Learning Objectives

EMERGENCY RESPONSE PLANNING

PLANNING PROCESS
EMERGENCY RESPONSE PLAN
CONTINGENCY PLANS

8th regional training course
Public Health and Emergency Management in Asia and the Pacific

By the end of this module, the participant should be able to:

• Describe the steps of emergency response planning process in terms of inputs, outputs and outcomes
• Discuss intra-sectoral and inter-sectoral coordination, cooperation and management systems
• Create flowcharts for emergency response planning
Q&A

Ask
• What is an emergency response plan?

Ask
• Why to develop a plan?

Ask
• How are emergency response planning processes different from routine planning processes for the health sector?
Planning for Emergencies

Planning based on risk analysis is planning for any emergency, by predicting:

- what might happen
- when it might happen
- where it might occur
- how big it might be
- what effect it might have
- how long it might last (emergency period + recovery period)
- What are the strategies to respond and recover

Difference between Emergency Response Planning and Routine Planning

- ERP focuses on:
  - coordination of resources from several sectors
  - emergency management and incident management systems
  - arrangements for intra-sectoral and inter-sectoral coordination of activities and mobilization of resources
  - What are the characteristics of routine planning in your field of activity?
Key characteristics

Emergency Response Plan
- an agreed set of arrangements for
  - responding to, and
  - recovering from emergencies
- plans involve the description of
  - responsibilities
  - management structures
  - resource and information management
  - Logistics management
  - Training and exercises
- plans focus on protecting life, property and the environment
- outcomes

Elements of an Emergency Response Plan

A response plan will define and discuss:
- a line of authority and clear responsibilities of all the stakeholders involved
- the management: ICP; EOC; EEC
- the communications system
- alert and warning mechanisms
- public information arrangements
- resource management (human, financial and material)
- reporting and accounting arrangements
Key Considerations

- Clear responsibilities (who, what, when, how, with whom, where)
- All key stakeholders need to be involved in the planning process, including:
  - agencies with disaster responsibilities
  - community members / groups
  - Institutions and legal authorities
- Relevant to emergency events:
  - large scale; complex; relatively rare; hard to predict
- Consequences of poor decisions can be acute
- Scrutiny of mistakes is often in detail and in public

Policy - Guidelines – Standards – Community Plans and Role of the MOH

<table>
<thead>
<tr>
<th>Policy, guidelines, standards</th>
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<tr>
<td>Mobilise extra-resources</td>
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<tr>
<td>International org &amp; assistance</td>
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<tr>
<td>Emergency Preparedness Program</td>
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<tr>
<td>National level</td>
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<td>Provincial level</td>
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<td>Communities Should be allowed</td>
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<td>National &amp; provincial levels = support communities in their work</td>
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Develop and implement
- Preparedness activities
- Mitigation plans
- Vulnerability reduction plans
- Emergency response plans
- Rehabilitation and recovery plans
The following sectors are involved in the emergency planning process:

- communications
- police
- relief and rescue
- health
- social welfare
- transport
- public works
- also agriculture, media, education, fire, ambulance, engineering, meteorology

How these sectors can contribute to the development of the health sector response plan?

Just remember the overall context......
Overall strategy of the MOH

• Integration strategy
• Vulnerability reduction and hazard mitigation
• Community risk management framework
• Inter-sectoral cooperation
• Planning based on existing resources (all types)
• Decentralization of the response capacity
• Community participation (and end-users)
• Institutionalization of an emergency/disaster Unit within the MOH

THE EMERGENCY PLANNING PROCESS
The Planning Process

- Determine the authority responsible for the process
- Establish a planning committee and objectives; management structure of the process
- Conduct a risk assessment - hazards and community vulnerabilities (core elements)
- Assign responsibilities
- Identify and analyse capacities and resources
- Develop the emergency management systems and arrangements
- Document the plan
- Test the plan; Review and update the plan on a regular basis
Outputs of the Process

- A set of emergency response plans – *who does what when* using existing capacity:
  - search and rescue plan
  - evacuation / temporary shelter plan
  - mass casualty plan / hospital plans
  - sectoral relief plans (food, water, health, lifelines etc.)
  - security plans
  - Mitigation; EWS (MCM: all hazards)

- A disaster recovery and reconstruction plan (education, agriculture, public works etc.)

Outcomes of the Process

The planning process is a sequence of steps whereby a planning entity (e.g. government, community) agrees on ways to enhance and protect its own safety. It is an interactive and iterative process that should lead to:

- better understanding of the roles and responsibilities of all members of the community in prevention, mitigation, and response
- greater awareness of risk reduction in the community
- higher levels of readiness to respond and to recover
- An emergency response plan and a recovery plan (and contingency plans when relevant)
- increased public safety (including for the health sector such as safer hospitals, etc.)
The Role of National Government (1)

The role of national authorities is to support local planning processes by establishing the planning framework:

- Setting national policies for risk reduction, emergency preparedness, emergency response and disaster recovery
- Issuing technical guidelines and administrative procedures for the process of planning and for the contents of plans
- Developing national plans (multi-sectoral; sectoral; contingency)

The Role of National Government (2)

- Developing procedures for how national resources can be deployed in an emergency
- Allocating funds to support the development of new local capacity and for local risk reduction
- Planning for those hazards that are not the primary responsibility of local government e.g. Security
- International cooperation and assistance

WHAT DO YOU WANT TO ADD?

WHAT ARE THE CONSTRAINTS and CHALLENGES IN YOUR COUNTRY?
Evaluate the Plan

How do we know a plan is a good plan?

- It meets the national planning criteria and policy?
- It conforms to the national planning format?
- It has been developed through a true emergency planning process (from vulnerability analysis up to participation of end-users)?
- It is tested, validated and regularly exercised?
- All key staff are familiar with the details of the plan and know their responsibilities?

WHAT DO YOU WANT TO ADD?

After the Plan has been Developed

It is essential to:

- simulate an emergency to test the plan
- familiarise all staff with the plan
- brief all new staff about the plan
- familiarise local government, emergency services and the community with the plan
- train those staff with special roles and responsibilities in the plan
- review and update the plan after an emergency, after each simulation and whenever new resources are acquired
Emergency Planning for MCI of the Health Sector

Health issues in emergencies
Public health services
Food security
Basic medical care
Mass casualty care
Contingency plans
Recovery planning
Resources and logistics
Media and public information

Common Planning Mistakes

- the plan is given more importance than the planning process itself
- not key community members are aware of the existence of a plan
- revision is overlooked
- emergency planning is not integrated into normal activities (integration strategy)
- different plans are developed for different hazards by different agencies – the all hazards approach should be preferred
- No or weak training programs
Common Planning Mistakes

- Plans are out of date as soon as they are published

**PLANS NEED REGULAR REVIEW**

- Procedures, policies and guidelines are needed to guide the planning process at local level

Organizational Capacity

- Implemented selectively by those agencies which have been delegated that responsibility by the Government or by the community

- It is vital that......agencies......
  - Professionally managed
  - Well resourced
  - Highly trained
  - Demonstrated competence
  - Emergency management family
Emergency Risk Management – Principles for Agencies

**goal:**

to increase efficiency and integration of the agency into the overall organization of the emergency management process.

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**objectives:**

- to improve the decision making process at all levels
- to facilitate the choice of the most suitable strategies
- to rely on specific decision making procedures
- to ensure efficient communication:
  - internal and external
- to ensure safety and well being
- to promote and preserve the activities efficiency:
  - synergy, complementarities, adaptability, cooperation
- to promote adequate training: personnel / exercises....
Activity Group Work

As part of an overall emergency response plan for the Asian Games, you are requested to prepare the Health Sector Response Plan…….

Instructions as follows:

1. To identify an existing city
2. To discuss potential problems, which can impact on health
3. To identify the stakeholders
4. To identify the key headings of the components of your Emergency Response Plan
Questions and Answers

What ......?

Thank You!
THE STEPS ONE BY ONE

Step 1: Define Project

- Determine the aim, objectives and scope of the planning process
- Identify the tasks to be performed, and the resources needed
- Identification of the framework in which emergencies will be managed
- Legislation policy and guidelines must be considered
- and the resources that will be required:
  - stakeholders / agencies, etc.
Step 2: Review Planning Group

- Key Stake-holders to be represented
- multi-disciplinary teams are essential to ensure sufficient expertise
- must have appropriate authority
- political and economic circumstances may influence choice of members
- social and cultural issues must be considered
- there must be an efficient reporting system

Step 3: Potential Problem Analysis

- planning group should know result of vulnerability analysis (at least core elements)
- technique for identifying preventive and mitigation strategies; response and recovery strategies for identified problems
- systematic breakdown of the problem into its components
- techniques involves:
  - hazard analysis / vulnerability assessment / developing response and recovery strategies / mitigation
Step 4: Resource Analysis

why?

- to ensure that PRR strategies can be supported
- to ensure that preparedness is coordinated
- to ensure cooperation between agencies
- to know who is responsible for supplying

Step 5: Roles and Responsibilities

- should be defined & described to ensure that each organization knows precisely what is expected of it and that everyone is aware of the general roles of all relevant organizations

- multi-sectoral approach for national disaster plan
  - key issues:
    - information management
    - resource management
    - evacuation
    - specific situation such as hazardous material...