

STANDARD OPERATING PROCEDURES DISASTER RESPONSE

1. INTRODUCTION

- 1.1 The Standard Operating Response Manual constitutes the Societies Response Plan. This document set Forth all the policies pertaining to the societies set of Emergency Response procedures and processes.
- 1.2 This manual is issued and authorized under the Authority of the Secretary General and is aimed at ensuring standardization of the emergency response plan.
- 1.3 All recipients of this manual are responsible for its implementation which affects their areas within the context of the emergency procedures.

2 PURPOSE

- 2.2 This manual contains basic information covering on emergency response plan.
- 2.3 The manual provide guidelines and references for every Branch/Chapter official to comprehend and understand their involvement, roles and responsibilities
- 2.4 The manual will be a guiding force in our endeavour to handle all types of emergencies

3 ACCESSIBILITY AND AMENDMENTS

3.1 This manual should be kept in a place easily accessible to all MRCS officials

3.2. The contents of this manual will be reviewed and amendments made if the need arises. All amendments will be notified by the Secretary General

Signed:

YBHG DATO' TUAN HJ ABU HASSAN BIN SALLEH
Secretary General
Malaysian Red Crescent Society

Dated:

STANDARD OPERATING PROCEDURES

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PREFACE

1. The Society Disaster Response and Relief Action plan is built into the government's MKN 18, 20 and 21 overall plan for dealing with man made and natural disasters.

2. MRCS role is basically to:
 - 2.1 Assist the Ministry of Woman, Family and Social Development to set up and administer relief centres, mass feeding by preparation and distribution of clothings and blankets, tracing services and psychological support of disaster beneficiaries.

 - 2.2 Assist the Armed Forces, Police and Civil Defence in rescue and evacuation of disaster beneficiaries.

 - 2.3 Assist the Ministry of Health in providing first aid, ambulance service, medical services and health services.

3. Early mobilization for rescue and relief operation in a coordinated manner will reduce the impact of disaster:
 - 3.1 Where lives can be saved.

 - 3.2 Where the injured will need to be treated and evacuated.

 - 3.3 Where those in grief will need to be assisted and comforted.

GLOSSARY OF ABBREVIATION

For the purpose of these procedures, the below listed abbreviations shall have the following meaning:

DEFINITIONS

MRCS	-	Malaysian Red Crescent Society
MKN	-	Majlis Keselamatan Negara
MDM	-	Manager Disaster Management
ODM	-	Officer Disaster Management
MAS	-	Manager Ambulance Service
GH	-	General Hospital
SAT	-	Sattelite
BKN	-	Bahagian Keselamatan Negara
DM	-	Disaster Management
4WD	-	4 Wheel Drive
MA	-	Medical Assistant

STANDARD OPERATIONS PROCEDURES

SN	-	Staff Nurse
NGO	-	Non Government Organisation
DCC	-	District Control Centre
OC	-	Officer In Charge
AO	-	Admin Officer
VAD	-	Voluntary Aid Detachment
EVAC	-	Evacuation
OPT	-	Operations
OSC	-	On Scene Commander
MO	-	Medical Officer