

Module: Public Health Disaster Planning for Districts

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Guide to Practical Sessions: Developing Your District Disaster Plan

Compiled By The Eastern Africa Disaster
Management Training Core Team

Narrated by Dr. Roy William Mayega

Group Work Guide

Group work requirements

– Materials

- Each team should ideally have a laptop *OR*
- Flip chart
- Markers
- Masking tape

– Space

- Separate room *or* corner of the same training room
- Desk for writing

Group Work Guide

Step 1: Establish work groups

- The proposed groups: Participants work in groups/ teams based on their district settings
- i.e. 5 districts/teams comprising 5 or 6 participants per district/team
- Each team selects a chairman and reporter

Group Work Guide

Step 2: Clarify group work activity

- Each group develops activities of a particular **capability** at a time
- Participants will be developing emergency response activities at district level for each of the 5 capabilities

Group Work Guide

Step 3: Work group session

- Period of group work: We shall work on the plans for the next 2 days
- We should try to cover a capability per session
- After the first capability, all teams have to make a presentation
- Thereafter, the teams can then take on a number of capabilities at a time in the order that they appear in the matrix
- Facilitators will regularly check on each group to clarify issues and assess progress
- Participants should work on laptops and on a **template** ready for presentation in plenary

Group Work Guide

Step 4: Feedback in plenary

- Each team presents their work to the entire group for feedback
- Plenaries shall cover every capability
- Different groups may be called upon to present on any operational objective
- Facilitator/member of a group volunteers to chairs the session
- The aim is to reach consensus on activities proposed

Group Work Guide

Final Outputs

- Activities developed for all the capacities
- Activities for every capability developed and merged, hence the 5 districts will each have developed a draft disaster response plan
- By the end of this workshop, every participant should have had a chance to present

Getting Started

- Each District should now contact the secretariat to obtain an electronic copy of the Disaster Planning Matrix
- It is an Excel File, with a workbook containing 5 worksheets covering the 5 capabilities
- You will work on these worksheets
- You are free to modify them by inserting rows and adjusting their sizes

The Approach

- Fill in the:
 - Activities (NB: You should be able to clearly distinguish between an ‘operational objective’ and an ‘activity’. An activity is what is actually implemented)
 - The Responsible party: Which person or which agency should take the lead on this activity?
 - The Timeline (within the framework of a disaster)
 - An indicative budget
- You will use an ‘All disaster Approach’, driven by the priority disasters likely to occur in your district

Let us get started!