EMERGENCY PREPAREDNESS PLANS

Introduction

This document addresses the emergency preparedness plans that resulted from the experience carried out in the emergency preparedness project in Peru. The methodology will have to be revised according to other more comprehensive risk reduction experiences and strategies that are implemented institutionally but that lack instruments such as the one described here.

Conceptual aspect

The Plan is an instrument to prevent or reduce disaster-related risks and decide how to act when an emergency takes place, by means of the participation of the vulnerable population in problem identification and decision making.

Disaster-related risks have two key factors: the threat or possibility of the occurrence of potentially destructive phenomena, and the vulnerability in the presence of threats; and the capacities of individuals and institutions to reduce risks and respond to emergencies.

The Plan ensures the identification of the main problems of disaster-related risks, the causes that generate them, and how to act in their presence.

Steps for the preparation of emergency plans

1. Identification and location of threats

We must be aware of the threats to which our community is exposed.

We have to determine which of these may cause emergency situations in the community. It is therefore necessary to know:

- The characteristics of potentially destructive phenomena and the areas that could be affected.
- The causes, possible consequences, and ways to prevent or diminish threats. To do this, it is important to share experience and receive technical advice from different institutions that provide services in our community.
- The history of the occurrence of destructive phenomena, their frequency, and the measures that were taken on these occasions.
Emergency Preparedness Plans

2. Identification of vulnerable areas

Who are the people and what are the objects exposed to disaster threats.

- We have to identify the houses, buildings, farm land, roads, bridges, and transport means in areas of greater danger.
- We must be aware of the location and condition of access roads to the community, as well as alternative access routes.
- We must know the location of the population exposed to danger and also which individuals have some kind of mobility limitation or require specialised medical treatment.

3. Identification of internal skills and limitations

What is the community’s capacity to cope with or eliminate an emergency situation

To produce an inventory of human and material resources, their condition, location, and availability.

- Communities and families: survival mechanisms and response capacities in the work area.
- Physical spaces and safe locations that could be used as gathering places or temporary shelters in cases of emergency.
- Means of transportation (public and private) that may be used in cases of emergency.
- Basic medical and first aid equipment.
- Protection and rescue equipment, such as: shovels, picks, ladders, ropes, etc.
- Electrical power systems and other possible supply sources.
- Water systems (aqueducts, wells, springs, and other possible supply sources.
- Contact addresses, telephone numbers, and employees of institutions that provide services in cases of emergency.

Organisations. A directory of organisation and community leaders must be on hand.

Emergency Preparedness Plans

An inventory of resources allows us to know what the community has on hand to respond to an emergency situation. We may also measure the existing degree of organisation, and find out about the education and information requirements for the community to define concrete actions.
4. External Analysis (Opportunities and limitations)

- Government: structures, procedures, response mechanisms, and capacities (at national, regional, and local levels).
- Possible agencies with which to cooperate in cases of disaster, funds providers: structure, procedures, response mechanisms and capacities.
- Geographic coverage of the national and international organisations that work on the issue of disasters.

5. Preparation of the ACTION PLAN

For the preparation of the Action Plan, the following items must be included:

- WHAT? The tasks or activities to be carried out.
- WHAT FOR? The purpose or reason for carrying out the activity.
- HOW? The form that will take the activity.
- WHERE? The place where the activity is to be carried out.
- WHO? The individuals in charge of the activities to be carried out.
- WHEN? The time when the activity is to be carried out.
- WHAT WITH? The skills and resources on hand.

### Emergency Preparedness Plans

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>To coordinate with the Community Development Association</td>
<td>Personal invitation</td>
<td>Community Hall</td>
<td>Alicia, Pedro, Ana, Luis</td>
<td>7 p.m. 9 May 1997</td>
<td>Organising experience. Community Emergency Preparedness Plan.</td>
</tr>
</tbody>
</table>
Further Reading

The Sphere Handbook 2011 Practical Action Publishing
Disaster Mitigation, Preparedness and Response D Sanderson 1995 Practical Action Publishing
From Vulnerability to Resilience K Pasteur 2011 Practical Action Publishing

For more information:
Disaster Prevention and Local Governability Programme
Av. Jorge Chavez 275 – Miraflores. Lima - Perú
Tel: +51 (01) 447-5127 / 4467324/ 2429714
Website: www.practicalaction.org.pe

Practical Action
The Schumacher Centre
Bourton-on-Dunsmore
Rugby, Warwickshire, CV23 9QZ
United Kingdom
Tel: +44 (0)1926 634400
Fax: +44 (0)1926 634401
E-mail: inforser@practicalaction.org.uk
Website: http://practicalaction.org/practicalanswers/

Practical Action is a development charity with a difference. We know the simplest ideas can have the most profound, life-changing effect on poor people across the world. For over 40 years, we have been working closely with some of the world’s poorest people - using simple technology to fight poverty and transform their lives for the better. We currently work in 15 countries in Africa, South Asia and Latin America.