Module: Public Health Disaster Planning for Districts

Organization: East Africa HEALTH Alliance, 2009-2012

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Resource Title: Session 5.1: Writing the Plan

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Writing the Plan

Compiled By The Eastern Africa Disaster Management Training Core Team

Narrated by Dr. Roy William Mayega
Writing a Plan

• The District plan
• It should also have background information on:
  – The situational analysis
  – Purpose and objectives of the plan, and
  – Institutional and legal frameworks for operationalisation of the plan and

• The plan matrix is called ‘relational data because the items are related to each other
• The background information is called non-relational data because it is descriptive
ADEPT Planning Method

• ADEPT: It is the Automated Disaster and Emergency Planning Tool
• ADEPT converts relational data in a plan into an automated electronic reference
• ADEPT recommends the following approach to planning:
  – Establish a Partnership
  – Determine the planning context
  – Collect the Plan Data
  – Negotiate the Plan
  – Write and Present the Plan
  – Validate the Plan
  – Revise the plan
Presenting the Plan

- Method for reviewing preliminary plan is identified
- Preliminary Plan Database is populated (relational database plan)
- A preliminary plan document is created
- Review of preliminary plan is accomplished
- Preliminary plan is delivered to partner
Creating a Plan Document

- Populate the plan with relational data
  - Prepare the SOA Matrix for each capability

- Populate the plan with non-relational data
  - Prepare the background to the plan
Creating a Plan Document:
(Relational Data)

- Present Relational data in tables (matrix)
- One table per Capability
- Capability Tables contain strategic objectives, operational objectives, activities and responsible parties
### Capability: Health Services

<table>
<thead>
<tr>
<th>Strategic Objective</th>
<th>Operational Objectives</th>
<th>Activities</th>
<th>Responsible Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Systems and Infrastructure are adequate</td>
<td>(Objective)</td>
<td>(Activity)</td>
<td>Agency 1</td>
</tr>
<tr>
<td></td>
<td>(Activity)</td>
<td></td>
<td>Agency 2</td>
</tr>
<tr>
<td></td>
<td>(Objective)</td>
<td></td>
<td>Agency 4</td>
</tr>
<tr>
<td>Communicable Diseases are Controlled</td>
<td>(Objective)</td>
<td>(Activity)</td>
<td>Agency 1</td>
</tr>
<tr>
<td></td>
<td>(Objective)</td>
<td></td>
<td>Agency 3</td>
</tr>
<tr>
<td></td>
<td>(Objective)</td>
<td></td>
<td>Agency 7</td>
</tr>
<tr>
<td>Non-Communicable Diseases are Controlled</td>
<td>(Objective)</td>
<td>(Activity)</td>
<td>Agency 2</td>
</tr>
<tr>
<td></td>
<td>(Activity)</td>
<td></td>
<td>Agency 2</td>
</tr>
<tr>
<td></td>
<td>(Objective)</td>
<td></td>
<td>Agency 2</td>
</tr>
</tbody>
</table>
Creating a Plan Document: Non-Relational Data

- Determine what non-relational headings are desired
- Assign responsible parties to write/collect info
- Write/collect information for each heading
**Non-Relational Data Headings**

- Introductory Material
- Purpose
- Concept of Operations
- Plan development and Maintenance
- Authorities and References
Example: Plan Headings

**Administration**
- Executive Summary
- Approval
- Table of Contents
- Review and Maintenance
- Distribution
- Authorities and Reference

**Introduction**
- Purpose
- Scope
- Policy
- Plan Organization

**Situation**
- Risk Assessment
- Vulnerability Assessment
- Planning Assumptions

**Concept of Operations**
- Alert, Notification, Activation, Deactivation
- Command and Coordination
- Communications

**Roles and Responsibilities**

**Addenda**
- Terms and Definitions
- Acronyms and Abbreviations
- Tables of Organization
- Department Organizational Chart
- Divisions/Bureaus Organizational Chart
Format for the Plan

• Title Page
• Introduction
  – This document is intended for use as a guide for response operations. It is an all hazards document
• Letter of Reference or Statement of Authority
  – This document was created per the national policy on disaster management. Its purpose is to protect the citizens in the event of a public health emergency, and has been required per my authority as governor of this country
• Situation and Assumptions
  – Present the situation analysis for the district, the common disasters likely to occur the priority disasters for which the document is designed
• Concept of Operations
  – Present the lead coordinating agency in the district and other agencies that are cooperating on this plan and how they will be coordinated
• Capability Tables
  – Present the Disaster Plan Matrix
• Authorities and References
  – Contact list
  – List of agencies involved in the plan and the contact persons
  – Legal reference documents
  – Guidance notes
• Plan Maintenance
  – This plan will be reviewed annually, and tested quarterly