Module: Public Health Disaster Planning for Districts

Organization: East Africa HEALTH Alliance, 2009-2012

Author(s): Dr. Roy William Mayega (MakSPH) (Lead Author), Dr. Christoper Orach-Garimo (MakSPH), Dr. Simon Mamuya (Muhimbili Univ. SPH), Dr. Joseph Chuwa (MoH, Tanzania), Dr. Tabu Simiyu (Moi Univ. SPH), Mr. Mike Renny Wafula (OPM, Uganda), Dr. G. Kabagambe (LIPHEA)

Resource Title: Session 3.4a: Principles of Disaster Planning and Introduction to the District Disaster Planning Matrix

License: Unless otherwise noted, this material is made available under the terms of the Creative Commons Attribution 3.0 License:
http://creativecommons.org/licenses/by/3.0/

We have reviewed this material in accordance with U.S. Copyright Law and have tried to maximize your ability to use, share, and adapt it. The citation key on the following slide provides information about how you may share and adapt this material.

For more information about how to cite these materials visit http://open.umich.edu/privacy-and-terms-use.

Any medical information in this material is intended to inform and educate and is not a tool for self-diagnosis or a replacement for medical evaluation, advice, diagnosis or treatment by a healthcare professional. Please speak to your physician if you have questions about your medical condition.

Viewer discretion is advised: Some medical content is graphic and may not be suitable for all viewers.
Use + Share + Adapt

{ Content the copyright holder, author, or law permits you to use, share and adapt. }

- **Public Domain – Government**: Works that are produced by the U.S. Government. (17 USC § 105)
- **Public Domain – Expired**: Works that are no longer protected due to an expired copyright term.
- **Public Domain – Self Dedicated**: Works that a copyright holder has dedicated to the public domain.
- **Creative Commons – Zero Waiver**
- **Creative Commons – Attribution License**
- **Creative Commons – Attribution Share Alike License**
- **Creative Commons – Attribution Noncommercial License**
- **Creative Commons – Attribution Noncommercial Share Alike License**
- **GNU – Free Documentation License**

Make Your Own Assessment

{ Content Open.Michigan believes can be used, shared, and adapted because it is ineligible for copyright. }

- **Public Domain – Ineligible**: Works that are ineligible for copyright protection in the U.S. (17 USC § 102(b)) *laws in your jurisdiction may differ

{ Content Open.Michigan has used under a Fair Use determination. }

- **Fair Use**: Use of works that is determined to be Fair consistent with the U.S. Copyright Act. (17 USC § 107) *laws in your jurisdiction may differ

Our determination **DOES NOT** mean that all uses of this 3rd-party content are Fair Uses and we **DO NOT** guarantee that your use of the content is Fair.

To use this content you should **do your own independent analysis** to determine whether or not your use will be Fair.
Principles of Disaster Planning and Introduction to the District Disaster Planning Matrix

Compiled By The Eastern Africa Disaster Management Training Core Team

Narrated by Dr. Roy William Mayega
Part 1

Principles of Disaster Planning
Why do we plan?

- Would the audience please share with me your own thoughts regarding why people plan?
Why do we plan for health emergencies?

- To get better prepared to respond to the disaster and save lives
- To know the resources needed and activities anticipated
- Resources are limited and have to be used in the best possible way
Good plans are:

• **Operational**
  – Simple to use
  – Written to include operational-level detail
  – Accompanied by Standard Operating Procedures and Checklists

• **Consensus-based**
  – Written by a group
  – Are developed by consensus among stakeholders

• **Capability-based**
  – Based upon what we are actually capable of doing

• **Objective-based**
  – Include measurable objectives

• **Compliant**
  – In line with National Guidelines and policies
Consensus-based planning

- The best plans are written by those whom will actually *implement* the plan
- Plans can be viewed as “contracts” that result from the negotiation of various stakeholders
  - “The planning is more important than the plan”
- Requires a very well-organized facilitation process in order to save time
Good Objectives are SMART

- **Specific**
  - Good objectives state exactly how tasks are to be performed
- **Measurable**
  - Good objectives describe measurable signs of progress
- **Attainable**
  - Good objectives are within our ability to achieve
- **Realistic**
  - Good objectives are based upon realistic expectations
- **Time-based**
  - Good objectives have a time schedule for completion
Good Objectives answer 5 questions:

- **WHAT** tasks should we perform?
- **WHO** will perform the tasks?
- **HOW** will we perform the tasks?
- **WHEN** will we perform the tasks?
- **WHERE** will we perform the tasks?
Types of Plans

• According to time
  – Short-term
  – Intermediate term
  – Long term

• According to degree of detail
  – Strategic Plans
  – Operational Plans
Disaster Plans

• **Strategic Plans**
  – Broad and general
    • i.e. protocols
  – Describe *WHAT* actions are to be performed

• **Operational Plans**
  – Detailed and focused
  – Describe:
    • *HOW* actions will be performed
    • *WHO* will perform them
    • *WHEN* will actions be performed
    • *WHERE* actions will be performed
Strategic plans

• Do:
  – Identify main strategy
  – Provide overview of response
  – Identify collaborations

• Do not:
  – Engage operational level workers and stakeholders
  – Describe detailed actions
  – Provide references, forms or templates
## Example of Operational Planning

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Operational objectives</th>
<th>Actions</th>
<th>Checklists</th>
<th>Responsible parties</th>
<th>Timing</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outbreak investigation</td>
<td>A single point of contact for case and outbreak reporting has been designated</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The decision if an outbreak investigation is indicated has been made</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Team composition and team leader have been decided</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Team objectives, roles and responsibilities have been decided for this investigation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The disaster planning cycle

- **PLAN**
  - Describe tasks
  - Learn tasks
  - Perform tasks
  - Review performance of tasks

- **TRAIN**
  - Describe tasks
  - Learn tasks

- **ANALYZE**
  - Describe tasks
  - Review performance of tasks

- **EXERCISE**
  - Perform tasks
Plan

- Collaborate with others
- Make the plan
- Highlight standards and indicators
- Assign tasks
- Make relevant checklists
Train

• Train response teams
• Ensure that tasks are learnt
• Conduct exercises and drills
• Assess performance of exercises
Exercise

• Implement the plan
• Implement the pre-disaster activities
• Implement response activities in case of a disaster
• Implement the post disaster activities after the disaster
Analyse

• Monitor and Evaluate the plan
• Check on actual performance
• Assess what worked and what did not work
• Improve the plan (Plan maintenance)
Problem Issues in Current Disaster Plans

- Cumbersome to use
- Checklists that tend to fail
- Focus on tasks rather than management
- Many possible hazards and scenarios
- Lack of clear objectives and measures of effectiveness

Challenges of emergency planning for public health emergencies

- Plans must be written by consensus among all of the stakeholders
  - Planners
  - Responders
  - Managers

- Planning should not be an end in itself
- It should not be more important than the plan
- It should be is a way for everyone to learn the plan so that it is implemented
Part 2

Introduction to the District Disaster Planning Matrix
The SOA Matrix

• In planning for disasters, we can use the SOA Matrix:
• SOA Stands for:
  – Strategic Objectives
  – Operational Objectives
  – Activities
The SOA Matrix: Strategic and Operational Objectives

- Strategic Objectives (These have already been prepared for you based on the SHERE Standards)
- Operational Objectives (These have been prepared for you based on the SPHERE Standards)
  
  - The prepared strategic objectives and operational objectives are contained in a matrix that we shall give to you
  - This matrix is called the ‘SOA Library’
The SOA Matrix: Activities

Activities:

– Under each operational objective, we may have several activities
– Since the Objectives have been set for you, Your task is to
  • Select the appropriate activities under each operational objective
  • Revise the objectives if needed, so as to suit your district situation
# The Planning Matrix

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Operational objectives</th>
<th>Activities</th>
<th>Responsible parties</th>
<th>Timing and Location</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source unknown
Capabilities:

• The SOA Library has summarized for you 5 planning areas for your plans
• These are based on the SPHERE standards
• They are:
  – 1. Response Management (Standards Common to all disasters)
  – 2. Water
  – 3. Shelter
  – 4. Food
  – 5. Health Services
Capabilities:

- In terms of response, these 5 planning areas called ‘capabilities’
- When taken together, they constitute what is called ‘capacity’
- When you make a plan for all these in a disaster, we call this ‘Capability Based Planning’
From Capabilities to Strategic and Operational Objectives

- These capabilities have been used as the basis for developing strategic objectives
- The strategic objectives have been used as the basis for preparing operational objectives
- These are contained in an electronic planning template called ‘the SOA Library’
Extension Activity 3.4b:

- Study the Capabilities, Strategic Objectives and Operational Objectives in the District Disaster Planning Matrix labeled: Extension Activity 3.4b: The District Disaster Planning Matrix
  - Familiarize your self with the objectives
  - This is the matrix that you are going to use to prepare your district disaster plan
  - The strategic and operational objectives have been extracted from the SPHERE Manual
  - Let us have a brief exercise to demonstrate this
Extension Activity 3.4b:

• In the SPHERE Manual, examine the key intervention areas under ‘Standards Common to All Disasters’ (*this is the SPHERE Equivalent to the capability: ‘Response Management’*) (Page 24)

• The page has a list of the 8 common standards, starting with the standard ‘Participation’

• Are the standards related to the operational objectives in your planning matrix in 5.1?

• *(Check standard by standard and compare with the corresponding operational objectives)*
Extension Activity 3.4b:

• Now let us do the same for the capability: ‘Water and Sanitation’
• This one has several strategic objectives (Corresponding with the intervention areas in the SHERE Manual)
• These are namely (Participants should state)
Additional Source Information
for more information see: http://open.umich.edu/wiki/CitationPolicy
