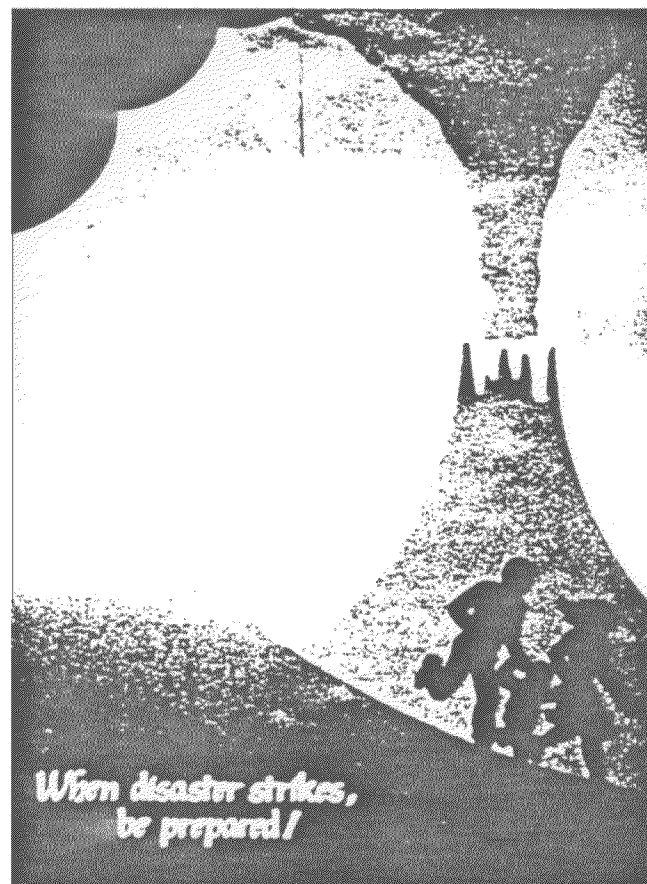
WHAT REHEARSALS CAN ACCOMPLISH

Disaster preparedness rehearsals can:

- emphasize points made in separate training programs

- test the system as a whole

- expose gaps that might otherwise be overlooked

- make preparedness plans more effective by keeping them fresh

STATEMENT ON "INTERNATIONAL SYSTEM"

"The term 'international system' is largely an abstraction. International involvement in disaster management usually involves a random assortment of governmental, non-governmental and international institutions that form part of an ad hoc network."
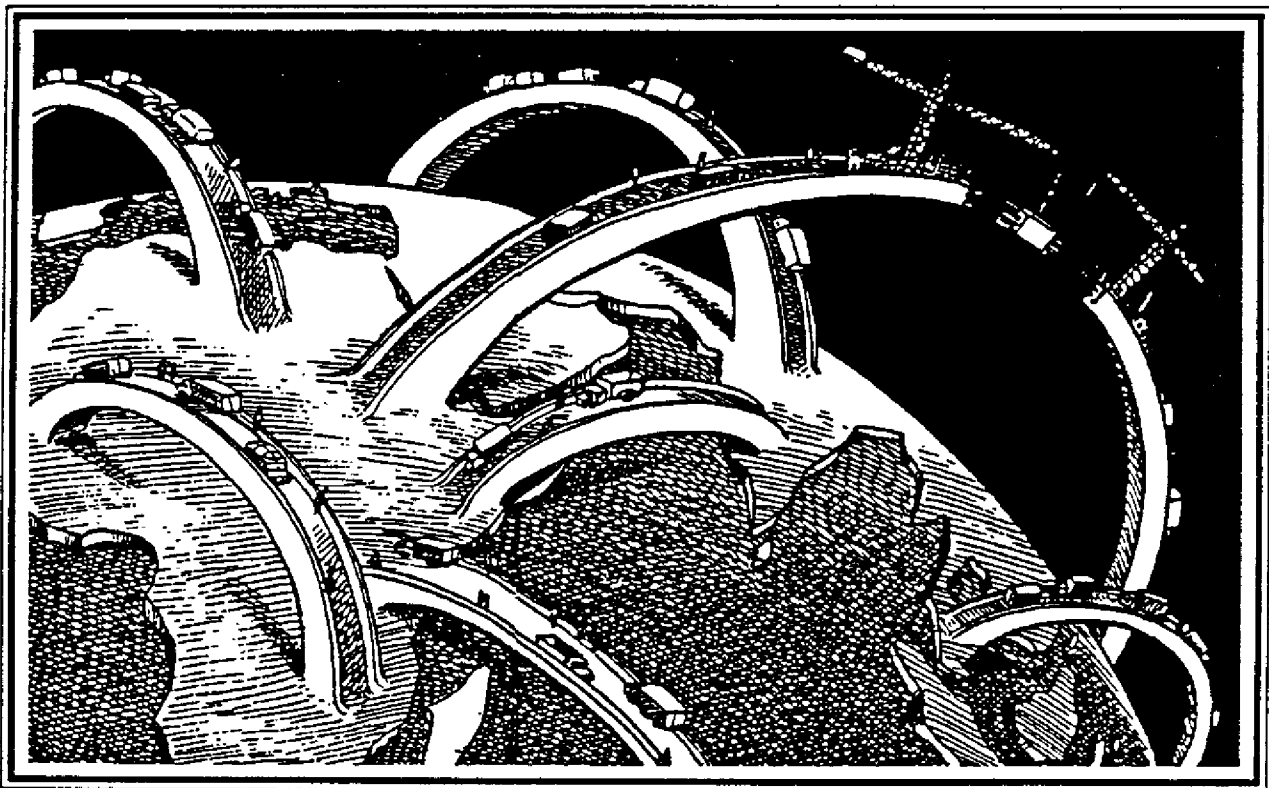

Illustration from Cooperation South—1990 No. 3

⬤ QUESTION ON INTERNATIONAL COLLABORATION

Q. *Consider an example of preparedness planning in your region involving collaboration by more than three international entities.*

What is the primary role of three such organizations?

● NAME THIS OVERHEAD

FAO: planting assessments, crop forecast assessments and food information early warning system

UNDP: disaster-to-development projects, technical assistance for disaster preparedness plans and strategies, and in-country resident coordinator of UN system

UNDRO: information coordination, disaster assessments, mitigation and disaster preparedness planning

UNDRO

UNICEF: vaccination programs and supplementary feeding programing in times of emergencies for vulnerable groups and water and shelter programs

UNHCR: emergency planning for refugee influxes

WFP: relief food needs assessments and food or non-food logistics

WHO: technical assistance on epidemiological matters in times of emergencies and health preparedness

WMO: tropical storm meterological information

INTER-AGENCY COLLABORATION: THE UN DMT

Each UN agency should designate an individual to become part of an inter-agency UN Disaster Management Team [UN DMT]. This team serves as a forum to exchange information on:

- mechanisms for the coordination of UN emergency assistance

- inputs and operations between the government, bilateral donors and NGOs

- location of personnel in the field when there is an immediate threat

- resources available for specialized emergency activities

● ROLE OF A SECRETARIAT

A secretariat should be established for the UN DMT to serve as a focal point for essential data on:

- national policies on international assistance, communications equipment, and specific types of foods and medicines

- government structures, with names and numbers of key personnel within central, regional and local authorities

- names and numbers of institutions outside the country that could be of assistance

- baseline data on each distinct disaster-prone area

◼⚪ UNDP PROJECTS TO PROMOTE PREPAREDNESS

UNDP should promote a range of projects, such as:

- Disaster preparedness planning projects, intended to launch the entire process

- Essential studies as part of an overall plan, such as vulnerability assessments

- Institution-building projects, to strengthen existing focal points

- Training programs for key personnel or leaders of vulnerable communities

Q. *Review these common reactions of government officials to the concept of preparedness planning at the national level. How would you respond to each of these reactions in promoting a disaster preparedness plan?*

- "A tremendous idea!"
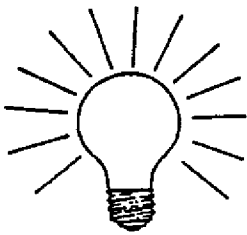
DISASTER
UNDER-DEVELOPMENT

- "We need development, not disaster preparedness!"
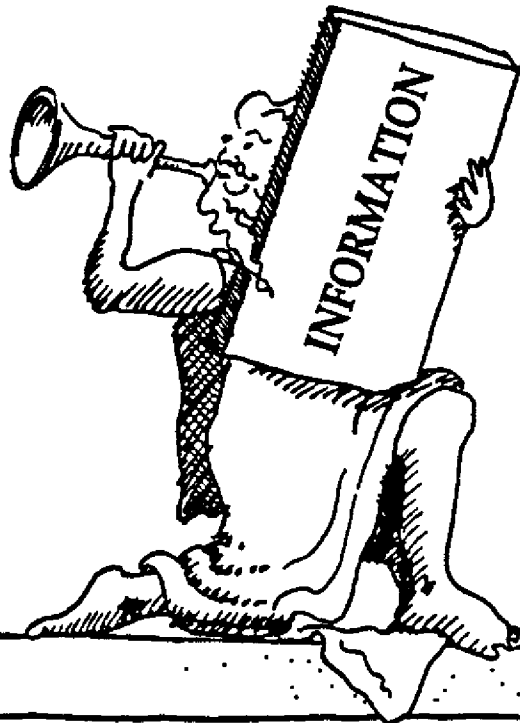
- "We already have one."

- "We don't need one."

■ ESTABLISH A RELIABLE INFORMATION BASE

Implement the following information systems at the beginning of the planning process:

Vulnerability assessments using team leaders that know particular regions well

Joint-information programs between the UN disaster pre-paredness focal point and this person's government counterpart
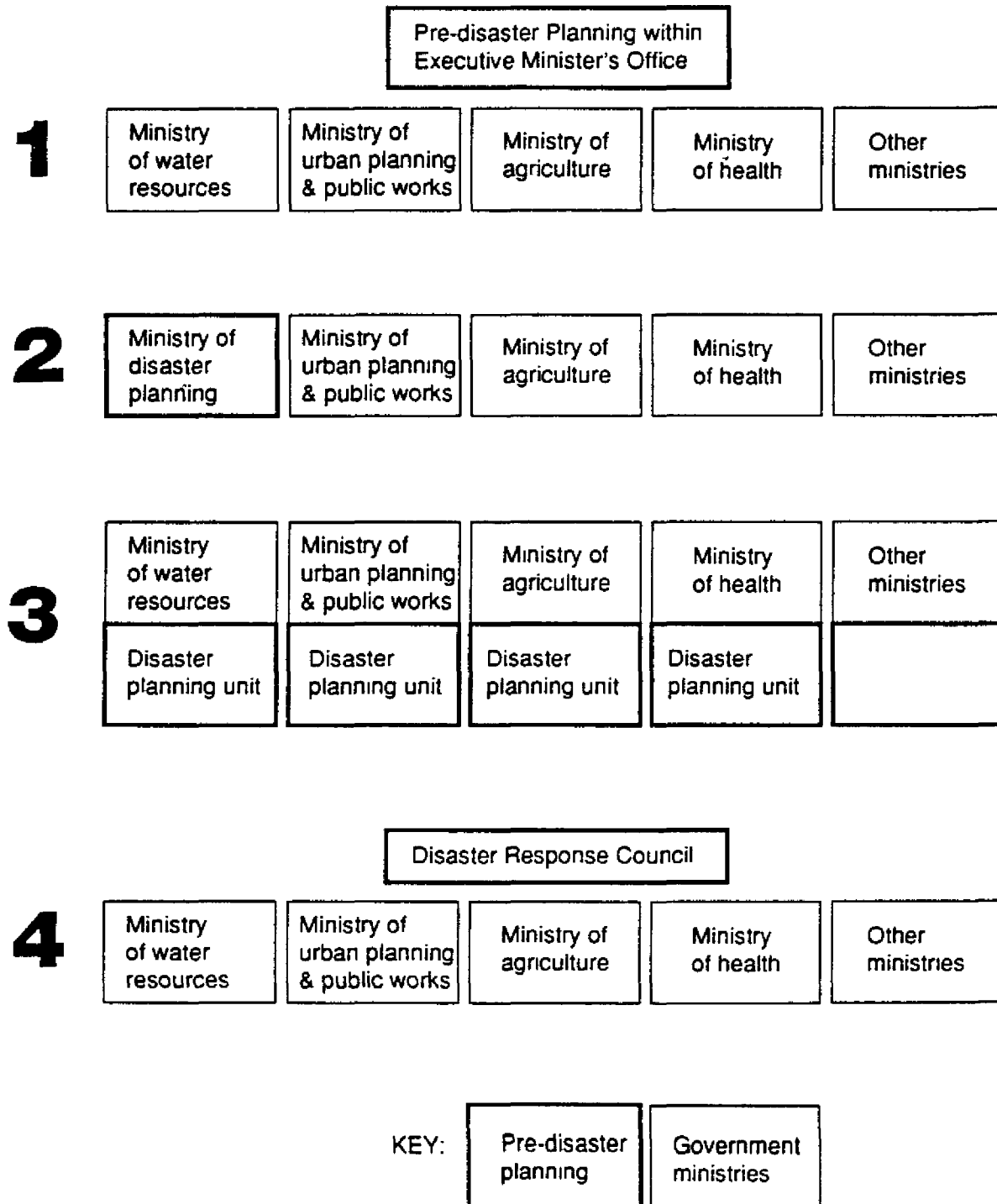
Cross-checking UN data with NGOs and government officials

Joint assessment process with UN DMT, NGOs and the government focal point

DEFINE APPROPRIATE INSTITUTIONAL STRUCTURES

Options for integrating disaster preparedness within government structures

Pre-disaster Planning within Executive Minister's Office

1

Ministry of water resources	Ministry of urban planning & public works	Ministry of agriculture	Ministry of health	Other ministries

2

Ministry of disaster planning	Ministry of urban planning & public works	Ministry of agriculture	Ministry of health	Other ministries

3

Ministry of water resources	Ministry of urban planning & public works	Ministry of agriculture	Ministry of health	Other ministries
Disaster planning unit	Disaster planning unit	Disaster planning unit	Disaster planning unit	

Disaster Response Council

4

Ministry of water resources	Ministry of urban planning & public works	Ministry of agriculture	Ministry of health	Other ministries

KEY:

Pre-disaster planning	Government ministries

ADVICE ON APPROPRIATE INSTITUTIONAL STRUCTURES

- The exchange of information must be an active undertaking.

- Ensure that agency representatives are briefed regularly.

- Be sure that any national disaster preparedness plan fully recognizes the particular specializations of relevant UN agencies.

- See to it that no decision about such specializations is discussed without a representative of the agency present.

- Do not assume that what is written in the plan is what any individual agency might follow.

- See how specific agency interests might be developed within the context of the proposed disaster preparedness plan.

ADVICE ON WORKING WITH NGOS AND DONORS

- Avoid dictates

- Share experiences

- Exchange information

- Incorporate NGOs in disaster preparedness activities

- Be sure that donors are in the know

- Conduct disaster preparedness briefings