

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE

PROPOSED

ACTION PLAN

DERIVED FROM THE

OPERATIONAL COORDINATION WORKSHOP

FEBRUARY 25 - 26, 1986

Problem/Situation Statement	Recommended Actions	Recommended Responsibility	Recommended Due Date	Accomplish Date
<u>MOBILIZATION/LOGISTICS</u>				
1. The host country needs to be aware of the arrival of personnel and material. (the who-the what-the when-the where)	<p>A. OFDA and the Mission must establish a procedure to receive logistical support regardless of location.</p> <p>B. Host country U.S.A. team must include a logistically configured organization capable of receiving, accounting for, and distributing incoming commodities.</p> <p>C. OFDA must notify the host country point-of contact via the fastest method of communications on the arrival of personnel and/or material by size, quantity, specialty, etc.</p>	<p>OFDA Emb/Mission</p> <p>OFDA Emb/Mission</p> <p>OFDA</p>	<p>One country per quarter</p> <p>One country per quarter</p> <p>One country per quarter</p>	
2. Inventory of resources, language skills, facilities and cultural awareness.	<p>A. Conduct needs assessment by disaster.</p> <p>B. OFDA needs to interface with other federal, state and volunteer agencies/organizations to create a data base that identifies the availability of these skills and resources (identify lists of sources now available and utilize them).</p>	<p>OFDA</p> <p>OFDA and supporting institutions</p>	<p>6 months</p> <p>12/86</p>	

ICS: Incident Command System
MDRP: Mission Disaster Relief Plan

Problem/Situation Statement	Recommended Actions	Recommended Responsibility	Recommended Due Date	Accomplishment Date
3. Identify specifically who/what/when is needed, by priority of need and mobilize only those resources which meet those requirements or requests.	<p>A. When requests are received by OFDA, OFDA will ensure that all requests contain sufficient specifications.</p> <p>B. The OFDA designated source of supply will be responsible for meeting the requested specifications.</p> <p>C. OFDA/Embassy/Mission must develop a standard ordering process.</p>	<p>OFDA</p> <p>OFDA</p> <p>OFDA Embassy/Mission</p>	<p>12/86</p> <p>12/86</p> <p>12/86</p>	
4. There is no single ordering person/agency in the host country or at OFDA for people and/or material.	<p>A. Host Country Embassy/AID and OFDA must establish an ordering process.</p> <p>B. Educate and communicate with all involved organizations on the serious need to coordinate disaster response.</p>	<p>OFDA</p> <p>OFDA</p>	<p>6/86</p> <p>Continuing</p>	
5. Not establishing and managing standard mobilization locations in host countries.	<p>A. MDRP must identify potential mobilization location.</p> <p>B. Mobilization locations should be located at or as near as possible to the port of entry for disaster commodities.</p> <p>C. Host country should identify in its MDRP the ICS logistics organization necessary to support the mobilization site.</p>	<p>OFDA Embassy/Mission</p> <p>OFDA Embassy/Mission</p> <p>OFDA Embassy/Mission</p>	<p>One country per quarter</p> <p>One country per quarter</p> <p>One country per quarter</p>	

ICS: Incident Command System
MDRP: Mission Disaster Relief Plan

Problem/Situation Statement	Recommended Actions	Recommended Responsibility	Recommended Due Date	Accomplish Date
<u>OPERATIONS</u>				
1. Failure of coordination by U.S. and donor organizations in mobilizing and responding to disaster needs.	A. Establish communications between OFDA and donor groups to ensure an effective and coordinated response to disaster requirements.	OFDA	Continuing	
2. Lack of understanding of fiscal proceedings by host country personnel in Embassy/Mission.	A. Identify an in-country fiscally knowledgeable individual as point-of-contact or send trained individual from USA immediately. B. Clarify fiscal responsibility and funding limitations in an early cable to disaster country Embassy/Mission.	OFDA Embassy/Mission	Continuing	
3. Incident management organization does not have communications needed to adequately manage the incident.	A. MDRP needs to specify what communications sources are available/ permitted and identify any frequency restrictions. B. OFDA insures communications are sent to host country to support U.S. response.	OFDA/Mission OFDA	One Country per quarter Continuing	
4. Adequately trained relief personnel not identified and mobilized to expand operations and provide relief of on-site and OFDA (W.O.) personnel.	Identify organization requirements and order appropriate response which provides for rotating personnel	OFDA/Mission	7/86	

ICS: Incident Command System
MDRP: Missin Disaster Relief Plan

Problem/Situation Statement	Recommended Actions	Recommended Responsibility	Recommended Due Date	Accomplishm Date
<p>5. Personnel and equipment entering and leaving the countries are having difficulty clearing customs.</p>	<p>MDRP needs to have a procedure for paving the way for clearing customs.</p>	<p>Mission</p>	<p>Jul/86</p>	

ICS: Incident Command System
MDRP: Mission Disaster Relief Plan

Problem/Situation Statement	Recommended Actions	Recommended Responsibility	Recommended Due Date	Accomplishm Date
<u>AGREEMENTS</u>				
<p style="text-align: center;"><u>Country</u></p> <p>1. No single point of contact in host country government on disaster coordination</p> <p>2. No policy on donated material and volunteer assistance.</p> <p>3. No overflight clearance agreements or provision for privileges and immunities from local laws.</p>	<p>A. OFDA/Embassy develop pre-disaster plans/agreements with host governments.</p> <p>A. OFDA, in cooperation with VOLAGS, develop a policy on volunteers and donated materials.</p> <p>A. OFDA/State Department/Embassy/DOD develop standard permission for overflights, privileges and immunities.</p>	<p>OFDA Embassy</p> <p>OFDA</p> <p>OFDA State Department Embassy DOD</p>	<p>One Country per quarter</p> <p>6 months</p> <p>6 months</p>	
<p style="text-align: center;"><u>Private Sector</u></p> <p>1. No procedure exists for transporting materials, supplies and passenger's for a disaster.</p>	<p>A. Stimulate DOT to have meetings with major transportation companies/associations to develop an agreement of handling donated supplies and passengers.</p> <p><u>Potential Contacts:</u> American Trucking Assoc., Int'l Air Transport Assoc., United Nations Int'l Civil Aviation Organization, Railroads DOD/JCS/J4, Airlines and Unions.</p>	<p>OFDA DOT</p>	<p>5 months</p>	

VOLAGS: Voluntary Agencies
 DOT: Department of Transportation
 ICS: Incident Command System
 MDRP: Mission Disaster Relief Plan

Problem/Situation Statement	Recommended Actions	Recommended Responsibility	Recommended Due Date	Accomplishment Date
<p>2. No agreement exists for use of volunteers.</p>	<p>A. OFDA needs to develop an agreement with INTERACTION on coordination of VOLAGS assistance.</p> <p>B. Develop agreement between OFDA and AFRCC to utilize specialized skill group volunteers.</p> <p>C. Develop an agreement between OFDA and American Radio Relay League for use of Ham Radio Operators in international disaster assistance.</p> <p>D. Develop a system with VOLAGS to refer volunteers to VOLAGS for future use in disaster activities.</p>	<p>OFDA</p> <p>OFDA</p> <p>OFDA</p> <p>OFDA</p>	<p>3 months</p> <p>6 months</p> <p>6 months</p> <p>6 months</p>	
<p>3. No media strategy to support the international disaster relief.</p>	<p>E. Develop strategy for working with the media.</p>	<p>OFDA</p>	<p>6 months</p>	
<p><u>State and Local Governments</u></p>				
<p>1. No existing agreement with OFDA for utilizing state/local agencies.</p>	<p>A. Develop agreements with appropriate state/local governments for use of personnel in disaster assistance, which includes liability issues</p>	<p>OFDA</p>	<p>1 year</p>	

VOLAGS: Voluntary Agencies
 AFRCC: Air Force Rescue Coordination Center
 ICS: Incident Command System
 MDRP: Mission Disaster Relief Plan

Problem/Situation Statement	Recommended Actions	Recommended Responsibility	Recommended Due Date	Accomplish Date
<p align="center"><u>Federal</u></p> <p>1. Inadequate agreements of cooperation (RSSA or MOU's) between relevant federal agencies.</p>	<p>A. Develop agreements with relevant federal agencies such as: Dept. of Defense, Dept. of Interior, Dept. of Transportation, Dept. of Agriculture, Environmental Protection Agency, Dept. of Health, Human Services</p>	<p>OFDA</p>	<p>1 year</p>	
<p align="center"><u>Non-profit Groups</u></p> <p>1. Inadequate agreements with non-profit groups for disaster assistance.</p>	<p>A. Develop appropriate agreements with responding organization such as: Nat. Fire Protection Assoc., Int'l. Assoc. of Fire Chiefs, Chemical Manufacturers Assoc., Flight Safety Foundation, National Coordination Council of Emergency Mgmt., National Emergency Mgmt. Assoc.</p>	<p>OFDA</p>	<p>1 year</p>	
<u>COMMUNICATION</u>				
<p align="center"><u>OFDA Coordination Center</u></p> <p>1. Inability to handle incoming calls with present system and procedures.</p>	<p>A. Analyze total telephone communication needs and develop operating procedures that respond to incoming traffic and handling calls.</p>	<p>OFDA</p>	<p>1 year</p>	

ICS: Incident Command System
 MDRP: Mission Disaster Relief Plan

Problem/Situation Statement	Recommended Actions	Recommended Responsibility	Recommended Due Date	Accomplishm Date
2. OFDA staff is not adequately informed of planned and current situations.	B. Volunteers need to be trained to provide adequate service.	OFDA	3 months	
	A. Formalize a briefing/information dissemination system.	OFDA	30 days	
<u>Field Communication</u>				
1. Inadequate communication system at the incident the Embassy/Mission, and OFDA levels.	A. OFDA needs to include on the specialty staff a communications specialist who has the capability to design and implement a communications system when a disaster occurs.	OFDA	Continuing	
2. Overly dependent on telephone and cable systems with no back-up.	A. OFDA, along with other responders should investigate the feasibility of satellite communications for both voice and data.	OFDA	6 months	

DISASTER MANAGEMENT

1. Presently OFDA/Embassy/ Mission do not have an adequate emergency operating procedure for disaster management.	A. Develop standard operations procedures handbook for Operating Coordination Center.	OFDA	6 months	
	B. Update MDRP to include SOP for disaster management.	OFDA Embassy/Mission	Continuing	
	C. Develop training plan to identify personnel in need of specialized emergency training.	OFDA	3 months	

ICS: Incident Command System
MDRP: Mission Disaster Relief Plan

Problem/Situation Statement	Recommended Actions	Recommended Responsibility	Recommended Due Date	Accomplish Date
<p>2. No agreements in place with specialized suppliers for rapid acquisition of necessary services or equipment.</p> <p>3. No formal system in place to exchange response information with other countries.</p> <p>4. No functional international agreements for coordinating response to disasters.</p> <p>5. No coordination with other Embassy/Mission emergency preparedness plans.</p> <p>6. Existing skills of all Embassy/Mission personnel not fully identified/utilized in case of disaster.</p>	<p>D. Conduct training and simulation exercises.</p> <p>E. Manage all significant events utilizing ICS. ie: Presidential visits, Civil disturbances, etc.</p>	<p>OFDA Embassy/Mission</p>	<p>Continuing</p>	
	<p>A. Preplan in order to put in place appropriate contracts in order to meet anticipated needs.</p>	<p>OFDA</p>	<p>6 months</p>	
	<p>A. Develop formal information sharing system that will allow countries to share disaster response information.</p>	<p>OFDA</p>	<p>1 year</p>	
	<p>A. Investigate possibilities for developing effective multi-lateral agreements.</p>	<p>OFDA</p>	<p>1 year</p>	
	<p>A. MDRP needs to include coordination system with other in-country Embassies/Missions.</p>	<p>Embassy</p>	<p>6 months</p>	
	<p>A. Conduct skills inventory and make information part of the disaster plan.</p>	<p>Embassy</p>	<p>6 months</p>	

ICS: Incident Command System
MDRP: Mission Disaster Relief Plan

Problem/Situation Statement	Recommended Actions	Recommended Responsibility	Recommended Due Date	Accomplishm Date
7. Inadequate in-country ability for initial disaster assessment of disaster (potential/magnitude).	A. Identify and train key individual in host countries to be able to provide initial assessments.	Embassy/ Mission	Continuing	
8. In a major, complex incident, local assessment may be inadequate.	A. Develop specialized U.S. assessment teams to do more extensive assessment by type of incident.	OFDA	6 months	