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
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
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
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 chair the session
- The aim is to reach consensus on activities proposed
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!