

Module: Public Health Disaster Planning for Districts

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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

Planning



Plan Writing



Execution

for Districts

Capability Table: Plan Matrix

Capability: Health Services

Strategic Objective	Operational Objectives	Activities	Responsible Entity
Health Systems and Infrastructure are adequate	(Objective)	(Activity)	Agency 1
		(Activity)	Agency 2
	(Objective)	(Activity)	Agency 4
Communicable Diseases are Controlled	(Objective)	(Activity)	Agency 1
	(Objective)	(Activity)	Agency 3
	(Objective)	(Activity)	Agency 7
Non-Communicable Diseases are Controlled	(Objective)	(Activity)	Agency 2
	(Objective)	(Activity)	Agency 2
	(Objective)	(Activity)	Agency 2

Planning



Plan Writing



Execution

for Districts

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

Planning



Plan Writing



Execution

for Districts

Non-Relational Data Headings

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

Planning



Plan Writing



Execution

for Districts

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